**Student Conduct - Frequently Asked Questions**

**I am concerned about a student’s behaviour, but I am unsure if it would be classed as misconduct?**

If you are unsure if a student’s behaviour constitutes misconduct, you may find it helpful to discuss the matter with someone first. This might be your tutor or supervisor, the Advice Zones at each campus, the Students’ Union or by contacting the [Student Casework Unit](mailto:studentcasework@southwales.ac.uk).

You can also check the Student Code of Conduct, which contain information on what the University considers acceptable and unacceptable behaviour.

**I am a student at a partner institution; can I use the University regulations?**

The University’s Student Code of Conduct and Student Conduct Procedure only apply to students studying on campus at the University of South Wales (including the Dubai Campus). If you are concerned with the behaviour of a student at one of the University’s collaborative partner institutions, you will need to access their internal conduct procedures.

**I want to formally raise an allegation of misconduct. How can I do this?**

To formally raise an allegation you will need to complete either a Level 1 Allegation of Student Misconduct Form (for misconduct of a minor nature) or a Level 2 Allegation of Misconduct Form (for misconduct of a serious nature), which can be found [**here.**](https://registry.southwales.ac.uk/student-regulations/student-conduct/) If you are unsure whether the misconduct is minor or serious, please contact the Student Casework Unit. Please ensure that you read the guidance notes on completing the forms that are available [**here.**](https://registry.southwales.ac.uk/student-regulations/student-conduct/) The completed form and any supporting evidence should be submitted to the Student Casework Unit at: [studentcasework@southwales.ac.uk](mailto:studentcasework@southwales.ac.uk)

**What happens after I submit an allegation?**

Level 1

If the issue is considered minor, the case will be referred to the relevant Dean of Faculty (or nominee). They will decide if the case constitutes a matter that would be considered misconduct by the University and whether they have sufficient information to deal with the matter themselves or whether an investigation is required. The Dean of Faculty (or nominee) can issue a penalty at this stage, if it is appropriate to do so.

If an investigation is required, the Responding Student (the student against whom the allegation has been submitted) will be informed, in writing, and an Investigating Officer will be appointed to investigate the case. The Investigating Officer will meet with the Responding Student to discuss the issues that you have raised to ensure that they fully understand the allegation. They will also meet with you and then meet with any relevant witnesses to discuss the allegation from their perspective. The Investigating Officer will produce a report, which will be considered by the Dean of Faculty (or nominee), who will make a decision on whether there is a case to answer, whether they can apply a penalty or whether the case should be referred to the Disciplinary Committee.

Level 2

If the issue is considered serious, or is a repeated minor offence, an investigation will take place and a decision made on whether there is no case to answer, whether a penalty can be applied under level 1 (as above) or whether the case should be referred to the Disciplinary Committee.

**I have received a letter telling me that I am under investigation for misconduct. What does this mean?**

This means that the University has received an allegation that your behaviour has contravened the Student Code of Conduct and needs to investigate the matter further. There is no presumption that you are guilty of the allegation; the University needs to investigate the allegation to establish the facts to be able to decide what action, if any, needs to be taken.

**Will I still be able to attend University?**

This would depend on the severity of the allegation that has been made. In cases where a very serious allegation of misconduct has been made the University will conduct a risk assessment to determine the level of potential risk posed to the University community. As part of this process, you will be given the opportunity to provide a written representation to the Risk Assessment Panel.

If the Risk Assessment Panel determines that there is a genuine risk to the University community, they may recommend that you are temporarily suspended whilst the investigation is ongoing. This is a neutral act to allow the University to apply its regulations and to protect all parties during the process. A temporary suspension could mean that you are not allowed on campus, or may not be allowed to enter specific University buildings. In all cases, the University would seek to minimise the impact on your academic studies as far as possible.

**What happens during the investigation?**

You will be asked to meet with the Investigating Officer so that you have a full opportunity to provide your perspective on the allegation. You will also be able to provide any evidence that you feel is relevant to the case.

Once the Investigating Officer has completed all of their investigations they will draft a report, which will be presented to the Dean of Faculty (or nominee). The Investigating Officer will have **30 working days** to complete their investigation, however this may be extended in exceptional circumstances.

**What penalties might be imposed?**

The penalties available to the University, and the types of cases they might be imposed for, are listed in the [**Student Conduct Procedure**.](https://registry.southwales.ac.uk/student-regulations/student-conduct/) The penalties range from written warnings through to suspension or exclusion from the University. The Dean of Faculty (or nominee) can impose minor penalties, such as a written warning. Serious cases will be referred to the University Disciplinary Committee.

**What is the University Disciplinary Committee?**

The University Disciplinary Committee hears cases where the Investigating Officer has found that there has been a serious breach of the Student Code of Conduct. You will be invited to meet with the Committee to present your case; you will also be given the opportunity to call any witnesses you feel are necessary. Once the Committee has considered all evidence, including your testimony, it decides on an appropriate penalty. The members of the Disciplinary Committee will include one member of the University’s senior management who acts as the Chair, one staff member of the Academic Board, and the President of the Students’ Union (or nominee). The Associate Registrar (Student Casework) (or nominee) will also be present as Secretary, although they are not a member of the Committee.

**What happens if I am dissatisfied with the outcome?**

You can request a review of the outcome, providing you meet the grounds set out in the [**Student Conduct Procedure**](https://registry.southwales.ac.uk/student-regulations/student-conduct/), no later than **10 working days** after the formal notification of the outcome of the Disciplinary Committee. If the University Secretary (or nominee) considers that there are grounds for review, the case will be referred to a Review Panel. If you do not feel that you have grounds under these regulations, but are still dissatisfied, you can request a Completion of Procedures Letter that will allow you to submit a complaint to the Office of the Independent Adjudicator for Higher Education (OIA), providing that you meet their [**Rules**](http://www.oiahe.org.uk/rules-and-the-complaints-process.aspx).

**Who will see the information on my case?**

The information will only be provided to the appropriate members of staff in line with the Communication Plan. The University will not disclose any information to third parties regarding investigations and outcomes from academic misconduct cases unless legal exceptions under the EU General Data Protection Regulation (GDPR) apply or you have given the University written authority to do so.

*NB Policing Degree apprenticeships programmes only – your employer will be automatically notified of any allegations/outcomes under this process.*

If you have any concerns regarding disclosure of information detailed within your case, you should contact the Student Casework Unit.