

How to make a report to the University?

NOTE

Reports can be made as a group or by a single person

How can I make a report?

via the [Student Disciplinary Reporting form](#)

by emailing SCCOffice@kent.ac.uk to book an appointment and make a report in person to a member of staff

Campus Security can provide reports to the Student Conduct and Complaints Office

via the University's reporting tool [Report and Support](#)

What happens after I report?

NOTE

Incidents regarding sexual misconduct will be investigated in line with the Sexual Misconduct Procedure set out in **Appendix A** of the Student Discipline Procedure.

1 MEETINGS

When the report is made by a student directly to SCCO, then a Student Conduct and Complaints Officer (**Investigating Officer**) **will meet with the reporting student**. In this meeting, the SCC Officer will explain the investigation procedure and confirm the details of the report.

The **Investigating Officer will invite the reported student(s) in for a meeting**, the invite will normally allow 5 working days' notice

Notes will be taken during both meetings and sent to the appropriate student and asked to confirm that it is an accurate record.

2 EVIDENCE

Where there is **evidence** such as photographs, copies of social media, emails, etc., these **may be included in the investigation and may be shared with the student** prior to any formal meeting.

Additional parties may be consulted with by the Investigation Officer to obtain any required evidence.

3 OUTCOMES

Once the investigation is complete, the SCC Officer will produce a report. The Investigating Officer will determine whether, on the balance of probabilities, the evidence indicates a breach of the Student Discipline Procedure. The Investigating Officer can find:

The evidence does not indicate a breach of the Student Discipline Procedure and therefore no further action is required. The case is dismissed, but continued support is available to all parties.

The Evidence does indicate a breach of the Student Discipline Procedure and a sanction/ further disciplinary action is required. If a student is to be referred to a Student Discipline Panel the Head of Student Conduct and Complaints will review the report prior to a decision being referred to the Director of Student Services and the decision being issued to the student.

OR

Details of the outcome of any formal investigation will not usually be given to the reporting party unless it is deemed necessary or appropriate to do so.

NOTE

At each stage, the University reserves the right to take no further action if it is deemed appropriate. For example, when insufficient evidence to support an allegation of misconduct or where a legal process is underway or has been completed.

How to Appeal?

Students have the right to appeal a Student Conduct and Complaints Officer's decision on one or more grounds as follows:

AND/OR

That there is evidence of a failure to follow the procedures set out in this procedure or other administrative error which casts reasonable doubt on the reliability of the decision.

That fresh evidence can be presented which could not reasonably have been made available before the original decision was made, and which casts reasonable doubt on the reliability of that decision.

The Head of Student Conduct and Complaints will determine whether the appeal is made on appropriate grounds or if not, in which case the appeal will be dismissed.

If appropriate grounds are identified, the Head of Student Conduct and Complaints will determine whether the appeal is upheld and decide whether the allegations against the student should be dismissed or referred to an alternative SCC Officer for review.

Student Disciplinary Panels

NOTE: Student Disciplinary Panels deal with only the most serious disciplinary issues.

Prior to the Student Disciplinary Panel, the student is entitled to:

Provide a written statement of their case and any other supporting documents

Receive copies of all documents used in consideration of their case prior to the meeting

Hear and examine any evidence presented for consideration in their case

Receive support and guidance from the Student's Union ([Kent Union](#) or [Greenwich SU](#))

OUTCOMES

The Student Disciplinary Panel can impose any sanction described in the Student Disciplinary Procedure and is able to issue a financial sanction of up to £500.