

Student Conduct Policy 2016-2017

Policy Statement

This Policy sets out the standards of conduct that we require of our students and the University's approach to dealing with allegations of student misconduct.

The RAU is a small institution with individuals studying and working closely together as part of the University community. In order for such a community to function effectively, and to seek to ensure that all its members (students and staff alike) enjoy an environment conducive to teaching, learning, research and a positive experience, students are required to meet certain standards of conduct.

1. Student Standards of Conduct

All RAU students are required at all times (including term time, holidays and University activities such as placements and field trips), and in all locations (both on and off University premises, including University-managed accommodation) to behave as responsible members of the University community and to represent and uphold the good name of the University. They are expected to familiarise themselves with and act:

- safely, and with regard for the safety of others;
- with civility, consideration and respect for others in the University and the local community; and
- in accordance with all University policies, rules and regulations, and all applicable laws.

RAU has a zero tolerance approach to violence and harassment in all its forms and a joint policy statement between the RAU and the RAUSU is in place.

Misconduct includes but is not limited to:

- bullying, harassment or discrimination against another person, including the use of discriminatory language;
- physical, written, or verbal abuse or intimidation against another person, including in communications via social media;
- sexual harassment, violence or abuse;
- any act which brings or threatens to bring the University's reputation into disrepute;
- disruption of or improper interference with the academic, administrative, sporting, social or other activities of the University;
- damage to or theft of property from the University or members of staff or students;
- vexatious, reckless or malicious allegations against other students, staff or members of the public;
- persistent failure to respond to or comply with formal disciplinary sanctions imposed under the Disciplinary Procedures or other University policies and procedures;
- criminal or other activities that have a bearing on the student's participation in the University or provide a risk to other students, staff or other users of the University's services;

- misuse of alcohol, drugs and legal highs
- unacceptable behaviour or actions as set out in other policies, procedures and regulations of the University including but not limited to those listed in section 3 below.

2. Student Conduct

The University will seek to promote and facilitate good student conduct through education, support and positive encouragement, however where these approaches or other informal action are not sufficient we will institute formal disciplinary action. Once formal disciplinary action has been instituted, a case will be concluded even if the alleged perpetrator is no longer a student of the University.

3. Alleged Failures with Standards

Alleged failures by students to comply with the standards of conduct may result in the University taking action under the Student Disciplinary Procedures and/or such other University procedures as it considers reasonable and appropriate.

- Fitness to Study
- Bullying and Harassment Policy
- Terms & Conditions of Residence for students in University accommodation
- University Academic Regulations and Procedures
- Alcohol and Drug Abuse Policy
- Health, Safety & Welfare Policy
- Library Regulations

The Student Support Services Manager will determine the appropriate procedure to be followed in any matter.

4. Non-Academic Misconduct

The University has a 4 stage process for dealing with alleged student misconduct as follows.

Stage1 - Small cases of misconduct

Small cases of misconduct will be dealt with informally under stage 1. Level 1 normally involves intervention at an early stage when an incident occurs or issue arises which is relatively contained and minor, with the aim of addressing it as quickly and as close to the source as possible.

Possible sanctions include:

- verbal or written warnings
- requirement for a formal apology
- reparation to the University or individual in respect of loss caused by the misconduct
- seizure and retention for a period of time, or confiscation without compensation, of items, for the purpose of maintaining the safety and wellbeing of others

A verbal warning will be issued by any member of staff witnessing/finding the problem. Any incidents of stage 1 of misconduct no matter how small will be recorded on the University's

student database in the Registry and brought to the attention of the Student Support Services Manager and Registrar.

Stage 2 - Minor Misconduct

Where a matter is to be dealt with under stage 2 the Student Support Services Manager will meet with the student, where appropriate in the presence normally of the Commercial Services Director/or Director of Estates or nominee.

Possible sanctions include:-

- first written warning
- recommend that the matter should be investigated under stage 3 or 4.

A first written warning will be recorded on the University student database where it will be retained for the duration of the student's time of registration as a student and will be brought to the attention of the Vice-Chancellor, the appropriate Dean and personal tutor.

Stage 3 - Serious Misconduct

On completion of the investigations the Student Support Services Manager, in consultation with the other members of staff who attended the meeting with the student may:

- Decide there is no case to answer and that no further action should be taken or
- Issue a first or final written warning and/or
- Require a compensation payment to be made by the student, to cover costs of repair or damage to property and/or
- Require that an appropriate apology is made and/or
- Impose conditions on the student's behaviour and presence on University premises and University organised activities.

Stage 4 - Very serious cases of misconduct

Very serious cases of misconduct will be dealt with under stage 4.

This will normally include allegations involving:

- Dealing/possession in illegal substances or legal highs on the University premises
- Harm/assault, whether emotional or physical to other students, University staff or visitors,
- Acts that damage the name and standing of the University
- Misleading or defrauding, or attempting to mislead or defraud, the University
- Harassment or other conduct that breaches the University's equality and diversity policies.

The Panel will be chaired by the Vice-Chancellor or another senior member of staff (agreed by the Vice-Chancellor) and will include two other senior members of staff. A clerk, normally the Academic Registrar, will be appointed to provide support to the Panel. The Student Support Services Manager will also normally attend as an observer, with the agreement of the chairman.

The student will be entitled to be accompanied by either a friend or a representative of the student union, or by a member of the University staff. The representative will not normally be invited to speak at the hearing. The student must inform the chair of the panel, and normally the Student Support Services Manager, at least one day before the hearing date whether they will be accompanied and by whom.

The Panel will confirm at the start of the hearing the nature of the allegation and the evidence that it has concerning the alleged misconduct. The appropriate University Regulations will be set out by the Panel. It will clarify with the student their response to the allegations. The student can ask questions of the Panel. If the Panel hears evidence from any witnesses to the matter or hears representations from others, this shall normally be done in the presence of the student.

Sanctions available to the Panel include:

- Expulsion from the University
- Suspension, with or without conditions
- Specific prohibitions on the student's activities whilst on University premises
- An order for financial compensation and
- Any of the sanctions listed under earlier stages.

5. Temporary suspension or exclusion

Temporary suspension of a student from their studies and/or related activities such as placements, or temporary exclusion from University premises, and/or University-managed accommodation, as a means of mitigating risk, is possible at any stage of the Disciplinary Procedures. This is not a disciplinary penalty, but is available as a neutral act to mitigate risk (See Student Disciplinary Procedures, Temporary suspension or exclusion).

6. Stages of Disciplinary

The University is committed to conducting all levels and stages of its disciplinary procedures fairly, consistently, transparently and proportionately. Support and guidance is available to students who are involved at any stage of the procedures, from Student Counsellor, Health & Wellbeing Officer, or nominated party and the Student Union.

Contact us

For any queries concerning this policy please contact Student Support Services