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EM Normandie UK Limited

Anti-Bullying, Harassment and Sexual Misconduct Policy

Location	Oxford Campus, C/o Activate Learning, Jericho Building, Oxford OX1 1SA
Monitoring	The Principal and Office Manager – all members of staff
Overall responsibility	Board of Directors
Author	Birgit Muller, Office Manager
Created	August 2025 (replaces former Anti-Bullying and Harassment Policy v4 of 2024-08)
Last review date	na
Next review date	August 2026 or as necessary

1 Introduction

This policy is designed to ensure a safe, welcoming and inclusive working and learning environment. EM Normandie UK (hereafter 'EMN' or 'the school') is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of every person who is part of or associated with the EM Normandy UK community are respected.

Any form of bullying, harassment and sexual misconduct is unacceptable forms of behaviour and contrary to the Equality Act 2010 and/or the Protection from Harassment Act 1997. We do not expect any member of the EM Normandie UK community to condone or ignore such behaviour, whether it takes place within the school or elsewhere.

This policy should be read in conjunction with

- The Student Code of Conduct
- The Student Complaints Procedure
- The Student Disciplinary Procedure (Annex 1)
- The Staff Code of Conduct
- The Staff Grievance Procedure
- The Staff Disciplinary Procedure
- The Whistleblowing Policy

The Staff Code of Conduct does not allow any close personal relationships between and employee of EM Normandie or of a self-employed person working for EM Normandie, and a student, except in the context of family relations.

All EM Normandie UK policies are available on www.em-normandie.co.uk or on demand from the Principal or the Office Manager.



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- 1.1 EM Normandie is committed to preventing any incidents in relation to the types of misconduct under this policy and to responding promptly to any allegations received.
- 1.2 We will seek to do so through
 - the active implementation of this policy and the provision of mandatory training for members of staff and students, in particular in relation to harassment, sexual harassment and sexual misconduct
 - the recording of any alleged incidents to identify any recurring elements which could raise specific areas of concern, to allow monitoring and prevention
 - collaboration with the student body through Student Life Committee and Delegates' meetings to identify students' specific areas of concern.
- 1.3 This policy will be reviewed regularly, in view of any insights gained from its implementation.
- 1.4 All members of the EM Normandie community are expected to lead by example and conduct themselves in a manner which prevents misconduct from occurring and support the school's commitment to create a safe and welcoming environment everyone.
- 1.5 All members of the community are expected to raise any concerns regarding such behaviour.
- 1.6 Managers, line managers and any other individuals whose duty it is to implement this policy, must do so impartially and make every effort to prevent the types of misconduct covered by this policy from occurring.
- 1.7 They must ensure that any allegations are investigated fairly, effectively and without unnecessary delays.

2 Scope

This policy applies to all members of the EMN UK community and those who are associated with it, in the context of alleged misconduct in line with this policy, on or off campus, in person or via phone, text, the internet, e-mail or social media. This includes, but is not limited to, behaviour which arises at any time when a person may be regarded as representing EM Normandie UK Limited as an individual or as part of a team or group. It also applies when a student or member of staff is living or studying off campus or at a location away from the campus either as part of their studies or following an arrangement made through EM Normandie UK Limited.

3 Types of misconduct covered by this policy and other relevant definitions

3.1 Types of misconduct - definitions

3.1.1 Abuse of power

means someone uses their position of power or authority in an unacceptable manner. Abuse of power can take various forms and may include, but is not limited to, grooming, manipulation, coercion, putting pressure on others to engage in conduct they do not feel comfortable with.

3.1.2 Bullying

means 'intimidating, hostile, degrading, humiliating or offensive behaviour through means which have the purpose or effect to violating a person's dignity or creating an intimidating, hostile, degrading, or humiliating environment'. (ACAS)

This form of behaviour is often repeated and habitual.

3.1.3 Discrimination

means making an unfair or prejudicial distinction between persons based on protected characteristics (see 'Protected Characteristics')

3.1.4 Grooming

means a person in a position of power or authority builds a relationship with someone so they can abuse them and/or manipulate them into doing things they may not be comfortable with, and may also make it less likely that the abusive behaviour is reported or rejected.

