

## Guidance for the Reporting Student

This Guidance for the Reporting Student document is useful for all students who may wish to understand the student conduct procedures, but especially for those who have submitted a formal Student Conduct Report to the Student Disputes Team. It describes the process and what you can expect as a 'Reporting Student'.

Formal reports of alleged breaches of conduct involving students are considered under the [Student Conduct Regulations](#). Please read these regulations for detailed information about the procedures.

Please note that the Student Conduct Regulations are used to consider alleged breaches of the Student Conduct Regulations. They are designed to address misconduct, rather than resolve disputes between individuals. The University cannot determine whether or not a crime has been committed. The Student Conduct Regulations and Procedures are not legal or criminal proceedings.

Matters will not be excluded from consideration simply because the alleged act could constitute a serious criminal offence.

There are University staff and external organisations that can discuss how to pursue a criminal complaint if you choose to report an incident as a criminal offence, see 2 below.

If a criminal/police investigation starts or is already in progress, then the University may suspend its consideration of the student conduct case.

### 1. How does a Student Conduct Report get to the formal student conduct procedures?

If you have experienced or witnessed what you believe is a breach of the Student Conduct Regulations including sexual violence, hate crime or harassment involving students, you can complete the [Student Conduct Report Form \(Word\)](#). This is a formal report and you will be contacted by the Student Disputes Team regarding the next steps under the Student Conduct Regulations.

If you have experienced or witnessed sexual violence, hate crime or harassment involving students, you can report it online with your contact details or anonymously via the [Report and Support website](#). If you have provided contact details, the Student Welfare Team will contact you after you have submitted your report and offer support and guidance about possible next steps. Please note, a Report and Support report will not automatically be considered through the student conduct procedures; you would need to submit a separate Student Conduct Report Form.

## 2. What support can I get?

There is a lot of information regarding the support available on the [Report and Support website](#).

You can also contact the Brookes Union Advice Team for guidance: [su.advice@brookes.ac.uk](mailto:su.advice@brookes.ac.uk).

The Student Disputes Team is also available for procedural advice: [studentdisputes@brookes.ac.uk](mailto:studentdisputes@brookes.ac.uk).

## 3. What happens after I have submitted a formal Student Conduct Report?

You will receive an email from the Student Disputes Team to acknowledge your report. This email will include a case number and a link to the Student Conduct Regulations.

The Student Disputes Officer will then decide if the case is appropriate for the student conduct procedures. You will be notified how the case is to be handled within 5 days of submitting the Student Conduct Report.

Please note, you cannot remain anonymous as the Reported Student will need to see the allegations and evidence against them.

## 4. What happens if the case is to be considered under the Student Conduct Regulations?

You will be notified by the Student Disputes Officer that the case is going to be investigated at Level 1 of the student conduct procedures.

The Student Disputes Officer will assign the case to a trained Conduct Officer to investigate at Level 1 of the student conduct procedures.

The Conduct Officer will contact the Reported Student who is alleged to have breached the Student Conduct Regulations and carry out an investigative interview with that student(s).

The Conduct Officer may advise the Reported Student not to make contact with the Reporting Student and if contact is made, this may lead to another investigation into an alleged breach of the Student Conduct Regulations.

## 5. Will I be invited to the investigative interview?

You will not be invited to attend the investigative interview with the Reported Student. The Conduct Officer will have access to your Student Conduct Report Form and evidence and may contact you should they require any further information. You may be invited for a separate interview.

The Conduct Officer or Student Disputes Officer may keep you informed about the general progress of the investigation and the general outcome of it, but specific details will not be shared.

## 6. What happens if it is decided that the Reported Student has breached the Regulations?

### Level 1

The Conduct Officer will then determine an appropriate penalty. At this stage, the Conduct Officer will have access to information about previously recorded breaches of the Student Conduct Regulations, which may influence their choice of penalty. This may be the end of the student conduct procedure.

### Level 2

If the Conduct Officer decides that the penalty they think is appropriate is one which they are not permitted to give, then the Conduct Officer will refer the case to be considered at a University Conduct Committee. Please see the Student Conduct Regulations for a list of penalties.

Following the conclusion of the Level 1 investigation, the Reported Student can request for the case to be considered at Level 2 (University Conduct Committee).

The University Conduct Committee can raise or lower the penalty which was awarded at Level 1.

It is not a requirement or a right for the Reporting Student to attend a University Conduct Committee. However, the Conduct Officer who investigated at Level 1 may ask the Reporting Student if they can attend the University Conduct Committee as a witness. All aspects relating to attendance (or non attendance) including meeting arrangements and support will be collectively considered by the Reporting Student, Disputes Team, the Conduct Officer and the Chair of the relevant Committee.

If the University Conduct Committee awards one of the higher penalties, the Reported Student will have the opportunity to request for the case to be considered by an Appeal Committee at Level 3.

### Level 3

A different panel will consider the case at the Appeal Committee (Level 3).

The panel can raise or lower the penalty which was awarded at Level 2.

A Completion of Procedures letter will be issued upon conclusion of Level 3. The Reported Student can then take the case to the OIA (external ombudsman).

## 7. What if the Reporting Student is unhappy with decisions made under the student conduct procedures?

The Reporting Student cannot appeal decisions made under the Student Conduct Regulations.

If the Reporting Student is unhappy with the procedure which has been applied under the Student Conduct Regulations, a formal complaint (under the Student Complaint Regulations) can be submitted regarding this. The [regulations and procedures for student complaints](#) can be found on the Student Disputes website.

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