

# CONDUCT POLICY FOR STUDENTS



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<b>Summary:</b> This Policy sets out the standards of conduct required by the University and its approach to dealing with allegations of student misconduct.	

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## **1. GENERAL**

- 1.1 The University of Winchester is committed to providing an environment which promotes high quality learning, teaching, research and a positive student experience. To ensure that everyone benefits from such an environment, students are required to meet a standard of conduct.
- 1.2 The Student Conduct Policy and associated Disciplinary Procedures shall not apply to allegations of academic misconduct, e.g. plagiarism, cheating in examinations etc. Procedures for such matters shall be considered under the University's Academic Misconduct Policy (see <http://www.winchester.ac.uk/Freedomofinformation/Publicdocuments/Documents/Academic%20Misconduct%20Policy%202014-15.pdf>)

## **2. STUDENT STANDARDS OF CONDUCT**

- 2.1 This policy shall apply to all students of the University when they are engaged in activities relating to the University (including field trips, teaching practice and placements) and where their activities are unrelated to the University but involve other students, staff or governors of the University or where their actions may bring the University into disrepute. This shall include conduct arising at any time when a student may be regarded as representing the University as an individual or as part of a team or group, both on and off University premises.
- 2.2 Students are expected to behave as responsible members of the University and to represent and uphold the good name of the University. They are expected to:
  - a) treat each other and others in the University and wider community with respect, tolerance and civility regardless of identity, background or belief;
  - b) respect the physical environment of the university, its facilities and resources;
  - c) act in accordance with all University regulations and policies, and all applicable laws.
- 2.3 The University of Winchester has a zero tolerance approach to violence and harassment in all its forms.
- 2.4 The University aims to promote and facilitate good student conduct through education, support and positive encouragement. Alleged failure of students to comply with the expected standards of conduct may result in the University taking action under the Student Disciplinary Procedures and/or such other procedures as it considers reasonable and appropriate.

## **3. DEFINITION OF MISCONDUCT**

- 3.1 Misconduct, under this policy, is improper conduct or improper interference with the proper functioning of activities of the University, or those who work or study in the University and governors of the University. It also includes conduct which damages the reputation of the University and a failure to observe all University rules and regulations.
- 3.2 Misconduct includes, but is not limited to:
  - a) Bullying, harassment or discrimination against another person, including the use of discriminatory language;
  - b) Physical, written or verbal abuse or intimidation against another person including communications

- via social media;
- c) Sexual harassment, violence or abuse;
  - d) Actions which bring or threaten to bring the University's reputation into disrepute;
  - e) Damage to or theft of property from the University or members of staff or students;
  - f) Fraud or impersonation;
  - g) Improper disruption of or interference with academic, administrative, sporting, social or other legitimate activities of the University;
  - h) Misuse of alcohol, drugs and legal highs;
  - i) Vexatious, reckless or malicious allegations against other students, staff or members of the public;
  - j) Any action likely to cause injury to any person or impairing the safety of the University's premises.
  - k) Criminal or other activities committed on or off University premises which is likely to be detrimental to the University or any of its members.
  - l) Unacceptable behavior or actions as set out in other regulations, policies or procedures of the University.

#### **4. DISCIPLINARY ACTION**

- 4.1 The University shall make every reasonable effort to conduct all levels of its disciplinary procedures fairly, consistently, transparently and proportionately. Support and guidance shall be available to all students who are involved in the procedures from the Student Union and Student Services.
- 4.2 The University has a three stage process for dealing with alleged student misconduct:
- 4.2.1 **Level One (Early Resolution)** normally involves intervention by faculty or professional services when an incident occurs which is relatively contained and minor. The aim is to address it quickly and close to the source. Sanctions may include:
    - a) Verbal or written warnings
    - b) Requirement for a formal apology
    - c) Reparation in respect of loss caused by the misconduct
    - d) Temporary restriction of access to facilities
  - 4.2.2 **Level Two (Formal Stage)** shall be invoked when disciplinary action at Level One has failed to resolve the issue or when the behavior is too serious to be handled at Level One. Level Two shall be managed by the Academic Registrar (or another senior officer of the University as appropriate) and sanctions that can be imposed, in addition to those available at Level One, include removal of access to a service provided by the University or to the use of specified facilities for a given period of no longer than two weeks.
  - 4.2.3 **Level Three (Disciplinary Hearing)** is for allegations of gross misconduct or when Level Two has failed to conclude the matter. A disciplinary hearing shall be convened. Sanctions that can be imposed in addition to those above, shall include suspension, exclusion or termination of studies.

**5. STUDENT APPEAL AGAINST THE DECISION**

- 5.1 Students may appeal in writing against the decision of the University. The grounds for appeal are that the University has failed to follow its own procedures as set out in the Student Disciplinary Procedures or that the decision was unreasonable and/or a disproportionate sanction was imposed.

**6. OFFICE OF THE INDEPENDENT ADJUDICATOR (OIA)**

- 6.1 A student who is dissatisfied with the University's internal processes or its conduct has the right to submit an application to the OIA, an independent review body, that their dissatisfaction be reviewed independently to the University.
- 6.2 Further information on this process may be found in the Student Disciplinary Procedures.