3.1.5 Harassment , sexual harassment

means a form of unwanted conduct or behaviour, either

- related to a protected characteristic , or
- of a sexual nature, or
- related to gender reassignment or sex, where a person is treated less favourably than it would have been the case if the person had not rejected or submitted to the conduct

with the purpose or effect of, either

- violating a person's dignity, or
- creating an intimidating, hostile, degrading, humiliating or offensive environment for a person

In determining whether conduct has these effects, each of the following must be taken into account

- the perception of the alleged victim
- the other circumstances of the case
- whether it is reasonable for the conduct to have that effect

(Equality Act 2020 <https://www.legislation.gov.uk/ukpga/2010/15/section/26>)

Any of the following examples could constitute harassment or sexual harassment

- making sexual remarks about someone's body, clothing or appearance
- asking questions about someone's sex life
- telling sexually offensive jokes
- making sexual comments or jokes about someone's sexual orientation or gender reassignment
- displaying or sharing pornographic or sexual images, or other sexual content
- touching someone against their will, for example hugging them
- sexual assault or rape

3.1.6 Sexual misconduct

means a range of behaviours of a sexual nature that is non-consensual, such as, sexual assault, sexual abuse, sexual harassment, sexual violence.

Potential criminal offences include sexual assault, sexual abuse, rape, stalking or disclosing private sexual images to cause distress.

3.1.7 Stalking

means physically or otherwise following a person or monitoring their movements, watching or spying on them or forcing unwanted contact with them through any means, including through social media.

3.1.8 Victimisation

means 'suffering a detriment', e.g. a person is treated less favourably because they are involved with a discrimination or harassment complaint under the Equality Act 2010.

3.2 Other relevant definitions

3.2.1 Consent

means agreeing by choice and having the freedom and capacity to make that choice. The person seeking consent should always take steps to ensure that consent is freely given and that it is informed. The person seeking consent has to recognise that it can be withdrawn at any time.

A person cannot give consent if they do not have the

(i) Freedom to consent, e.g., they

- are being threatened with violence or otherwise (e.g., in the case of power imbalance and resulting pressure regarding progression or advancement in career or studies, etc.)
- are being blackmailed

(ii) Capacity to consent, e.g., they

- are drunk or under the influence of drugs
- are asleep or unconscious
- are under the age of consent (normally 16 years and over)

A person may not have the capacity to give consent if they have a disability or impairment including learning difficulty, physical disability or mental health condition.

3.2.2 Protected characteristics

means

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

4 Reporting

means informing EM Normandie UK of allegations regarding instances of bullying, harassment, sexual misconduct, discrimination or victimisation experienced or witnessed by the individual with the purpose of initiating an investigation and possible other action by EMN. Reports should be made as soon as reasonably practical to facilitate the investigation.

4.1 Reporting party

means the person who has witnessed or is the subject of the alleged incident.

4.2 Responding party

means the person or persons who is or who are alleged to have engaged in the alleged misconduct.

4.3 Anonymous reporting

means allegations made by a person who does not identify themselves.

4.4 Informal reporting

means notification of an incident of alleged misconduct under this policy without initiating a formal investigation or process with the purpose of exploring whether an issue can be resolved through other means, such as private conversations and mediation between the parties involved.

4.5 Formal reporting

means notification of an incident of alleged misconduct under this policy which triggers a formal investigation and process against another person or persons to be dealt with under the company's disciplinary procedures (staff and students) or by other means in the case of contractors or third parties.

4.6 Reporting channels

4.6.1 Informal reporting

Students: informal reporting should be done via the Student Life Office, the relevant Head of Programme or the Principal. After discussion and consideration, it will be decided whether the matter can be dealt with informally and any action to be taken or whether the matter should be reported formally.

Employees: informal reporting should be done via the line manager, the relevant Head of Programme, the Principal, or the person dealing with HR matters. After discussion and consideration, it will be decided whether the matter can be dealt with informally and any action to be taken or whether the matter should be reported formally.

Adjunct lecturers, Invigilators and other Contractors: informal reporting should be done via the relevant Head of Programme or the Principal. After discussion and consideration, it will be decided whether the matter can be dealt with informally and any action to be taken or whether the matter should be reported formally.

