

STUDENT CONDUCT POLICY

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Summary

What is this document about?

The Student Conduct Policy outlines acceptable behaviour of students of the University, both on and off of the University campus, in order to secure the proper working of the University.

Who is this for?

This document will be of most interest to new and existing students and University staff.

How does the University check this is followed?

Academic Registry is responsible for ensuring that the Policy is followed. A record of all formal action taken by staff against students is kept by Academic Registry.

Who can you contact if you have any queries about this document?

If you have questions about this document please contact Academic Registry, studentcasework@port.ac.uk

Accessibility Statement

The Student Conduct Policy is designed to be accessible to all students. If you have any special needs that mean you are unable to use the Policy in the way set out in this document, please contact us at studentcasework@port.ac.uk to discuss how the process can be adjusted to fit your needs, and to receive this Policy in alternative formats.

1 Introduction

- 1.1 The University's Student Conduct Policy upholds our commitment to engaging every student in a life-changing experience allowing them to fulfil their potential and make a positive contribution to society, and in particular our commitment to providing an inclusive and accessible learning environment in which every student feels actively welcomed, respected and valued.
- 1.2 This Policy applies to all students of the University, no matter the course, its location, level or mode of study. This Student Conduct Policy links with other relevant policies, with the emphasis on its role in preventing and addressing harm to the University community and its members through either academic or behavioural misconduct. Some courses, for example health and medical courses have additional behavioural requirements that build on this Policy. Course teams will ensure all students are aware of these on enrolling on a course.
- 1.3 Our expectations of students' behaviour are set down in the University Student Charter, [University of Portsmouth Student Charter](#) and the [Code of Practice \(UPSU and UoP\)](#). Developed in a partnership of students, staff and the Students' Union, the Charter expresses the values which contribute to the supportive and inclusive learning community which is the foundation for all our students to fulfil their learning potential: Students are encouraged and empowered to play their part in welcoming others into an inclusive **community**, valuing and showing **respect** and compassion for themselves and each other, in order to form and benefit from the strong **support** networks which provide the foundation for a life-changing, whole-hearted commitment to their ongoing **education**, embracing challenges and making the most of every **opportunity** to develop, learn and fulfil their potential.
- 1.4 The values of the Student Charter reinforce the expectations set out in more detail in the following key University policies:
- The [Safeguarding Policy](#) outlines the University's commitment to providing a **safe and secure environment** for all who study at, work at and visit the University.
 - The [Dignity and Respect Policy](#) sets out the University's commitment to delivering a working and learning **environment of dignity and respect, free from harassment and bullying**, and adhering to the Equality Act 2010.
 - The research misconduct [procedure](#) sets out a framework for the investigation and resolution of allegations of misconduct in research. It explains what constitutes misconduct in research (as opposed to general misconduct), how concerns about research conduct can be raised, and what procedures will be followed in the event that an allegation of research misconduct is received. Cases reported as research misconduct should be referred to the Executive Director of

Corporate Governance for escalation

- 1.5 This Policy outlines a proactive framework for ensuring a swift and effective response to any breaches of these expectations, with the emphasis on resolving conflict and restoring a supportive learning environment for all. The key principles within this approach are:
- **Safety:** immediate safety and safeguarding for any student who has experienced harm
 - **Support:** prioritising compassionate and appropriate support for all affected students, including support to mitigate any impact on studies
 - **Dignity:** ensuring the experience of harm is clearly recorded and acknowledged
 - **Respect:** respecting the autonomy and informed choice of the harmed student in expressing their preferences for support and redress
 - **Fairness:** ensuring any student accused of perpetrating harm is also heard and respected, and receives appropriate support (including confidential liaison and support where relevant)
 - **Restorative conflict resolution:** facilitating practical measures and options for redress which support restorative conflict resolution, such as mutual non-contact agreements
 - **Accountability:** holding to account those who are found to have caused harm, including requirements to demonstrate better understanding of key issues such as consent
 - **Education and community-building:** ensuring that outcomes include community-building measures, such as education for prevention, as appropriate.
- 1.6 A further key principle is that a centralised approach is taken to record all instances of bullying, harassment, discrimination or violence, and that support for students disclosing serious incidents is responded to and co-ordinated by staff with appropriate training and expertise. The mechanism for this is our [Report + Support](#) tool, which allows anonymous and third-party reporting of incidents as well as the option to provide contact details in order to receive confidential advice and support.
- 1.7 An important principle of The Student Conduct Policy is that it seeks to take a restorative approach wherever possible.
- 1.8 Additional supporting information for students is available on the Student Casework team's [MyPort pages](#).

2 What is covered by this Policy

- 2.1 This Policy covers breaches of academic regulations and issues concerning unacceptable behaviour. Academic integrity¹ is a fundamental part of a student's studies at the University. Where a student falls short of the standards of academic integrity expected, they will be considered under this Policy. The expectations of students' behaviour are set out in the [University of Portsmouth Student Charter](#). Where a student falls short of the standards of behaviour expected, they will be considered under this Policy. It is noted that some digressions in what is considered acceptable, may be addressed without the intervention of the University.
- 2.2 Disciplinary action against a student may be initiated by any member of staff, or student of the University, or by anyone involved in the student's provision of work-based learning, training or placement opportunity, including patient/service users.
- 2.3 When an offer of a place at the University is accepted, from that point onwards, the Student Conduct Policy applies to that applicant. We will not undertake disciplinary action for behaviour that occurs before that date. Where applicants have relevant criminal convictions before this date, these will be dealt with through the admissions of applicants with a criminal record process.
- 2.4 Following a student leaving the University whether through confirmation of the award for a student, completion, withdrawal or exclusion, we will not undertake disciplinary action for any non-academic behaviour that occurs after that date.
- 2.5 It is not expected that students would bring a legal representative as their supporter to any meetings, or equivalent, scheduled under this Policy, and should they do so, any legal representative will be reminded that they are only acting as a supporter. In these circumstances it may be deemed necessary for the University to have legal representation present to support the Authorised Person/Investigator/Panel. Students or others who report a potential breach in student behaviour should be made aware of this. If the reporting student or other feels a criminal matter has occurred they should be advised of the options available to them including; reporting the matter to the police, asking the university to investigate, or take no further action.
- 2.6 Where a matter is disclosed to us, we will consider whether this information should be passed to the police, particularly if the safety of students, staff or general public is

¹ The University has signed up to the QAA Academic Integrity Charter for UK Higher Education. [QAA Academic Integrity Charter](#)

at risk. In such instances, staff may wish to seek advice from the Executive Director of Corporate Governance or the University Solicitor.

- 2.7 In exceptional circumstances, on the recommendation of the Vice-Chancellor or the relevant Board of Examiners, the Academic Council may deprive any person of any award granted by the University. Such a recommendation may be made, for example, if the person granted an award resulting from a taught course of study, a course of supervised research or a higher doctorate has been found to have been admitted to the course or granted the award under false pretences or on the basis of material non-disclosure.
- 2.8 We keep documents relating to cases raised under this Policy in line with our [Retention Schedule](#).
- 2.9 All deadlines within this Policy should be met by both students and the University whenever possible, but it may be possible to continue outside of the timelines given if there are acceptable reasons (explained by either the student or the University) for the delay. If a delay is agreed, a new deadline for the particular stage of the Policy will be communicated to all parties.
- 2.10 Cases reported as research misconduct should be referred to the Executive Director of Corporate Governance for escalation, further information can be found in the research misconduct [policy](#). For clarity, any cases of behavioural misconduct by a research student are considered under this policy
- 2.11 Cases reported within Sport & Recreation should be referred to Academic Registry disciplinary caseworkers as appropriate in line with the stages outlined in this policy. The Student Conduct Policy takes precedence over [local policy and procedure](#). All incidents under the purview of Sport & Recreation staff should be sent to studentconduct@port.ac.uk at level 2 - behavioural misconduct. Authorised Persons/Investigators should contact teamuop@port.ac.uk to check a students position within Team UoP.
- 2.12 Cases reported within UPSU societies and memberships should be referred to disciplinary caseworkers as appropriate in line with the processes outlined in this policy. Authorised Persons/Investigators will use the following email address to check a students position with the Union Internalcomplaints@upsu.net. If the matter is an allegation of behavioural misconduct between students or if the reported matter is considered to be a criminal offence these should be sent to studentconduct@port.ac.uk

- 2.13 Students with additional needs (e.g. physical disabilities, pregnancy) as defined by the Equality Act 2010² are entitled to access additional support to participate in this procedure if requested. It is the student's responsibility to declare their additional needs during all student conduct policy procedures.
- 2.14 This policy applies the University's [Code of Practice](#) on Freedom of Speech and Expression. The Code sets out the University's approach to freedom of speech and academic freedom, its value to the University, and how the University promotes and secures those rights for members of its community. It also sets out the expectations that the University has for its staff, students, and guests and attendees at University events. This policy is subject to the Code.
- 2.15 The University position on the use of AI, is that it is permitted for use as a tool to assist and inform research and generation of ideas, planning and output. The use of AI in submitted work must be underpinned by the principles of academic integrity, proper citation and referencing, with clear indication given as to where AI has been utilised in all submissions. Failure to do so will be considered for academic misconduct action. Guidance for this can be found in the use of [AI statement document](#).

