

## Student Conduct Policy & Misconduct Procedure

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# Student Conduct Policy & Misconduct Procedure

All students enrolled at the Glasgow School of Art are subject to the jurisdiction of the Academic Council and the Senate of the University of Glasgow in respect of both their studies and their conduct.

## Part 1 Student Conduct Policy

### 1. Student Conduct

The Glasgow School of Art (GSA) is committed to promoting a positive and inclusive environment for work and study where there is a shared understanding of the behaviours that contribute to the mutual trust and confidence that support learning, teaching and research and which underpin the generation and maintenance of a culture, that is beneficial for all.

Central to this commitment is that respect and consideration of one another be valued and enacted at all times. This is ensured through the conduct of every member of staff and student and all are required to communicate, interact and behave in a way that ensures others are treated with respect and consideration at all times. Freedom of thought and expression within a framework of mutual respect is a pre-condition for learning, teaching and organisational effectiveness at GSA.

GSA students are central to this culture and as such are required to conduct themselves in an appropriate manner and comply with GSA policies and regulations in their day to day interactions and activities. Where a student fails to do so their conduct may be investigated under this policy and procedure, and sanctions may be imposed.

This policy should also be read in conjunction with the [Dignity and Respect at Work and Study Policy](#) and the [GSA Public Interest Disclosure \(Whistleblowing\) Policy](#).

### 2. Application of this Policy

The Student Conduct Policy & Misconduct Procedure applies to all enrolled students at GSA.

Instances of alleged misconduct by students that occur in the Student Association building or in GSA Accommodation will be dealt with under the disciplinary procedures currently in place for these areas. However, if the alleged misconduct is considered to come under the remit of this policy it may be necessary to invoke this procedure after the local disciplinary procedures have been concluded.

For programmes delivered jointly between GSA and another institution, the student conduct policy and misconduct procedures of the lead institution will be followed; the lead institution will be identified in the Joint Programme Agreement or Service Teaching Agreement which is available, on request, from the relevant Programme Leader.

For issues of student conduct where individuals believe they have discovered malpractice or impropriety, with genuine concern that there is reasonable ground for public interest, the [GSA Public Interest Disclosure \(Whistleblowing\) Policy](#) may be invoked.

### **3. What is Misconduct?**

For the purposes of this policy, misconduct means any behaviour which falls short of the standard expected of a student of GSA. Examples of the types of misconduct are set out in sections 6, 7 and 8 below, and any sanctions which may be applied to such behaviour are set out in section 13. As it is not possible to list every type of misconduct and the possible sanctions that may apply, these examples should be used as a guide only.

### **4. Investigating alleged misconduct**

An investigation of alleged misconduct within GSA is a civil matter and is based upon the allegation that student misconduct has occurred. The allegation has to be established on the balance of probability and the most serious sanction that can be applied is permanent expulsion from GSA.

An allegation of misconduct will be examined to establish whether or not there is a case to answer before an investigation is undertaken.

#### **4.1 Investigation Principles**

Investigations into a case of alleged misconduct should be conducted according to the following eight principles:

- a. Accessibility
  - Are visible and obvious and easy to navigate for students and staff
  - Give clear information about how to access advice and support
  - Allow students to appoint a representative
  - Are responsive to the needs of student
- b. Clarity
  - Are part of a framework that gives clear information to students about expected standards of behaviour contained within this Policy
  - Are well signposted and easy to understand
  - Set out how the GSA will respond to alleged misconduct, including details of potential sanctions and its approach to mitigating circumstances
  - Ensure effective record keeping, in line with published records management and privacy policies
- c. Proportionality

