

# Student Non-academic Misconduct General Guide

The following guide is intended to answer the most frequently occurring questions about thenon-academic student misconduct at the University. It also provides a short summary of theprocess which can be initiated if a student's behaviour is unacceptable and breaches the Regulations Governing Student Non-academic Misconduct.

## Did you know?

At all stages of the procedure, whether you are the subject of an allegation, have been called as a witness, or are appealing the sanction, 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 the allegation or go to any meetings.

## What can be seen as misconduct?

The University of Southampton wants to ensure you are studying in an environment that isfriendly and free from bullying or any other behaviour that could potentially impact on yourstudent 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 Student Non-academic Misconduct please see the Appendix B in the [University's Regulations](#).

## Where can I find the regulations covering Student Non-academic Misconduct?

The Student Non-academic Misconduct Regulations are located in section IV of theUniversity Calendar [here](#). It includes a list of potential sanctions which are set out in section 6 of the regulations.

You can also find all relevant information to the regulations on the University website [here](#), including the **Allegation Form**, what to do if you are called as a **witness** or if you are the **Subject of an allegation**.

## **What if someone makes allegation against me?**

If someone makes an allegation against you, the University will need to investigate it. The Regulations Governing Student Non-academic Misconduct procedure will be followed. For further information please see the University's guidance on being the subject of an allegation, which you will find under [Non-academic misconduct guidance](#)

### **Top tips on dealing with misconduct allegations:**

- Remain calm
- Read the regulations
- List or log the events that led to the issue to the best of your ability
- Seek independent and confidential support from the Advice Centre
- Prepare a statement – Student Statements A Basic Guide [Basic Student Statement Guide](#)
- It is advisable to attend any meetings if required - you have the right to accompanied by a SUSU Adviser or a 'companion' who is a member of the University community

## **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 to discuss your case and plan for the process.

## **Can I appeal a sanction?**

Yes, provided you have grounds, you can appeal a sanction using the appeals process outlined in [the Regulations Governing Student Non-academic Misconduct](#). You have 10 working days from when you receive the Outcome Letter, to lodge your appeal by submitting the completed Non-academic Misconduct Notice to Appeal Form.

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

- There is new substantive information supported by evidence which was not known by the student and/or the evidence could not have reasonably been obtained by the student in time to present to the University at the time of the original decision 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 misinterpretation of the University's own regulations, or administrative errors which, if they had not occurred, might have impacted significantly on the original decision and/or the

sanction imposed.

It is important that you have evidence that supports one or more of the above grounds. You cannot appeal just because you are not happy with the outcome of the sanction.

### **Further guidance**

For further guidance on non-academic misconduct, contact The Advice Centre. Tel: 02380 592 085 Email: [advice@susu.org](mailto:advice@susu.org)

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