² [Equality Act 2010, Chapter 1, Protected Characteristics](#)

3 How the Policy is Set Out

- 3.1 Regardless of whether a case relates to Academic Misconduct or Unacceptable Behaviour as part of the University community, the general approach, or levels, to responding to them are the same. The levels are Early Intervention, Investigation and Escalation. These are set out in more detail here:

Level 1 – Early Intervention

- 3.2 Level 1 early intervention provides an opportunity, where relevant, to address concerns raised promptly by putting in place support for both the student and person raising concern. It is possible to move straight to Level 2 (where suitable sanctions/early resolutions are not available at Level 1) however, the reasoning for this escalation must be clearly documented in all correspondence to the reported party. If the Academic Misconduct or Unacceptable Behaviour is deemed to warrant investigation by the Head of School or nominee. It is possible during Level 1 early intervention that the matter can be concluded via an informal resolution. If an informal resolution is found, this should be confirmed in writing to the student. The indicative timeframe to complete Level 1 is between 10 to 20 working days. The referenced timeframe for each Level starts at the beginning of the relevant Level.
- 3.3 In certain circumstances of behavioural misconduct, it may be appropriate to put in place intervention measures whilst a case is being considered. Intervention measures do not seek to determine whether an alleged experience is true or not. Interventions at this Level are designed to support the continuation of studies for students at the University and/or to protect the University community. Intervention measures can (and should) therefore be implemented whether or not the alleged misconduct may also be subject to police investigation or criminal proceedings and/or to protect the University community.
- 3.4 In order to facilitate a swift and effective response when harm is reported, accused students are encouraged to consider voluntary participation in restorative intervention measures without requiring any admission of guilt.
- 3.5 Where relevant, in relation to behavioural misconduct cases, we reserve the right to take intervention measures with immediate effect against any student who is alleged to have committed serious misconduct which may result in disciplinary action. This may be appropriate, in particular, where a student is subject to police investigation or criminal proceedings.

- 3.6 Where necessary, intervention measures may be put in place to protect:
- the members of the University community in general; and/or
 - a particular member or members of the University community; and/or
 - the reputation and academic standards of the University.
- 3.7 Intervention measures and/or outcomes may include:
- Mutual non-contact agreement
 - Re-arrangements of classes
 - Suspension (see 3.8)
- 3.8 In the case of behavioural misconduct, in addition to any of the measures outlined above, typically where there is serious concern for the wellbeing of others or the reputation of the University, intervention measures may include a recommendation from the Authorised Person to the Vice Chancellor via the Academic Registrar for (but are not limited to):
- Removal from University Halls/emergency or permanent move from shared accommodation
 - Suspension from some or all classes.
 - Suspension from some or all buildings
 - Suspension from Sport & Recreation activities & memberships
 - Suspension from volunteering and UPSU ambassadorial roles
 - Suspension from the University.

Academic Registry **must** be informed if any form of suspension is requested to the Academic Registrar who will authorise the suspension as the appointed nominee of the University Vice Chancellor.

Any recommendations for suspension for Fitness to Study/Fitness to Practise/Fitness to Reside policies must also be reported to the Academic Registrar and will form part of the monthly review of suspended cases.

- 3.9 The Vice-Chancellor may suspend a student with immediate effect who is alleged to have committed behavioural misconduct which may result in disciplinary action. The authority to suspend is to protect:
- a) The members of the University community in general; and/or
 - b) A particular member or members of the University community; and/or
 - c) The reputation of the University

- 3.10 A student will only be suspended with immediate effect where the Vice-Chancellor is of the opinion that it is urgent and necessary to take such action. Written reasons for the decision will be recorded and made available to the student. There will be a monthly review of suspended cases by the Academic Registrar to consider any new or changed circumstances and whether a level 2 Investigation can be initiated, where relevant. The suspended student may submit written representation to the Academic Registrar to support further consideration of the case. The Academic Registrar will conduct a review after 12 months for any suspended student who is suspended for this period of time to assess the case more fully, and to agree next steps.

Level 2 – Investigation

- 3.11 If actions taken at Level 1 do not facilitate meaningful change or parties cannot come to an agreed resolution, the matter will be formally investigated to establish the facts and determine the most appropriate next course of action. The indicative timeframe to complete level 2 is between 15 to 20 working days.

Level 3 – Escalation

- 3.12 Following the investigation, it may be considered appropriate to escalate the matter to a panel to hear the case in more detail. Conclusion of the Escalation Panel will result in the matter being closed, action required of the student, suspension or exclusion. The indicative timeframe to complete level 3 is between 25 to 40 working days.
- 3.13 At any point during Levels 1 or 2, if it is felt that the matter would be better dealt with under a different policy or process, the student shall be informed that this is happening and informed of the reason behind the transfer of policy or process.
- 3.14 At any point in the process, anyone who is invited to a meeting, a hearing, an interview or a panel will be invited to bring along a Supporter. Supporters are available through the University Students Union Advice Service.
- 3.15 All students affected by a case are encouraged to make maximum use of the University's [support services](#), and staff should direct them to these services at the earliest opportunity. The process may be suspended for up to 5 working days whilst the student receives support and advice is sought on reasonable adjustments to enable the process to conclude appropriately. Where this is the case, Academic Registry will inform the Investigative Officer of the temporary delay.

3.16 The following staff and groups are available to offer support to any students affected by a case:

Personal tutor, course leader or supervisor Every student has a personal tutor or, if they are a research student, a supervisor. This member of staff may be the most appropriate person for students to contact for information and advice.

A student representative Students may prefer to talk to another student and get advice, if so they can speak to an Elected Officer at the Students' Union. They can seek help by emailing hello@upsu.net or the student can approach their course representative for further information.

The Students' Union Advice Service UPSU offers professional advice and support through the academic support team. The team can assist at any point within the Policy procedure. A representative from the Students' Union can accompany a student to any interviews, panels and hearings.

Students can contact the Academic Caseworker at the Students' Union by emailing them on advice@upsu.net or telephoning them on 023 9284 3478. This service is available to all University students.

More information can be found on this UPSU [webpage](#)

Global Student Advisers can provide immigration advice and support to international students studying at the university.

Head of School The Head has responsibility for all students and staff associated with the department. The Head of School will be able to advise students on procedural matters, including who to approach in dealing with their case.

MyPort Hubs may offer support to students through signposting to relevant professional services provision and advise on any process or procedure that falls under their remit.

3.17 Meetings under this Policy may be conducted either in person or virtually, or in a hybrid mode. The mode of attendance will be communicated to all parties by the convener in advance of the meeting. All participants at a virtual meeting must appear on the screen at least at the beginning of the meeting to ensure the correct people are attending. Recordings may be made of virtual meetings by the host of the meeting, but these will only be retained until formal notes of the meeting have been

agreed with all parties. No other recordings may be made of either a virtual or face to face meeting.

4 Breach of Academic Regulations

- 4.1 This section sets out what happens when there is a suspected breach of academic regulations. At the beginning of each level of the process an appropriate person(s) will be appointed to progress the case to the earliest resolution, this will either be an Authorised Person, Investigator or panel, see appendix A for definition of roles. To avoid unconscious bias in the process a person(s) will only be involved in one level of the process, however an authorised person/investigator can continue from level 1 to level 2 with agreement of the reported party/student. A student can request a different person be assigned to these roles at the commencement of any level in the process.
- 4.2 Breach of Academic Regulations Definition is defined, as stated by the OIA (2018), as: “Any action by a student which gives or has the potential to give an unfair advantage in an examination or assessment, or might assist someone else to gain an unfair advantage, or any activity likely to undermine the integrity essential to scholarship and research.”
- 4.3 Examples of academic misconduct given by the OIA (2018) and recognised by this Policy include:
- Plagiarism - presenting someone else’s work or ideas as the student’s own;
 - Self-plagiarism - submitting the same work that the student has already submitted for another assessment when this is not permitted;
 - Taking a copy of another student’s work without their permission;
 - Falsifying data, evidence or experimental results;
 - Collusion - working with someone else on an assessment which is intended to be the student’s own work;
 - Contract cheating - where someone completes work for a student who then submits it as their own (including use of essay mills or buying work online);
 - Arranging for someone else to impersonate a student by sitting their examination;
 - Cheating in examinations (or other formal assessment), including possession of unauthorised material or technology during an examination, and attempting to access unseen assessment materials in advance of an examination;
 - Submitting fraudulent extenuating circumstances claims or falsifying evidence in support of extenuating circumstances claims (this may also be considered a non-academic disciplinary matter);

- Breaches of research and ethics policies - e.g. carrying out research without appropriate permission.