Third-party: informal reporting should be done via the Principal or the Office Manager. After discussion and consideration, it will be decided whether the matter can be dealt with informally and any action to be taken or whether the matter should be reported formally.

4.6.2 Formal reporting

Students: formal reporting must be done in writing using the 'Student Complaints Procedure' which can be submitted in person to the Principal, the Student Life Office, the Heads of Programme, the Programme Assistants or the Office Manager, or via e-mail to 'complaintsoxford@em-normandie.co.uk'.

Employees: formal reporting must be done in line with the provisions laid out in the 'Grievance procedure' available on demand or in the HR folder on Teams.

Adjunct lecturers, Invigilators and other Contractors: formal reporting must be done in writing to the relevant Head of Programme or the Principal.

Third-party: formal reporting must be done in writing to the Principal or the Office Manager.

4.6.3 Anonymous reporting

We understand that there may be circumstances where a person feels that they are not able to reveal their identity when they report on certain types of misconduct. Anonymous reporting can encourage individuals to come forward with information and it allows potential victims and witnesses to report on misconduct without fear of retaliation. We will take such reporting seriously.

Nevertheless, it may not be possible to investigate fully incidents which have been reported anonymously and it may not be possible to take specific action.

5 Action taken by EM Normandie and sharing of information and personal data

- 5.1 An allegation cannot normally be investigated if the reporting party and/or the person who has been the subject of the alleged misconduct does not wish the allegation to be made known to the responding party.
- 5.2 EM Normandie UK will only take action, with the consent of the reporting party, except where,
 - there is a risk of harm to a student, other members within the EMN Community or the general public, or to prevent a further incident that may constitute a criminal offence, from occurring
 - there is a safeguarding risk
 - there is a risk under the Prevent duty
- 5.3 Notwithstanding the reporting party's consent, when an allegation has been reported, it will be EM Normandie's first priority to consider the safety and any risks to the reporting party, the reported party and the wider community. EM Normandie reserves the right to put in place any temporary mitigation measures, including but not limited to, the suspension from duty for members of staff or temporary exclusions for students and/or preventing individuals' access to the school's premises.
- 5.4 EM Normandie UK will handle investigations under this policy in accordance with its own data protection policies as well as the Data Protection Act 2018, the UK GDPR and The General Data Protection Regulation (GDPR) (2016/679).
- 5.5 Personal data will not usually be shared with any third party unless EMN has express consent to do so. However, EM Normandie reserves the right to refer allegations and any relevant

- 5.6 personal or other information to the police, the police's Prevent team, local authorities' Safeguarding bodies and/or the Disclosure and Barring Service, where
- any alleged misconduct reported may constitute a criminal offence, and/or
 - this is deemed necessary to prevent a further incident that may constitute a criminal offence, from occurring
 - there is a risk of harm to a student, other members within the EMN Community or the general public
 - the school is bound to do so under its Prevent duty

6 Processes

6.1 Allegations against students

of misconduct under this policy will be dealt with under the provisions of the Student Disciplinary Procedure (see Annex 1) and possible sanctions include the exclusion from the course or permanent exclusion from the campus.

6.2 Allegations against members of staff

of misconduct under this policy will be dealt with under the provisions of the Staff Disciplinary Procedure and possible sanctions include dismissal for misconduct or dismissal without notice for gross misconduct.

6.3 Allegations against contractors (including Adjunct Lecturers and Invigilators)

of misconduct under this policy will be dealt with under the provisions of their contracts of engagement.

6.4 Allegations against visitors and third parties

The Principal will decide, if necessary in consultation with the Board of Directors, how to respond to allegations against visitors and other third parties. This may include information regarding the allegations and/or the results of an investigation being passed to their employers if the allegations are in the context of a professional activity, and/or the police.

7 Support structure

EM Normandie recognises that allegations for misconduct under this policy can be extremely stressful and difficult to manage for all involved, and that this may have serious consequences on a person's ability to study and work.

We are committed to conducting all investigations under this policy with the greatest sensitivity to the potential impact of trauma on all individuals. We will seek to

- treat all parties with dignity and respect
- clearly explain each step of the process, and manage expectations



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- offer dedicated support
- respect the individual's right to be heard and to privacy.

