

The University expects all members of its community to uphold fair and appropriate standards of behaviour, enabling a culture of inclusion, dignity and respect. These expectations are set out in the University's Conduct Regulations for Students (Regulation 7), as well as through registration and induction processes.

Where a student's conduct is reported to fall below these standards, the University will communicate its approach clearly and, where a breach of Regulation 7 is established, may apply sanctions.

About This Guidance:

This guidance provides a structured framework to support decision-makers following an investigation into reported misconduct behaviour. The examples of misconduct and sanctions listed are not exhaustive or prescriptive but set out the types of behaviour that may breach Regulation 7 and the range of sanctions that may be applied by designated decision-makers.

Purpose of Sanctions:

Sanctions are applied to:

- Promote learning and behavioural improvement
- Mitigate risk to individuals and the wider University community
- Provide appropriate deterrence

Sanctions must be **proportionate, relevant, and appropriate** to the misconduct found which breaches Regulation 7. Decision-makers must consider both:

- The severity of the behaviour
- The impact on individuals and the wider community

Where appropriate, sanctions could be used to support students to reflect on and change behaviour, for example through educational interventions.

Categories of Severity of Misconduct

Before determining outcomes or applicable sanctions, decision-makers will confirm the severity of the misconduct behaviour. In determining severity, decision-makers may consider factors including the nature of the conduct, whether harm was actual or potential, the vulnerability of those affected, whether the conduct was deliberate or inadvertent, and whether the behaviour was isolated, repeated or sustained.

Category A No or minimal harm or disruption caused, or a limited impact (or risk thereof) on the proper functioning or activities of the University, or to a member or members of the University Community, or an accidental or inadvertent breach.

Category B Moderate harm or disruption caused, or a moderate impact (or risk thereof) on the proper functioning or activities of the University, or to a member or members of the University Community.

Category C Significant harm or disruption caused, or a severe impact (or risk thereof) on the proper functioning or activities of the University, or to a member or members of the University Community or sustained or repeated misconduct.

Compounding Factors (Categorisation Stage)

The following factors may increase the severity categorisation at the outset:

- Prior history of misconduct (*Factors used to increase the severity categorisation should not normally be relied upon again as aggravating factors unless the decision-maker explains why this is justified*)
- Current warnings on record
- Repeated similar behaviour
- Multiple reported breaches considered together

Designated Decision-Makers for Sanctioning:

- Category A and B Cases are usually determined by the Student Conduct Manager
- Category C Cases are determined by a Student Conduct Panel (three trained members)
- Student Appeals Panel (three trained panel members)

How Sanctions Are Determined:

To support fair decision-making, those determining sanctions will consider the following:

- The seriousness of the breach including its impact or harm caused to any Reporting Party
- Other individuals affected by the misconduct behaviour and the impact on the wider University community
- All sanctions available for the misconduct found and provide a rationale for the sanction(s) selected
- Aggravating factors are circumstances that make an incident more serious
- Mitigating factors are circumstances that reduce the seriousness of the misconduct
- Dependent on the circumstances of the incident, aggravating and mitigating factors may also make the Respondent more or less culpable for what happened
- Consider personal mitigation alongside the specific details of the case. Where serious misconduct (Category C) has been found, the weight of personal mitigation may be necessarily limited
- An isolated incident with no prior misconduct history would not usually reduce the sanction in serious cases such as sexual misconduct
- Any new criminal convictions or cautions received by the Respondent that the University has not previously considered or progressed through the Student Conduct process
- The Students' Union (SU) Disciplinary Policy and associated sanctioning (see below)
- Apply more than one sanction if appropriate to the misconduct behaviour
- The location and context of the incident(s)

- Outcomes from previous comparable cases will be considered to support consistency, whilst recognising that each case must be determined on its individual facts and circumstances
- Whether a proposed sanction could create unintended disproportionate consequences
- Any other appropriate sanctions that decision-makers consider to be reasonable and proportionate to the misconduct found

Sexual Misconduct

The University's Dignity and Respect Policy defines sexual misconduct as any unwanted, or attempted unwanted, conduct of a sexual nature. Due to the distinct considerations associated with consent, safety, wellbeing, and the harm experienced by those affected, sexual misconduct is addressed through a dedicated sanctioning framework.

This framework reflects the University's commitment to responding appropriately to sexual misconduct and maintaining a safe environment for all members of the University community. The dedicated framework supports consistency, transparency, and proportionality in decision-making, ensuring that sanctions are relevant, appropriate, and proportionate to the misconduct found. When determining an outcome, decision-makers must consider both the main sanctioning table and the sexual misconduct sanctioning table set out below.