- Expect all parties to act reasonably and fairly towards each other, and to treat the processes themselves with respect
  - Allow for cases to be resolved informally and as early as possible, for instance if the student admits to a minor offence
  - Ensure that, for cases of misconduct which might also constitute a criminal offence, an appropriate distinction is drawn between criminal matters and internal disciplinary matters
  - Allow for appropriate precautionary action to be taken, if necessary, whilst the case is considered
  - Ensure that penalties are proportionate to the offence and that mitigating factors are taken into account in setting penalties
- d. Timeliness
- Are concluded as quickly as possible, and normally within 90 calendar days of the start of the investigation (this time frame would normally exclude the time taken by any criminal investigation or prosecution)
  - Allow for the identification of cases which require particularly swift action
  - Give reasonable notice of any hearing
  - Include time limits within which students are normally expected to make submissions, such as statements responding to the allegation(s) or appeals
- e. Fairness
- Ensure that processes are applied consistently
  - Ensure that decision-makers are properly trained, resourced and supported
  - Ensure that students are informed of the allegation(s) against them and are given a fair opportunity to respond
  - Form a judgement, on the balance of probability, whether misconduct has taken place
  - Have fair processes for dealing with cases where more than one student is involved
  - In the case of alleged misconduct against another student, provide appropriate support for all those involved
  - Ensure that clear reasons are given for decisions reached, including penalties imposed
  - Allow a right of appeal
- f. Independence
- Ensure that decisions are taken by people who have had no previous involvement with the case and there is no reasonable perception of bias or prejudice.
- g. Confidentiality

- Ensure an appropriate level of confidentiality to those involved that is sufficient to allow and promote an effective investigation to take place
- h. Improve the Student Experience
- Promote positive behaviours
  - Safeguard the interests and safety of students and staff
  - Capture learning to ensure that;
    - Decisions are made consistently;
    - Decisions are made at the appropriate level;
    - Appropriate action is taken on issues identified;
    - Information gathered is used to improve guidance and support for students.

## **4.2 Investigating Student Misconduct**

The aim of any investigation into alleged student misconduct is to establish the facts relating to the allegation. The facts will be used to form a judgement, on the balance of probability, on whether the alleged misconduct took place. If it is found that misconduct has occurred, the investigating panel will also determine any sanction that should be given to the student or students involved.

GSA acknowledges that allegations of student misconduct can be made by a member of staff, another student, external examiner or a member of the public.

## **5. Definitions of Misconduct**

GSA acknowledges that there are two main types of Student Misconduct - Academic Misconduct and Non-Academic Misconduct.

### **5.1 A definition of Academic Misconduct may be:**

Any action by a student or students, which gives or has the potential to give an unfair advantage in an examination or assessment, or might assist someone else to gain an unfair advantage, or any activity likely to undermine the integrity essential to scholarship and research.

### **5.2 Academic misconduct may include, but is not restricted to:**

- Plagiarism - presenting someone else's work or ideas as the student's own
- Self-plagiarism - submitting the same work that the student has already submitted for another assessment when this is not permitted
- Taking a copy of another student's work without their permission
- Falsifying data, evidence or experimental results
- Collusion - working with someone else on an assessment which is intended to be the student's own work

- Contract cheating - where someone completes work for a student who then submits it as their own (including use of essay mills or buying work online)
- Arranging for someone else to impersonate a student by sitting their examination
- Cheating in examinations (or other formal assessment), including possession of unauthorised material or technology during an examination, and attempting to access unseen assessment materials in advance of an examination
- Submitting fraudulent mitigating circumstances claims or falsifying evidence in support of mitigating circumstances claims (this may also be considered a non-academic disciplinary matter)
- Breaches of research and ethics policies - e.g. carrying out research without appropriate permission
- Use or modification of a GSA recording, as part of any assessment without the lecturer's consent and with appropriate attribution and citation
- The use of Artificial Intelligence tools. Exceptions to this will be made clear to students

### **5.3 A definition of Non-Academic Misconduct may be:**

Any action or behaviour by a student or students, not directly related to examinations, assessments, scholarship and research, which is considered to be offensive and unacceptable.

