

## Receiving an allegation of inappropriate behaviour

To ensure that the University community is one in which we can live and work with one another in an environment of dignity and respect, a “good standard of conduct” is expected from students at all times. Any student whose behaviour does not meet these standards may be dealt with through the University's Regulations Governing Student Discipline full details of which can be found by clicking the following link: [Regulations Governing Student Discipline](#).

The Regulations apply to allegations of misconduct committed by any student enrolled at the University and is inclusive of students in nominal registration and studying off-campus for any reason e.g. field trips, work experience and/or internships etc. All members of staff have the authority to deal with misconduct.

It is vital that information relating to inappropriate behaviour is gathered quickly, fully and accurately, to ensure that the accused are dealt with fairly and appropriately.

Please note this guidance relates to inappropriate behaviour on the part of students and in relation to ‘non-academic’ misconduct. There are separate processes for dealing with academic misconduct which can be found at <http://www.southampton.ac.uk/studentadmin/appeals/>.

### **A student informs you that they have been a recipient or witness to inappropriate behaviour:**

All reported incidents should be taken seriously and treated in a sensitive and confidential manner. Take time to listen to the issue as it has likely taken a lot of courage for the student to inform you about the situation and it may have caused distress.

Inform the student that the University has procedures in place to investigate and manage misconduct and they should be referred to the [Regulations Governing Student Discipline](#). We have also created a student webpage containing information and guidance which can be found at [www.southampton.ac.uk/studentservices/discipline/student\\_information/](http://www.southampton.ac.uk/studentservices/discipline/student_information/).

You should ask what the student would like you to do with the information they have provided i.e. would they like you to make contact with the relevant discipline contact point (see below) to officially record their statement or would they prefer to do this themselves.

If the student would like you to pass on their information please ensure you have captured the details appropriately including details of the allegation, the date, time, location, possible witness details etc. This may be used by the investigating officer as evidence.

Depending on the nature of the misconduct you may also want to refer the student to:

- The **First Support Team** can offer support during times of crisis and refer students to appropriate services.  
[www.southampton.ac.uk/edusupport/firstsupport/](http://www.southampton.ac.uk/edusupport/firstsupport/)
- The **Students' Union Advice Centre** can offer free, independent and confidential advice. [www.susu.org/help-and-support/advice-centre/2012/index.html](http://www.susu.org/help-and-support/advice-centre/2012/index.html)
- The **Mediation Service** can offer support and help to try to resolve difficult situations in a confidential and safe environment.  
[www.southampton.ac.uk/corporateservices/mediation/studentpage.html](http://www.southampton.ac.uk/corporateservices/mediation/studentpage.html)

### Confidentiality:

Although the University and the Students' Union respect the right to confidentiality however where the incident is a potential criminal offence or where the nature of the incident could lead to others being at risk of harm you may be legally obliged to disclose information to other colleagues within the University or to the police.

Should you have any questions in relation to the above you should contact the Secretary to the Committee of Discipline via the Student Discipline Team  
[student.discipline@southampton.ac.uk](mailto:student.discipline@southampton.ac.uk).

### Contact Details:

Where to direct an allegation of misconduct:	
Faculty of Business and Law	<a href="mailto:cqfbl@southampton.ac.uk">cqfbl@southampton.ac.uk</a>
Faculty of Social and Human Sciences	<a href="mailto:cqafshs@southampton.ac.uk">cqafshs@southampton.ac.uk</a>
Faculty of Humanities	<a href="mailto:cqafh@southampton.ac.uk">cqafh@southampton.ac.uk</a>
Faculty of Health Sciences	<a href="mailto:cqafhs@southampton.ac.uk">cqafhs@southampton.ac.uk</a>
Faculty of Natural and Environmental Sciences	<a href="mailto:cqafnes@southampton.ac.uk">cqafnes@southampton.ac.uk</a>
Faculty of Physical Sciences and Environment*	<a href="mailto:fpse-cqa@southampton.ac.uk">fpse-cqa@southampton.ac.uk</a>
Faculty of Engineering and the Environment*	<a href="mailto:cqafee@southampton.ac.uk">cqafee@southampton.ac.uk</a>
Faculty of Medicine	<a href="mailto:cqafm@southampton.ac.uk">cqafm@southampton.ac.uk</a>

**Further Information:**

The student discipline process is administered by The Central Student Discipline Team:

Email: [student.discipline@southampton.ac.uk](mailto:student.discipline@southampton.ac.uk)

Postal: The Central Student Discipline Team  
c/o The Secretary of the Committee of Discipline  
Student Services  
Building 37, Highfield Campus