5 Academic Regulations - Level 1 Intervention

- 5.1 If a member of staff, student or third party raises a concern regarding a breach of academic regulations these concerns should be passed to the Head of School, or deputy/nominee, in which the student is registered. The Head of School will then identify who will be the Authorised Person to take the case forward. For an indicative list of roles within the University which can act as an Authorised Person see appendix A. Students from different schools should also be identified and any decisions/actions would be under the support of the module coordinator with collaboration of the school.
- 5.2 The Authorised Person shall review the concerns and write to the student to explain the suspected breach of academic regulations. The student will be provided with any evidence at this point.
- 5.3 The Authorised Person will meet with the student, who will have the opportunity to respond to the concerns raised. The meeting will also seek to discuss possible interventions that can be put in place to mitigate or address the concerns raised and provide support to those involved. Notes of the meeting should be taken and shared with the student, with a copy kept on the student file. It is also acceptable to send a letter where a meeting is not considered to be a requirement for resolving breaches at this stage, with clear signposting to academic study support provision and library services in this letter. Students should be given the opportunity to respond to the letter of initial concern within 10 working days of receipt and also offered the opportunity of a meeting if the subject of the allegation requests one.
- 5.4 If the matter is resolved to the satisfaction of both parties there is no further action required. The Authorised Person will communicate the outcome by email or letter to the student and the person who reported the matter. If the matter cannot be resolved at this stage, or if the matter is regarded to be of a serious nature, for example a level 2 or 3 offence, the Authorised Person should proceed to a Level 2 Investigation.
- 5.5 We support and encourage a restorative approach to intervention measures. However, where early evidence and/or discussion with the student clearly indicates

that a breach of academic conduct has occurred, and an escalation to Level 2 would not be proportionate nor helpful to the student, early resolutions at Level 1 may be deemed appropriate. The following early resolutions and/or actions in Table 1 are indicative of the maximum type of actions for the **first offence**.

Table 1

Academic Misconduct considered at this Level (Level 1 Offences) (this is not an exhaustive list)	Early resolutions/actions for level 1 first offence
<ul style="list-style-type: none"> ● Plagiarism ● Collusion ● Cheating in an examination ● Falsifying extenuating circumstances ● Failure to provide an electronic copy when asked ● The late return of equipment loaned by a Faculty or Department which is required by other students to complete an assessment; 	<ul style="list-style-type: none"> ● Support for better academic practice ● Warning issued to student - held on their record for 12 months ● Mark for assessment reduced to module pass threshold where the original mark is above the threshold ● Student expected to undertake training to ensure that future occurrences do not arise

5.6 If a student is suspected of multiple instances of plagiarism/collusion across multiple assessments at the same point in time which are the same type of misconduct then this should be considered collectively as a single offence.

5.7 Many of the types of early resolutions highlighted in this Policy can be applied to taught students as well as to research students, however consideration of implications on research degree student reviews (Annual/Major) and final examination may also be applicable.

6 Academic Regulations - Level 2 Investigation

- 6.1 Where a case has not, or cannot, be resolved under Level 1 Early Intervention, this may be due to the seriousness of the case or repeat offence(s), an Investigator will be appointed by either the Head of School, Associate Dean (Students), Academic Registrar or their deputy to formally investigate further. The Investigator will be someone who has no previous involvement in the case unless the student has specifically asked for the same investigator to continue from Level 1 to Level 2 This will need to be approved in advance of Level 2 commencing and should be recorded in writing.
- 6.2 The Investigator will seek to:
- i. Determine whether a breach of academic regulations has taken place
 - ii. Whether it was the student who was responsible for this breach
 - iii. Whether the investigation will consider Professional Statutory and Regulatory Body expectations associated with the Student's course
- 6.3 The Investigator will write to the student who has been reported to have breached the academic regulations inviting them to a meeting with the Investigator. This correspondence will confirm the following:
- i. The alleged breach and scope of the investigation
 - ii. Details as to how the investigation will be undertaken
 - iii. Any supporting evidence of the alleged breach
 - iv. A copy of the Student Conduct Policy
 - v. Details of, and offer to make a referral to, additional support services available to the student
 - vi. Right to be accompanied at the meeting by a Supporter who could be a student/staff union representative or colleague. Students have the right to waive this representation.
- 6.4 Upon conclusion of the meeting with the student, the notes (not a full transcript) of the meeting will be shared with the student. Following the above meeting, the Investigator will write to any other persons who they have identified as being necessary to meet with for the purposes of gathering evidence.
- 6.5 All meeting arrangements should incorporate the following:

- i. Meetings should be confirmed in writing (for example via email) making it clear that the purpose is to gather information
 - ii. Initial meeting correspondence should provide an offer to make an appropriate referral to additional support services.
 - iii. Any person invited to a meeting is entitled to bring a supporter who could be a student/staff union representative, colleague, in the case of students a family member or friend.
 - iv. The investigator must provide a note taker for the meeting. Following the meeting the notes will be provided to the student. The meeting notes do not have to be confirmed.
- 6.6 Should the student be unable to attend the meeting in person, the student should contact the Investigator before the meeting, who can then make alternative arrangements to consider the allegation such as by telephone (normally by conference call or virtually).
- 6.7 Should the student fail to attend the meeting without good reason, the Investigator may proceed in their absence.
- 6.8 The Investigator will consider the evidence and determine whether, on the balance of probability, the academic regulations have been breached by the student about whom the concerns were raised.
- 6.9 The Investigator will draft a report which will set out the scope of the investigation, meetings that took place and evidence considered. The report will provide an assessment of the concerns raised and recommendations for next steps including support for those involved.
- 6.10 There are three possible conclusions noted in the report arising from Level 2 Investigation. These are as follows:
 - i. the matter is resolved and agreed by both parties and the case will be closed;
 - ii. the student has breached the academic regulations, they shall decide whether it should be dealt with as a Level 1, Level 2 or Level 3 Academic Offence (see Appendix B). If considered a Level 3 Academic Offence the matter should be escalated to Level 3 Escalation of this process;
 - iii. the student has not been considered to be in breach of the academic regulations and the matter will be closed.
- 6.11 The Investigator will communicate in writing the conclusions to the student, the person who reported the breach of academic regulations and if appropriate the

Professional Statutory and Regulatory Body associated with the student's course.
This correspondence should include the Investigator's report.

Table 2

Academic Misconduct considered under Level 2 (this is not an exhaustive list)	Level 2 sanctions applied
<ul style="list-style-type: none">● Repeated level 1 offence● Purchase of an online assessment (first offence)	<ul style="list-style-type: none">● Warning issued to student - held on their record until completion of their current course● Mark for assessment reduced to zero● Student required to undertake training to ensure that future occurrences do not arise

7 Academic Regulations - Level 3 Escalation

- 7.1 If the Investigator believes that a Level 3 Academic Offence has been committed the case shall be escalated to Level 3, and the Investigator will submit a signed and dated [Level 3 Escalation Report](#) to studentcasework@port.ac.uk. The Level 3 Escalation Academic Report must:
- i. set out clearly the name of the student whose academic conduct has been drawn into question, the nature and full details of the breach in academic regulations and all the supporting evidence to be presented;
 - ii. explain the steps taken to confirm that evidence exists that the breach in academic regulations has taken place and that it could be the responsibility of the student;
 - iii. explain why the breach in academic regulations is considered to justify the taking of Level 3 disciplinary action in accordance with this Policy.

The Academic Registrar may direct that a Level 3 Academic Report Form be withdrawn at any time before the issue of a Decision Notice.

- 7.2 Academic Registry shall consider the allegation and determine whether it is valid in accordance with 7.1 i, ii, iii above and, if valid, whether it is to be treated as a Level 3 Academic Offence.
- 7.3 If Academic Registry believes that the allegation should not be treated as a Level 3 Academic Offence, the allegation will be returned to the relevant Authorised Person at the relevant level with a recommendation of Level 1 or 2 Academic Offence support and/or sanctions.
- 7.4 If Academic Registry believes that the allegation should be treated as a Level 3 Academic Offence they shall give notice of the decision in writing to the student and Investigator within ten working days of its receipt. A copy of the notice and the allegation shall be sent to the student's Head of School if they are not the Authorised Person.
- 7.5 After the decision that a Level 3 Academic Offence is valid, Academic Registry will appoint an Escalation Panel, who have no previous involvement with the matter. The Escalation Panel will have a quoracy of three members, and may consist of:

- a member of Academic Council or its subcommittees or an Authorised Person as Chair;
- a member of Academic Council or its subcommittees or an Authorised Person;
- a senior academic or professional services staff;
- a student nominated by the Students' Union Council;
- any additional member(s) where required by the relevant Professional Statutory and Regulatory Body associated with the Students course of study;
- a Secretary appointed by Academic Registry who will keep records of the proceedings.

7.6 Academic Registry shall give notice of an Escalation Panel meeting relating to behaviour of each student named in a Level 3 Academic Report which has been found valid. This notice shall consist of:

- a copy of the Level 3 Academic Report;
- the date, time and venue of the meeting;
- details of where help and advice may be sought;
- a copy of any evidence that will be considered;
- details of a student's right to representation or support at the panel. The student can waive their right to representation.

7.7 Academic Registry shall supply all members of the Escalation Panel and the Investigator who submitted the Level 3 Academic Report with copies of the notice issued to the student.

7.8 If the student is unable to attend (physically or virtually) they can submit a written statement of case to Academic Registry which will be considered at the Escalation Panel meeting.

7.9 The Escalation Panel will consider the evidence and form a conclusion based on the balance of probability. There are three possible outcomes for Level 3, each are as follows:

- i. the matter is resolved to the satisfaction of all parties and the case will be closed;
- ii. the student has been found to have committed an academic offence. The panel shall decide whether a sanction should be applied at level 1, level 2 or level 3 (see Appendix B – Academic Offence);
- iii. the student has not been considered to be in breach and the matter will be closed.