### **5.4 Non-Academic Misconduct may include, but is not restricted to:**

- Antisocial behaviour
- Bullying
- Harassment
- Discrimination
- Gender based violence
- Racism
- Hate crime
- Inappropriate, abusive or threatening behaviour, including on social media
- Compromising the safety of and/or wellbeing of staff, other students, or visitors
- Behaviour likely to bring GSA into disrepute, such as disruptive behaviour in the community
- Inappropriate use of GSA IT facilities such as visiting inappropriate websites, uploading/ downloading inappropriate content, propagation of computer viruses.  
See [Student Acceptable IT Policy](#) for further full details.
- Disruptive behaviour on GSA's premises, such as setting off fire alarms or obstructing access to buildings or rooms
- Damage to GSA's property or abuse of its facilities
- Causing a health or safety concern

- Relying on forged, falsified or fraudulent documentation, and other forms of deception that are intended to gain an advantage, for example submitting fraudulent mitigating circumstances claims or falsifying evidence in support of mitigating circumstances claims (the last may also be considered an academic disciplinary matter)
- Behaviour which may also constitute a criminal offence
- Use of modification of and/or distribution of a recording without the lecturer and participants' consent

GSA may take disciplinary action against any enrolled student in connection with its facilities or services, or student activities. This may include:

- Misconduct that interferes with the academic or administrative activities provided by GSA
- Misconduct in or near any premises managed by GSA
- Misconduct that has an impact on the interests and reputation of GSA

In addition, GSA may take disciplinary action where the behaviour has affected:

- GSA itself
- A GSA student or employee
- Others visiting, working or studying at GSA
- A member of the public

GSA may also take disciplinary action in response to misconduct which:

- Happens during off-campus activities such as placements and field trips
- Happens whilst studying at partner organisations, such as associate schools
- Affects GSA's reputation in the local community or more widely
- Takes place on social media
- Involves harassment, discrimination, victimisation and bullying

## **Part 2          Student Misconduct Procedure**

### **6.      Alleged student misconduct dealt with at the time of the incident**

It is GSA's aim that incidents of alleged misconduct that can be resolved quickly and at an early stage should be resolved informally, and at the time it occurs, if possible. Therefore, if any member of GSA staff is present when a minor incident of misconduct takes place, they should in the first instance, attempt to resolve the matter at the time.

If a member of staff cannot resolve the misconduct at the time or it is a recurrence of a previous misconduct, then the matter should be escalated to the next stage, "Alleged student misconduct that cannot be resolved at the time".



## **7. Alleged student misconduct that cannot be resolved at the time**

GSA recognises that not all incidents of alleged misconduct can be resolved at the time by a member of staff.

If it is not possible or practical for the incident of alleged misconduct to be resolved at an early stage either because of the nature of the alleged misconduct or there was no member of staff present at the time the alleged incident of misconduct should be brought to the attention of the relevant Programme Leader (PL1), or equivalent person, in order for further investigation to take place.

If the person reporting the alleged misconduct does not know who to report the incident to, they can lodge it through the GSA Complaints process.

When the incident is brought to the attention of the Programme Leader (PL1), then they will take responsibility for determining if the incident should be investigated under this misconduct procedure, consulting with relevant staff as required.

When the incident is reported via the GSA Complaints process, the Policy Officer in receipt of the complaint will liaise with the relevant Programme Leader (PL1) and/or Head of School (HS1) in order to determine if further investigation is required.

If it is judged that the reported alleged misconduct should be investigated further, there are two available routes:

- a) Investigated and resolved by the Student Conduct Panel (Route A); or
- b) Investigated and resolved by referring to the relevant Head of School (HS1) for further consideration and investigation by the Student Conduct Panel (Route B).

When determining the route of the investigation, thought should be given to the severity of the allegation, if the student has been involved in previous misconduct cases and who is the most appropriate person to take responsibility for the investigation.

## **8. Alleged student misconduct dealt with by the Student Conduct Panel (Route A)**

When the alleged misconduct is to be investigated and resolved using the Student Conduct Panel (Route A) procedure, there has to be at least two academic members of staff, appointed to investigate, one will take on the role of Convenor and an Academic Support Manager (or nominee) will act as the secretary to the Panel. The relevant Programme Leader (PL1) should take responsibility for appointing the Student Conduct Panel.

When one or more of the students named in the alleged misconduct are from the same Academic School, then the Panel should consist of academic staff from the same School.

If there is more than one student named in the alleged misconduct and they are from different Academic Schools then a member of academic staff from each School should be part of the appointed Panel

When appointing staff to the Student Conduct Panel, it should be ensured that none of the appointed staff have had any previous involvement in the incident under investigation or have a connection to any of the students at the centre of the allegation.

