

SOAS Student Disciplinary Procedure

1 Introduction and general principles

- 1.1 Persons registering as students of SOAS become members of the School and as such commit themselves to abiding by its regulations, which are brought to their attention at the point of registration. Student handbooks provide guidance on the standard of behaviour expected of members, but are not exhaustive: the School is a community, and has the right to regulate the behaviour of its members. Members work and socialise together, and the School expects them not to behave in ways which endanger this partnership, but to uphold the standards and values agreed by the School (see SOAS core values: <http://www.soas.ac.uk/corevalues/>).
- 1.2 The School reserves the right to protect and defend its good name and reputation as might reasonably be expected from any reputable organisation or profession, and will do so through this disciplinary procedure. The School also has a duty of care to its students and staff, and a responsibility to intervene where the behaviour of one or more of its members threatens the safety of others.
- 1.3 In order to ensure that any disciplinary response reflects the relationship outlined in 1.1, the School has published a code of conduct (Appendix 1) setting out the types of behaviour that is unacceptable and providing an indication of the sanctions which may be imposed on students in relation to any such breaches.
- 1.4 The School's Charter and Standing Orders make the Director responsible to the Board of Trustees for the discipline of the School (Standing Order XI (ii)).
- 1.5 **The rules of natural justice**

This procedure seeks to operate in a fair manner; it does not seek to reproduce elements of the criminal law or criminal justice system and is not a formal legal process, although the School has legal obligations which will apply to this procedure: for instance, the duty to act fairly and reasonably in relation to all parties in the application of this procedure. The rules of evidence in English law do not apply; the standard of proof required is the balance of probabilities: that is, it is more likely than not that the alleged misconduct occurred. The procedure complies with the rules of natural justice, which confer on a student the right to know the case against them, the right to be given an opportunity to defend themselves, and the right for the case to be considered by an impartial arbiter.

- 1.6 The School will take all reasonable steps to comply with the time limits set in this procedure. There may however be circumstances which, in the reasonable opinion of the person leading the procedure (in section 5 the Director and the Director's nominee; in section 6 the Chair of the Disciplinary Panel; in section 7, the Chair of the Appeal Panel), require an extension of the set limits. A working day is a weekday, excluding Saturday, Sunday, Bank Holidays and days when the School is closed. Students are asked to note that outside of term time, staff absences may make such delays more likely. In such cases the student should be given an explanation for the delay and told when a response can be expected.
- 1.7 Once a student is made aware that disciplinary proceedings are being brought against them, it is their responsibility to ensure that up to date contact details are lodged with the Information Compliance Manager so that they can be contacted in a timely fashion at each stage of the procedure.
- 1.8 If an allegation of misconduct is received under the Student Complaints Procedure which in the judgement of the Information Compliance Manager would more appropriately be dealt with under the Student Disciplinary Procedure, the Student Disciplinary Procedure will take precedence over action under the Student Complaints Procedure.
- 1.9 The School will seek to ensure that all allegations of misconduct are treated seriously and constructively, and dealt with fairly, promptly and with due regard to its Respect at SOAS Policy. The School reserves the right not to proceed with any investigation following an allegation of misconduct if it is considered that there are insufficient grounds or evidence to do so.
- 1.10 Once a report of misconduct that falls within the scope of this procedure has been made, this essentially becomes a matter between the accused student and the School, rather than a dispute between the person reporting misconduct (who may see themselves as a "complainant") and the student. It is the School that will be taking action against the student once it has been decided to proceed under the disciplinary process.

1.11 **Confidentiality**

The School will normally treat proceedings following an allegation of misconduct as confidential, but will make information (such as the outcome of the disciplinary process) available where required to do so by natural justice, by law (for instance under the Data Protection Act 1998), or in appropriate circumstances (for example to protect its members).

1.12 Accompaniment at meetings

A student or member of staff who is party to disciplinary proceedings may be accompanied by a friend, family member, colleague or Union/Students' Union representative at any meeting or hearing which forms part of this procedure. Such a person is present in a purely supportive capacity, and may not present evidence on their behalf, unless to allow them to do so would constitute reasonable adjustment under the Equality Act 2010. It is the responsibility of the parties to notify such persons of the date and venue of the hearing.