7.1 Students

EMN Normandie – Student Life Officer

Students, including those under investigation and/or suspended, can contact the SLO at any time for support and advice on matters regarding both their studies and personal circumstances.

EM Normandie UK - Psychological student support

Support and advice to any student experiencing personal difficulties, who may be struggling to cope at EM Normandie UK or who just needs someone to talk to.

The psychologist is present on campus for face-to-face sessions each week during term-time and can be contacted for emergency appointments via phone or Teams.

Oliviaquetier09@em-normandie.co.uk or + 44 (0)7516839208

7.2 Staff

Members of staff and contractors should discuss any difficulties they may experience with their Line Manager or Principal to explore how EM Normandie can best support them.

Support can also be obtained through the following EM Normandie suppliers

UNUM's employees' wellbeing support

Please visit their website www.unum.co.uk/employee/help-at-hand or contact them by telephone on 08083043698 or e-mail via Help-at-hand@saurehealth.com

BUPA

Bupa may also be able to offer support in the form of counselling and other advice. Please contact them by telephone on 0330 057 4220.

7.3 External support available to all

Oxfordshire Mind – Mental health charity

01865 247788 / info@oxfordshiremind.org.uk

Open Mo-Thurs 9.30 am to 4.30 pm, Fri 9.30 am to 4 pm, or

The Mill, Oxford - Wellbeing Hub46 Cowley Road, Oxford OX4 1HZ

01865 538015 / oxfordcity@oxfordshiremind.org.uk



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Oxfordshire Sexual Abuse & Rape Crisis Centre

Office phone (Call back system)

01865 725311 / 0808 500 2222 referrals@osarcc.org.uk

You can get free support by contacting the 24/7 support line run by Rape Crisis England and Wales, which operates via phone on 0808 500 2222 and online chat via

<https://247sexualabusesupport.org.uk>

Samaritans

Provides free confidential emotional support 24/7 to those experiencing despair, distress or suicidal feelings. Call: 116 123 free from any phone or 03300945717 (local call charges apply) or email: jo@samaritans.org.

60 Magdalen Road, Oxford OX4 1RB

Survivors UK

Provides specialist services and awareness raising activities to support boys and men and non-binary people who have experienced sexual abuse at any time in their lives. For more information see - <https://www.survivorsuk.org/>

Victim Support

Provides free confidential support to those affected by crime and traumatic events. Call for free on 0808 1689111 or request support online via www.victimsupport.org.uk

Annex 1 – Control table

Version	v1	Name	Role	Date
Created by:		Birgit Muller	Office Manager	August 2025
Approved by:		Miriam Schmidkonz, Principal		
Version	v2		Role	Date
Reviewed by:				
Changes approved by:				



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Annex 1

EM Normandie UK Limited Student Disciplinary Procedure

Location	Oxford Campus, c/o Activate Learning, Jericho Building, Oxford OX1 1SA
Monitoring	The Principal and Head of Quality Assurance
Overall responsibility	Principal of EM Normandie UK
Author	Head of Quality Assurance
Created	April 2024
Last review date	August 2025
Next review date	April 2026 or as necessary

1. Purpose

All members of the EM Normandie UK Limited (hereafter 'EMN', 'EMN UK', 'the school', 'we', 'us') community have the right to work and study in a welcoming, pleasant, tidy, operational and safe environment and it is the responsibility of each member of our community to help actively create and preserve these conditions.

In conjunction with this Student Disciplinary Procedure, please read the 'Student Code of Conduct' which sets out

- Expected levels of behaviour and conduct
- Examples of unacceptable behaviour and conduct
- Possible sanctions
- The reporting process of alleged student misconduct
- Our policies in cases where student misconduct could or does also constitute a criminal offence

Any breaches will be investigated and addressed in accordance with this procedure.

2. Scope

- 2.1. This Disciplinary Procedure applies to all students who are studying at EM Normandie Oxford or who were studying at EM Normandie Oxford at the time of the alleged misconduct, regardless of whether they are enrolled directly with EM Normandie UK, or not.
- 2.2. EMN reserves the right to carry out and/or complete a disciplinary process if the student leaves the EM Normandie group whilst the process is ongoing.
- 2.3. If two or several students are involved in a case of alleged or suspected misconduct, EMN may take joint or separate action under this procedure.