Aggravating Factors (Non-Exhaustive)

Aggravating factors increase the seriousness of misconduct or the Respondent's culpability.

Care must be taken to avoid duplication where such factors form part of the breach itself. Some factors are already part of certain breaches and should not be used again to increase the sanction applied. For example, possession of a weapon would be reflected in the allegation and should not be considered again as an aggravating factor.

If decision-makers consider any aggravating factors not listed within this guidance, these features will be clearly outlined within the outcome letter/panel report.

If two or more factors are similar, care must be taken to avoid counting them twice.

- The Respondent was voluntarily intoxicated through alcohol or other substances, which contributed to the misconduct
- A repeated breach against the same individual(s)
- The misconduct was motivated by, or demonstrated discrimination towards others
- Use of violence/force/threats/intimidation and /or use of a weapon
- The Respondent continued the behaviour after being asked to stop, or when they knew, or should reasonably have known, that their behaviour was unwelcome or inappropriate.
- Exploiting someone who is vulnerable

- The misconduct was premeditated
- There was an abuse of power and/or a position of trust, such as during, or following, an intimate relationship between the Respondent and the Reporting Party
- Seeking to shift responsibility onto others despite clear evidence of personal responsibility
- Evidence of dishonesty, concealment, or attempts to interfere with the conduct process
- Multiple Reporting Parties
- Malicious intent, such as sexual gratification, financial gain or personal gain
- Multiple proven allegations and/or breaches of Regulation 7

Mitigating Factors (Non-Exhaustive)

These factors are circumstances that may impact the sanctions that are considered. Some factors may indicate that the Respondent was less culpable for what happened or that the harm caused was not as severe as it could have been.

If decision-makers consider any mitigating factors not listed within this guidance, these features will be clearly outlined within the outcome letter/panel report.

- Isolated behaviour (no prior history of misconduct) *(For serious misconduct cases at Category C, the above factor would not usually reduce the sanction being applied)*
- Admitting responsibility early, accepting what happened
- Early actions taken to reduce the harm caused, or limit impact
- Showing genuine insight and/or reflection and taking steps to put things right *(not usually considered appropriate for some misconduct such as domestic abuse)*
- Acknowledged the impact their behaviour and/or actions have had on those affected
- Lack of intent – the misconduct was committed accidentally, by mistake, or was unintentional
- The Respondent was provoked or pressured into the behaviour
- Misconduct confined to a single episode or brief duration *(not usually considered appropriate for some misconduct such as sexual misconduct)*
- The Respondent's involvement in the misconduct being limited in extent
- Personal circumstances, such as stress, illness, or other significant issues, that affected the Respondent's judgement

Interactions with the Students' Union (SU) Disciplinary Policy

The University can recommend that the SU issue sanctions that are in accordance with the SU's Disciplinary Policy to any student where the University has conducted a disciplinary investigation.

The SU will decide whether to apply the recommended sanctions. Where the University recommends an SU sanction and The SU agrees to implement that recommendation, any challenge to the sanction must be made through the University's appeal process as part of an appeal against the disciplinary outcome.

Sanctioning Guidance Table

Category A - Low Harm / Early Intervention

Examples of misconduct (non-exhaustive)	Accidental damage to property Accidental or inadvertent Health and Safety violations Noise disturbance First violation of Class B/C drugs possession Smoking in unauthorised areas Parking violations Unauthorised guests
Warning	Category A Warning (12 months)
Behavioural / Educational	Reflective writing or impact awareness exercise Written apology Attendance at awareness workshop Words of advice
Financial	Fixed Penalty Notice (£50-£100) Fine up to £100 Compensation for damage or loss
Other	Any combination of the above/other considerations

If Security Service staff members witness student misconduct classified as Category A under Regulation 7, they may issue a fixed penalty notice (£50 for first breach, £100 for repeat breach) **without** referral to the Student Conduct Team.

Category B - Moderate Harm / Escalating Behaviour

Examples of misconduct (non-exhaustive)	First violation of Class A drugs possession Second violation of Class B/C drugs possession Intentionally damaging University property Offensive posts on social media Theft (depending on circumstances) Interfering with fire safety equipment Urinating on University property Public noisiness/disruption
Warning	Category B Warning (24 months)
Behavioural / Educational	Training/workshops Impact awareness sessions Guided materials/tasks Reflective work Evidence of engagement

Restrictions	Proximity restrictions Temporary activity/role restrictions Temporary facility restrictions
Financial	Fine up to £250 Compensation/recovery of costs
Other	Any combination of the above/other considerations

