



University of
Nottingham
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Reporting Students

This guidance is for students who have reported a concern of possible misconduct by another student. It is to provide you with information about the disciplinary process, including how you will be expected to contribute to it and where you can find support. This guidance is produced in line with the [Student Code of Discipline](#).



Definitions

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| Reporting party | the person who has made an allegation and reports this to the university. |
| Responding student | the person who has had an allegation made against them which is being considered under the Student Code of Discipline. |
| Officer of Summary Jurisdiction | these are members of university staff who are able to make decisions about misconduct, based on the findings of the investigation. |
| University Assessor | the University Assessor is responsible for supporting the disciplinary process, including making decisions on whether a case should be dismissed, managed by an Officer of Summary Jurisdiction or considered at a Senate Disciplinary Committee. |
| Investigating Officer | the person who will undertake the investigation, including interviewing reporting parties, responding students and witnesses, as well as gathering evidence. |
| Sexual Misconduct Panel | this is a panel of experienced and trained staff from across the university who will assess cases of sexual misconduct and make recommendations about next steps. |
| Senate Disciplinary Committee | for the most serious cases of misconduct, a hearing of the Senate Disciplinary Committee will be organised to review the allegation(s), make a decision on the outcome and decide on a penalty. There is further detail on this later in this guidance. |



Timescales

We work hard to ensure there are no delays in the disciplinary process and will always try to update you on timescales if these do occur. We aim to complete the process, including making a decision on the outcome within 60 days of the start of the investigation. Appeals against the outcome should normally be concluded within 30 days. If the allegation is being investigated by the police this is likely to increase these timescales.

Seeking advice and support

We want to do all we can to support you during this process. There is a broad range of support available to all students at the University, with information available on the following webpages.

[Welfare, Health and Wellbeing](#)

[Student Support Packages](#)

If you have a disability and would like to request reasonable adjustments to help you engage with the disciplinary process please let us know about this as soon as possible. There is additional information on support for disabled students here: [Disabled Students](#)

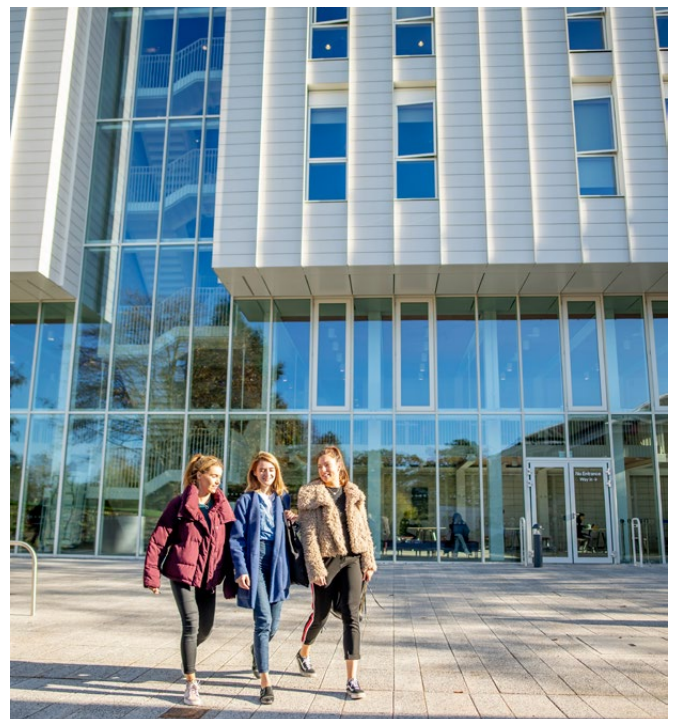
If English is not your first language, and you are struggling to understand or contribute to the process, we may be able to arrange for a translation service to support the investigatory meeting or Senate Disciplinary Committee Hearing.

We understand that this may be a difficult time for you and want to do all we can to support you.

You are allowed to have someone support you at meetings held within the disciplinary process. This will usually be another University of Nottingham student or a member of staff, and they should not have had any involvement in the case (eg they cannot be one of the witnesses). They are able to support you and take notes but they are not allowed to answer questions on your behalf or contribute to the meetings in any way.