Table 3

Academic Misconduct considered under Level 3 (this is not an exhaustive list)	Level 3 sanctions applied
<ul style="list-style-type: none"> ● Repeated level 2 offence (including repeated level 1 offences) 	<ul style="list-style-type: none"> ● Mark for the relevant module reduced to zero or; ● Mark for the whole year reduced to zero ● Student is excluded from the University permanently

7.10 Following the meeting the Escalation Panel will communicate in writing to the student and the Authorised Person a Decision Notice copied to the student’s Head of School. The notice shall consist of the following:

- i. a summary of the major points made during the meeting;
- ii. a concise statement of the Escalation Panel’s findings;
- iii. in the case of any finding that a student’s academic conduct is unacceptable, the actions required in line with a Level 1, Level 2 or Level 3 Academic Offence and the arrangements for its application;
- iv. appropriate support available for the Student and where appropriate the person who reported the breach of academic regulations;
- v. an explanation of the student’s right of appeal.

7.11 Where appropriate the Escalation Panel will communicate in writing to the Professional Statutory and Regulatory Body associated with the student’s course the conclusion of the process and any actions expected of the student which affect the Professional Statutory and Regulatory Body. This correspondence will be reviewed by the University’s Information Disclosure team prior to being sent to ensure GDPR compliance.

8 Unacceptable Behaviour

- 8.1 Where a case has not, or cannot, be resolved under Level 1 Early Intervention, this may be due to the seriousness of the case or repeat offence(s), an Investigator will be appointed by either the Head of School, Associate Dean (Students), Academic Registrar or their deputy to formally investigate further at level 2, or level 3.
- 8.2 This next section sets out how to respond to an allegation of unacceptable behaviour. At the beginning of each level of the process an appropriate person(s) will be appointed to progress the case to the earliest resolution, this will either be an Authorised Person, Investigator or panel, see annex A for definition of roles. To avoid unconscious bias in the process a person(s) will only be involved in one level of the process. A student can request a different person be appointed to these roles at the commencement of any level in the process.
- 8.3 The same investigator at Level 1 can be requested by the student and if agreed with the Head of School's nominated investigator, the same investigator at Level 1 can continue at Level 2. This arrangement must be recorded in writing before an investigation takes place at Level 2.
- 8.4 Unacceptable behaviour that could be a criminal offence is normally best dealt with by the police. Where the alleged unacceptable criminal behaviour may breach the University's Student Charter it may be reasonable for the University to act whether or not they have been convicted of a criminal offence. This action may be undertaken in parallel to a criminal investigation. These circumstances will be considered by the Academic Registrar and a decision on whether there is a need to apply a partial or full suspension (as detailed in section 3.5) will be made.
- 8.5 We know that some unacceptable behaviour cases can be very distressing for all students and staff affected by or involved with the case. It may be appropriate for any of the parties involved to receive specialist support.

9 Unacceptable Behaviour

Definition

- 9.1 Unacceptable behaviour is defined as behaviour that could be reasonably perceived to cause upset, distress or harm to another person or an organisation.
- 9.2 Examples of unacceptable behaviour given by the OIA (2018) and recognised by this Policy include:
- Antisocial behaviour;
 - Inappropriate, abusive or threatening behaviour, including on social media;
 - Compromising the safety of and/or wellbeing of staff, other students, or visitors;
 - Sexual misconduct;
 - Violence, harassment and hate crimes;
 - Behaviour likely to bring the provider into disrepute, such as disruptive behaviour in the community;
 - Internet access abuse, such as visiting inappropriate websites, uploading/downloading inappropriate content, propagation of computer viruses;
 - Disruptive behaviour on the provider's premises, such as setting off fire alarms or obstructing access to buildings or rooms;
 - Damage to the provider's property or abuse of its facilities;
 - Causing a health or safety concern;
 - Relying on forged, falsified or fraudulent documentation, and other forms of deception that are intended to gain an advantage, for example submitting fraudulent extenuating circumstances claims or falsifying evidence in support of extenuating circumstances claims (the last may also be considered an academic disciplinary matter);
 - Other behaviour which may also constitute a criminal offence.

Please note the above is not an exhaustive list.

10 Sexual Misconduct

- 10.1 A sexual misconduct case is defined as one of the most serious of cases, those which typically involve harassment or violence of a sexual nature.
- 10.2 Trained Sexual Violence Liaison Officers (SVLOs) are available to assist students involved in these cases, whether they are making an allegation about another student or whether an allegation of misconduct has been made against them. A SVLO will always be appointed for any student involved in reporting a sexual misconduct case and for any student against whom an accusation is made.
- 10.3 A SVLO will automatically be assigned to any students reporting a sexual misconduct incident/issue via [Report & Support](#), or when disclosing directly to the Student Life Service or UPSU Advice Centre. A student can request support from a SVLO at any time. SVLO should contact studentcasework@port.ac.uk as soon as an incident is reported.
- 10.4 The [Sexual Misconduct Policy](#) goes into further detail of what is meant by sexual violence and what is covered by the policy.

11 Unacceptable Behaviour - Level 1 Intervention

- 11.1 If a member of staff, student or third party raises a concern regarding the behaviour of a student these concerns should be passed to the Head of School, or deputy/nominee, in which the complainant is registered, except where the misconduct clearly falls under the authority of another person (e.g. halls misconduct will be dealt with by Hall Managers). The Head of School will then identify who will be the Authorised Person to take the case forward. For an indicative list of roles within the University which can act as an Authorised Person see appendix A.
- 11.2 The Authorised Person shall review the concerns and write to the student to explain the suspected unacceptable behaviour. The student will be provided with any evidence at this level.
- 11.3 The Authorised Person will meet with the student, who will have the opportunity to respond. The meeting will also seek to discuss possible interventions that can be put in place to mitigate or address the concerns raised and provide support to those involved. In some circumstances it may be necessary for the University to restrict a student's access to the campus or services while an investigation is undertaken. This action does not indicate the student is at fault; it is a precautionary measure while the matter is being reviewed.
- 11.4 If the matter is resolved to the satisfaction of all parties, there is no further action required. This will be communicated via email to the student and person who reported the unacceptable behaviour by the Authorised Person. If this is not the case then the Authorised Person should proceed to an Investigation.
- 11.5 We support and encourage a restorative approach to intervention measures. However, where formal sanctions are deemed necessary, the sanctions in table 4 should be considered for the **first offence**. It is important to consider extenuating factors when determining penalties such as whether the student has shown remorse, admitted the offence quickly etc. Reasonable judgements should be applied when interpreting the type and seriousness of misconduct and the circumstances in which they occurred in regard to level 1 sanctions:

Table 4

Behaviour Misconduct considered at this level (Level 1 Offences) (this is not an exhaustive list)	Early resolutions, actions & sanctions for level 1 first offence (this is not an exhaustive list)
<ul style="list-style-type: none"> ● Minor damage to University premises (including Halls). ● Inappropriate use of social media. ● Behaviour which disrupts teaching ● Disruptive Behaviour in accommodation (both University and within the local community) ● Disorderly, threatening, or offensive behaviour or language; ● Failure to respond to requests to moderate behaviour ● Breach of policy related to the possession of illegal drugs for personal use (please refer to 2023 drugs policy) 	<ul style="list-style-type: none"> ● Warning issued to student - held on their record for 12 months ● Student to issue an apology to the person who the behavioural offence relates ● Student to make good any damage caused, which may include financial reimbursement ● Participation in student-led conflict resolution (‘Sort It Out’ service) or specialist mediation, where appropriate, leading to a mediated meeting or bespoke restorative agreement

12 Unacceptable Behaviour - Level 2 Investigation

12.1 Where a case cannot be concluded at level 1, an Investigator will be appointed by either the Head of School, Associate Dean (Students) or Academic Registrar or nominee to formally investigate further. The Investigator will be someone who has no previous involvement in the case unless the student has specifically asked for the same investigator to continue from level 1 to level 2. This will need to be approved in advance of Level 2 commencing and should be recorded in writing.

The Investigator will seek to:

- i. determine whether unacceptable behaviour has taken place;
- ii. whether it was the student(s) who was responsible for this behaviour;
- iii. whether there were any factors for consideration which resulted in the behaviour;
- iv. whether the investigation will consider Professional Statutory and Regulatory Body expectations associated with the Student's course.

12.2 The Investigator will meet with the complainant(s) (the party who makes the complaint). During this meeting the Investigator will confirm how the investigation will be undertaken, the scope of the investigation and discuss what the complainant believes a positive resolution would be. The complainant may wish to provide details of evidence and other persons involved (who may be interviewed).

12.3 The Investigator will write to the student(s) whose behaviour has been drawn into question inviting them to a meeting with the Investigator. This correspondence will confirm the following:

- i. the alleged breach and scope of the investigation;
- ii. details as to how the investigation will be undertaken;
- iii. any supporting evidence of the alleged breach;
- iv. a copy of the Student Conduct Policy;
- v. details of, and offer to make a referral to, additional support services available to the student;
- vi. right to be accompanied at the meeting by a Supporter who could be a student/staff union representative, colleague, or a family member or friend.

12.4 Upon conclusion of the meeting the notes (not a full transcript) of the meeting will be shared with the student. Following the above meeting the Investigator will write

to any other persons who they have identified as being necessary to meet with for the purposes of gathering evidence.