The appointed Convenor should take responsibility for putting in place the following procedures:

- a) The student named in the alleged misconduct should be informed in writing, within 5 working days, of the allegations of misconduct that have been made against them. This communication should also include a copy of or link to this Policy to help them understand the procedure and that they are to be invited to a meeting of the Student Conduct Panel.
- b) If initial investigations need to be held prior to meeting with the student at the centre of the allegation, then they should be informed that this will happen prior to any meeting they are invited to.
- c) Convene a meeting of the Student Conduct Panel, which the student is required to attend in order to respond to the allegations of misconduct made against them. Alternatively, if all parties involved are in agreement, the student's response could be made in writing within a specified time period.
- d) The student must be given at least 7 days' notice of the date of the Student Conduct Panel meeting, whether they are to attend in person or asked to provide a written response.
- e) Ensure students or staff that witnessed the alleged incident are interviewed by the appointed Panel in order to determine the facts prior to any meeting taking place with the student at the centre of the allegation.
- f) Ensure that the person or persons reporting the incident are given the option to be interviewed or provide further written evidence, should they wish to do so.
- g) After careful consideration of all the facts available, including the response from the student, reports from witnesses and the findings from the meeting of the Student Conduct Panel, the members of the panel shall determine whether, in their judgement, misconduct has taken place and decide on an appropriate penalty or sanction.
- h) The secretary should provide a minute of the meeting and subsequent report with the findings of the Student Conduct Panel.
- i) The student whose behaviour has been investigated during the alleged misconduct process should then be informed in writing of the decision of the Student Conduct Panel (Route A) and be provided with a report from the meeting including the details of any penalties or sanctions imposed. This should be done within 5 working days of the meeting taking place.
- j) The decision communicated to the student should also signpost them to the Appeals process explained in Part 4 of this procedure.
- k) Determine which of the students and/or staff that have been involved in the investigation should be informed that the investigation has concluded. No details of the findings or any sanctions or penalties applied should be included in this response. This should include a response to the person who reported the alleged misconduct and be provided within 10 working days.

- l) The incident must be reported by following guidelines in Section 12, Reporting and Monitoring.

### **8.1 Referring alleged misconduct to the Head of School**

When an incident of alleged misconduct is received either to the relevant Programme Leader (PL1) or via the GSA Complaints process, it may be considered that the alleged misconduct is of a nature that requires the immediate attention of the relevant Head of School (HS1) who must be informed as soon as possible of the details of the incident.

If the incident involves students from more than one School, all relevant Heads of School must be informed.

The relevant Head or Heads of School (HS1) will immediately undertake a risk assessment to establish whether precautionary measures should be put in place while the matter is investigated. If the risk assessment identifies that precautionary measures may be necessary, the Head of School (HS1) should convene a meeting of the Academic Registrar, Head of Student Support, to discuss what precautionary measures are relevant. For more details, see section 11, Precautionary Measures.

## **9. Alleged student misconduct dealt with by the Student Conduct Panel (Route B)**

When the alleged misconduct is to be investigated and resolved using the Student Conduct Panel (Route B) procedure, there must be at least 3 academic members of staff appointed to the Panel with an independent Head of School (HS2) acting as Convenor. The Head of School (HS1) should take responsibility for arranging for another Head of School (HS2) to act as the Convenor of the Student Conduct Panel (Route B). The Convenor should organize for two further academic members of staff to sit on the Panel.

The Head of Academic Registry (or nominee) will act as the secretary.

When alleged misconduct is to be investigated by the Student Conduct Panel (Route B), the appointed Convenor, Head of School (HS2), should take responsibility for putting in place the following procedures:

- a) The student named in the alleged misconduct should be informed in writing, within 5 working days, of the allegations of misconduct that have been made against them. This communication should also include a copy of or link to this Policy to help them understand the procedure and that they are to be invited to a meeting of the Student Conduct Panel.
- b) If initial investigations need to be held prior to meeting with the student at the centre of the allegation, then they should be informed that this will happen prior to any meeting they are invited to.

