



PROCEDURE FOR STAGE 1: NON-MAJOR STUDENT MISCONDUCT

1. A matter may be dealt with under 'Non-major student misconduct' where it is deemed that there is potential to address alleged concerns without a formal investigation.
2. The Responding Student will be called to a meeting with the relevant Dean of Faculty (or nominee) to discuss the allegation. A member of the Student Casework Unit may attend as the Supporting Officer but will not be a decision-maker. If the Responding Student is an apprentice/Operational Policing student, an employer representative will also be invited to attend as an observer.
3. After the meeting has taken place, the Dean of Faculty (or nominee) can decide to issue the following sanctions, if appropriate, as detailed in the [Student Misconduct & Fitness to Practise Regulations](#):

Written apology

The Responding Student may be required to write a written apology; this could be to the relevant individual, or to the University. The apology must include sufficient reflection on the behaviour and its impact on others. Whether the apology is sufficient or requires further action (e.g. rewriting) will be determined at the discretion of the Head of Student Casework (or nominee).

Warnings

There are three categories of formal warnings that may be issued depending on the seriousness of the misconduct.

- Verbal warning.
- Written formal warning - will remain on record for a specified period, normally one year. Any repeated occurrence of a similar offence may result in the Responding Student being referred to a Disciplinary/Fitness to Practise Committee.
- Final written warning - any further cases of misconduct may be dealt with directly by a Disciplinary/Fitness to Practise Committee, and the proven offence will be taken into consideration when determining a sanction.

Restrictions/conditions

Restrictions or conditions may be imposed on the Responding Student. Examples are: support to be sought from Student Services; no direct contact to be made with another student (No Contact Order (NCO)). Where it is deemed in the student's best interests, a referral may be made to an educational programme.

4. The relevant Dean of Faculty (or nominee) can alternatively request that the case be referred for an investigation under the [Procedure for Stage 2: Investigations into Student Misconduct & Fitness to Practise](#). NB. Where a case has already been investigated at Stage 2, this option will not apply.

5. The outcome will be provided to the Responding Student within five working days of the meeting. If they are an apprentice/Operational Policing student, the Dean of Faculty (or nominee) will inform their employer.
6. If a sanction is applied, a note of the outcome of the meeting will be held on the Responding Student's record but will be removed when they leave the institution if there are no further instances of misconduct.
7. If the Responding Student is not satisfied with the outcome, they may submit a request for review subject to meeting certain grounds as detailed from (9) onwards.
8. If the Responding Student does not comply with a sanction issued at this stage, a more severe sanction may be issued by the Dean of Faculty (or nominee) or a referral may be made to Stage 2, which will include an investigation and/or a hearing by the relevant Committee.

Request for review

9. If the Responding Student does not agree with the outcome at Stage 1, they are able to request a review by submitting a completed request for review form to the Student Casework Unit, supported by appropriate evidence and within five working days of the outcome.
10. Students must demonstrate at least one of the following grounds when requesting a review:
 - a) *New evidence or extenuating circumstances are presented which the Responding Student could not have reasonably made known at the time of the original decision.*
 - b) *There is evidence of irregularities in the conduct of proceedings of such a significant nature as to cause reasonable doubt as to whether the same decision would have been reached, had they not occurred.*
 - c) *It can be demonstrated that the findings and recommendations were disproportionate, given the circumstances of the case.*
11. The Head of Student Casework (or nominee) will review the submission and decide if the request for review is eligible for further consideration; that is:
 - a) An arguable case is presented under at least one of the grounds set out at (10).
 - b) The request for review has been submitted within five working days of notification of the decision; or good reason for lateness is given (supported by evidence as requested by Student Casework).
 - c) The request for review is appropriately supported by evidence.
12. If the Head of Student Casework (or nominee) decides that the case is ineligible for further consideration, the Responding Student will be issued with a Completion of Procedures Letter. This will enable the student to take their case to the Office of the Independent Adjudicator for Higher Education, should they remain dissatisfied with the outcome.
13. If the Head of Student Casework (or nominee) considers the case to be eligible for review, the case will be referred for further consideration within the Faculty (see point 15 onwards).

14. The decision of the Head of Student Casework (or nominee) regarding eligibility will be communicated to the Responding Student within five working days of receipt of the request for review and all supporting evidence.

Reviews eligible for further consideration

15. A member of the faculty at the same level of seniority or higher than the original decision maker will review the case within 20 working days of the referral. This timescale may be extended in agreement with the Responding Student or, in exceptional circumstances, by the University.
16. The review may decide that:
 - a) The outcome at Stage 1 should be upheld.
 - b) The outcome at Stage 1 should not be upheld and should be substituted with a different outcome.
17. The decision of the review will be final. The decision will be notified to the Responding Student within five working days of the meeting by e-mail to their University and personal email accounts; and/or, where it has been expressed that sending a hard copy of University correspondence is preferable, to their last known address.
18. If the Responding Student is an apprentice/Operational Policing student, the Dean of Faculty (or nominee) will inform their employer.
19. If the review results in a change of outcome, the University will ensure as far as possible that the Responding Student has not been disadvantaged by any previously decided outcome. If the Responding Student remains dissatisfied with a changed outcome, they can request a Completion of Procedures letter from the Student Casework Unit.
20. If the review does not result in a change of outcome, the Responding Student will be automatically issued with a Completion of Procedures letter.