



ABOUT

This leaflet is designed to give you more information about student conduct procedures at the University of Glasgow.

Turn overleaf to view a selection of frequently asked questions about representation and find out more information about the correct procedures to follow.



SRC ADVICE CENTRE

If you have a problem or enquiry about any aspect of student life, you can drop in to the SRC Advice Centre for a confidential chat with one of the professional advice workers.

No appointment is necessary and the service is free.

The Advice Centre is run by the SRC which is independent from the University and there to fight your corner in academic matters like academic appeals, complaints, student conduct procedures and other issues.

SRC Advice Centre staff also deal with welfare issues including: benefits/tax credits, council tax, debt, national insurance, tax, housing, student financial support and employment rights.

SRC ADVICE CENTRE
MCINTYRE BUILDING
UNIVERSITY AVENUE
GLASGOW
G12 8QQ

MON - FRI 11.30AM-4PM

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THE SRC ADVICE CENTRE GUIDE TO UNIVERSITY STUDENT CONDUCT PROCEDURES

2016 EDITION



FREQUENTLY ASKED QUESTIONS

WHAT IS THE CODE OF STUDENT CONDUCT?

All students have to follow the rules of the University in terms of both studying and behaviour. The rules are those set out in the University Calendar. If students are suspected of breaking these rules, the University uses the Code of Student Conduct to investigate the situation and, if necessary, impose a penalty.

The Code of Student Conduct can cover a huge range of situations, from misuse of University facilities to harassment or misconduct. It also covers major breaches of university regulations such as plagiarism.

CAN STUDENT CONDUCT MATTERS BE RESOLVED INFORMALLY?

There is not really a system for informal resolution of a student conduct matter. However, some regulations in the University Calendar allow for minor breaches of regulations to be dealt with at a lower level.

For example, instances of plagiarism that are thought to be unintentional, or that are not very extensive may be dealt with by the Head of School.

More serious or extensive plagiarism would be passed to the Senate Assessors for Student Conduct. The SRC Advice Centre can support you with your case regardless of what level it is dealt with.

WHAT IS THE PROCESS?

The Code of Student Conduct process has two levels. Level 1 usually consists of an interview or hearing with the Senate Assessors, and the Level 2 is a hearing before the Student Conduct Committee.

Procedure at Level 1

Where an allegation that a student has engaged in misconduct has been made, the case will be investigated by the Senate Assessors for Student Conduct. They can conduct whatever investigations they think are appropriate, for example interviewing the person who made the allegation, members of

staff, other students of the University or members of the public. As soon as practicable, the student will be informed in writing of the alleged offence, provided with details of the allegation and informed of the requirement to attend an interview.

If the student admits responsibility, or if it is decided beyond reasonable doubt that s/he has engaged in misconduct, the Assessors will listen to any explanation or mitigation and make a decision as to what, if any, penalty to impose.

CAN I BE THROWN OUT OF UNIVERSITY?

The Senate Assessors for Student Conduct have a variety of punishments they can impose. These range from admonishing the student, to imposing a fine, to suspending them from the University for up to 12 weeks.

If an academic offence (e.g. plagiarism) has been committed, it is more likely that an academic penalty (e.g. a reduction in marks) would be imposed.

If the assessors consider that none of these is sufficient, they can refer the case to the Senate Student Conduct Committee (**Level 2**) which has the option of expelling the student from the University.

I WANT TO DENY THE ALLEGATIONS - WHAT EVIDENCE DO I NEED?

Obviously, the evidence you require will depend on the circumstances of your case. Typically, this could be letters of support from anyone who can confirm that what you are saying is true, for example parents, flatmates, people on your course, your adviser of studies or a GP or counsellor.

CAN I APPEAL A DECISION?

There are only three grounds for appealing a Level 1 or a Level 2 student conduct decision. These are:

- New evidence has emerged which could not reasonably have been produced at the first stage;
- There has been defective procedure;
- The penalty imposed was clearly unreasonable.

Decisions made by the Head of School can be appealed to the Senate Assessors for Student Conduct. Decisions of the Assessors can be appealed to the Senate Student Conduct

Committee. Any appeals under the Code of Student Conduct must be made within 10 working days of receiving the decision you are appealing against.

WILL THE SRC REPRESENT ME?

In most circumstances the Advice Centre can assist you with organising your case, and represent you through the investigation. Assistance can vary from simply looking over your argument, to full representation at hearings or appeals. It is important to remember that this is your case, and you have both responsibility for it, and freedom to choose how you would like to be represented.



USEFUL LINKS

SRC ADVICE CENTRE
www.glasgowstudent.net/advice

ACADEMIC ADVICE FOR STUDENTS
www.glasgowstudent.net/advice/academic

UNIVERSITY STUDENT POLICIES
www.gla.ac.uk/services/senateoffice/studentcodes/students/studentconduct/