- c) Convene a meeting of the Student Conduct Panel (Route B), which the student is required to attend in order to respond to the allegations of misconduct made against them.
- d) The student must be given at least 7 days' notice of the date of the Student Conduct Panel meeting.
- e) Ensure students or staff that witnessed the alleged incident are interviewed by the appointed Panel in order determine the facts prior to any meeting taking place with the student at the centre of the allegation.
- f) Ensure that the person or persons reporting the incident are given the option to be interviewed or provide further written evidence, should the wish to do so.
- g) After careful consideration of all the facts available, including the response from the student, reports from witnesses and the findings from the meeting of the Student Conduct Panel, the members of the panel shall determine whether, in their judgement, misconduct has taken place and decide on an appropriate penalty or sanction.
- h) The secretary should provide a minute of the meeting and subsequent report with the findings of the Student Conduct Panel.
- i) The student whose behaviour has been investigated during the alleged misconduct process should then be informed in writing of the decision of the Student Conduct Panel (Route B) and be provided with a report from the meeting including the details of any penalties or sanctions imposed. This should be done within 5 working days of the meeting taking place.
- j) The decision communicated to the student should also sign post them to the Appeals process explained in Part 4 of this procedure.
- k) Determine which of the students and/or staff that have been involved in the investigation should be informed that the investigation has concluded. No details of the findings or any sanctions or penalties applied should be included in this response. This should include a response to the person who reported the alleged misconduct and provided within 10 working days.
- l) The incident must be reported by following guidelines in Section 12, Reporting and Monitoring.

## **10. Alleged misconduct that may also constitute a criminal offence**

The management of cases of alleged misconduct that may also constitute a criminal offence is complex and will be entirely dependent upon the circumstances of the case.

It is important to maintain a clear distinction between an internal misconduct procedure and the nature and scope of a criminal process. An internal misconduct procedure is a civil matter and is based on an allegation that a student has breached one or more of GSA's policies or regulations. Any allegation has to be proven on the balance of probability and the most serious sanction that can be given is permanent expulsion from GSA.

A criminal process is a procedure external to GSA which deals with the allegation that a student has committed a criminal act and the allegation, if proven beyond reasonable doubt, would result in a student having a criminal record and in more serious cases, imprisonment.

When an allegation of misconduct has been made against a student and the alleged misconduct may also constitute a criminal offence, GSA will follow these principles:

- The criminal process will take priority. There will be no duplication of process and no misconduct process should operate at the same time. Consequently, if the matter is being dealt with under the criminal process, then, apart from taking any precautionary measures (section 11), the internal misconduct process should be suspended until the criminal process is at an end.
- If the matter is not being dealt with under a criminal process or where the criminal process has concluded, then GSA will consider the allegations in accordance with this policy and procedure.
- It is the responsibility of the relevant Head of School (HS1) to ensure that the student informs them of the outcome to the criminal investigation.
- On the conclusion of the criminal investigation, the student conduct investigation can proceed under Route A or B, depending on the nature of the alleged misconduct.

## **11. Precautionary Measures**

There may be occasions when GSA has to take precautionary measures prior to an investigation into misconduct takes place or when a student is alleged to have committed a criminal offence, pending the outcome of any such proceedings.

Precautionary measures will only be used if they are necessary to

- ensure that a full and proper investigation can be carried out (either by the police or a Student Conduct Panel); and/or
- protect the reporting student or any other student, or staff, whilst the allegation is being dealt with as part of a criminal process or misconduct process.

A precautionary measure is not a penalty or a sanction and does not indicate that GSA has concluded that the accused student has committed a breach of policy or a criminal offence.

Precautionary measures may include:

- imposing conditions on the accused student (for example, requiring the accused student not to contact the reporting student and/or certain witnesses)
- suspending the accused student from study
- excluding the accused student (for example, prohibiting the accused student from going to certain student residences or studios, or from using particular facilities or attending all or parts of a programme of study)
- any other course of action which is deemed to be both necessary and reasonable depending on the particular circumstances of the investigation

## **12. Reporting and Monitoring**

All reported incidents of alleged misconduct must be reported to the Head of Academic Registry. All incidents will then be recorded for analysis and reporting purposes as required.

