



SUSU
Advice Centre

Student Discipline Guide

How this guide helps

The following guide provides you with information and advice on the student discipline process.

It is normal and natural to feel anxiety during a formal process. If you would like additional support, you can contact the Advice Centre. Please note that an Adviser will not be able to predict the outcome of any Student Discipline meetings.

Contact the Advice Centre



023 8059 2085



advice@susu.org



The Advice Centre – SUSU



susu.org/support

The University has support in place to help with your wellbeing. You can contact the student hub 24 hours a day, 7 days a week, on the details below.

Contact the Student Hub



023 80 599 599



studenthub@soton.ac.uk

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Quick Overview

This section will give a brief overview of Student Discipline. More thorough information can be found later in the document.

Understanding Student Discipline

Student discipline is the university's system for reporting misconduct.

It is not an academic misconduct reporting tool. Some examples of behaviours that might be reported are:

- Bullying
- Fraudulent behaviour
- Sexual harassment or misconduct

What to do now

Whether you are reporting someone, have been reported, or are a witness it is vital that you gather evidence as quickly as you can.

If there is evidence you could have presented but didn't, you won't be allowed to submit it later. You could submit:

- Digital (photos, videos, texts, emails)
- Statements (written, spoken)
- Official records (medical, police reports)





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Quick Overview

Appeals

If you are unhappy with the outcome, you can submit an appeal.

You cannot appeal just because you dislike the outcome. The appeal can only be made for one of two reasons:

1. There is new evidence.
2. There has been significant failure of due process.

Safety

Student Discipline take measures to protect everyone involved during and after the case.

They might:

- Apply an interim measure to keep you safe during the investigation
- Impose a no-contact order
- Teaching arrangements (e.g., reported student sitting at the front at lectures)

It is unlikely that you can keep anonymous during the process.





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What is Student Discipline?

Student discipline is the university's system for reporting misconduct.

Every student is expected to uphold the standards expected of them by the university. If a student does not meet these standards, they may be reported to Student Discipline.

If you see or experience misconduct from a student, you can report them. Examples of misconduct include:

- Bullying
- Damage to University property
- Fraudulent behaviour
- Inappropriate behaviour or language (e.g., violent, derogatory, offensive)
- Sexual harassment or misconduct

This list is not exhaustive.

Student discipline does not apply for academic misconduct. If you want to report this, refer to the [Academic Responsibility and Conduct regulations](#), then contact relevant staff in your department.





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What can it lead to?

A Student Discipline will lead to one of three outcomes:

1. Not enough evidence to go forward
2. Student found **not** to be in breach of regulations
3. Student found to be in breach of regulations

This is assessed on the **balance of probabilities** – the committee decides whether an event is more likely to have occurred than not.

If the 1st or 2nd outcome occurs, the Student Discipline process ends. If the 3rd outcome occurs, then the Student Discipline committee decides an appropriate **sanction**.

Sanctions

A sanction is an action or restriction the reported student must follow if a breach is found.

Factors considered are (non-exhaustive):

- Student safety
- Previous behaviour
- Fairness

However, depending on the severity of the breach, there are 3 bands of sanction.





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Sanctions

A sanction is an action or restriction the student must follow if a breach is found.

There is no exhaustive list, but depending on the severity of the breach, there are 3 bands of sanction:

Band 1 – less severe breaches

- A written apology
- Rehabilitation programs
- A written warning

Band 2 – more severe breaches

- Compensation for damaged property
- Restriction from parts of the University
- Recommendation that SUSU restricts participation

Band 3 – the most severe breaches

- Expulsion
- Withholding award

Failure to comply with a sanction may be considered another breach of conduct. It will likely open another investigation apply further sanctions.





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Safety in the Discipline Process

You may feel worried about your safety around the investigation. Student Discipline take measures to protect you during and after the case.

Interim measures

In certain cases, there may be measures taken during the case to ensure the comfort and safety of those involved.

