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Reporting Students

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



Definitions

Reporting party	the person who makes the allegation and reports this to the University is described as the reporting party.
Responding student	the person who has had an allegation made against them, where this is being investigated under the Student Code of Conduct (Non-Academic), is called the responding student.
Investigating Officer	the person who will undertake the investigation, including interviewing reporting parties, responding students and witnesses, as well as gathering information and evidence.
Authorised Person	these are members of university staff who can make decisions about misconduct, based on the outcomes of the investigation.
Student Misconduct Panel	for the most serious cases of potential misconduct, the Student Misconduct Panel will meet to consider the allegations. There are further details about this below.



Timescales

We understand the disciplinary process can be difficult for all involved and we work hard to ensure there are no delays. We aim to complete the process, including the decision on a finding, within 60 days of the start of the investigation. If there are any delays, we will keep you updated about these.

Seeking advice and support

You will be assigned a Single Point of Contact, who will provide information on the disciplinary process and well-being support if required.

There is also a range of support available to you at the University, with additional information available on these links:

[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 - The University of Nottingham](#)

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 interview or Student Misconduct Panel meeting.

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

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 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 Student Liaison Officer, a Dignity / Disability Advisor or a member of the Report and Support Team.

We will decide if the concern you have raised might indicate a potential breach of the University's Student Code of Conduct (Non-Academic) and if it does, we will talk to you about whether you want to make a formal report under this code. Sometimes we might need to take formal action against the responding student even if you don't agree with this, for example if an allegation is made against a member of staff or if there is risk of serious harm.

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 allegations 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, although some precautionary safeguarding measure may be taken.

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 report about potential misconduct and we feel this falls within the remit of the Student Code of Conduct, there will be an investigation so we can understand more about what happened. This will normally 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 online or face to face. You can let us know which you are most comfortable with, and we will try to accommodate your wishes. The meeting may be recorded, and the investigating officer will take notes. There will be an opportunity for you to review the notes or transcript to confirm that they are an accurate representation of the meeting.

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. The investigation and your report will be closed, but we will continue to support you.

Where there is enough evidence to proceed, the investigating officer will develop an investigation report which will be used to decide on what will happen next, as explained below.



Possible outcome	Next steps
If an Authorised Person decides that there is not enough evidence to uphold the allegations.	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 Authorised Person to decide on outcome and sanction.	The Authorised Person will decide on the outcome of the case and, where the allegations have been upheld, they will apply sanctions from the list below.
Where there are allegations of serious misconduct, the case may be referred to a Student Misconduct Panel for consideration.	<p>The Student Misconduct Panel 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 allegations ▪ there is sufficient evidence to uphold some, or all, of the allegations ▪ they require further information or evidence on which to decide

You can 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.

The Student Misconduct Panel

The role of the Student Misconduct Panel is to consider allegations of the most serious misconduct and decide on the most appropriate outcome.

The panel will look at all the information and evidence collected as part of the investigation and to make a decision based on the 'balance of probabilities'.

There are usually two members of staff and a Students' Union representative at the panel meeting, all of whom will be independent of the case. The case will be presented to the panel by a member of staff from the Investigations and Resolution team and the responding student attends to present their information, often with someone to support and represent them.

You will be invited to attend the panel and will be asked to confirm your statement. You may also be asked questions from members of the panel and the responding student or their representative. All questions from the responding student will be sent to the chair of the panel for agreement and they will be asked by the chair. 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 panel with your Single Point of Contact, the Investigating Officer or the person who sent you the notification of the panel.

The balance of probabilities

The outcome of the disciplinary process will be made 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 Authorised Person can impose one of the following sanctions:

- Written apology / reflection
- Written warning
- Behaviour Agreement (including a no contact order)
- Training & awareness raising in a relevant area, including:
 - consent
 - healthy relationships
 - drug / substance use
 - health & safety issues
- Fines up to £250
- Restorative practice
- Paying for any repairs / replacement / refurbishment as required

A Student Misconduct Panel can impose any of the above sanctions, with the following also available to them:

- Fines up to £2,000
- Compensation for any impact / loss experienced by the reporting party
- Repayment of any monies fraudulently obtained
- Compliance with original sanction / actions
- Suspension from the University for a fixed period
- Temporary or permanent exclusion from specific parts or all University premises
- Permanent expulsion from the University
- Permanent removal from university accommodation in line with the terms & conditions of the Licence Agreement

Informing you of the outcome

Once the disciplinary process is completed, where appropriate, you will be informed of the outcome and, where the allegations have been upheld, any sanctions that are relevant to you.

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 also make a complaint through the Student Complaints Procedure if appropriate.