

- 9 Students of the University who are subject to disciplinary action under this Policy, including students at partner institutions who request a review by the University, will be entitled to receive a Completion of

- h) harassment, intimidation, sexual misconduct or bullying in any form including via social media or in a domestic context of any student, member of staff, Governor, contractor or other visitor to the University including on grounds of their perceived race, colour, ethnic or natural origin or nationality, religious or political beliefs, age, gender, transgender status, sexual orientation, marital status, disability, offending background, other personal characteristic or for any other reason;
- i) breach of the provisions of the University's policy on Freedom of Speech or Freedom of Expression or other similar policy;
- j) the expression of any extremist views, or the provision of any material or moral support, or encouragement of support, for individuals or groups expressing extremist views, that have the potential to incite discrimination or violence by or towards others;
- k) theft, damage to or defacement of University property, or the property of other members and users of the University or third parties (including accommodation providers), whether caused intentionally or by negligence.

42 Provosts may take into account a student's disability when setting penalties. For example, if the student's

Such information sharing and gathering will have due regard for the general data protection regulations and the credibility of the source.

SexualMisconduct

- 53 The University takes matters of sexual misconduct very seriously. The significant negative effects that experiencing sexual misconduct can have upon individuals is recognised and the University will support them and other members of the University community who have been affected by the experience. Sexual

93 Where the Provost finds the student guilty , the Provost will recommend a penalty to be applied in accordance with this Policy, which will be communicated to the student by email within 10 working days.

94 Penalties may include one or more of the following:

- a) a requirement for the student to provide a written apology to those affected by the actions for which they were reported, including a reflection on behaviour(s) and action(s).;
- b) a written warning to the student (up to two), to remain on their record for the duration of their studies at the University;
- c) a final written warning to the student, to remain on their record for the duration of their studies at the University. Failure to adhere to this warning.

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101 The Registrar and University Secretary will determine whether the grounds are sufficient for an Appeal to be heard. If not, they will inform the student in writing, by email, as soon as possible. This decision is final, and there will be no further right of Appeal in the University's procedures, and the student will be informed

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Warnings

114 Minor offences will be dealt with informally through warning letters by the Adjudication Team and the Head of Department notified. Repeated Minor or Serious offences will be progressed to the formal process.

115 A maximum of two written warnings will be issued, after which a final written warning may be issued.

116 Any student proven to have removed, damaged, interfered with or otherwise prevented the use of any system or equipment intended for the protection of life against the effects of heat or smoke from fire (to include portable fire extinguishers / fire alarm system call points, sensors etc) or other emergency life-saving equipment (ie emergency evacuation chairs) will automatically receive a written warning in the first instance which will remain on file for the full period of study. A second incident of a similar nature will automatically result in a full Hearing, where the first incident will also be reconsidered.

117 Failure to adhere to a final written warning may result in dismissal from the University.

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Appendix 1: Student Misconduct Complaint Form

Please read the full [Student Code of Conduct \(Disciplinary Policy\)](#) before completing this form. As a student of the University of Bedfordshire you are entitled to report any instances of concerning behaviour which is in breach of this policy. Please read Section 3 on 'What is a Disciplinary Offence' for full details of what could be considered as misconduct. If you have concerns and you wish to make a report to the Adjudication Team, please fill in as much details as you can in the form below and email it to: adjudication@beds.ac.uk

Your Details

This information is optional and you do not have to provide it. However, anonymous reports can be more difficult to investigate

Student number		Name	
Course title		Email	

Witnesses? – *If you know someone saw the incident please provide their name and ID number where possible*



Evidence?

If you have any evidence to corroborate your report please include it in your email to adjudication@beds.ac.uk along with this form. Evidence could include (but (bu4-1.9

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Appendix 2: Disciplinary Hearing Format

A Disciplinary Hearing will typically take between 1 to 2 hours, depending on the complexity and whether there are any

Appendix

Sexual harassment does not necessarily occur face to face and can be in the form of emails, visual images, social media, text messages and image-based abuse such as revenge porn and up-

Accessing emotional support

Being the victim of sexual violence and sexual harassment is a very distressing experience and individuals can often react differently. It is not unusual for feelings to change from day to day and there can be a delay between the incident and an emotional reaction.

Students who are experiencing a reaction to an incident, no matter how much later, can seek help from their GP, counsellors or voluntary sector agencies. They should not feel they have to cope on their own. The University has specialist teams available to provide advice, support and counselling:

Student Engagement team

student.engagement@beds.ac.uk

The Student Engagement Advisors give independent and confidential advice, and can refer students to other Specialist Support teams, including Counselling, Mental Health Support and Chaplaincy.

