

Managing and Maintaining Good Order: Guidelines on Non-Academic Discipline Policy and Procedures

1. Introduction

1.1. The University Charter, Statutes and Regulations enable the University to govern the behaviour of students. All students are bound throughout their registration by the General Regulations for Students wherever they are. Students in residences are also bound by the Student Accommodation Regulations and the Conditions of the Licence to Occupy Residential Premises. All Students are also expected to conduct themselves in accordance with the Policy on Harassment and Sexual or Physical Misconduct.

General Regulations for Students:

<https://www.uea.ac.uk/about/university-information/university-governance/academic-calendar/section-3/general-regulations/general-regulations-for-students>

University Disciplinary and Investigative Procedures and Powers:

<https://www.uea.ac.uk/web/about/university-information/university-governance/academic-calendar/section-3/general-regulations/disciplinary-procedures>

Terms and Conditions of the Licence to Occupy UEA Residential Premises:

<https://www.uea.ac.uk/uea-life/accommodation/terms-and-conditions>

Policy on Student Harassment and Sexual or Physical Misconduct:

[Harassment+and+Sexual+or+Physical+Misconduct+Policy+2018+Final.pdf \(uea.ac.uk\)](#)

2. Managing and Maintaining Good Order and identifying Breaches of Regulations

2.1. Where a report of potential misconduct is made under the disciplinary regulations, the matter should be considered by the appropriate staff in the Student Services, Accommodation Office and the Department of Physical Education & Sport against the guidance given in this document.

3. Classification Levels of Non-Academic Misconduct Offences

The table is intended to assist in the classification of offences under Part A (1&2) of the University Disciplinary and Investigative Procedures and Powers (UDIPP). The elements of each alleged offence given in the table below are indicative, not proscriptive, nor is the list exhaustive. The different elements are not all required; consideration should be given to where the preponderance of the evidence lay.

Level	Indicative Elements of Non-Academic Misconduct Offence
Low	<p>Intent and Culpability</p> <ul style="list-style-type: none"> • Accidental - did not intend the action, but could have been prevented or avoided, resulting in consequences which caused damage, disturbance, distress or harm to self or others. • Careless - intending the action but not taking care in the undertaking, not desiring the result but carelessly failing to foresee the consequences of the action.
	<p>Experience of Student</p> <ul style="list-style-type: none"> • Student is in first semester of a Higher Education course in the UK. • Student has no prior experience of living in University accommodation (or similar, e.g. INTO). • Student has no previous record of non-academic conduct breaches or has received no prior warning.
	<p>Type, Extent and Impact of Behaviour</p> <ul style="list-style-type: none"> • Breach is technical. • No, or minimal, damage, disturbance, distress, or harm caused to self or others, either physical or psychological. • Behaviour has potential to result in damage or harm to health and safety of self or others.
	<p>Mitigation*</p> <ul style="list-style-type: none"> • Significant cultural differences leading to misunderstanding of cultural norms. • Immediate correction of behaviour, insightful and apologetic, when spoken to by staff at initial stages (e.g. Warden or Security Team). • Extenuating circumstances affecting judgement, related to health, disability or mental health, family, or relationship problems.
Medium	<p>Intent and Culpability</p> <ul style="list-style-type: none"> • Negligent - undertaking or failing to undertake an action, where a duty of reasonable care exists, and the result is a reasonably foreseeable consequence of the act or omission. • Reckless - deliberately and without due cause undertaking the action, not desiring the result but acting without due regard to the risks or potential consequences to self or others.

