

How This Guide helps

The following step by step guide provides you with basic information and advice on how to write a statement to support you during the student discipline process. If you would like additional support, you can contact us using the details below. Please note that an Adviser will not be able to predict the outcome of any Student Discipline meetings.

Contact Details



023 8059 2085



advice@susu.org



The Advice Centre - SUSU



susu.org/support

Wellbeing

It is important to recognise that it is normal and natural to feel some anxiety when you are following a formal process and that the University has support in place to help you with your wellbeing. You can contact the Universities Wellbeing Team on studenthub@soton.ac.uk or by calling **023 80 599 599**. They are available **24 hours a day, 7 days a week**.

Step 1 – Understanding what Student Discipline is

The University of Southampton wants to ensure you are studying in an environment that is friendly and free from bullying or any other behaviour that could potentially impact on your student experience.

The University considers student misconduct to be "an act or failure to act by a student which is unlawful or otherwise judged to be inappropriate or unacceptable behaviour, and that behaviour does or could negatively affect the University in any way, or any person or entity associated with the University." Examples could include harassment of another student, damage to University property, deliberate breach of University's Health & Safety regulations, anti-social behaviour etc. For more examples of behaviours that can be viewed as a breach of Student Discipline please see Appendix B in the University's Regulations: [Link to Regulations Governing Student Discipline](#)

Step 2 – Read the regulations

The Student Discipline Regulations are in section IV of the University Calendar: [Link to Student Discipline Regulations](#). It includes a list of potential sanctions which are set out in section 6 of the regulations. You can also find all relevant information to the regulations on the University website: [Link to Student Discipline website](#), including the allegation Form, what to do if you are called as a witness or if you are the subject of an allegation.

Claimants next steps

If you are the recipient of, or witness to misconduct, it is vital that information is gathered quickly, fully, and accurately, to ensure that the accused are dealt with fairly and appropriately. There is information in the following link on how you can report a misconduct claim: [How to report a claim of misconduct](#). This link includes information on what the University will do to keep you safe, and what happens after you report misconduct.

Providing free, independent, and confidential advice and information.

 advice@susu.org
 **02380 592 085**

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Responders next steps

If you are the subject of an accusation, you will be treated fairly as an accusation is not proof of guilt. You may be invited to discuss the allegation and present your version of events along with any mitigating evidence. There is more information in the following link to support you if you are responding to a claim of misconduct: [Link to information for misconduct responders](#)

Witnesses next steps

If you are identified as a witness by either the person(s) raising the allegation of misconduct or by the person(s) accused of misconduct you may be requested to give your version of events. There is more information in the following link to help you understand your role as a witness: [Link to information for witnesses to misconduct.](#)

Step 3 – Appealing if you are unhappy with the outcome

If you have grounds, you can appeal a sanction using the appeals process outlined in the Regulations Governing Student Discipline. You have ten working days from when you receive the Outcome Letter, to lodge your appeal by submitting the completed Student Discipline Notice to Appeal Form.

You may only appeal on one or more of the following grounds:

- There is new substantive information supported by evidence which was not known by the student and/or the evidence could not have reasonably been obtained by the student in time to present to the University at the time of the original decision and/or
- That there has been a significant failure of due process in the making of the original decision i.e., a material procedural irregularity or misinterpretation of the university's own regulations, or administrative errors which, if they had not occurred, might have impacted significantly on the original decision and/or the sanction imposed.

It is important that you have evidence that supports one or more of the above grounds. You cannot appeal just because you are not happy with the outcome of the sanction.

Disclaimer:

While care has been taken to ensure that information contained in The Advice Centre publications is true and correct at the time of writing, changes in circumstances after the time of publication may impact on the accuracy of this information. The Advice Centre and SUSU cannot accept responsibility for any actions taken as a result of advice given in this publication.

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