Counselling Service

Luton & other sites
Bedford

counselling@beds.ac.uk
counsellingbedford@beds.ac.uk

Mental Health Support

Luton, Bedford & other sites

mentalhealth@beds.ac.uk

Community & Faith Centre

Luton, Bedford & other sites

chaplaincy@beds.ac.uk

Beds SU Advice Service

Luton, Bedford & other sites

be.supported@beds.ac.uk

Staff can access support from Human Resources and/or the Employee Assistance Programme (EAP) on the Freephone helpline 0800 328 1437, or through the website www.employeeassistance.org.uk using the access code 'UoB'. They can also contact the Chaplaincy on chaplaincy@beds.ac.uk

Students and staff can also seek support from 0116 275 4000 (Luton) or 01235 533333 (Bedford)

immediately or possibly in the future. It must be their decision. If they wish to report the incident, the police should be called as soon as possible after the decision is made.

- Advise the student to consider seeking medical help if they may be injured, at risk of pregnancy or at risk of contracting a sexually transmitted infection (STI). This should be addressed sensitively. You may suggest attending A+E or the walk-in centre.

6 Options for reporting the incident

a) Student wishes to disclose the incident to the police

- Wherever possible the student should make the initial call to the police. If they feel unable they may ask you to do so but make sure you have their permission.
- Call 101 to make the report to the police and if they are coming onto campus, notify reception so they can be directed appropriately on arrival.
- The police will take a statement from the victim (either on site or at the police station). If they are attending the police station or SARC they may want to take a friend for support.

b) Student does not wish to contact the police at this point but would like to preserve forensic evidence so that they can retain this option for the future

- Ideally the student should visit the nearest SARC. This is the Emerald Centre in Ampthill (www.emeraldcentre.org) who can be contacted on 01234 842750 (0330 223 0099 helpline).
- The Emerald Centre can provide advice and can carry out a forensic medical and store the samples without involving the police. They can also provide further emotional and practical support, including referral to an Independent Sexual Violence Advisor (ISVA).
- Students can also contact The Hope Programme (www.hopeprogramme.com) or Victim Support (www.victimsupport.org.uk) for advice and support.

c) Student is adamant that they do not wish to report the incident to the police at any time

- The student should be directed to the support services available on campus, notably the Student Engagement Advisors and Counselling Service.
- The student should be asked if they wish to make a complaint to the University about the incident (if another student is involved). If they do, they will need to contact adjudication@beds.ac.uk so that an internal investigation can be carried out, as appropriate.

7 Check whether alternative accommodation is required

Check whether the student feels they need to find alternative accommodation, either because of concerns about safety or to alleviate shock or trauma. If they are in halls of residence, contact the Accommodation team. If the student lives off campus, contact Beds SU welfare team for advice.

8 Historical Incidents of Sexual Assault/ Abuse

There is no time limit for investigating and prosecuting incidents of sexual violence. If a student discloses details of an assault which happened more than 7 days previous – or even years before – they can still be referred to an ISVA for advice. They may also wish to report the incident to police.

9 Third Party reports of Sexual Assault

If a student does not want to contact the police, but wants them to be aware of the sexual assault, they can ask a third party to report it anonymously. The Student Engagement team are trained Third Party Reporters.

10 Reporting the incident internally

- In order that the University can monitor the nature and extent of student reports of sexual assaults and sexual harassment, it is important that all incidents are reported to the Director of Student Experience, even where the student does not wish to notify police or make an official complaint to the University.
- The student should be made aware that no further action will be taken unless they wish and only very limited anonymized details will be recorded and held securely.
- Case handlers will be offered appropriate support and a de-brief after a disclosure. This support will be arranged through the Director of Student Experience.

Appendix 6: SampleAcceptableBehaviour Contract

STUDENT CODE OF CONDUCT (DISCIPLINARY POLICY)



ACCEPTABLE BEHAVIOUR CONTRACT (EXAMPLE)

This Acceptable Behaviour Contract is between *student name*, *student number*, and the University of Bedfordshire and name of accommodation.

This contract is made on *date/month/year* and will expire on *date/month/year*. A review may be held at any time during the contract. At the end of this period, there will be a formal review and it may be at that a decision will be made to continue or end the agreement *and/or* refuse an accommodation request for the following academic year.

This contract has been compiled following reports that *student name* has been involved in incidents where the *University Code of Conduct/Accommodation Licence Agreement* has been breached.

Contract:

I, *student name*, agree to the terms within this Acceptable Behaviour Contract as follows:

Examples:

- I will not possess or use illegal or legal high drugs within the accommodation.
- I will not make excessive noise or loud music audible after 11pm, which may disturb other residents.
- I will not raise my voice, swear or behave in an abusive or threatening manner to staff or students.
- I will not smoke within the accommodation.
- I will not tamper with or misuse fire detection equipment.

I, *student name*, acknowledge that there are a range of advice and support services offered to students by the University of Bedfordshire including the Students' Union and Student Support. I understand that it is my responsibility to access these services when required.

If I, *student name*, breach the terms of this agreement, or behave in any way likely to cause alarm, harassment or distress to members of the community, I understand that the University may take further action under the Student Code of Conduct, which may result in a Formal Disciplinary Hearing.

Declaration:

I, *student name*, understand the content of this agreement and the consequences of any breach of the contract.

Student number		Name	
Course title		Email address(es)	
Phone number(s)		Address for correspondence	
Student Signature		Date	
Departmental/ Accommodation Staff Name		Staff Position	
Staff Signature		Date	