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2.4. Unacceptable conduct may be dealt with under this procedure even if it occurs outside the physical boundaries of EM Normandie UK's premises, including electronically and/or via social media, where the conduct is related to the EMN community, the school's safe and orderly operations and/or its reputation.

2.5. Anonymous allegations of misconduct will not normally be considered unless there are good reasons to do so.

3. Disciplinary offences

3.1. Any alleged or suspected breach of the 'Student Code of Conduct' may lead to a formal disciplinary process under this procedure.

4. Penalties

4.1. EMN Normandie UK aims to act reasonably, fairly and swiftly with alleged or actual student misconduct. In doing so, we have to balance the interests of the school, members of the EMN UK community, the school's landlords and their students and staff as well as the wider community.

4.2. If an allegation of misconduct has been made and is being investigated, a student may be excluded from the campus until the investigation is completed if it is deemed that there is a risk of harm to the student, other students or members of staff. Any exclusion will be reviewed by the Principal in collaboration with the Student Life Officer on a regular basis.

4.3. At the outcome of a Disciplinary Procedure, possible sanctions against students who have been found to have breached the 'Student Code of Conduct' include, but are not limited to

- a written apology by the student to any aggrieved party
- compulsory attendance of one or several coaching sessions
- restrictions and/or conditions of attendance
- formal verbal warning
- written warning
- payment of compensation, or payment of replacements, repairs or rehabilitation of any damage or vandalism caused
- exclusion from the course
- permanent exclusion from the campus or all EM Normandie campuses worldwide.

Any such sanction will be logged in student's record for the duration of their enrolment with EM Normandie

4.4. The Principal or the Disciplinary Panel (as appropriate) shall have discretion in choosing the appropriate penalty for any disciplinary offence under this procedure.

4.5. Where EMN decides that this is reasonable and appropriate, more than one sanction may be applied.

4.6. The disciplinary action(s) taken will be proportionate and will take into account the individual circumstances of the misconduct.



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- 4.7. Repeated or multiple breaches of the 'Student Code of Conduct' will be considered to be more serious than a single incident. In such cases, all breaches will be considered and may lead to more serious sanctions being applied.

DISCIPLINARY PROCEEDINGS

Allegations of misconduct made in good faith will be taken seriously and dealt with in accordance with this procedure.

The standard of proof which will apply to decisions taken as a result of a disciplinary hearing or appeal will be the standard of proof applied in civil cases in the UK. This means that it has to be shown that, on the balance of probabilities, it is more likely than not that relevant facts have occurred. The possible sanctions and outcomes are those described in this procedure and in the '*Student Code of Conduct*'.

In cases where the Principal is absent or declares a conflict of interest, the Board of Directors of EMN UK Limited will appoint a person and delegate to this person all of the Principal's duties outlined below in relation to disciplinary proceedings.

5. Informal resolution

- 5.1. At the sole discretion of the Principal, an attempt may be made, where this is deemed to be appropriate, to resolve minor cases of alleged or suspected misconduct informally.
- 5.2. No incident which is directed at other individuals can be considered under this provision.
- 5.3. In some cases, an informal verbal warning may be given which will be kept on record for up to 12 months. A formal disciplinary may be instigated at any time during this period in cases of further misconduct of the same or of a different nature by the same person or persons, even if these new incidents could otherwise have been considered as 'minor'.

6. Formal disciplinary proceedings

If the Principal decides that a suspected or alleged misconduct should be subject to formal disciplinary proceedings, the subsequent steps will be followed

Stage 1 - Investigation

- 6.1. The Principal will appoint a person to lead the investigation ('the investigator') on their behalf.
- 6.2. The investigation will start as soon as practical.
- 6.3. The Investigator will write to the student(s) setting out the details of the allegations of misconduct against them. An invitation will be issued to the student to discuss the matter. This may be part of the letter or it may be arranged by other means, e.g., e-mail, telephone, etc.
- 6.4. If the student(s) fail(s) to attend the scheduled meeting more than once without good reason, the investigation will proceed without further attempts to discuss the matter with the student(s).

