



Student Discipline

The following guide is intended to answer most frequently occurring questions about the disciplinary process at the University. It also provides a short summary of the Student Discipline process which can be initiated if a student's behaviour is unacceptable and breaches the disciplinary policy.

What can be seen as misconduct?

The University of Southampton wants to ensure you are studying in an environment that is friendly and free from bullying or any other behaviour that could potentially impact on your student experience.

The University considers student misconduct to be "an act or failure to act by a student which is unlawful or otherwise judged to be inappropriate or unacceptable behaviour; and that behaviour does or could negatively affect the University in any way, or any person or entity associated with the University". Some of the examples could include harassment of another student, damage to University property, deliberate breach of University's Health & Safety regulations, anti-social behaviour etc. For more examples of behaviours that can be treated as breach of Discipline please see the University's Student Discipline Regulations.

Where can I find the regulations covering Student Discipline?

The Student Discipline policy and procedures are located in section IV of the University Calendar [here](#).

A helpful website covering all aspects of the discipline process is located on the University of Southampton website, which you can access under <https://www.southampton.ac.uk/studentservices/need-help/student-discipline/index.page>.

How do I report misconduct of another student?

- Within Halls of Residence contact a member of the residence support team
- With your academic department contact a member of the academic or administrative staff
- The central Discipline Team, who are responsible for student discipline and can be contacted via student.discipline@southampton.ac.uk



Support Advice Centre

What if someone makes allegation against me?

If someone makes allegation against you, the University will need to investigate it. The Student Discipline procedure will be followed. For further information please see the University's guidance on being subject of an allegation, which you will find under <https://www.southampton.ac.uk/studentservices/need-help/student-discipline/student-information.page>.

Who can support me throughout the process?

It is advisable that you seek help and guidance on the matter. The Advice Centre can offer you free, independent and confidential advice on the process and support you at any meetings you may need to attend. It is important you contact us as soon as possible to book an appointment with an Adviser.

Top Tips!

- Remain calm
- Read the Disciplinary Regulations
- Try to list the events that led to the issue
- Seek independent and confidential support from the Advice Centre
- Prepare a statement - try our Helpful Features of a Student Statement Guide <https://www.susu.org/downloads/advice/Student%20Statement%20Guide.pdf>
- It is advisable to attend any meetings if required - you have the right to be accompanied by someone, so contact the Advice Centre as soon as possible

What are the possible outcomes or sanctions of a disciplinary process?

The outcomes may vary from, for example: case being dismissed, getting a written reprimand, writing a letter of apology, having a fine issued, being suspended from course, up to your place on the course being terminated. For full list of potential outcomes, please see the [Regulations Governing Student Discipline](#).

Can I appeal a sanction?



Support Advice Centre

Yes, you can appeal a sanction using the disciplinary appeals regulations. You have 10 working days from when you receive the Outcome Letter, to lodge your appeal by sending a copy of the completed [Notice to Appeal Form \(Student Discipline\)](#) to the Secretary of the Committee of Discipline via the [Central Discipline Team](#), together with a copy of the Outcome Letter.

You may only appeal on one or more of the following grounds:

- There is significant or additional new evidence not previously available, explaining a particular behaviour or outcome. (This additional evidence must be sent in with the written notice of appeal) and/or
- That there has been significant failure of due process in the making of the original decision i.e. a material procedural irregularity or administrative errors which, if it had not occurred, might have impacted significantly on the original judgement and/or the sanction imposed

Did you know?

At all stages of the procedure, whether you are subject of an allegation, or have been called as a witness, you have the right to be supported and accompanied. It is important that you contact the Advice Centre as soon as possible and see an Adviser for guidance before you respond to allegation or go to any meetings.

Further guidance

For further guidance on the Discipline regulations, contact the Advice Centre.

- 02380 592 085
- advice@susu.org

You can also visit us in Building 40, Highfield campus. Our opening hours are Monday–Friday 09.00–17.00.

Disclaimer: While care has been taken to ensure that information contained in the Advice Centre publications is true and correct at the time of writing, changes in circumstances after the time of publication may impact on the accuracy of this information. The Advice Centre and SUSU cannot accept responsibility for any actions taken as a result of advice given in this publication.

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