

A formal report of non-academic misconduct is received.

Report & Support submissions on their own do not constitute formal reports, but they can lead to formal Student Conduct proceedings

The Student Conduct Team will conduct an investigation and work out which Level the case should go to. They may also conduct a risk assessment where relevant.

An investigation includes speaking to witnesses and gathering evidence like CCTV and online communication

You'll get at least **2 days' notice** of the meeting *

You'll get at least **5 days' notice** of the meeting *

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Level 1

The meeting

You'll meet with the Student Conduct Officer and another member of staff.

Outcomes

On conclusion of the investigation you will be informed of the outcome, and if non academic misconduct is found, you'll be given an outcome. Outcomes could include a fine, a ban from a University building, apologising to those affected, among other things.

Escalation

If relevant, your case may go to Stage 2 and/or to the Police.

Level 2

The meeting

You'll meet with the Deputy Academic Registrar and at least 1 other member of staff, plus the Student Conduct Officer who will take notes.

Outcomes

If non-academic misconduct is found, the panel will work out an appropriate outcome. These may include a fine, a ban from a University building, apologising to those affected, among other things.

Escalation

If relevant, you case may go to Stage 3 and/or to the Police.

Level 3

The meeting

You'll meet with the Proctor and another member of staff, plus the Deputy Academic Registrar who will take notes.

Outcomes

If non academic misconduct is found, the panel will work out an appropriate outcome. This could include a fine, a ban from a University building, a suspension from your studies, expulsion from the University, among other things.

Escalation

If relevant, your case will go to the Police.

You'll be informed of any outcomes **within 5 working days** of the meeting *

If you feel the outcome was unacceptable, you can only appeal if:

- There is new evidence which was not available at the time
- The disciplinary process was not followed properly and this had a significant impact on the outcome

You must appeal **within 10 working days** of receiving your outcome letter to:

Stage 1
Email the Deputy Academic Registrar (**deputyregistrar@**)

Stage 2
Email the Proctor (**proctor@**)

Stage 3
Email the Vice Principal, Governance (**vpgov@**)

You can make a complaint using the Complaints Handling Procedure if there has been service failure (i.e. bias or prejudice, not making appropriate reasonable adjustments)

Note:

* = Student Conduct will try to follow these timelines as closely as they can, but this may not always be possible. They will clearly communicate with you about your specific timeline.