	<ul style="list-style-type: none"> • Wilful - deliberately and without due cause undertaking the action, desiring the result, and disregarding the risks or potential consequences to self or others.
	Experience of Student <ul style="list-style-type: none"> • Student is not in first semester of a HE course in the UK • Student has experience of living in University accommodation (or similar, e.g. INTO) • Student has received an information notice or prior low-warning relating to similar behaviour
	Type, Extent and Impact of Behaviour <ul style="list-style-type: none"> • Threatening or intimidating behaviour which would cause a reasonable person to fear injury or harm • Behaviour has potential to result in serious damage or harm to health and safety of self or others • Behaviour could constitute a criminal offence • Damage, disturbance, distress or harm caused to others, either physical or psychological • Behaviour has breached a few (2-3) different general regulations and/or accommodation licence terms and conditions
	Mitigation <ul style="list-style-type: none"> • Result of provocation. • Under duress.
Level	Indicative Elements of Non-Academic Misconduct Offence
High - Referred to Disciplinary Officer Level	Intent and Culpability <ul style="list-style-type: none"> • Malicious - deliberately and without due cause undertaking the action, desiring the result with a serious disregard to the foreseeable risks or potential outcome to self or others. • Premeditated - actions were planned with the purpose of, or with virtual certainty that the behaviour would have the effect of, causing the resultant damage, disruption, distress or harm. • Aggravated - actions motivated by prejudice; clear intention to humiliate or cause suffering; cruel or vindictive.
	Experience of Student <ul style="list-style-type: none"> • Student is in second or more year of study on a HE course in the UK. • Student has a previous record of non-academic conduct breaches resulting in action dealt with at medium level.
	Type, Extent and Impact of Behaviour <ul style="list-style-type: none"> • Behaviour is dangerous with potential to result in very serious damage or harm to health and safety of self or others. • Serious damage, disturbance, distress or harm caused to others, either physical or psychological. • Use of weapon or other instrument or article used for the purpose or effect of causing injury. • Behaviour has breached several (3+) different general regulations and/or accommodation licence terms and conditions

	<p>Likely to result in referral by the Disciplinary Officer to the Senate Student Discipline Committee:</p> <ul style="list-style-type: none"> • Serious multiple breaches of University Regulations. • Behaviour could constitute a serious criminal offence or student has been convicted of a criminal offence. • Sexual misconduct offences (unless reporting party exercises 'informal resolution' option under Part B (10) of the UDIPP).
	<p>Mitigation</p> <ul style="list-style-type: none"> • Significant disability or mental health-related extenuating circumstances affecting judgement (e.g. Autism Spectrum Disorder, ADD, Psychosis, Mental Health crisis). • Under 18 at the time of the alleged criminal offence.

* Mitigating circumstances will be considered at each level. The examples given are illustrative of the types of circumstances which might mitigate the offence from escalating to a higher level.

4. Example Non-Academic Misconduct Offence Classifications.

The table below provides typical examples of offences that might be classified at each given level and is intended to assist in the classification of offences under Part A (1&2) of the UDIPP. The list is not proscriptive; every individual offence must be classified on its own unique set of circumstances and merits, nor is the list exhaustive.

Level	Typical Examples of Non-Academic Misconduct Offences		
Low	<p>Typically dealt with by Student Services:</p> <ul style="list-style-type: none"> • Anti-social noise & behaviour in residences relating to loud music, persistent raised voices, slamming doors, etc • Excessive noise on campus (not in residences) • Vandalism / damage to University property • Refusal to comply with staff request to modify behaviour • Refusal to provide valid identification, uncooperative or obstructive towards staff • Urinating on campus • Interfere with or remove University equipment such as CCTV, furniture • Excessive noise off-campus 	<p>Typically dealt with by Accommodation Office:</p> <ul style="list-style-type: none"> • Accommodating visitors (beyond 3 days / under 18 / without permission) • Leaving visitors unattended • Giving/lending keys or campus cards to third parties • Leaving residences insecure • Smoking in residences • Activation of fire alarm (aerosol use) • Activation of fire alarm (cooking / shower / smoking) • Activation of fire alarm (cooking left unattended) • Candles or combustibles in residences • Non-CE compliant electrical equipment in residences 	<p>Typically dealt with by Dept. of Physical Education and Sport:</p> <ul style="list-style-type: none"> • Sent off for abuse/violent conduct during match play • Breach of facility agreements • Unauthorised spending (e.g. kit outside of tender agreement) • Deliberate breach of rules, regulations, policies and procedures • Failure to report incidents • Misuse/deliberate or negligent damage to property/equipment (UEA or third party), including vehicles • Alcohol consumption in prohibited places • Refusal to comply with a reasonable request made by staff in the performance on their duty