In such cases, student(s) must be aware that, in the absence of statements and/or evidence from them which could disprove or refute the allegation made against them, the investigation may conclude that these allegations have been shown to be true without the need to refer the matter to Stage 2 of the formal disciplinary proceedings.

6.5. The Principal will decide at their discretion, applying reasonable common sense, as to what constitutes 'good reason'.

6.6. As part of the investigation, the Investigator, will also

- identify any witnesses
- discuss the matter with possible victims, witnesses and the person who has reported
- gather evidence, such as e-mails, texts, voice messages or other relevant information

In complex or sensitive cases, the Investigator, may seek assistance during meetings from a professional person with relevant skills and experiences.

6.7. Conclusion of the investigation

The Investigator will present their findings in writing as soon as possible. This will contain a summary of the evidence gathered by them during the investigation, relevant documents, written statements from victims and witnesses, and their decision whether

- (i) no further action should be taken , or
- (ii) the matter should be referred to Stage 2 of the formal disciplinary proceedings, or
- (iii) to refer the matter for decision by the Principal: if the student(s) accused of misconduct demonstrate(s) their unwillingness to cooperate with the enquiry, and in the absence of statements or evidence from the student, the matter may be decided by the Principal without the need for a disciplinary hearing to be held. The right to appeal the decision remains.

6.8. All parties will be informed of the decision in writing.

Stage 2 – Disciplinary hearing

6.9. The disciplinary hearing will take place in front of a Disciplinary Panel which will consist of

- 1 senior member of the school's academic or management staff with no prior involvement in the matter, and
- 2 further members of the school's academic or management staff with no prior involvement in the matter,
- The Student Life Officer
- A note-taker (alternatively, a recording of the meeting may be agreed unanimously)

The members of the panel will choose a Chairperson before the start of the hearing.

- 6.10. The student(s) against whom the allegations are made will be invited to attend a disciplinary hearing, at least 5 days before the scheduled meeting to allow them to prepare. They will be given the date, time and location of the meeting. They will also be provided with copies of relevant documents.
- 6.11. The notice will set out the allegations made against the student(s) which will be considered during the hearing and the likely range of sanctions, if the allegations were found to be true.
- 6.12. The notice will contain
- a summary of evidence gathered during the investigation
 - copies of relevant documents
 - copies of relevant witness statements.
- 6.13. Any documents and/or written statements by the student(s) or others which the students(s) wish to be considered by the Disciplinary Panel must be communicated at least 24 hours before the start of the hearing.
- 6.14. At the sole discretion of the Chair, new evidence may be admitted during the hearing only if it could not have reasonably been disclosed at least 24 hours before the start of the meeting.
- 6.15. The student(s) may choose to be accompanied by a companion. The companion must be, either
- another student at EM Normandie UK, or
 - an EM Normandie student representative
- Other companions will only be allowed in exceptional circumstances at the discretion of the Principal and/or the Disciplinary Panel.
- Details of the companion(s) must be communicated at least 24 hours before the meeting.
- 6.16. The role of the companion or companions (in cases where several students are invited to attend the same hearing) at the meeting is to provide support and advice but they will not be allowed to answer questions or speak on behalf of the student(s).
- 6.17. Student(s) and their companion(s) must make every effort to attend the hearing as scheduled. Failure to attend without good reason may lead to the hearing taking place without the student(s). The Principal of the school will decide at their discretion, applying reasonable common sense, as to what constitutes 'good reason'.
- 6.18. If the student(s) or their companion(s) or a witness cannot attend the meeting which has been scheduled they must inform EM Normandie immediately and an alternative date and time will be arranged.
- 6.19. If no such information has been received from the student(s) and/or their companion(s) prior to the start of the hearing, the hearing will go ahead as scheduled.