- 1.13 Professional legal advisors are not allowed to attend meetings or hearings which form part of this procedure, subject to the School's discretion outlined in 1.18.
- 1.14 Where, after reasonable attempts, it proves impossible to schedule a hearing with the student in attendance, the person leading the procedure may decide to continue in their absence.
- 1.15 This procedure has been ratified by the Board of Trustees. It is available to all students via the School's website. It will be revised periodically and at least every five years. All parties are asked to ensure that they are referring to the most up to date version. Cases will be handled under the most recently published version at the time they are received.
- 1.16 This procedure uses the term 'the student' to refer to the person against whom an allegation of misconduct is made. The procedure may nevertheless be used to bring allegations against more than one student in the same proceeding where their role in, and responsibility for, the alleged misconduct is joint.
- 1.17 In cases in which the student makes serious allegations against the complainant/witness before or during the hearing, the Panel may wish to consider if the complainant/witness will be given the opportunity to engage with the allegations and provide counter evidence. It is the responsibility of the investigator and the chair to make sure that all parties benefit from the principles of natural justice

1.18 Variations for serious offences

Where the allegations against a student concern conduct that would amount to a serious offence, the School reserves the right to exercise its discretion with regard to elements of this procedure, in order to ensure any investigation and hearing is fair, and to allow the student every opportunity to provide a full defence commensurate with the severity of the allegations. The variations in procedure are likely to include, but may not be limited to, paragraphs 1.13 and 7.6 of this document.

2 Scope of the School's jurisdiction

- 2.1 For the purposes of this procedure, misconduct is defined as improper interference, in the broadest sense, with the proper functioning or activities of the School, or of those who work or study in the School; or action which otherwise damages the School. A list of possible actions occasioning misconduct can be found in the code of conduct at Appendix 1; this list is intended to be illustrative, not exhaustive, and there may be occasions upon which other forms of behaviour are judged to be misconduct. There may also be occasions where conduct listed in the code will not be treated as misconduct because it does not interfere with or damage the functioning of the School.
- 2.2 Misconduct shall be assumed to fall under the jurisdiction of the School's internal disciplinary procedures where it meets one or more of the following criteria:
- (a) It is a breach of the School's own codes and regulations, policies and procedures.
 - (b) It occurs on School premises.
 - (c) It endangers or is detrimental to other members of, or visitors to, the School.
 - (d) It jeopardises or damages the good name and reputation of the School.
- 2.3 Where student misconduct does not breach the School's codes, regulations, policies or procedures; does not occur on School premises; does not involve other members of (or visitors to) the School; and has no bearing on the School's good name or reputation, the School shall have no jurisdiction.
- 2.4 **Criminal investigation/prosecution**
- If a report is made to the police and the matter is considered under the criminal process then save for taking any precautionary action (see section 3), the School will not take any disciplinary action against the student until the criminal process is at an end (i.e. when a decision is made not to charge the student or not to pursue the prosecution or when a court reaches a determination).
- 2.5 The School encourages anyone from the SOAS community to report incidents of gender based violence to the police at an early stage. However, where an individual chooses not to report such a case to the police, the School will consider allegations of gender based violence on a case-by-case basis in accordance with this procedure and the

School's guidance on preventing and responding to gender based violence (<https://www.soas.ac.uk/equalitydiversity/gender-based-violence/>).