This can include sanctions like restrictions from certain areas of campus. This is not an indication of guilt – it is just done for the comfort and safety of participants.

The university may offer temporary accommodation in cases with a clear safety risk.

No-Contact Order

The committee may decide that contact between certain students is not allowed. If this is not followed, it is counted as a further violation, and another discipline case is opened.

Teaching arrangements

The reported student may be told to sit in certain places during lectures, or arrive early.

If the Action Plan is not followed, Student Discipline counts it as a separate breach.

Another investigation will open, and further sanctions may be applied.





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Anonymity

All participants are expected to maintain confidentiality of the case.

As the accuser

If you reported a student, you cannot be kept anonymous as the responding student must have a fair opportunity to provide evidence.

This may be difficult. However, the accused has a right to know all the facts of the allegation, including its source, so they can respond fully.

You will not have to face the student you report. During the hearing, the reported student must keep their camera and microphone off whenever you are present.

As the reported student

Your case will be kept confidential by the Student Discipline committee.

No evidence will be sent from Student Discipline, and the committee keeps strict confidentiality.

As a witness

You can be anonymous as a witness in exceptional circumstances where there is reason to believe there might be retribution or danger as a result of giving a statement. Any evidence you provide will be anonymised for the hearing.





What if you disagree with the outcome?

If you disagree with the outcome, you can file an appeal.

An appeal, if successful, will re-open the case. If there are any new facts, they will be evaluated alongside the previous evidence by an Appeal Panel to decide whether to:

- Reject the appeal
- Lower or remove sanctions
- Open a re-hearing
- Decide new issues require investigation

Appeal Conditions

You cannot appeal just because you dislike the outcome. The appeal can only be made for one of two reasons:

1. There is new evidence

There must be a strong reason why this evidence wasn't presented before.

2. There has been significant failure of due process

This failure must have potentially impacted the original decision.

The appeal must be made within 10 working days of being told the outcome. If an appeal is made outside of this time, there must be exceptional circumstances for the Appeal Panel to accept it.





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Evidence gathering

Gather evidence as quickly as you can. If there is evidence you could have presented but didn't, you won't be allowed to submit it later.

What counts as evidence

Your evidence must be

- Relevant
It must relate directly to the allegations
- Accurate
It must be factual, not opinion-based
- Verifiable
Something that can be confirmed in some way
- Permissible
It cannot be collected illegally

Types of evidence you could include

Here are some types of evidence you might want to include:

- Digital (photos, videos, texts, emails)
- Statements (written, spoken)
- Official records (medical, police reports)





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What to do if you are reporting someone

Gather evidence as quickly as you can. If there is evidence you could have presented but didn't, you won't be allowed to submit it later.

If you use the disciplinary process, as long as it's truthfully lodged, you won't face any negative consequences, academically or otherwise.

Then, make sure to read the regulations provided by the university. There is a section later about how to read these.

Contact Student Discipline

You can contact Student Discipline over email: student.discipline@southampton.ac.uk

Afterwards, you may be asked to complete an allegation form and provide a statement. Both may be used as evidence in the hearing.

When appropriate, the committee will then put in arrangements to minimise contact between you and the student you are reporting. This could include:

- Suspending the accused student
- Actions to take at lectures (e.g., accused student arriving early to sit at the front)
- Temporary accommodation

Contact support networks

A formal process like Student Discipline can be stressful. Make sure to prioritise your mental health and contact networks like the Advice Centre and Student Hub.





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What to do if you have been reported

Gather evidence as quickly as you can. If there is evidence you could have presented but didn't, you won't be allowed to submit it later.

Don't panic. An accusation is not proof of guilt. You will be treated fairly by an unbiased committee. Student discipline will give you complete information about the accusation, including who it came from, so you can respond properly.

Give your side of the story

In the investigation process, you will be invited to detail your position.