Category C - Serious Harm / High Risk

Examples of misconduct (non-exhaustive)	Supplying controlled drugs or repeated possession Substantial property damage Harassment, abuse or stalking Physical harm Threatening/aggressive behaviour Discrimination Misconduct involving a vulnerable person Domestic abuse Sexual misconduct Breach of Dignity & Respect Policy Repeated misconduct Criminal conduct
Warning	Category C Warning (remainder of study)
Behavioural / Educational	Training/interventions Impact awareness sessions Reflective work Evidence of engagement
Risk Controls	No-contact orders Proximity restrictions Access restrictions including accommodation removal Restriction on participation in University-managed online communities Temporary withdrawal of access to specific University systems where proportionate
Enhanced Restrictions	Removal from SU roles (recommended) Long-term activity restriction Restriction to take on positions of responsibility Withdrawal from positions of responsibility Conditional withdrawal from positions of responsibility Conditions on return from exclusion/suspension
Financial	Fine up to £500
Maximum Outcomes	Suspension for a specific period of time Exclusion Recommendation of permanent expulsion (ratified by the Vice-Chancellor)
Other	Any combination of the above/other considerations

Sexual Misconduct Sanctioning Guidance

Purpose: This guidance provides indicative sanction ranges for sexual misconduct. Decision-makers retain discretion to impose any proportionate sanction based on the individual circumstances of the case. Where appropriate, educational sanctions will be considered alongside the indicative sanctions considered below.

Level of Concern	Illustrative Examples (Non-exhaustive)	Indicative Sanction Range (Non-exhaustive)
Level 1: Non-physical sexual misconduct	- Propositions and sexual advances - Sexual posts or contact on social media - Spreading sexual rumours - Suggestive looks, staring or leering	- Category C Warning - No Contact Order - Accommodation restrictions - Exclusion from Students' Union (recommendation) - Exclusion from specific premises or all premises - Removal from SU roles (recommended) - Long-term activity restriction - Withdrawal from positions of responsibility - Conditional withdrawal from positions of responsibility - Conditions on return from exclusion/suspension - Suspension or expulsion to be considered
Level 2: Most serious behaviour	- Attempted sexual assault - Image-based sexual abuse - Indecent exposure - Non-consensual penetration - Non-consensual sexual activity - Sexual assault - Stalking of a sexual nature - Unwanted physical contact of a sexual nature	- Category C Warning - No Contact Order - Removal from SU roles (recommended) - Long-term activity restriction - Withdrawal from positions of responsibility - Conditional withdrawal from positions of responsibility - Conditions on return from exclusion/suspension - Suspension - Exclusion from specific or all University premises - Recommendation of permanent expulsion

Issuing Sanctions

Sanctions issued by decision-makers will be communicated clearly in writing and include:

1. A sufficiently detailed explanation of the misconduct found to have occurred, including the relevant facts of the case;

2. Identification of the section(s) of Regulation 7 found to have been breached;
3. A summary of the decision reached and the reasons for that decision;
4. Details of any sanctions, conditions, restrictions, or educational measures imposed, including their purpose where appropriate;
5. The duration of any sanction applied;
6. Where applicable, any actions the Respondent is required to take and any conditions that must be met to maintain or resume their studies;
7. An explanation of the consequences of failing to comply with any sanctions, conditions, or requirements imposed;
8. Where relevant, information about the impact of the outcome on the Respondent's studies, access to University facilities, participation in University activities, or future engagement with the University;
9. The length of time that the outcome and any associated sanctions will be retained on the Respondent's internal student conduct record in accordance with the University's Retention Schedule;
10. Information regarding the Respondent's right to request a review or appeal, including the applicable process and timescales;
11. Signposting to relevant support services such as the Students' Union Advice Service or Student Support.

Definitions

Exclusion: A student who is excluded from the University has restricted rights to enter specific or all University premises and to participate in University activities as specified. An exclusion order is usually for a specific period of time but in certain circumstances, it may be appropriate to permanently exclude a student from the University and allow them to complete their studies remotely. Exclusion does not affect their status as a registered member of the University.

Suspension: A student who is suspended is restricted from continuing their academic studies for a fixed period of time. This includes submitting any academic work during the period of suspension. Suspension does not affect their status as a registered member of the University.

Expulsion: A student who is expelled ceases to be a member of the University community on a permanent basis. From the date of the expulsion:

- They are no longer eligible to live in University-managed accommodation.
- They lose access to all University facilities, premises, and privileges, including academic, social, sporting, and alumni services.
- They cannot enter for any further examinations or assessments without special permission from the Senate.

An expelled student may still receive official confirmation of any marks, awards, or certificates earned prior to expulsion, provided these are unrelated to the misconduct that led to the decision.