## **Part 3 Penalties and Sanctions**

### **13. Penalties and Sanctions**

A Student Conduct Panel may impose penalties and/or sanctions as deemed appropriate. In deciding what penalties and/or sanctions will apply, consideration must be given to the student's disciplinary record.

The penalties and sanctions are some or all of the

following: – a formal reprimand

- undertake specific training or development sessions in order to raise awareness of the consequences of the misconduct incident that has been investigated
- suspension of specific privileges for a specified period that does not exceed three months (including, but not restricted to, suspension from the Library, IT facilities, particular premises, field trips and placements)
- compensation, in whole or in part, for the cost of any damage caused
- rescind the result of an assessment or examination diet, or impose any other academic penalty for an academic misconduct offence
- require an approved apology to be written to any wronged party
- terminate the occupancy of any GSA managed accommodation giving reasonable notice to the student having regard to the relevant misconduct.
- permanent exclusion from studying at GSA

## **Part 4 Appeals**

### **14. Appeals**

Only the student who was the subject of the alleged misconduct is able to lodge an appeal against any decision/outcome made under this policy and procedure and must be able to provide relevant grounds for appeal which will be

- further information that was not available at the time of the initial investigation; and/or
- evidence that GSA has not followed its own policies and procedures when determining that misconduct has taken place, and/or
- any other ground of appeal which is not frivolous or vexatious, and which the Academic Registrar and the Deputy Director (Academic) deem to be both relevant and competent.

The appeal should be submitted in writing within seven days of being informed of the decision/ outcome of the investigation to:

The Academic Registrar  
Glasgow School of Art  
Email: j.allison@gsa.ac.uk

All appeals will be acknowledged in writing within 5 working days.

The Academic Registrar will review the information submitted in the appeal to establish if there are valid grounds for appeal.

If there are no valid grounds, the student will be informed of the reasons why the appeal has been rejected at this stage.

If it is considered that there are grounds for appeal, the appeal will be referred to the Deputy Director (Academic) who will convene a meeting of the Student Conduct Appeal Panel by inviting two other senior members of academic staff from across GSA to sit on the Student Conduct Appeal Panel and the Head of Academic Registry (or nominee), to act as Secretary. No member of academic staff who was part of the Student Conduct Panel will sit on the Student Conduct Appeal Panel for the same misconduct investigation.

The person who raised the initial complaint cannot appeal the outcome of the outcome of the Student Conduct Panel. They may consider whether they wish to make a complaint via the GSA Complaints process, if they consider there to be valid grounds.

## **15. Misconduct appeals considered by the Student Conduct Appeal Panel**

When undertaking an appeal investigation, the Deputy Director (Academic) should ensure that the following procedures are followed:

- a) Contact the student informing them that their appeal is being considered.
- b) Gather relevant information from the original investigation for the Student Conduct Appeal Panel to review alongside the Student Appeal information.
- c) The student must be given the opportunity to attend a meeting of the Student Conduct Appeal Panel, and make representations in support of the appeal.
- d) The student must have 7 days' notice of the date of the Student Conduct Appeal Panel meeting to give them sufficient time to prepare.
- e) Following the meeting of the Student Conduct Appeal Panel, the Panel will make a decision whether the grounds for appeal are valid and if it should be dismissed.
- f) In addition, the Student Conduct Appeal Panel should determine if any penalties or sanctions previously imposed should be amended or dismissed.
- g) The student should be informed, in writing, within 5 working days of the outcome of the appeal, which gives the reasons for the decision, and whether there has been any change to the original decision and the penalties or sanctions imposed.

- h) In the exceptional circumstances that the student is dissatisfied with the outcome of the appeal, the student should be signposted to the complaints procedure. Such complaints must be based on a major procedural error or failure to comply with the provisions of this procedure. Any complaint made by the student must set out a full explanation of the grounds of complaint and include precise details of the evidence on which the complaint is based.
- i) The findings of the Student Conduct Appeal Panel must be reported by following guidelines in Section 12, Reporting and Monitoring

## **Part 5 Ancillary Information**

It is important to GSA that all students involved in any incidents of misconduct, particularly a student reporting an incident or the accused student, have access to support, advice and assistance throughout the process.