- 12.5 All meeting arrangements should incorporate the following:
- i. meetings should be confirmed in writing (for example via email) making it clear that the purpose is to gather information;
 - ii. initial meeting correspondence should provide an offer to make an appropriate referral to additional support services;
 - iii. any person invited to a meeting is entitled to bring a supporter who could be a student/staff union representative, colleague, in the case of students a family member or friend; The student can waive their right to representation.
 - iv. the investigator must provide a note taker for the meeting. Following the meeting the notes will be circulated to the student. The meeting notes do not have to be confirmed.
- 12.6 Should the student be unable to attend the meeting in person, the student should contact the Investigator before the meeting, who can make alternative arrangements to consider the allegation such as by telephone (normally by conference call or virtually). Reasonable adjustments can be applied for pregnant students and students with additional needs as and when required.
- 12.7 Should the student fail to attend the meeting without good reason, the Investigator may proceed in their absence.
- 12.8 The Investigator will consider the evidence and determine whether, on the balance of probability, the student's behaviour was unacceptable.
- 12.9 The Investigator will draft a report which will set out the scope and Levels of the investigation, meetings that took place and evidence considered. The report will provide an assessment of the concerns raised and recommendations for next steps including support for those involved.
- 12.10 There are three possible conclusions noted in the report arising from level 2 Investigation. These are as follows:
- i. the matter is resolved to the satisfaction of all parties and the case will be closed;
 - ii. the student's behaviour has been considered as unacceptable. The Investigator shall decide whether it should be dealt with as Level 2 or Level 3 Behavioural Offence (see Appendix C). If considered a Level 3 Behavioural Offence, the matter should be escalated to Level 3 of this process;

- iii. the student has not been considered to be in breach and the matter will be closed.

12.11 The outcome will be communicated in writing to the student, the complainant and if appropriate the Professional Statutory and Regulatory Body associated with the student’s course by the Investigator. This correspondence should also identify appropriate support measures and actions put in place for both the complainant and student.

Table 5

Behavioural Misconduct considered at this level (Level 2 Offences) (this is not an exhaustive list)	Early resolutions, actions & sanctions for level 2 (this is not an exhaustive list)
<ul style="list-style-type: none"> ● Bullying and/or harassment ● Violent Behaviour ● Significant damage to University premises (including Halls) ● Repeated Level 1 Behaviour ● Failure to respond to early resolution meeting requests ● Breach of policy related to the possession of illegal drugs with intent to supply (please refer to 2023 drugs policy) ● Major breach of other University Regulations 	<ul style="list-style-type: none"> ● Warning issued to student - held on their record until completion of their current course ● Student to issue an apology to the person who the behavioural offence relates ● Student to make good any damage caused, which may include financial reimbursement ● Student required to undertake training to ensure that future occurrences do not arise ● Student to agree to a contract of acceptable behaviour, a breach of which can result in automatic referral as a Level 3 Behavioural offence ● Student is excluded from accessing specific services for a limited period of time

13 Unacceptable Behaviour - Level 3 Escalation

- 13.1 If the Investigator believes that a level 3 Behavioural Offence has been committed they need to submit a signed and dated [Level 3 Behavioural Report](#) to Academic Registry (studentcasework@port.ac.uk). The Level 3 Behavioural Report must:
- i. set out clearly the name of the student whose behaviour has been drawn into question, the nature and full details of the behaviour and all the supporting evidence to be presented;
 - ii. explain the steps taken to confirm that evidence exists that the behaviour has taken place and that it could be the responsibility of the student;
 - iii. explain why the behaviour is considered to justify the taking of Level 3 disciplinary action in accordance with this Policy.

Note: The Academic Registrar may direct that a Level 3 Behavioural Report Form be withdrawn at any time before the issue of a Decision Notice.

- 13.2 Academic Registry will consider the allegation and determine whether it is valid in accordance with 13.1 i, ii and iii above and, if valid, whether it is to be treated as a Level 3 Behavioural Offence.
- 13.3 If Academic Registry believes that the allegation should not be treated as a Level 3 Behavioural Offence, the allegation will be returned to the relevant Authorised Person at the relevant level with a recommendation of Level 1 or 2 Behavioural Offence support and/or sanctions.
- 13.4 If Academic Registry believes that the allegation should be treated as a Level 3 Behavioural Offence they will give notice of the decision in writing to the student and Investigator within ten working days of its receipt. A copy of the notice and the allegation shall be sent to the student's Head of School if they are not the Investigator.
- 13.5 After the decision that a level 3 Behavioural Report is valid and to be treated as such, Academic Registry will appoint an Escalation Panel. The Escalation Panel will have no previous involvement with the matter. Although this level is aimed to be completed within 20 working days of accepting the escalation, due to limited staff availability,

Academic Registry may take longer to convene the panel. The Escalation Panel will have a quorum of three members and may consist of:

- a member of Academic Council or its subcommittees or an Authorised Person as Chair;
- a member of Academic Council or its subcommittees or an Authorised Person;
- a senior academic or professional services staff;
- a student nominated by the Students' Union Council;
- any additional member(s) where required by the relevant Professional Statutory and Regulatory Body associated with the Students course of study;
- a Secretary appointed by the Academic Registry who will keep records of the proceedings.

13.6 The Academic Registry will give notice of an Escalation Panel meeting relating to behaviour of each student named in a Level 3 Behavioural Report which has been found valid. This notice shall consist of:

- a copy of the Level 3 Behavioural Report;
- the date, time and venue of the meeting;
- details of where help and advice may be sought;
- a copy of any evidence that will be considered;
- details of a student's right to representation or support at the panel. The student can waive their right to representation at the panel.

13.7 Academic Registry will supply all members of the Escalation Panel and the Investigator who submitted the Level 3 Behavioural Report with copies of the notice issued to the student.

13.8 If the student is unable to attend (physically or virtually) they can submit a written statement of case to Academic Registry (studentcasework@port.ac.uk) which will be considered at the Escalation Panel.

13.9 The Escalation Panel will consider the evidence and form a conclusion based on the balance of probability. There are three possible outcomes for Level 3 Escalation, each are as follows:

- i. The matter is resolved to the satisfaction of both parties and the case will be closed.
- ii. The student's behaviour has been found to be unacceptable. The panel shall decide whether a sanction should be applied at level 1, level 2 or level 3 (appendix B – Behavioural Offence).

- iii. The student has not been considered to be in breach and the matter will be closed.

13.10 Following the meeting the Escalation Panel will communicate in writing to the student and the Investigator a Decision Notice copied to the student’s Head of School. The notice shall consist of the following:

- i. a summary of the major points made during the meeting;
- ii. a concise statement of the Escalation Panel’s findings;
- iii. in the case of any finding that a student’s behaviour is unacceptable, the actions required in line with a Level 1, Level 2 or Level 3 Behavioural Offence and the arrangements for its application;
- iv. appropriate support available for the student;
- v. an explanation of the student’s right of appeal.

13.11 The Escalation Panel will communicate in writing to the complainant, and where appropriate, the Professional Statutory and Regulatory Body associated with the student’s course following the conclusion of the process and any actions expected of the student which affect the complainant and the Professional Statutory and Regulatory Body. This correspondence will be reviewed by the University’s Information Disclosure team prior to being sent to ensure GDPR compliance.

Table 6

Behavioural Misconduct considered at Level 3 (this is not an exhaustive list)	Sanctions for level 3
<ul style="list-style-type: none"> ● Fraudulent application to the University (including financial fraud) ● Repeated Level 2 behaviour ● Breach of policy related to the possession of illegal drugs with intent to supply (please refer to 2023 drugs policy) ● Sexual misconduct ● Violence ● Hate crime ● Behaviour which may also constitute a criminal offence 	<ul style="list-style-type: none"> ● Level 1 or 2 early resolutions/sanctions if Level 3 sanctions not applicable ● Student is suspended from their studies ● Student is excluded from accessing specific services/premises of the University ● Student is excluded from the University permanently

14 Appeals Process

14.1 Students that have progressed through student conduct policy processes have a right of appeal at each level of this policy.

There are two possible reasons why an appeal might be made:

a) the University or End Point Assessment Organisation has made an administration error / not followed its own procedures (which you can evidence) when arriving at the decision being appealed, or

b) you were prevented from completing a process / procedure for reasons related to your personal circumstances, that you were unable to disclose, for a sound and acceptable reason related to the circumstances themselves, before the decision you are appealing was made.

In instances where an appeal does not meet the reasons given above, students will be advised that their appeal may be considered as a complaint. More information about the appeals process can be found in the [Appeals Procedure](#).

Appendix A: Glossary of Terms

Throughout the Student Conduct Policy, the following definitions shall apply:

Academic Registrar

The Academic Registrar or any member of staff delegated by the Academic Registrar to act on their behalf.

Authorised Person/Investigator

The Authorised Person/Investigator is any person who has the responsibility for the preparation, review and/or investigation of an allegation raised against a student. This role can be undertaken by academic and professional services staff, grade 8 and above, and more typically will be referred to:

- Heads and Deputy/Associate Heads of Departments/Schools/Divisions
- Academic Director (London Campus – Head of School)
- Assistant Academic Director (London Campus – Associate Dean)
- Head of Undergraduate programmes
- Head of Postgraduate programmes
- Faculty Research Degree Coordinators
- Deans and Deputy Deans of Faculties
- All Associate Deans of Faculties
- Hall Managers
- Heads and Deputy Heads of Professional Services
- Head of Global Engagement
- the Community Tutor

The above list is not exhaustive of possible grade 8 and above roles in the University which can act as an Authorised Person/Investigator, and other staff may undertake this role where staff availability becomes an issue. However, the expectation is that for Academic Misconduct cases the Authorised Person/Investigator will be an academic member of staff.