The disciplinary process

- After you have raised a concern about possible misconduct, we will arrange for a member of staff to speak to you about what happened, what support you need and what your options for reporting are. This might be a Sexual Violence Liaison Officer (SVLO), a Domestic Abuse Liaison Officer (DALO), a Dignity/Disability Advisor or a member of the Report and Support Team.
- In this discussion, you can consider if the concern you have raised might indicate a potential breach of the University's [Student Code of Discipline](#) and whether you would like to make a formal report under this code.
- If the concern you have raised could constitute a criminal offence, you can also consider if you would like to report it to the Police and whether you need any support to do this. Only the police can undertake a criminal investigation and it is important to note that the University's disciplinary process does not have the same powers (for example to gather certain kinds of evidence) or sanctions. If the allegation(s) are reported to the Police, it is likely the University's disciplinary process will be put on hold until there is an outcome of the police or criminal process.
- If you report the matter to the police or make a formal report to the University, we will undertake a risk assessment to consider how we can ensure your safety and that of others. We can put 'precautionary measures' in place (for example, a no-contact arrangement between yourself and the responding student) if we believe this is required. It is important to note these are not an indication of guilt or of the potential outcome of the disciplinary process.
- If you decide to make a formal complaint about potential misconduct and we feel that there is a potential breach of the Student Code of Discipline, there will be an investigation so we can understand more about what happened. This may include:
 - A meeting with you to discuss the concern/allegation
 - A meeting with the responding student
 - Meeting with any witnesses
 - Gathering and reviewing other sources of evidence
- The investigating officer will meet with you to take your statement about the events you have raised concerns about. This meeting can take place on Teams or face to face; you can let us know which you are most comfortable with, and we will try to accommodate your wishes. The investigating officer will take notes and if the meeting is held on Teams, it will usually be recorded. There will be an opportunity for you to review these to confirm that they are an accurate representation of your experience.
- In some cases, there will not be enough evidence to continue with the disciplinary process, in which case you will be informed of this and no further action will be taken under the Code of Discipline.
- Where there is enough evidence to proceed, the investigating officer will develop an investigation report which will be used to make a decision on what will happen next. The information below explains what the outcome might be and what happens next.
- You are able to request a review of a disciplinary decision where no further action is taken, or where you think the action taken doesn't reflect the seriousness of the allegation you made.



| Possible outcome | Next steps |
|---|---|
| A decision that there is not enough evidence to uphold the allegation(s). | You will be informed of this decision and no further action will be taken. |
| A decision that the investigation has produced enough evidence for an Officer of Summary Jurisdiction to make a decision. | The Officer of Summary Jurisdiction will make a decision on the outcome of the case and, where the allegation(s) have been upheld, they will apply sanctions from the list below. |
| Where the allegation is one of sexual misconduct, the case could be considered by a Sexual Misconduct Panel, in line with the University's Sexual Misconduct Policy . | <p>The Sexual Misconduct Panel can take the following action:</p> <ul style="list-style-type: none"> ▪ Dismiss the case and take no further action. ▪ Propose the use of mediation or other processes related to the Dignity at Nottingham Policy. ▪ Refer the case to the University Assessor (see below). ▪ Refer the case to the appropriate staff member to enact Fitness to Practise proceedings. ▪ Refer the case to the Police. ▪ Request further investigation to gather additional evidence. |
| Where there are allegation(s) of serious misconduct, the University Assessor can refer the case to a Senate Disciplinary Committee hearing for consideration. | <p>The Senate Disciplinary Committee hearing considers all the evidence and can make one of the following findings:</p> <ul style="list-style-type: none"> ▪ there is insufficient evidence to uphold the allegation(s). ▪ there is sufficient evidence to uphold some, or all, of the allegation(s). ▪ they require further information or evidence on which to make a decision. |

The Senate Disciplinary Committee hearing

The role of a Senate Disciplinary Committee hearing is to review cases of the most serious misconduct and make a decision on the appropriate outcome.

They will consider all the information and evidence collected as part of the investigation to make a decision on the 'balance of probabilities' (see below).

There are usually two members of staff and a Students' Union representative at the hearing, all of whom will be independent to the case. The University Assessor will present the case to the hearing and the responding student usually attends to present their case. They may have an SU Education Advisor supporting or representing them. You will normally be invited to attend the hearing as a witness. You will be asked to confirm your statement as well as potentially answer questions

from members of the hearing, the responding student or their representative. The chair is able to make special arrangements for how this is managed in some cases, particularly where there are allegations of sexual misconduct, so you should share any concerns you have about the hearing with your SVLO, DALO, the Investigation Officer or the person who sent you the notification of the hearing. You will normally be asked to confirm your statement and may be asked questions by the members of the hearing or the responding student (or the SU Education Advisor representing them).

The balance of probabilities

The outcome of the disciplinary process will be decided on the balance of probabilities. This means that for an allegation of misconduct to be upheld, the evidence must show that it is more likely than not to have taken place.

Sanctions

An Officer of Summary Jurisdiction can impose one of the following sanctions:

- a fine of up to £250, with the option to suspend some or all of the fine
- a non-contact order
- other boundaries appropriate to the breach of the code of discipline, but not suspension, exclusion or expulsion

A Senate Disciplinary Committee can impose one of the following sanctions:

- a fine of any amount, with the option to suspend some or all of the fine
- the withdrawal of computing facilities
- removing permission to have a motor vehicle on University premises
- payment of compensation relating to an injury caused or damage to property
- imposing conditions
- suspending the student from their course or excluding the student from the whole or a part of University premises
- expelling the student

Informing you of the outcome

Where the University considers it reasonable or appropriate, you will be informed of the outcome of the disciplinary process.

Feedback

After the process has concluded, there will be an opportunity for you to provide feedback about the process to help us understand your experience and consider any improvements. You can send any feedback to anne.partington@nottingham.ac.uk

Additional information

If you require any additional information or support about the disciplinary process, please contact ra-conduct-investigation@exmail.nottingham.ac.uk