This section points provides details of where students can find the support they require and gives additional information on the misconduct procedure.

### **16. Complaints made that are related to alleged student misconduct**

Any student or member of staff that submits a complaint through the GSA Complaints process, that is judged to be a student misconduct matter, will be referred to and dealt with under this Student Conduct Policy and Misconduct Procedure rather than through the Complaints process.

The person submitting the complaint will be informed of this referral and be given a copy of the Student Conduct Policy and Misconduct Procedure.

### **17. GSA Student Association**

The GSA Students Association (GSASA) is a body independent from the GSA. Students who find themselves the subject of alleged misconduct should contact the Student Engagement Team within the GSA Student's Association, who provide advocacy and complaint/disciplinary support to students.

Students who make an allegation of misconduct against another student may also wish to be supported and GSASA Student Engagement Team can also provide that support.

### **18. Student Support**



Students may wish to contact the GSA Student Support department to discuss the impact of their situation or seek help in managing the impact of an investigation, sanction or misconduct outcome on them and their studies.

International students should be aware that the outcome of disciplinary action could affect their status as a student, which in turn could affect their permission to reside in the UK. Student Support department can advise on matters related to visas and rights to remain in the UK.

#### **19. Attendance at a Student Conduct Panel**

The purpose of a Student Conduct Panel is to investigate the allegation of misconduct and hear all the evidence. It is important that any student who has had an allegation of misconduct made against them and have been asked to attend a meeting of the Panel, should make every effort to do so.

If there is good reason for a student being unable to attend, every attempt will be made to reconvene the Student Conduct Panel at a later date. However, there may be times where this is not possible and the Convener will determine, at their discretion, whether to proceed without the student being present.

#### **20. The right to be accompanied at a meeting of the Student Conduct Panel or Student Conduct Appeal Panel**

Any student being investigated for alleged misconduct has the right to be accompanied by a Student Adviser from the GSA Students' Association or a person of their choice. This person can ask questions and act on behalf of the student but any question directed to the student must be answered by the student.

Normally only one person may accompany a student. If a student wishes an additional person to be present for moral support, this has to be approved by the Convener of the Student Conduct Panel or Student Conduct Appeal Panel, in advance, and can only be present as an observer.

Anyone directly involved in the issue(s) under investigation cannot accompany the student.

#### **21. Health and Disability**

It is important to GSA that all students are supported and able to take part in the student misconduct procedure. Any student that has concerns regarding their health or ability to take part in the proceedings should highlight this to the Convener of the Student Conduct Panel as soon as possible. This will ensure that any reasonable adjustments required during the proceedings can be put in place.

If misconduct proceedings have to be adjourned because the student who has been alleged of misconduct is unwell, further medical evidence may be requested and the case will be kept under review.

GSA recognises that behaviour may be affected by some health conditions or disabilities and where health conditions or a disability may be a contributing factor to unacceptable behaviour or misconduct, evidence of this will be considered. However inappropriate behaviour and misconduct will still be investigated and action may be taken under the Student Code of Conduct.

## **22. Timescales**

Wherever possible, GSA will complete each stage of the student misconduct procedure within the timescales set out in this misconduct procedure. However, there may be occasions where the timescale needs to be extended, for example, the availability of witnesses or other relevant evidence.