The Authorised Person would normally be the Head of School in which the student is registered except where the misconduct clearly falls under the authority of another Authorised Person (e.g. halls misconduct will be dealt with by Hall Managers).

Exclusion

The cancellation of a student's registration.

Student

Any person currently registered for a programme of study or module(s) and who has

registered as a student on that programme at the University, whether the mode of study is full time, part time, sandwich, or as a research student. Students at collaborative partners of the University will be subject to these procedures for Academic Misconduct but will be subject to the local rules of the collaborative partner for General Misconduct.

Suspension

Involves either total or selective restriction on attendance at or access to the University, including placement arrangements. The exact details of any suspension will be communicated in writing.

Vice-Chancellor

The Vice-Chancellor or any member of staff delegated by the Vice-Chancellor to act on her/his behalf.

Working day

Monday to Fridays, not including Bank Holidays, nor the period that the University is closed over the Christmas period.

Appendix B: Taxonomy of offences and sanctions

In applying any sanctions, precedents and comparability should be considered. The decision should be made in relation to the evidence seen and heard on the balance of probabilities. Where the offence is such that the student may be excluded, temporarily or permanently, any Escalation Panel needs to be convinced on the balance of probabilities that the allegation is proven.

Academic Offences

All offences and sanctions are provided as illustrations of what is typically considered under each level. This is not meant to be an exhaustive list and must be considered in the situational context.

Level 1 Offences	Early Resolutions
<ul style="list-style-type: none"> ● Plagiarism ● Collusion ● Cheating in an examination ● Falsifying extenuating circumstances ● Failure to provide an electronic copy when asked ● The late return of equipment loaned by a Faculty or Department which is required by other students to complete an assessment; 	<ul style="list-style-type: none"> ● Support for better academic practice ● Warning issued to student - held on their record for 12 months ● Mark for assessment reduced to module pass threshold where the original mark is above the threshold ● Student expected to undertake training to ensure that future occurrences do not arise
Level 2 Offences	Sanctions
<ul style="list-style-type: none"> ● Repeated level 1 offence ● Purchase of an online assessment (first offence) 	<ul style="list-style-type: none"> ● Warning issued to student - held on their record until completion of their current course ● Mark for assessment reduced to zero ● Student required to undertake training to ensure that future occurrences do not arise
Level 3 Offences	Sanctions
<ul style="list-style-type: none"> ● Repeated level 2 offence (including repeated level 1 offences) 	<ul style="list-style-type: none"> ● Mark for the relevant module reduced to zero or;

	<ul style="list-style-type: none"> ● Mark for the whole year reduced to zero ● Student is excluded from the University permanently
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Behavioural Offences

As above, all offences and sanctions are provided as illustrations of what may typically be considered under each level. This is not meant to be an exhaustive list and must be considered in the situational context.

Level 1 Offences	Early Resolutions
<ul style="list-style-type: none"> ● Minor damage to University premises (including Halls). ● Inappropriate use of social media. ● Behaviour which disrupts teaching ● Disruptive Behaviour in accommodation (both University and within the local community) ● Disorderly, threatening, or offensive behaviour or language; ● Failure to respond to requests to moderate behaviour ● Breach of policy related to the possession of illegal drugs for personal use (please refer to 2023 drugs policy) 	<ul style="list-style-type: none"> ● Warning issued to student - held on their record for 12 months ● Student to issue an apology to the person who the behavioural offence relates ● Student to make good any damage caused, which may include financial reimbursement ● Participation in student-led conflict resolution ('Sort It Out' service) or specialist mediation, where appropriate, leading to a mediated meeting or bespoke restorative agreement
Level 2 Offences	Sanctions
<ul style="list-style-type: none"> ● Bullying and/or harassment ● Violent Behaviour ● Significant damage to University premises (including Halls) ● Repeated Level 1 Behaviour ● Failure to respond to early resolution meeting requests ● Breach of policy related to the possession of illegal drugs with intent to supply (please refer to 2023 drugs policy) ● Major breach of other University Regulations 	<ul style="list-style-type: none"> ● Warning issued to student - held on their record until completion of their current course ● Student to issue an apology to the person who the behavioural offence relates ● Student to make good any damage caused, which may include financial reimbursement ● Student required to undertake training to ensure that future occurrences do not arise ● Student to agree to a contract of acceptable behaviour, a breach of which can result in automatic referral as a Level 3 Behavioural offence

	<ul style="list-style-type: none"> ● Student is excluded from accessing specific services for a limited period of time
Level 3 Offences	Sanctions
<ul style="list-style-type: none"> ● Fraudulent application to the University (including financial fraud) ● Repeated Level 2 behaviour ● Breach of policy related to the possession of illegal drugs with intent to supply (please refer to 2023 drugs policy) ● Sexual misconduct ● Violence ● Hate crime ● Behaviour which may also constitute a criminal offence 	<ul style="list-style-type: none"> ● Level 1 or 2 early resolutions/sanctions if Level 3 sanctions not applicable ● Student is suspended from their studies ● Student is excluded from accessing specific services/premises of the University ● Student is excluded from the University permanently

Appendix C: Students under arrest for a criminal offence procedure

1. Introduction

- 1.1 This procedure provides guidelines on how the University will respond when a student is arrested for a criminal offence. As the nature of a criminal offence can vary, the University's response will also vary to ensure it is proportionate. This procedure must be read in conjunction with the Student Conduct Policy sections 8 to 13, Unacceptable Behaviour.
- 1.2 For most University courses there is no requirement for a student to declare to the University that they have been arrested. For courses that come under a Professional Regulatory or Statutory Body (PSRB) there will be a requirement to declare this due to safeguarding and fitness to practise requirements. If that is the case students will have been informed of this requirement by their course team.

2. Notification

- 2.1 In the event of the police informing the University of the arrest of a student, the following people must be informed immediately:
 - The Vice-Chancellor, or in their absence, the member of the University Executive Board (UEB) team available on the first call duty rota.
 - The Academic Registrar, or in their absence, the nominee of the Academic Registrar who can escalate cases to the Principal Safeguarding Officer, their deputy or another member of UEB.

3. Actions

- 3.1 Depending on the nature of the allegation, the Academic Registrar, or a suitable deputy, will undertake a review of a completed risk assessment first to consider the preliminary intervention measure necessary to safeguard all concerned. This risk assessment may include the student's mental health state, whether they are able to return to safe accommodation, parents or others to lend them support, etc. The

Academic Registrar may refer this to the safeguarding panel. As part of this risk assessment, consideration as to whether other precautionary measures are appropriate in addition or as an alternative to that proposed. The Academic Registrar (or nominee) will then commence appropriate proceedings identifying relevant person(s) who will monitor progress of the risk assessments implementation.

- 3.2 If the student is held in custody and is not released on bail, the student will be referred to the Vice Chancellor for consideration of immediate suspension from the University.
- 3.3 A suspended student will be informed, at the time of suspension, of the means of support available to them, including Chaplaincy, Student Wellbeing Service or other relevant support services and if appropriate, community support managers and the University of Portsmouth Students' Union (UPSU) advice service. If the student is an international student then consideration must be given in terms of additional support that may be necessary from UoP Global, e.g. language support / translation, consular support, etc.

4. Communication

- 4.1 The Academic Registrar, or member of UEB, will also consider:
 - Whether Information Services (IS) be requested to scan files viewed by the student under arrest and, if thought appropriate, make further reference to the police. The Chief Information Officer will then be informed of the arrest and the nature of the alleged offence.
 - Whether other personnel within the University should be informed of the arrest, e.g. chaplaincy, student support services, UPSU advice service.
 - With due regard to GDPR, they will consider and determine if it is necessary to inform a wider group of staff of the facts of the matter in order to prevent misinformation and to manage the message that the University's Executive Board is seeking to communicate. This would ensure that plans can be made to manage any impact on the wider University community.
- 4.2 If an offence was to attract media attention or be disseminated on social media, the Vice-Chancellor (or appropriate member of UEB in their absence) will consider and determine if it is necessary to issue any form of public statement or take other action, e.g. to limit the spread of information.
- 4.3 If the student has been suspended under the Student Conduct Policy, the Head of School will be informed of the arrest, as well as the nature of the alleged offence.