3 Precautionary action

- 3.1 A student who is the subject of an allegation of misconduct or having committed a criminal offence may be subject to reasonable and proportionate precautionary measures pending the outcome of disciplinary/criminal proceedings.
- 3.2 Precautionary action may include:
- Imposing conditions on the accused student (for example, requiring the accused student not to contact the reporting student and/or certain witnesses and/or requiring the accused student to move accommodation).
 - Suspending the accused student from his/her studies (suspension means that the student is prohibited from participating in the academic activity of the School and the student's registration on his/her course is put on hold. A qualified or partial suspension may be put in place where appropriate).
 - Excluding the accused student (exclusion means that the student is prohibited from taking part in School activities, using School facilities and/or entering School grounds or premises. A qualified or partial exclusion may be put in place where appropriate).
- 3.3 Any such action is a precautionary measure only, it is not a penalty or sanction and does not indicate that the School has concluded that the accused student has committed a breach of discipline or a criminal offence. The purpose of such measures is to protect the reporting student or other members of the School community whilst the allegation is being dealt with as part of a criminal process or disciplinary process.
- 3.4 The decision to suspend a student as a precautionary measure must be made by the School Secretary on the basis that it is urgent and necessary to take such action. Reasons for the decision will be provided to the student in writing and the student will have an opportunity to appeal the decision to the Director. The student may also request a review of the decision at any stage if there is a material change in the circumstances of the case. Suspension shall otherwise be reviewed every **10 working days** after the initial decision.

4 Reporting misconduct

- 4.1 Any person wishing to report misconduct on the part of a student of the School should do so using the Form for Reporting Serious Student Misconduct (Appendix 2). Where such a report is made in good faith, the person reporting misconduct will not suffer any disadvantage or recrimination. They should note, however, the rules of natural justice (see 1.5) may mean that it is not possible for their evidence to be presented anonymously; and if their allegation is discovered to be mischievous, malicious or vexatious, they themselves may be subject to disciplinary action.
- 4.2 Following an allegation of misconduct, the Information Compliance Manager will make an initial assessment on whether the misconduct falls within the scope of the School's jurisdiction (as set out in section 2) and whether there are sufficient grounds and evidence to proceed.
- 4.3 It is important for those reporting unacceptable behaviour to be aware of the difference between a complaints process and a disciplinary process such as this one. In effect, any person who reports unacceptable behaviour – even if they have been directly affected by the behaviour and see themselves as a “complainant” – will be treated as a witness once disciplinary proceedings commence. This is because the Student Disciplinary Procedure is not an adversarial process between complainant and respondent; rather it is the School investigating whether the accused student has breached the School's regulations.

5 Stage 1: Investigation

- 5.1 If the Information Compliance Manager decides it is appropriate to continue with the procedure, they will inform the Director, who will appoint a nominee to investigate the allegation of misconduct. The Director's nominee will normally be any head of an academic department or professional service who has not previously been involved in the case.
- 5.2 The Information Compliance Manager will inform the accused student, and will keep them informed of all subsequent developments.
- 5.3 The Director's nominee may rule that the allegation should not be the subject of further action under this procedure, either because of the nature of the allegation or because the Director's nominee, having considered the circumstances, considers that there is no case to answer.

- 5.4 Unless the allegation is summarily dismissed, the Director's nominee will hold a preliminary interview with the student before deciding whether, and how, to proceed. The preliminary interview shall be held within **10 working days** of the allegation being brought to the attention of the student. The Information Compliance Manager will provide secretarial support in making arrangements for, and in writing up a brief report of, the interview.
- 5.5 The outcome of the preliminary interview may be a decision to dismiss the allegation, to propose a summary penalty, or to investigate further by holding a formal hearing. Where a summary penalty is proposed, the student or students concerned may accept it, or may request that the matter be brought before a formal hearing.
- 5.6 A summary penalty may include, but need not be limited to, some or any of the following:
- Giving the student a warning, with or without conditions
 - Requiring the student to provide a written apology
 - Requiring the student to sign an undertaking regarding future behaviour
 - Requiring the student to attend a relevant workshop/training session
 - Imposing a fine not exceeding £250.
 - Making a financial charge for damage caused.
 - Restricting access to specified facilities, activities or persons who are members of the School or closely connected with it. In this case, the penalty shall be for a fixed period not extending beyond the current programme of study of those concerned.
- 5.7 If the investigator decides that a formal disciplinary hearing is required, the investigator will present the case to the Disciplinary Panel on behalf of the School (see 6.1(e)).

