Misconduct: A Quick Guide Misconduct is reported Is the misconduct minor? YES **Minor Misconduct** NO Student is notified of misconduct and attends a meeting to discuss it Meeting follow-up confirms any actions to be taken (e.g. formal warning, future conduct, support) NO Resolved and concluded Minor misconduct repeated? **Serious Misconduct** Registrar reviews case YES Case to answer? NO No further action YES Appropriate to follow formal NO misconduct process? YES Meeting with student and follow-up actions Case is investigated (e.g. formal warning) Findings of fact and recommendations are made NO Case referred to Misconduct Panel? YES Case is determined Allegation proven (in whole or part) OR not proven If proven, penalties imposed on student Matter concluded Student satisfied with Misconduct Panel decision? YES NO <u>Appeal</u> Student requests review of Misconduct Panel decision by Director of Curriculum Director of Curriculum dismisses request for appeal OR undertakes review and makes determination Appeal upheld OR dismissed (in whole or part) If upheld, any follow-up actions notified (e.g. different penalties imposed, further consideration of case) Completion of Procedures Letter issued to student

Reporting, Help and Advice:

Support & Report online: A report can be made online anonymously or with contact details through the online reporting tool Support and Report

Website: https://nfts-supportandreport.co.uk

Support and Advice: Students involved in a misconduct process can seek support and advice from Student Support and Wellbeing team or the Students' Union

Email: swellbeing@nfts.co.uk / supresident@nfts.co.uk /

External Review:

All students have the right to take any misconduct decision to the Office of the Independent Adjudicator for Higher Education (OIA) for external review

OIA Contact details:

Tel: 0118 959 9813

Email: enquiries@oiahe.org.uk
Website: https://www.oiahe.org.uk