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“To create the world's most accessible and innovative language school that changes lives through education.”

English Path Global Student Disciplinary Policy and Procedure

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Introduction

This policy outlines the disciplinary procedures in place at English Path to support the maintenance of a respectful, safe, and inclusive learning environment. It applies to all students across EP’s global campuses and provides a structured process for managing breaches of the Student Code of Conduct. The policy is designed to meet the standards required by the relevant international accreditation bodies.

Translations available, please ask at Student Services.



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1. Purpose

The purpose of this policy is to establish a transparent, fair, and consistent approach to managing student conduct at English Path. It defines the procedures to be followed when student behaviour does not meet the expectations set out in the English Path Code of Conduct, ensuring that all disciplinary matters are addressed appropriately. This policy supports institutional responsibilities outlined by the relevant international accreditation and quality assurance bodies.

2. Scope

This policy applies to all students (both adults and young learners aged under 18) enrolled in English Path programmes, across all delivery locations and modes of study. It covers all instances of misconduct and gross misconduct occurring on EP premises, during off-site activities organised by EP, in student accommodation arranged by EP, and in digital or online environments affiliated with EP. The policy is also relevant to staff and / or agents who are involved in implementing or supporting disciplinary procedures.

3. Definitions

Misconduct: Behaviour by a student that breaches the expectations outlined in the English Path Code of Conduct, including but not limited to repeated lateness, disruption of class activities, failure to comply with reasonable instructions, or inappropriate use of mobile devices.

Gross Misconduct: Serious breaches of conduct that may warrant immediate suspension or expulsion. This includes actions that threaten the safety or wellbeing of others, possession or use of illegal substances or weapons, acts of violence, discrimination, harassment, or criminal behaviour.

Disciplinary Procedure: The structured process used to investigate and respond to allegations of misconduct or gross misconduct, including investigatory steps, hearings, and potential sanctions.

Student: Any individual enrolled in an English Path course, whether full-time or part-time, in-person or online, including those under the age of 18.

Support Services: Services made available to students, such as safeguarding, academic advising, and welfare support, particularly in relation to disciplinary processes.

Companion: A person chosen by the student to accompany them during a disciplinary hearing, such as a peer or member of staff.



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4. Responsibility

- **Students:** Responsible for adhering to the Code of Conduct and this policy.
- **Staff:** Responsible for promoting positive behaviour and reporting breaches.
- **Centre Managers / Directors of Studies:** Responsible for initiating investigations and overseeing disciplinary procedures.
- **Disciplinary Panels:** Responsible for conducting hearings and issuing decisions.
- **Safeguarding and Welfare Teams:** Responsible for supporting vulnerable students and under-18s.
- **Quality Assurance Team:** Responsible for periodic policy review and alignment with regulatory frameworks.

5. Policy and Procedure

5.1 Principles

English Path is committed to promoting a safe, respectful, and inclusive learning environment across all of its international centres. This disciplinary policy supports the fair and consistent management of breaches of student conduct as defined in the English Path Code of Conduct.

The policy is underpinned by principles of procedural fairness, transparency, proportionality, and student welfare. Special consideration is given to the needs of under-18s and vulnerable students, in line with EP's safeguarding policies and applicable local legislation.

5.2 Investigation

Where there is a concern that a student has breached the Code of Conduct, an investigation will be conducted before any formal disciplinary action is taken.

- A designated staff member (typically the Centre Manager or Director of Studies) will collect relevant evidence, which may include incident reports, CCTV, witness statements, and interviews with the student.
- The student will be informed of the nature of the investigation and offered an opportunity to respond.
- EP is not required to delay its internal investigation pending any external legal action or police involvement.



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- In cases of alleged gross misconduct, the student may be suspended while the investigation is ongoing. Suspension is a neutral act and does not imply a presumption of guilt.

Safeguarding Concerns:

If the concern involves safeguarding (e.g. risk to a minor or vulnerable adult), the Designated Safeguarding Lead (DSL) or local equivalent must be informed immediately. EP will pause disciplinary procedures where required and follow safeguarding protocols. Investigations and referrals will be made in accordance with relevant legal duties and local frameworks, including LADO (UK), Tusla (Ireland), KHDA (Dubai), Aġenzija Appoġġ (Malta), or equivalent bodies in other EP regions.

5.3 Misconduct (Staged Disciplinary Process)

For non-serious breaches, EP uses a progressive staged approach:

Stage	Trigger	Possible Outcomes	Handled by
Stage 1	Minor/first-time breach	Verbal or written warning; behavioural expectations	Centre Manager or nominee
Stage 2	Repeated or more serious breach	Written/final warning; behavioural agreement; support	Centre Manager or DoS
Stage 3	Further/ongoing misconduct	Disciplinary hearing with potential exclusion	Disciplinary Panel

Warnings issued under the English Path [Attendance Policy](#) are considered part of the disciplinary process and will be recorded accordingly. Actions taken at each stage are documented and students are advised of available support.

5.4 Gross Misconduct

Gross misconduct refers to serious breaches that may justify immediate exclusion. Examples include:

- Violence, threats or abusive behaviour
- Harassment, hate speech, or serious bullying
- Possession of illegal drugs or weapons
- Theft, criminal damage
- Safeguarding breaches



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Students alleged to have committed gross misconduct will be suspended pending a disciplinary hearing. They will receive:

- Written notice (min. 2 working days in advance)
- Full details of the alleged breach
- Opportunity to reschedule if ill or unavailable once

Hearings may proceed in the student's absence if rescheduling is unsuccessful without valid reason.