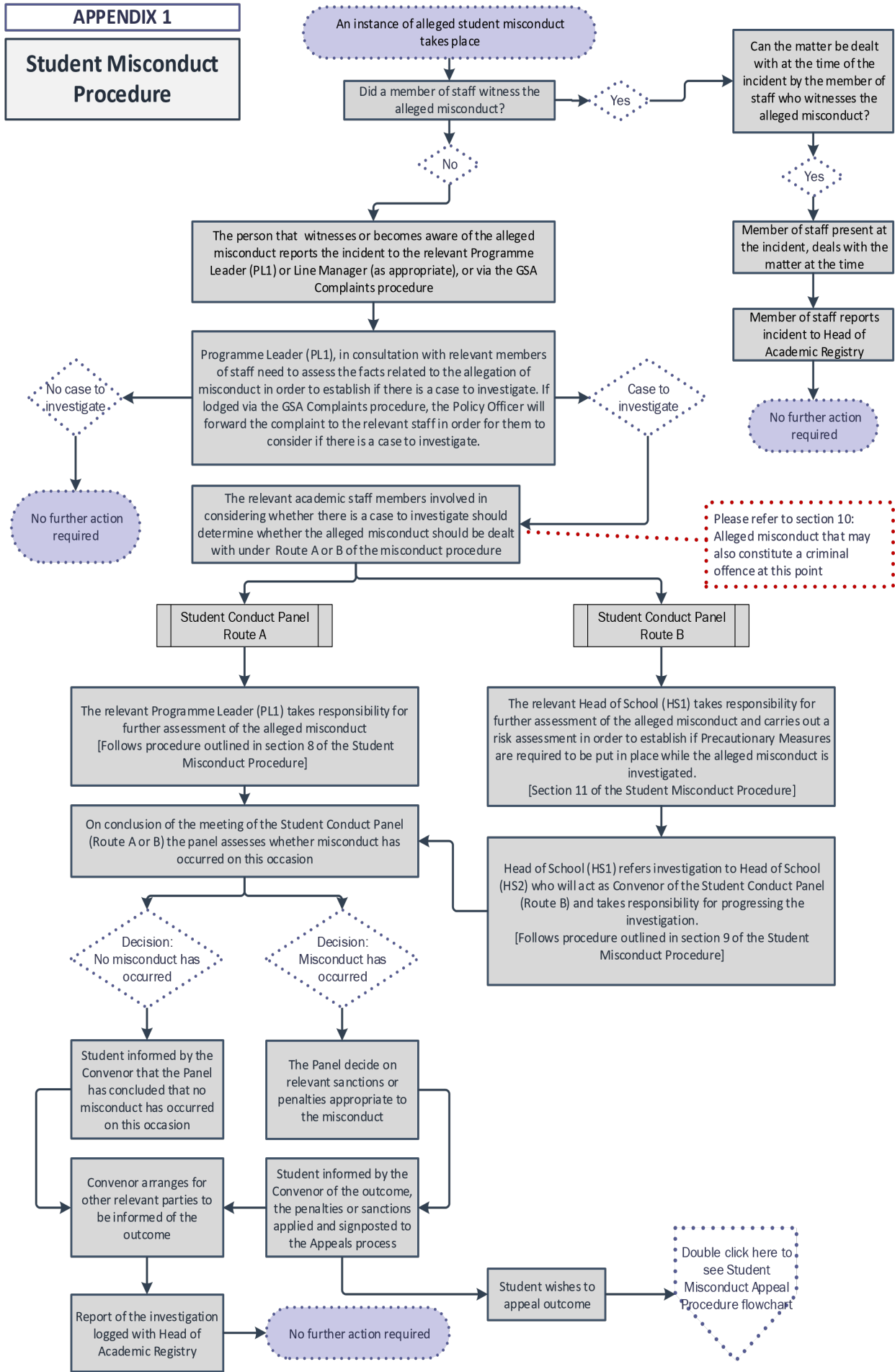
All parties involved in the procedure must be kept informed of any changes to the timescales by the Convener of the Student Misconduct Panel or Student Misconduct Appeal Panel.

## **23. Confidentiality and Privacy**

Everyone who is involved in the misconduct process, in any capacity whatsoever, is required to adhere to the eight investigation principles, as set out in section 4.g. of this policy, including, in particular, the principle of confidentiality i.e. they must ensure an appropriate level of confidentiality to those involved that is sufficient to allow and promote an effective investigation to take place.

In addition, everyone who is involved in the misconduct process must respect the right to privacy afforded to all participants in the process, and must be aware of and adhere to the provisions of current data protection legislation and regulations, particularly in the processing of special category or sensitive data.

**APPENDIX 1**  
**Student Misconduct Procedure**



## Student Misconduct Appeals Procedure

Double click here to see the Student Misconduct Procedure flowchart

