

Mae'r ddogfen hon ar gael yn Gymraeg. This document is available in Welsh



## PROCEDURE FOR STAGE 1: NON-MAJOR STUDENT MISCONDUCT

1. Misconduct which is classified as non-major is an act or behaviour which is not serious enough to constitute major misconduct under this Procedure. Some non-exhaustive examples of minor misconduct are provided below, and can include acts committed using technology, including social media as well as in person:
  - Anti-social behaviours which cause upset or distress to other individuals.
  - Damage to property without malicious intent.
  - Failure to comply with the reasonable request of an authorised individual.
  - Act/omission that did cause or could have caused a health and safety concern on University premises or during University activities (for example, smoking cigarettes in non-designated areas).
2. You will be called to a meeting with the relevant Dean of Faculty (or their respective nominees) to discuss the allegation. A member of the Student Casework Unit may attend as the Case Officer (but will not be a decision-maker). If you are an apprentice/Operational Policing student, an employer representative will also be invited to attend as an observer.
3. The relevant Dean of Faculty (or their respective nominee) is able to issue sanctions, if appropriate, as detailed in sections 2.32 to 2.35 of the Non-academic Misconduct Regulations.
4. The relevant Dean of Faculty (or their respective nominees) can request that your case be referred for an investigation into the issue raised if it is deemed necessary.
5. The outcome will be provided to you within five working days of the meeting. If you are an apprentice/Operational Policing student, the Dean of Faculty (or nominee) will inform your employer.
6. If a sanction is applied, a note of the outcome of the meeting will be held on your record but will be removed when you leave the institution if there are no further instances of misconduct.
7. If you are not satisfied with the outcome, you may submit a request for review subject to meeting certain grounds as detailed in the Procedure for Submission of a Request for Review.
8. If you do not comply with the penalty issued at Stage 1, a more severe penalty may be issued by the Dean of Faculty (or nominee) or a referral may be made to Stage 2, which will include an investigation and/or a hearing by the relevant Committee.

### Related Regulations and Procedures

Non-academic Misconduct Regulations

Procedure for Disciplinary Investigations

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Procedure for Disciplinary/Fitness to Practise Hearings  
Procedure for Requests for Review  
Procedure for Requests for Legal Representation  
Guidelines for Application of Sanctions  
Extenuating Circumstances Regulations and Procedure