	<p>resulting in community complaint – (Stage 1)</p> <ul style="list-style-type: none"> • Minor theft such as food theft, University signage • Gain or permit fraudulent access to university facilities by student card • Substance misuse (legal substance) • Verbal Abuse • Harassment (informal intervention requested) 	<ul style="list-style-type: none"> • Covering detector head • Failure to evacuate during the sounding of a fire alarm 	<ul style="list-style-type: none"> • Misuse and misconduct of social/digital media • Wearing unauthorised kit
<p>Medium</p>	<p>Typically dealt with by Student Services:</p> <ul style="list-style-type: none"> • Accumulation/repeat of above offences • Noise disturbance in residences resulting from a grouping of greater than 20 guests • Noise disturbance after 23:00 • Noise disturbance with amplified sound • Noise disturbance off-campus resulting in community complaint – high level / repeat incident (Stage 2) • Aggressive or threatening behaviour 	<p>Typically dealt with by Accommodation Office:</p> <ul style="list-style-type: none"> • Accumulation/repeat of above offences • Access any roof or raised area of Norfolk Terrace/Suffolk terrace, or other building • Weapons (or replica weapons) in the residences • Activating a Break Glass Unit without due cause • Activation of fire alarm (candle/incense/other combustible) 	<p>Typically dealt with by Dept. of Physical Education and Sport:</p> <ul style="list-style-type: none"> • Accumulation/repeat of above offences • Deliberately acting without due regard for the safety of others • Holding a club social in Halls/University accommodation • Disrespectful/threatening/intimidating or abusive behaviour towards any internal or external student, staff, or visitor • Participating in/organisation of initiation ceremonies*

	<ul style="list-style-type: none"> • Substance/drug misuse and possession • Theft of property (such as bicycles) • Intentionally or recklessly misusing, tampering, or interfering with any fire-fighting equipment • Harassment (formal intervention requested) 		
High	<p>Typically dealt with by the Disciplinary Officer:</p> <ul style="list-style-type: none"> • Accumulation/repeat of above offences or elements of offences • Drug supply • Swimming or entering the University Broad • Breach of health and safety policy resulting in heightened risk to person or property • Convicted of Criminal Offence • Starting a fire/arson • Physical Misconduct • Sexual Misconduct • Bringing the University into serious disrepute • Organisation of initiation ceremonies* 		

*An 'initiation ceremony' is an event in which a student or group of students (often new members) of a recognised group or club are expected by existing members of that group or club to participate in or perform any activity as a means of gaining credibility, status or entry within that group or club. This peer pressure is normally (though not explicitly) exerted on first year students and may involve conduct that may include, for example, the wearing of fancy-dress costumes, consumption of alcohol, eating concoctions of various food stuffs, nudity and/or behaviour that may be deemed hierarchical or humiliating.

5. Guidelines related to Harassment and Sexual or Physical Misconduct

The table below provides typical examples of offences that might be classified at each given level and is intended to assist in the classification of offences under Part A (1&2) of the UDIPP. Classification must be made in accordance with the University definition of harassment given in s.9 of the Policy on Student Harassment and Sexual or Physical Misconduct. The list is not proscriptive; every individual offence must be classified on its own unique set of circumstances and merits, nor is the list exhaustive.

Level	Examples of Harassment or Abuse
Low / Medium	<ul style="list-style-type: none"> • Use of inappropriate language • Intimidating and hostile behaviour • Social media misuse
High	<ul style="list-style-type: none"> • Threats to cause harm • Aggravated Harassment (e.g. related to protected characteristics) • Course of unwanted conduct

Level	Examples of Physical Misconduct
Low / Medium	<ul style="list-style-type: none"> • Pushing • Shoving
High	<ul style="list-style-type: none"> • Punching • Kicking • Spitting • Slapping • Pulling Hair • Biting