5.5 Compliance with the Law and Legal Accountability

Students are expected to always follow the law, including during classes, in accommodation arranged by English Path, and at school activities. If a student engages in criminal behaviour (such as theft or harassment), we may have to involve the relevant authorities. In such cases, legal action may follow, and English Path cannot take responsibility for the student's actions.

5.6 Role of Companion

Students may be accompanied to disciplinary hearings by a companion, such as a peer, staff member, or approved third party. Legal representation is not permitted. Companions may:

- Offer support and advice
- Address the panel if permitted
- Speak on the student's behalf if requested

EP reserves the right to refuse a companion if their presence compromises impartiality or process.

5.7 Disciplinary Hearings

Hearings are convened when exclusion or serious sanctions are considered, and written outcomes are provided within 10 working days. The panel:

- Includes senior staff not involved in the investigation
- Reviews evidence presented by the investigator
- Allows the student to present evidence and witnesses

Possible outcomes:

1. No breach found – student resumes studies
2. Breach confirmed – warning or conditions issued
3. Breach confirmed – suspension imposed
4. Breach confirmed – permanent exclusion



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5.8 Appeals

Appeals must be submitted within 5 working days and may be based on:

- Procedural errors
- New evidence
- Bias or conflict of interest
- Health or personal issues affecting hearing

Appeals are reviewed by a new panel and expected timelines are:

- Acknowledgement: within 3 working days
- Outcome: normally within 15 working days

The outcome of the appeal will be communicated in writing and will include an explanation of the decision. The decision of the appeal panel is final and concludes the internal disciplinary process.

5.9 Support and Safeguarding

English Path is committed to ensuring that students are supported throughout the disciplinary process, particularly those who are under 18 or may be considered vulnerable. Where a student is under 18, a safeguarding-first approach will be adopted. Disciplinary action will always take into account the learner's age, maturity, and vulnerability. Communication with parents or legal guardians will be made as appropriate and in line with local safeguarding laws.

Students will be informed of the support available to them at each stage. This includes access to:

- Welfare and safeguarding staff
- Academic and pastoral support
- Reasonable adjustments where needed

Students also have the right to be accompanied by a support person—such as a peer, staff member, or approved third party—during formal disciplinary hearings. This person may assist the student, speak on their behalf if requested, and offer reassurance throughout the process. Legal representation is not permitted.

In cases involving under-18s or adults at risk, English Path will:

- Involve the local Designated Safeguarding Lead (DSL) or equivalent from the outset
- Refer concerns to the appropriate local safeguarding authority where legally required
- Ensure communication with parents or guardians, where appropriate

English Path safeguarding policies for all operational regions (UK, Ireland, France, Germany, Dubai, Malta, Canada, Australia) apply in all relevant cases and are available at www.englishpath.com.



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6. References and related policies

6.1 External Standards and Frameworks

- British Council Accreditation UK Handbook (2024–2027) – M19–M22
- QQI Code of Practice for Provision of Programmes of English Language Education – Sections 8.5, 8.6
- QQI Statutory Quality Assurance Guidelines for English Language Education Providers – Sections 2.2.1–2.2.3

6.2 Internal English Path Policies and Procedures ([found here](#))

- Student Code of Conduct
- Statement of student rights and responsibilities
- Attendance Policy
- Safeguarding Policies for:
 - UK
 - Dublin
 - Paris
 - Berlin
 - Toronto
 - Brisbane
 - Dubai
 - Malta

7. Forms

- [Accident and Incident Report Form](#)
- [Student Behaviour Reflection Form](#)



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Annexure A: What to Expect if You're Facing a Disciplinary Hearing at English Path

This guide is here to help you feel prepared, informed, and supported throughout the process.

Why Am I Being Called to a Hearing?

You've been invited to a disciplinary hearing because there's been a concern that you may have breached the **Student Code of Conduct**. This could involve repeated misconduct or a more serious issue (known as "gross misconduct").

Remember, being invited to a hearing **doesn't mean you're guilty**—it's your opportunity to explain what happened.

If you're under 18, a safeguarding staff member will also help guide you through the process, and your parent or guardian may be contacted and involved.

What Happens Before the Hearing?

1. You'll receive a written notice

- At least 2 working days in advance
- It will explain why the hearing is taking place
- It may include any evidence (e.g., incident reports)

2. You can bring a support person

- This could be a friend, another student, or a staff member
- They can help you prepare, speak on your behalf (if needed), and offer moral support
- You can't bring a lawyer or external legal representative

3. You can request adjustments

- For example, if you need more time, language support, or help understanding the process.



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What Happens During the Hearing?

- A panel of senior staff will lead the meeting
- They will:
 - Review the issue and any evidence
 - Ask you to share your side of the story
 - Allow your support person to speak (if you wish)
 - Listen to any witnesses or additional context

You'll have a chance to:

- Speak freely and respectfully
- Share your view and clarify anything that's been misunderstood
- Ask questions

What Happens After?

You will receive:

- A written outcome within **10 working days**
- A clear explanation of what was decided and why
- Information about any actions you need to take
- Guidance on how to **appeal** if you disagree with the decision



You're Not Alone

Support is available throughout:

- **Student Services Team** – for general help or wellbeing support
- **Safeguarding Lead** – if you are under 18 or have specific needs
- **Academic Team** – for study-related concerns

Tips for Success

- Stay calm and open-minded
- Be honest and respectful
- Ask questions if you don't understand something
- Bring someone you trust