6 Stage 2: Disciplinary Hearing

- 6.1 If a hearing is to be held, the arrangements will be made by the Information Compliance Manager. The hearing shall be fixed for a date within **15 working days** from the decision to proceed, where possible.

The following procedures will apply:

(a) The Disciplinary Panel shall usually be chaired by a member of Academic Board, nominated by the Director. In nominating a Chair, the Director delegates to them the authority to carry out whatever action is decided upon by the Panel within the scope of this procedure.

(b) In addition to the Chair, the Disciplinary Panel shall consist of a member of the Academic Board who has not previously been directly involved in the case, and a Students' Union Co-President, or, in the event that all the Co-Presidents have previously been involved in the case, a member of the Students' Union Executive.

(c) The student will be informed of their right to be accompanied at that hearing by a friend, family member, colleague or Students' Union representative as described in paragraph 1.12.

(d) The student will have at least **five working days'** notice of the hearing and will be in receipt of any documentation in relation to the hearing at least **five working days** prior to the hearing.

(e) On behalf of the School, the stage 1 investigator will present the evidence against the student to the Disciplinary Panel. The investigator shall be responsible for compiling any relevant evidence and providing this to the Information Compliance Manager at least **seven working days** prior to the hearing.

(f) The Chair of the Disciplinary Panel has discretion as to how the hearing will be conducted.

(g) The Chair of the Disciplinary Panel shall make such investigations as they deem appropriate by considering written or oral evidence and holding such discussions as are appropriate, having regard to the rules of natural justice which require that all parties should know of allegations made against them and be given the opportunity to make representations on those allegations or on any other important evidence.

(h) The hearing will be in private. The student and stage 1 investigator shall normally be in attendance throughout. Witnesses shall only be in attendance to present their witness statements and answer questions. Witnesses are not able to question the student.

(i) The Information Compliance Manager will make a written note of the hearing's proceedings.

(j) Decisions of the Disciplinary Panel shall be made on the basis of a simple majority.

6.2 Following the hearing, the Panel must decide on one of the following outcomes:

a) Dismiss the allegations;

OR

b) Find that further investigation is needed before a decision can be taken, and agree to reconvene the hearing within **15 working days** (the Panel must specify as closely as practicable what information is needed and from whom they will obtain it; where possible, evidence should be presented in person to the reconvened hearing);

OR

c) Find some or all of the allegations justified and suggest a penalty. Such penalty may include, but need not be limited to, some or any of the following:

- Excluding the student permanently from the School
- Excluding the student for all or part of the remainder of the academic session
- Restricting access to specified facilities, activities or persons who are members of the School or closely connected with it. In this case, the penalty shall be for a fixed period not extending beyond the current programme of study of those concerned
- Making a financial charge for damage caused
- Imposing a fine not exceeding £500
- Requiring the student to make a written apology
- Requiring the student to sign an undertaking regarding future behaviour
- Giving the student a warning, with or without conditions
- Requiring the student to attend a relevant workshop/training session

6.3 Depending on the severity of the offence, the penalty imposed may be recorded on the student's academic record and may then be referred to in references that the School is asked to provide for the student either during the student's attendance at the School or after the student has left the School.

- 6.4 The Chair, supported by the Information Compliance Manager, should then within **10 working days** of the hearing issue a report, incorporating an account of the proceedings and a note of the Panel's decision with brief reasons. The report should be sent to the student, and copied to their Head of Department and to the Director. Where appropriate the report, or relevant sections of it, may also be copied to other interested parties.

