



Student Non-academic Misconduct

The following guide is intended to answer the most frequently occurring questions about the non-academic student misconduct at the University. It also provides a short summary of the process 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 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 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 the University Calendar [here](#). It includes a list of [potential sanctions](#).

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 [subject of an allegation](#).



Support Advice Centre

How do I report misconduct of another student?

- Within Halls of Residence contact a member of the residence support team
- With your academic department you can contact a member of the academic or administrative staff
- Student Non-academic Misconduct Team, who are responsible for student discipline and can be contacted by writing to: student.discipline@southampton.ac.uk

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 <https://www.southampton.ac.uk/studentservices/need-help/student-discipline/student-information.page>

Top tips on dealing with misconduct allegations:

- Remain calm
- Read the [Regulations Governing Student Non-academic Misconduct](#)
- 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

Who can support me throughout the process?



Support Advice Centre

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.

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

The outcomes may vary from, for example: case being dismissed, receiving a written warning, writing a letter of apology, having a fine issued, being suspended from your course, or your place on the course being terminated. For the full list of potential outcomes, please see the [Regulations Governing Student Non-academic Misconduct](#), section A: The Policy, paragraph 6.3.

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 Universities 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 a matter or a sanction.

Further guidance

For further guidance on the Student Non-Academic Misconduct regulations, contact the Advice Centre.



Support Advice Centre

- 02380592085
- 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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