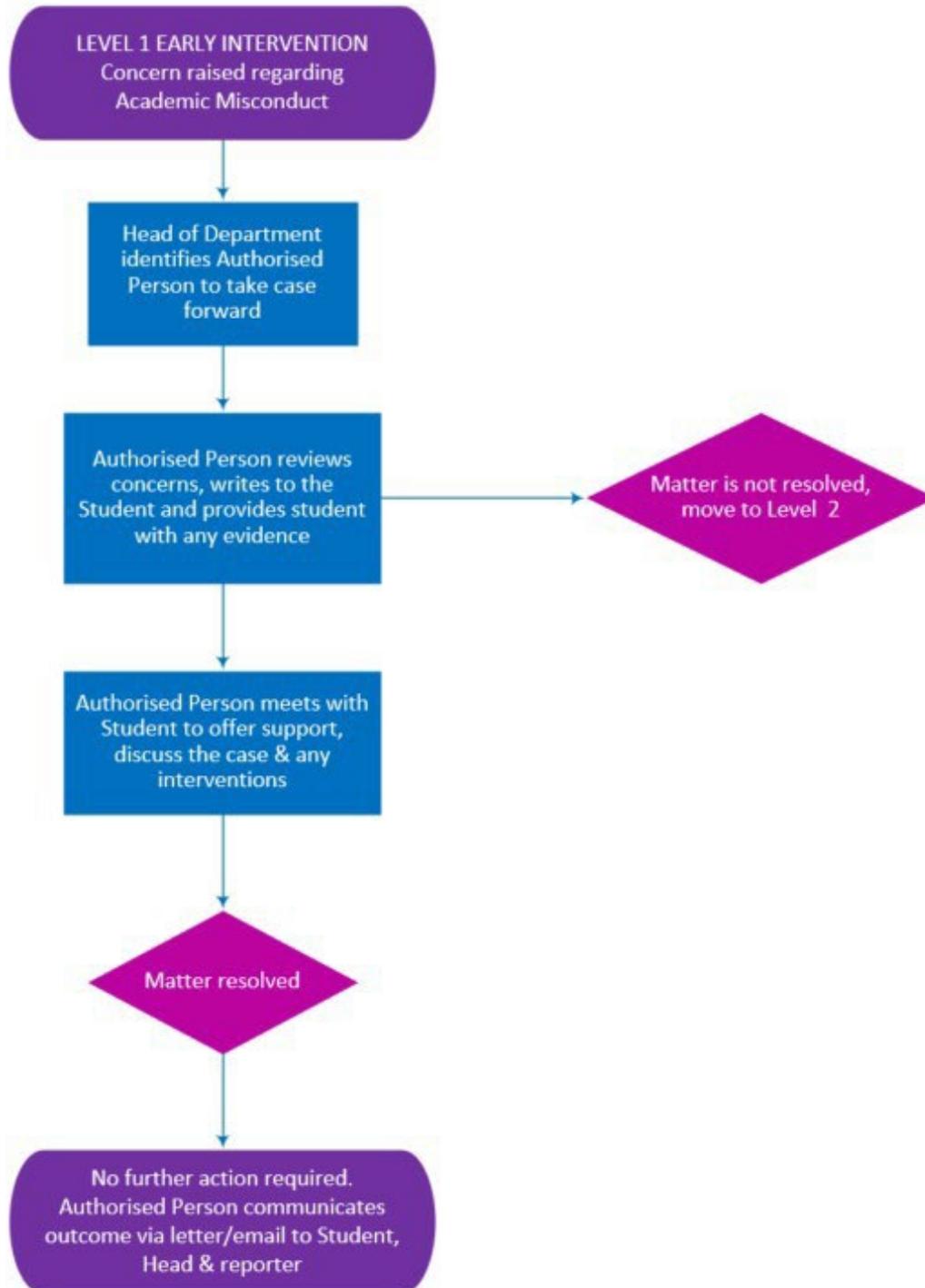
4.4 If the student has not been suspended, the Head of School will be informed of the arrest only under very exceptional circumstances or if there are PSRB implications. These may include, for instance, a concern for the welfare of the arrested student, or for the welfare of other students or staff members. Under these circumstances, the Student Life should be informed.

5. Review

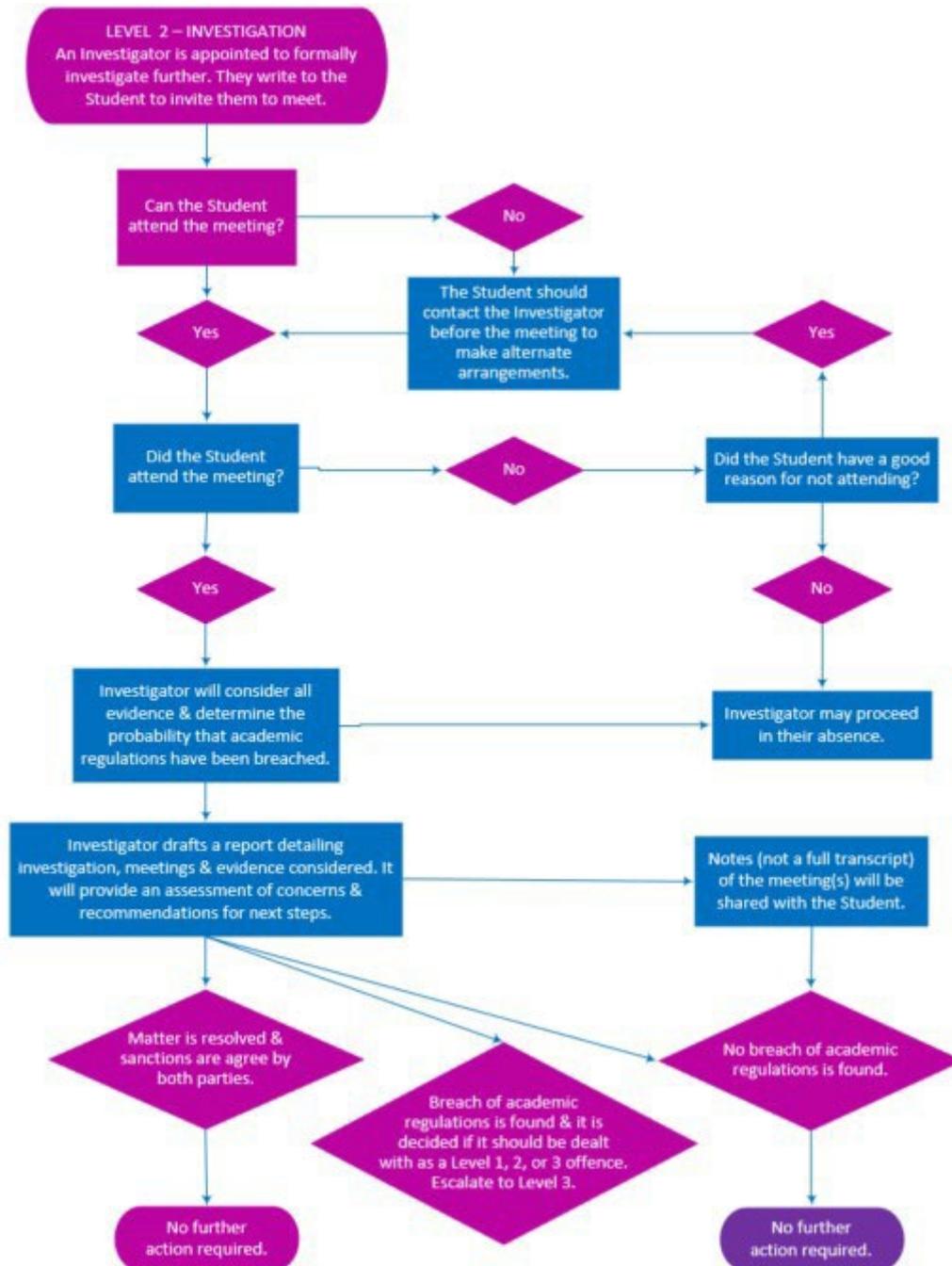
There will be a monthly review of suspended cases by the Academic Registrar to consider any new or changed circumstances. The suspended student may submit written representation to the Academic Registrar to support further consideration of the case.

Appendix D: Academic Misconduct Flowchart

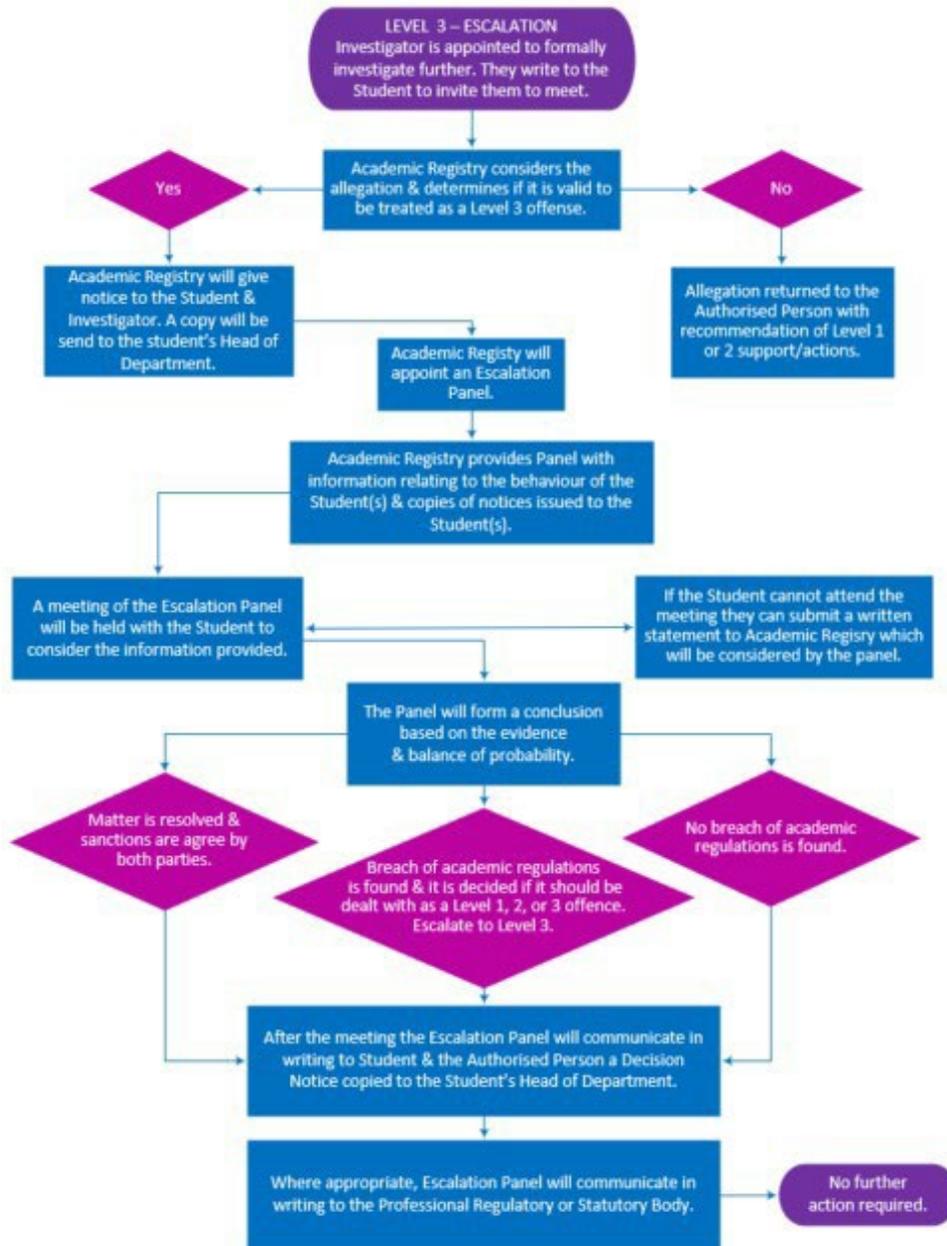
Academic Misconduct Level 1 - Intervention