7 Right to appeal

- 7.1 Where the Disciplinary Panel decides to impose a penalty, the student shall have the right to appeal against the decision if one or more of the following grounds are met:
- (a) There is evidence that the Disciplinary Panel failed to follow this procedure in a significant way that would have changed the outcome of the hearing and/or the penalty proposed;
 - (b) There is evidence that the Disciplinary Panel failed to consider or did not have access to evidence that would have changed the outcome of the investigation and/or the penalty proposed; or
 - (c) The conclusions of the Disciplinary Panel's report and/or resolution proposed are manifestly unreasonable (ie there is an obvious or clear quality to the unreasonableness of the report and/or the resolution).
- 7.2 The student must lodge a written appeal to the Information Compliance Manager within **10 working days** of the notification of the decision, stating which of the grounds at 7.1 apply and reasons why. The Information Compliance Manager will decide whether the student's appeal is valid. If the appeal is not deemed valid, the student will be sent a Completion of Procedures letter explaining the decision and that the student's only recourse is to appeal to the Office of the Independent Adjudicator (section 8).
- 7.3 If the Information Compliance Manager decides that the student's appeal is valid, they must notify the Director and other relevant staff of the appeal. The penalty imposed by the Disciplinary Panel is not carried out unless it is subsequently confirmed by the Appeal Panel.
- 7.4 The Information Compliance Manager shall, within **10 working days** of receipt of a valid appeal, set up a Panel to hear the appeal. The Appeal Panel shall consist of:
- a Chair, nominated by the Director, who shall normally be a lay member of the Board of Trustees. In nominating a Chair, the Director delegates to them the authority to carry out whatever action is decided upon by the Appeal Panel within the scope of this procedure;

- one member of the standing panel nominated by the Academic Board; and
- a Students' Union Co-President or, in the event that all the Co-Presidents have previously been involved in the case, a member of the Students' Union Executive.

The secretary to the Appeal Panel will be the Information Compliance Manager.

- 7.5 The Information Compliance Manager shall ensure the following actions are taken within the number of days specified following the receipt of the written appeal:

WITHIN 5 WORKING DAYS:

- All parties must be informed of the appeal and invited to submit any further evidence they wish the Appeal Panel to consider.
- All parties must be informed of their right to be accompanied to the hearing by one friend, family member, colleague or Union representative as described in paragraph 1.12.

WITHIN 15 WORKING DAYS:

- Any further evidence must be lodged with the Information Compliance Manager.
- A date must be arranged for the Appeal Panel hearing which is convenient for the Chair, members of the Panel and the student, and all parties must be informed of it.

WITHIN 20 WORKING DAYS:

- Any additional evidence submitted must be circulated to all parties.
- The Information Compliance Manager must be informed of the name of any person attending the hearing in a supportive capacity.

WITHIN 25 WORKING DAYS:

- The Appeal Panel hearing must be held.

- 7.6 The hearing shall be a review of the decision and not a rehearing of the original allegation, subject to the School's discretion outlined in 1.18 (for example in cases of particular seriousness that involve complex and conflicting factual evidence and sensitive judgements about witness credibility).

7.7 The Chair has the power to regulate the procedure of the hearing within the spirit of this procedure, having regard to the rules of natural justice and the need to maintain informality and reasonable dispatch in the proceedings, and may, for example, decide on the following matters:

(a) Whether to invite further witnesses or request additional information;

(b) Whether, in exceptional circumstances, the Panel should consider documents or hear evidence in the absence of the parties;

(c) Whether, in exceptional circumstances, to allow evidence to be considered which was not submitted in advance of the hearing.

7.8 Following the hearing, the Panel must decide on one of the following outcomes:

a) To dismiss the allegations;

OR

b) To uphold the penalty imposed;

OR

c) To vary the penalty imposed.

The Panel shall endeavour to reach a unanimous decision. If the decision is not unanimous, the Chair's decision shall be final.

7.9 The Chair, supported by the Information Compliance Manager, should then within **10 working days** of the hearing issue a report, incorporating an account of the proceedings and a note of the Panel's decision with brief reasons. The report should be sent to the student, and copied to their Head of Department and to the Director. Where appropriate it may also be copied to other interested parties, including any relevant witnesses.

7.10 The Appeal Panel's decision constitutes the final stage of the appeal.

8 Office of the Independent Adjudicator

8.1 At the end of the internal appeal procedure, the student has the right, if they so wish, to submit a request for the School's decision to be reviewed by the Office of the Independent Adjudicator (OIA). The OIA provides an independent scheme for the review of student complaints under the Higher Education Act 2004. Further information on the OIA

can be obtained from the Information Compliance Manager, from the Students' Union and online at <http://www.oiahe.org.uk/>.

