

## Non-Academic Misconduct

This document talks you through how to prepare for the non-academic misconduct hearing, what to expect on the day and what to do once you have received your outcome.

Remember: these are allegations – the hearing is a conversation between yourself and staff to understand why this situation has happened and to hear from you

Links: [Academic Regulations](#) | [Academic Governance](#) | [RGU](#)

[Student and Applicant Forms](#) | [Academic Governance](#) | [RGU](#)

### **Preparation**

- The main thing you can do for preparation is to be as open and honest as you can about the situation. If you have committed the misconduct it is better to admit it to the panel rather than try and lie.
- It is difficult to give exact preparation information as each misconduct allegation will be different but be prepared to talk about the situation the allegation is about and to answer potentially difficult questions about the situation – these aren't designed to make you uncomfortable they are for the university to be very clear about what has happened

### **The Day Itself**

- You can expect roughly 3 members of staff in the hearing – an associate dean, an academic member of staff and someone from the school administration team who will take a minute of the meeting. This attendance number may vary depending on the situation and who would need to be involved
- You will be there and you are entitled to take up to 2 representatives with you who aren't there to speak on your behalf but are there for emotional support and as an observer. You can ask someone from the union to attend with you, a friend/family member or you can choose to attend alone. You will need to contact the panel to inform them who will be attending with you and provide an email address if it's a teams meeting
- The university will introduce everyone in the room and go into detail on the academic regulations surrounding misconduct (see academic regulation link)
- The university will then present their evidence and concerns to you
- It is then over to you to present your side of the story. Try and provide as much detail as possible about what happened.
- There will be some questions where the university clarifies what you have said and ask any follow-up questions relating to their concern. Don't be afraid to ask

for clarification if you don't understand what is being asked or if you need a minute to gather your thoughts before answering.

- The hearing will close with the university letting you know they will review everything and get an outcome to you within 5 working days via email. The email will have a copy of both the hearing minutes and an outcome letter. The letter will tell you whether misconduct has or hasn't been established and if it has, there will be a sanction. It is difficult to predict an outcome as each situation is unique but some common sanctions could be warnings, awareness courses, temporary suspensions etc... . A non-exhaustive list of potential sanctions can be found in the regulations following the link above.

### **After the Hearing**

- There is an appeal process for students not happy with the hearing outcome - you can appeal both the fact that misconduct was established and the sanction if you didn't admit the misconduct, **OR**, the sanction only if you did admit the misconduct.
- The appeal form asks you for your contact details, the circumstances around the hearing, the ground(s) you are appealing on and then your statement. You will also need to provide evidence as part of your appeal to help back up what you are saying
- The appeal needs to be submitted up to 10 working days after you receive the outcome of your hearing