

CATEGORIES OF DISCIPLINARY MISCONDUCT AND LIKELY ROUTES

This document is reviewed and updated regularly so please refer to the webpage for the most up to date information (www.sussex.ac.uk/ogs/policies/student-discipline).

The list of offences is **not exhaustive** and identifies some examples of the types of conduct which are likely to amount to a breach of Regulation 2.
The suggested route is an indication only and the Investigating Officer will decide the appropriate route based on all the circumstances. A case can be reclassified as minor or major at any stage of the process.

Category	Offence & Circumstances		IO Decision or Panel Decision	Notification of incident	Reduced Penalty Option	Decision	Notification of decision	DNH list
Drug use and supply	Drug Use/Possession	Class A drugs	Panel Decision	HOS			HOS	YES
	Drug Use/Possession	Class B drugs (not cannabis)	Panel Decision	HOS			HOS	YES
	Drug Use/Possession	Class B drugs - cannabis – 1st offence	IO Decision		✓	£60 fine		
	Drug Use/Possession	Class B drugs - cannabis – 2nd offence	IO Decision / Panel Decision	HOS			HOS	
	Drug supply	Class A drugs	Panel Decision	V-C, HOS, Comms			V-C, HOS	YES
	Drug supply	Class B drugs	Panel Decision	V-C, HOS, Comms			V-C, HOS	YES
Anti-social behaviour	Offensive behaviour	Inappropriate language, verbal abuse or offensive communications	IO Decision / Panel Decision					
	Offensive behaviour	Hate speech	Panel Decision	HOS, Comms, USSU			HOS	
	Inappropriate behaviour	Threatening behaviour, intimidation or bullying	IO Decision / Panel Decision					
	Inappropriate behaviour	Harassment or abusive conduct	IO Decision / Panel Decision					
	Noise Nuisance		IO Decision			£50 fine		
Physical / sexual behaviour	Physical behaviour	Assault or violent behaviour	Panel Decision	V-C, HOS			V-C, HOS	
	Sexual behaviour	Indecent behaviour	Panel Decision	V-C, HOS, Dir of SS, USSU			V-C, HOS	
	Sexual behaviour	Sexual harassment	Panel Decision	V-C, HOS, Dir of SS, USSU			V-C, HOS	YES
	Sexual behaviour	Sexual violence	Panel Decision	V-C, HOS, Dir of SS, USSU			V-C, HOS	YES
Tenancy Agreement / other property	Smoking	1st offence	IO Decision		✓	£100 fine		
	Smoking	2nd offence	IO Decision			£200 fine		
	Possession of banned items		IO Decision / Panel Decision					
	Property damage	Minor damage	IO Decision					
	Property damage	Significant damage	Panel Decision	HOS			HOS	YES
Health and Safety	Covered Smoke Detector	1st offence	IO Decision		✓	£100 fine		
	Covered Smoke Detector	2nd offence	IO Decision / Panel Decision	HOS		£200 fine	HOS	YES
	Malicious Fire Alarm		Panel Decision	HOS			HOS	YES
	Tampering with Fire Safety Equipment	E.g. fire extinguisher discharged	IO Decision / Panel Decision					
Other	Non-compliance	Failure to provide ID	IO Decision					
	Non-compliance	Minor failure to comply with the rules or regulations	IO Decision					
	Non-compliance	Failure to comply with DPGC conditions	Panel Decision	V-C, HOS			V-C, HOS	
	Non-compliance	Refusal to comply with a sanction imposed	Panel Decision	HOS			HOS	
	Non-compliance	Repeated minor misconduct	Panel Decision	HOS			HOS	YES
	Criminal behaviour	Fraud, falsification, impersonation, theft, drink driving etc.	Panel Decision	V-C, HOS			V-C, HOS	
	University activities	Disruption of academic or administrative activities	IO Decision / Panel Decision	V-C, HOS, Comms			V-C, HOS	
	Other	Behaviour which puts the welfare or safety of staff or students at risk	IO Decision / Panel Decision					
	Other	Bringing the university into disrepute	IO Decision / Panel Decision	V-C, HOS, Comms			HOS	

DEFINITIONS

Comms	The Communications team
Decision	Decisions are indicative of previous outcomes but the decision maker will take account of all of the circumstances of the matter, including any previous disciplinary misconduct and any aggravating or mitigating circumstances. The decision maker may decide to increase or decrease the suggested fine, as well as consider other outcomes. For example, in addition to a fine, a student may also be required to pay the costs of rectifying any damage they have caused.
Dir of SS	Director of Student Support
DNH list	A student may be placed on the 'do not house' list where their conduct suggests that they would not be a suitable tenant. This would only be so where the disciplinary misconduct has been proven.
DPGC	Director of Planning, Governance and Compliance
HOS	Head of School
IO	The IO is the Investigating Officer who is appointed to consider the case and decides the route - either the <u>minor route</u> when they will make the decision themselves, or the <u>major route</u> where the decision will be made by a Student Disciplinary Panel. The circumstances of a case may mean that a particular type of IO is most appropriate to deal with the matter. For example, incidents taking place in Residences or privately rented accommodation would generally be considered by Campus staff in the Residences or the Housing teams.
Panel	The Student Disciplinary Panel
Notification	Information about some cases may be disclosed to other staff within the University, although this may sometimes only be the nature / details of the incident and not the identity of any individual(s) involved. Heads of School may be notified of cases which involve students in their School, including any outcome, although this will generally only be necessary for cases dealt with under the major route.
Reduced penalty option	For some particular offences, the student may be offered the option of a reduced penalty, e.g. a lower fine, where they have admitted to the disciplinary misconduct.
USSU	The University of Sussex Students' Union
V-C	Vice-Chancellor