- 8.2 Following the decision of an internal appeal panel, a written notification of their decision will be sent to the student. This letter will follow the prescribed format for a 'Completion of Procedures' letter laid out by the OIA. A student wishing to appeal to the OIA must do so within 12 months of receiving this letter.
- 8.3 The role of the OIA is to consider whether or not the School has properly applied its regulations and followed its procedures, and whether or not the decision made by the School was reasonable in all the circumstances.
- 8.4 The OIA will use its own discretion in deciding whether or not to review the appeal.
- 8.5 If the OIA decides to review an appeal, it will seek further information from the School and may also request further information from the student. The School will co-operate with the OIA in any such requests and respond to them promptly, and will expect the student to do the same.

SOAS Code of Conduct: Unacceptable Behaviour

This code of conduct forms part of the terms of the contract between the School and its students. It sets out the types of behaviour that is unacceptable and will amount to misconduct under the **Student Disciplinary Procedure**. This code indicates the type of sanctions that may be imposed if such behaviour is found to have occurred. The unacceptable behaviour listed is not exhaustive and the indication of the sanctions which may be applied is illustrative only.

People

Disciplinary offence

Examples of unacceptable behaviour

Examples Of sanctions

Physical misconduct

- Punching
- Kicking
- Slapping
- Pulling hair
- Biting
- Pushing
- Shoving
- Spitting
- Holding/restraining

For less serious offences

- Formal warning
- Compulsory attendance at a workshop/ coaching session
- Written apology

For more serious offences

- Expulsion
- Suspension/exclusion
- Restrictions/conditions

Sexual misconduct

- Sexual intercourse or engaging in a sexual act without consent
- Attempting to engage in sexual intercourse or engaging in a sexual act without consent
- Sharing private sexual materials of another person without consent
- Kissing without consent
- Touching inappropriately without consent
- Inappropriately showing sexual organs to another person

For less serious offences

- Formal warning
- Compulsory attendance at a workshop/ coaching session
- Written apology

For more serious offences

- Expulsion
- Suspension/exclusion
- Restrictions/conditions

Abusive behaviour

- In any format (including phone, email, online)
- Threats to hurt another person
 - Abusive comments relating to an individual's protected characteristics, as defined under the Equality Act 2010
 - Slander/libel
 - Acting in an intimidating and hostile manner
 - Use of inappropriate language
 - Repeatedly contacting another person against the wishes of the other person
 - Repeatedly following another person without good reason

For less serious offences

- Formal warning
- Compulsory attendance at a workshop/ coaching session
- Written apology

For more serious offences

- Expulsion
- Suspension/exclusion
- Restrictions/conditions

Property

Disciplinary offence

Examples of unacceptable behaviour

Examples of sanctions

Damage to property

- Causing significant damage to School property or the property of students or employees of the School or visitors to the School
- Causing minor damage to School property or the property of students or employees of the School or visitors to the School

For less serious offences

- Formal warning
- Compulsory attendance at a workshop/ coaching session
- Written apology

For more serious offences

- Expulsion
- Suspension/exclusion
- Restrictions/conditions

Theft or unauthorised use of property

- Unauthorised entry onto or unauthorised use of School premises
- Taking property belonging to another without permission
- Misuse of School property (for example computers and multifunctional printers)
- Misuse of SOAS ID cards (for example lending it to other people)

For less serious offences

- Formal warning
- Compulsory attendance at a workshop/ coaching session
- Written apology

For more serious offences

- Expulsion
- Suspension/exclusion
- Restrictions/conditions

Causing a health or safety concern

- Act/omission that did cause or could have caused serious harm on School premises or during School activities (for example, letting off fireworks inside or possessing/supplying controlled drugs)
- Act/omission that did cause or could have caused a health and safety concern on School premises (for example, setting off fire alarms for reasons other than suspected fire or smoking in non-designated areas)

For less serious offences

- Formal warning
- Compulsory attendance at a workshop/ coaching session
- Written apology