You may choose to admit or deny allegations. Either way, you will want to submit supporting evidence so the committee can make a decision that considers both sides of an accusation. Make sure to:

- Gather evidence
- Attend meetings
- Write statements

Contact support networks

A formal process like Student Discipline can be stressful. Make sure to prioritise your mental health and contact networks like the Advice Centre and Student Hub.





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What to do if you are a witness

Gather evidence as quickly as you can. If there is evidence you could have presented but didn't, you won't be allowed to submit it later.

Then, make sure to read the regulations provided by the university. There is a section later about how to read these. When you are comfortable, you can contact Student Discipline with your allegation, and the process will begin.

Your role

As a witness, you aren't there to argue either side's case. All you need to do is give factual information of what you experienced.

Contact support networks

A formal process like Student Discipline can be stressful. Make sure to prioritise your mental health and contact networks like the Advice Centre and Student Hub.





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How to read the regulations

This guide is not intended as a replacement for [the regulations](#). Regardless of what role you play in the Student Discipline process, you should read them.

They can be daunting, so this section will teach you how to approach them.

Sections

The document is structured into the following sections:

- Introduction

Outside of Discipline:

- Scope
- Guidance and support
- Mediation – An Alternative Informal Method of Dispute Resolution
- Definitions of Misconduct and Expectations of Behaviour

Before Discipline Procedure:

- Decisions and Actions Before Starting the Procedure
- Suspension During Investigation

During Discipline Procedure:

- Procedure
- Confidentiality

After Discipline Procedure:

- Sanctions and Outcomes of Investigations
- Appeal
- Recording and Monitoring of Student Discipline Matters
- External Review
- Example Behaviours of Breaches (Appendix A)





How to read the regulations

Reading tips

Reading the regulations out of order

You do not have to read the regulations in order. Start with the sections that are most relevant to your situation.

Examples:

- If you are facing a serious allegation, you might want to skip to ‘suspension during investigation’ and ‘sanctions and outcomes of investigations’.
- If the outcome of an investigation has upset you, you may want to read ‘appeals’ first, then ‘procedure’ to find if there has been a failure of due process.

Regardless of order, make sure you read the whole document, otherwise you might miss something key.

What to do if you don’t understand something

First, refer to the introduction. It defines words that are used throughout the document which may not be obvious.

If you are still struggling to understand the document, you can contact the Advice Centre for help.





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Links to additional resources

For the Student Discipline process:

[Read the regulations](#)

[Visit the Student Discipline homepage](#)

[Information for reporting misconduct](#)

[Information for responding to an allegation](#)

[Information for witnesses](#)

[Statement writing guide](#)

Support:

[The Advice Centre](#)

[The Student Hub](#)

Victim Support

If you have been a victim of or witness to crime, you can access support from Hampshire Constabulary.

[Victim and Witness Support - Hampshire Police and Crime Commissioner](#)





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Links to additional resources

SUSU Safe

[The SUSU initiative to keep students safe](#)

The 'Something Happened, What Now' tab signposts resources for many types of incidents, so you can get support outside of the Student Discipline Process.

Report and Support

Report and Support is another reporting tool in the university. This system does allow anonymous reporting.

<https://reportandsupport.southampton.ac.uk/>





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Glossary

TERM	DEFINITION
Accuser	The person who reports a student
Appeal	A review of the case to potentially overturn the outcome
Evidence	Digital or physical things that can prove an event
Misconduct	Behaviour that fails to meet the University's expectations of students
No-Contact Order	Like a restraining order – if it is violated, it is a further conduct breach
Outcomes	The ways a Student Discipline case can end
Regulations	The rules that govern conduct in the University
Reported student	The student whose misconduct was reported
Sanctions	An order to act in a certain way; restriction or action that the reported student must follow if a breach is found
Student Discipline	The university's system for reporting misconduct
Witness	Someone other than the accuser or reported student who gives a statement or evidence





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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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