Level	Examples of Sexual Misconduct Offences
<p>Low / Medium</p>	<ul style="list-style-type: none"> • Unwanted remarks of a sexual nature • Sharing private materials of another person without consent
<p>High</p>	<ul style="list-style-type: none"> • Unwanted kissing, fondling or groping • Intentional exposure of genitals that someone else might see them • Observing a person undertaking a private act for sexual gratification (also known as voyeurism) • Recording someone undertaking a private act • Attempting to engage in sexual intercourse or engaging in a sexual act without consent • Sexual intercourse or engaging in a sexual act without consent

6. Examples of Non-Academic Misconduct Offence Penalties

The penalties given in the table below are examples of offences that might be classified at each given level and is intended to assist in determining the appropriate penalties under Part G (1) of the UDIPP. The list is not exhaustive, and each individual offence is classified on its own merits and unique set of circumstances. The Assistant Head of Life and Learning, Head of Accommodation Services and Student Sport Operations Manager have identical penalty-issuing powers, but ordinarily they levy different types of penalties due to the different nature of the offences with which they typically deal.

Level	Likely Non-Academic Misconduct Offence Penalties		
Low	<p>Typically imposed by Student Services:</p> <ul style="list-style-type: none"> • Warning • Relevant formative training • Formal letter of apology • Fine to individuals, not to exceed £150 	<p>Typically imposed by Accommodation Office:</p> <ul style="list-style-type: none"> • Warning • Relevant formative training • Formal letter of apology • Fine to individuals, not to exceed £150 	<p>Typically imposed by Dept. of Physical Education and Sport:</p> <ul style="list-style-type: none"> • Warning • Relevant formative training • Formal letter of apology • Fine to individuals, not to exceed £150 • Confiscation of prohibited items (e.g. alcohol)
Medium	<p>Typically imposed by Student Services:</p> <p>One or more of the above and/or one or more of the following:</p> <ul style="list-style-type: none"> • Restriction on guests • Requirement to attend/engage with specified internal or external agencies • Required move to alternative accommodation • Requirement to make good on loss or damage 	<p>Typically imposed by Accommodation Office:</p> <p>One or more of the above and/or one or more of the following:</p> <ul style="list-style-type: none"> • Restriction on guests • Required move to alternative accommodation • Requirement to make good on loss or damage • Termination of accommodation licence 	<p>Typically imposed by Dept. of Physical Education and Sport:</p> <p>One or more of the above and/or one or more of the following:</p> <ul style="list-style-type: none"> • Short term suspension from activities (training, matches, trips, tour, varsity, sports awards) • Short-medium term suspension from Sportspark • Requirement to make good on loss or damage

<p>High (Disciplinary Officer only)</p>	<p>Typically imposed by the Disciplinary Officer:</p> <p>One or more of the above and/or one or more of the following:</p> <ul style="list-style-type: none"> • Requirement to engage in reparative or community service activities commensurate with the nature of breach • Require you to write an essay or reflective account on a topic determined by the Disciplinary Officer • Fine to individuals, not to exceed £500 • Terminate any licence to occupy University Residences (usually only after consultation with the Head of Accommodation) • Long-term suspension or permanent exclusion from Sportspark (usually on recommendation from Head of Sport and Physical Activity) • Removal of sports scholarship benefits (usually on recommendation from Head of Sport and Physical Activity)** <p>Note: The Disciplinary Officer may determine that the alleged offence is sufficiently serious to merit referral to the Senate Student Discipline Committee.</p>
<p>SSDC</p>	<p>One or more of the above and/or one or more of the following:</p> <ul style="list-style-type: none"> • Suspension from studies and/or exclusion from campus • Expulsion from University • Fine up to £1000

Note: short-term is usually 4 weeks, medium-term is usually one semester, long-term is usually at least one academic year.

7. Typical Examples of Penalties imposed by UEASU:

UEA Students' Union By-Laws and Code of Conduct:

<https://www.uea.su/pageassets/union/governance/constitution/Bye-Laws-October-2019-Version.pdf>

Misconduct Penalties:

For individuals and groups of students:

- Warning
- Temporary ban from SU premises
- Permanent exclusion from SU premises
- Suspension or removal from committee positions
- Suspension or termination of all or some membership entitlements (including holding office)
- Disbandment of clubs and societies