For more serious offences

- Expulsion
- Suspension/exclusion
- Restrictions/conditions

School

Disciplinary offence

Examples of unacceptable behaviour

Examples of sanctions

Operational obstruction

- Acts/omissions/statements intended to deceive the School
- Disruption of the activities of the School (including academic, administrative, sporting and social) on School premises or elsewhere
- Disruption of the functions, duties or activities of any student or employee of the School or any authorised visitor to the School
- Improper interference with the activities of the School (including academic, administrative, sporting and social) on School premises or elsewhere
- Improper interference with the functions, duties or activities of any student or employee of the School or any authorised visitor to the School

For less serious offences

- Formal warning
- Compulsory attendance at a workshop/ coaching session
- Written apology

For more serious offences

- Expulsion
- Suspension/exclusion
- Restrictions/conditions

Reputational damage

- In any format (including print, email, online)
- Behaviour which has caused serious damage or could have caused serious damage to the reputation of the School
- Behaviour which has damaged or could have damaged the reputation of the School

For less serious offences

- Formal warning
- Compulsory attendance at a workshop/ coaching session
- Written apology

For more serious offences

- Expulsion
- Suspension/exclusion
- Restrictions/conditions

Breach of School policies and procedures

- Failure to comply with a previous penalty under the Student Disciplinary Procedure
- Breach of the School's Data Protection Policy

For less serious offences

- Formal warning
- Compulsory attendance at a workshop/ coaching session
- Written apology

For more serious offences

- Expulsion
- Suspension/exclusion
- Restrictions/conditions

Form for Reporting Serious Student Misconduct

This form is for anyone who wishes to report serious misconduct by a SOAS student under the [Student Disciplinary Procedure](#).

Your name

Your relationship with SOAS (eg student, member of staff, visitor etc)

Your email address

Name of student you are reporting

Student's course and year of study (if known)

Summary of alleged misconduct (please include specific details such as times, dates, locations of incidents etc):

This is the evidence supporting my report and I have attached copies of any relevant documents:

Further evidence may be available from the following sources/witnesses (provide contact details):

I was subject to the misconduct and I would like to see the following outcomes¹:

Please note that, in accordance with the rules of natural justice and paragraph 1.5 of the Student Disciplinary Procedure, your name and summary of the alleged misconduct may be shared with the student concerned so they know the case against them. If you have any concerns about this please contact the Information Compliance Manager prior to submitting this form.

Date

¹ SOAS does not guarantee that these outcomes will be met. Where appropriate this may be used as a way of dealing with the misconduct without going through the formal Student Disciplinary Procedure. It may also be used in the Disciplinary Procedure by the investigator/Disciplinary Panel/Appeal Panel when deciding on a suitable penalty.

Sources of help for students involved with the Student Disciplinary Procedure

- Information Compliance Manager
studentcomplaints@soas.ac.uk
- Associate Deans / Heads of Department
<https://www.soas.ac.uk/languagecultures/>
<https://www.soas.ac.uk/artshumanities/>
<https://www.soas.ac.uk/lawsocialsciences/>
- Student's academic or personal tutor or supervisor
- Students' Union
<https://www.soas.ac.uk/su/staff/>
- Diversity and Inclusion Manager <https://www.soas.ac.uk/equalitydiversity/contact/>
- Student Counselling Service
<https://www.soas.ac.uk/counselling/>
- Gower Street GP Practice
<http://www.gowerstreetpractice.org.uk/>
- The Chaplaincy
<https://www.soas.ac.uk/chaplaincy/>

Persons listed above who are officers of the School may refuse to provide services to students seeking advice regarding disciplinary procedures if:

- a) they are themselves party to events giving rise to disciplinary procedures;
- b) they are previously committed to supporting another party in the case and judge that a conflict of interest may arise;
- c) they have reason to believe that their safety may be at risk.

Where officers of the School agree to provide support services, they may choose to do so by telephone/ email rather than in person. Students who have been suspended or excluded from School premises may not breach that suspension for the purpose of contacting support services.