Academic Misconduct Level 2 – Investigation

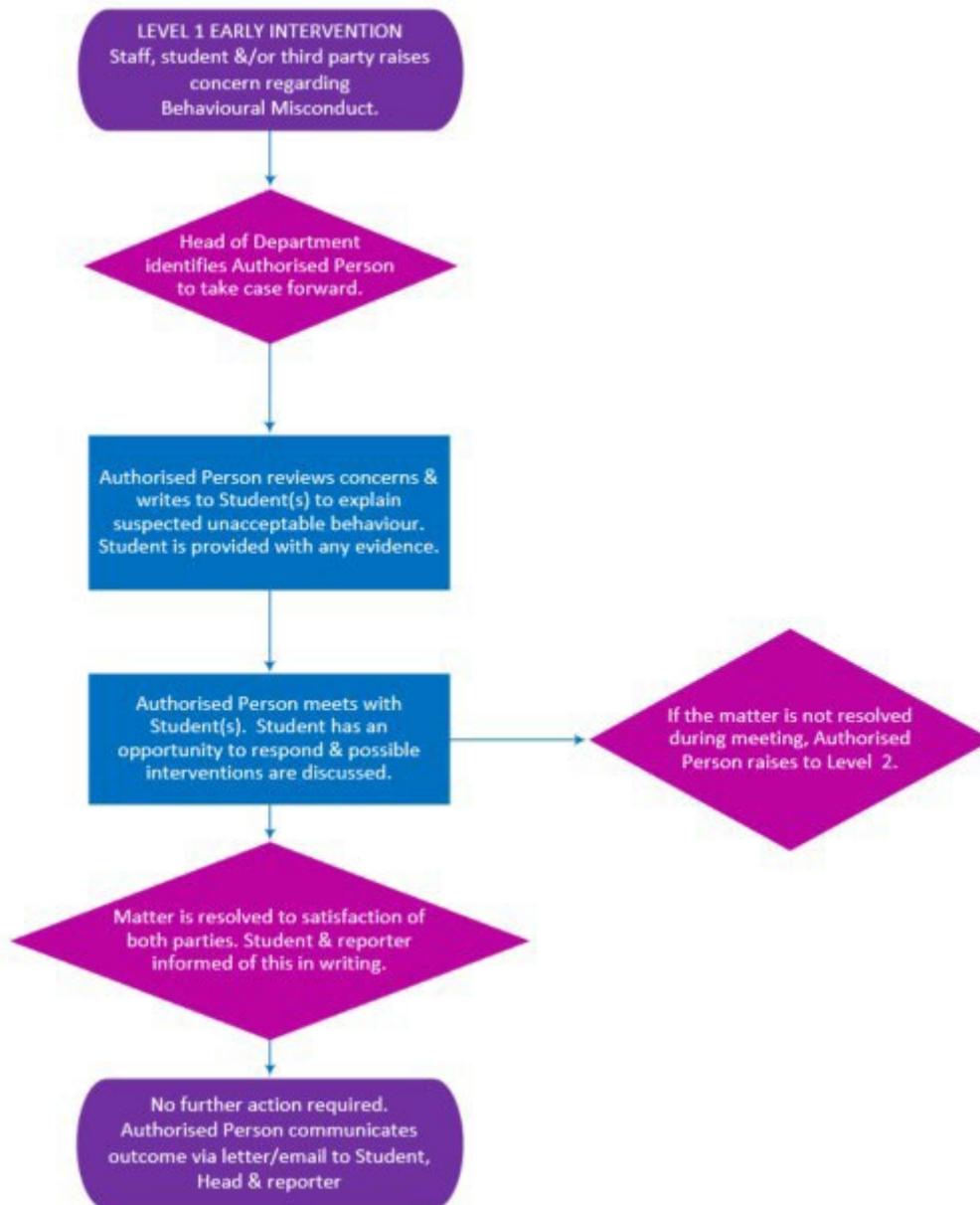


Academic Misconduct Level 3 – Escalation

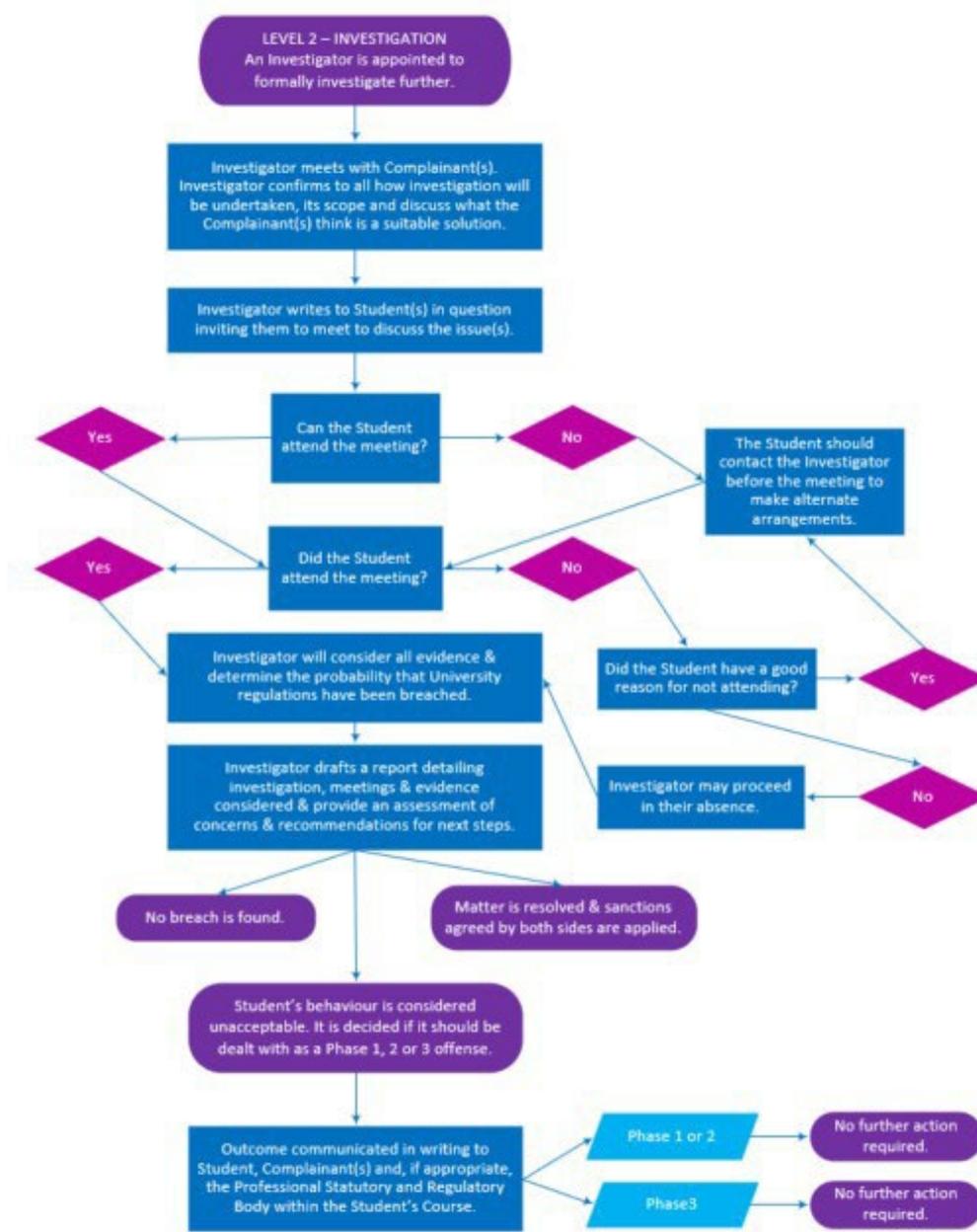


Appendix E: Behavioural Misconduct Flowchart

Behavioural Misconduct Level 1 - Intervention



Behavioural Misconduct Level 2 – Investigation



Behavioural Misconduct Level 3 – Escalation