- 6.20. A hearing may only be postponed twice at the instigation of either side except at the discretion of the Principal and/or the Disciplinary Panel in compelling circumstances.
- 6.21. The purpose of the disciplinary hearing is to discuss the evidence gathered and to provide the student(s) against whom allegations have been made with the opportunity to present their case .
- 6.22. At the opening of the hearing the Chairperson will outline the procedure that the Disciplinary Panel will follow:
- (i) The Investigator will present the case against the student(s), including witnesses and witness statements
 - (ii) the reporting person(s) may make their case, based on any evidence which has previously been disclosed
 - (iii) the responding student(s) may make their case, based on any evidence which has previously been disclosed
 - (iv) Panel members can ask questions
 - (v) The responding student may submit questions for the reporting student and/or witnesses via the chair
- 6.23. All parties may ask witnesses to attend the hearing.
- 6.24. The student(s) must inform the school at least 1 day prior to the hearing of any witnesses they have asked to attend.
- 6.25. Witnesses cannot be compelled to attend a hearing.
- 6.26. Following the hearing, the Disciplinary Panel will consider all the evidence and decide whether the allegations against the student(s) have been proven. This is the case, if, in agreement with the standard of proof which is being applied, the Panel is satisfied that, on the balance of probabilities, it is more likely than not that the relevant facts have occurred.
- 6.27. The student(s) will be notified in writing as soon as possible of the outcome of the disciplinary hearing, the reasons for the decision and, where relevant, any sanctions which will apply.
- 6.28. The person who made the initial allegations and/or any possible victims will be notified separately and will be given the same information unless there are good reasons to keep some of the information confidential.

Stage 3 – Appeal

- 6.29. Both the student(s) and any possible victims may appeal against the decision of the Disciplinary Panel, if one or several of the following conditions are met:

- A. there have been important irregularities by EM Normandie during the formal stages of the disciplinary procedure which have undermined the entire process and have prevented a fair and just procedure and outcome
 - B. the outcome of the disciplinary hearing is not reasonable in the sense that no reasonable person, acting reasonably, could have reached the disputed outcome decision under the known circumstances
 - C. significant and substantial new evidence has come to light which the student(s) or victim(s) could not have presented earlier for valid reasons. The Principal of the school will decide at their discretion, applying reasonable common sense, as to what constitutes a valid reason.
- 6.30. The person who wishes to appeal has to do so in writing within 5 working days of the receiving notification of the Disciplinary Panel's decision. The appeal has to set out clear arguments as to how one or several of the above conditions A, B and/or C have not been met.
- 6.31. The Principal will consider whether the request of an appeal can be permitted. They will notify their decision as soon as possible to the relevant person(s).
- 6.32. The Principal's decision not to allow an appeal is final and a 'Completion of Procedures' letter will be issued.
- 6.33. If the Principal finds that the appeal should be heard, they will refer the matter to the Appeals Panel which will consist of
- all members of the Board of Directors, and
 - one member of the Academic Board
 - if the Principal is part of the Board of Directors and/or the Academic Board, they will abstain from voting.
- 6.34. The Appeal Panel will consider the evidence which has led to the Disciplinary Panel's decision, or the Principal's decision under 6.7 and any new evidence submitted. They may contact any relevant person and/or ask them to attend a meeting.
- 6.35. At the end of this process, the Appeal Panel may
- confirm the initial decision and the sanction(s) applied
 - confirm the initial decision and apply different, or fewer or further sanctions
 - overturn the initial decision and any sanctions applied
 - come to a new decision and apply sanctions where appropriate
- 6.36. The decisions reached by the Appeal Panel will be final and conclude EM Normandie's internal Disciplinary Procedure.



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7. Conclusion of the disciplinary process

After completion of the internal formal disciplinary process (either after Stage 2 or after an Appeal), the student(s) against whom allegations were made and possible victims will be issued with a 'Completion of Procedures' letter (COP) containing

7.1. a summary of the allegations the title of the regulations/procedures that were applied, a summary of the issues considered at the final stage of our internal procedures, the final decision taken and the reasons for this decision

7.2. EM Normandie UK Limited will maintain a written records of all complaints. This record will show whether the complaint was resolved informally or whether it proceeded to Stage 1, Stage 2 or to Appeals. All complaints will be recorded at each stage and correspondence will be kept on file.

EMN is a member of Office of the Independent Adjudicator for Higher Education (OIA). Once all stages of the school's internal Disciplinary Procedure have been exhausted, student(s) may be able to ask the OIA to review our handling of the matter and any decisions taken.

Information on the OIA and their processes can be found at

www.oiahe.org.uk/students/how-to-complain-to-us

The letter will also explain how student(s) can submit a complaint to the OIA. These have to be submitted within 12 months of the date

8. Deviations from this procedure

Deviations from this Procedure will not invalidate any action taken against a student unless the integrity of the process is compromised. The person who is overseeing an investigation at different stages, usually the school's Principal, will decide when and how to deviate from this Procedure, and explain to the affected parties the reason for doing so.

9. Confidentiality and Data Protection

9.1. The School will handle disciplinary cases in accordance with its own relevant confidentiality and data protection policies as well as the Data Protection Act 2018, the UK GDPR and The General Data Protection Regulation (GDPR) (2016/679).

9.2. Regarding information relating to any student over the age of 18, disciplinary matters shall be kept confidential and will only be shared with relevant members of EMN staff groupwide, and other persons in cases where the School assesses there is a need to inform them, where this is necessary in order to investigate and/or to determine an outcome of an alleged breach of discipline, in



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dealing with any complaint arising out of it and/or implementing any sanctions or measures following a decision.

- 9.3. Relevant members of EMN staff groupwide include, but are not limited to, members of the school's management team, the members of the UK Board of Directors and Academic Board, the Student Life Department; the Student Hub, Programmes' administration and the Personal Balance and Inclusion department in France. Persons may also be notified of the outcome of a Disciplinary Procedure on a need-to-know basis.
- 9.4. In the case of under-aged students, EMN will also inform the student's parents or guardian(s) of any allegations made and keep them informed until the student reaches the age of 18.
- 9.5. Information on the student's disciplinary misconduct offence and any penalty imposed will be included on the student's record.
- 9.6. The School may use anonymous data regarding the outcome of disciplinary cases internally for reporting, learning, training, and evaluating cases or externally with regulators in the higher education sector.
- 9.7. Personal data will not usually be shared with any third party unless EMN has express consent to do so. However, there may be instances where EMN may disclose confidential information to the police without consent if it considers that there is a risk of harm to a student, other members within the EMN Community or the general public, or to prevent a further incident that may constitute a criminal offence, from occurring.
- 9.8. Where it is appropriate to do so, EMN may also decide to disclose confidential information to regulatory bodies, professional bodies or other organisations, to civil and criminal court authorities or to the Office of the Independent Adjudicator (OIA).

10. Support for students

All students are encouraged to engage with the following services and take up any appropriate support available to them

[EMN Normandie – Student Life Officer](#)

Students, including those under investigation and/or suspended, can contact the SLO at any time for support and advice on matters regarding both their studies and personal circumstances.

[EM Normandie UK - Psychological student support](#)

Support and advice to any student experiencing personal difficulties, who may be struggling to cope at EM Normandie UK or who just needs someone to talk to.

The psychologist is present on campus for face-to-face sessions each week during term-time and can be contacted for emergency appointments via phone or Teams .

oliviaquetier@gmail.com or + 44 (0)7516839208

[Oxfordshire Mind – Mental health charity](#)



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01865 247788 / info@oxfordshiremind.org.uk

Open Mo-Thurs 9.30 am to 4.30 pm, Fri 9.30 am to 4 pm, or
The Mill, Oxford - Wellbeing Hub
46 Cowley1HZ Road Oxford OX4

01865 263210 / oxfordcity@oxfordshiremind.org.uk

Oxfordshire Sexual Abuse & Rape Crisis Centre

Office phone (Call back system)

01865 725311 / referrals@osarcc.org.uk

You can get free support by contacting the 24/7 support line run by Rape Crisis England and Wales, which operates via phone on 0808 500 2222 and online chat via

<https://247sexualabusesupport.org.uk>

Turning Point

Rectory Centre 27-29 Rectory Road, Oxford OX4 1BU ·

[01865 261690](tel:01865261690) / www.turning-point.co.uk

Annex 1 - control table

Version	v1	Name	Role	Date
Created by :		Birgit	Muller	Feb 2024
Approved by :		Miriam Schmidkonz	Principal	
Version	v2			
Amended by :		Birgit	Muller	Aug 2024
		Changes psychologist and OIA		
Changes approved by :		Miriam Schmidkonz		
Version	V4			
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		Changes to 9.7 (addition of last sentence); minor changes to wording		
Approved by :		Miriam Schmidkonz	Principal	
Version				
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Approved by :				
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