

NON-ACADEMIC MISCONDUCT POLICY

Part 1 – What is Non-Academic Misconduct? Why is it important?

‘Non-Academic Misconduct’: a breach of the non-academic regulations of the University, for example, the regulations relating to security or car parking; harassment and bullying or local, non-academic regulations.

Non-Academic Conduct is fundamental to the values promoted by the University.

Key Responsibilities of Staff

- Staff at the University of Hertfordshire hosted by Global Academic Foundation (UHGAF-UH) will give you appropriate guidance to help students understand the non-academic misconduct policy since induction to enable students to be aware of their rights and responsibilities towards the community.
- Faculty, staff and students will be forwarding their concerns if a case is suspected of non-academic misconduct. If the complaint is valid, a hearing will be called forward by the Director of Student services.

Key Responsibilities of Students

- Each student studying at UH-GAF is responsible for familiarising themselves and complying with the regulations and procedures relating non-academic misconduct.

Failure to demonstrate Non-Academic Conduct may lead to the initiation of a NON-ACADEMIC MISCONDUCT CASE

Part 2 – Non-Academic Misconduct Policy Details

Definition

Non-Academic Misconduct is defined as follows:

‘Non-Academic Misconduct’: a breach of the non-academic regulations of the University, for example, the regulations relating to security or car parking; harassment and bullying or local, non-academic regulations.

Listing of different offences and their sanctions are in a separate document.

Student Disciplinary Procedure - Non-Academic Misconduct

Non-Academic Misconduct – notification of allegations of Non-Academic Misconduct will be notified in writing to the Director of Student Services to conduct@gaf.edu.eg

Stage 1 – preliminary process

The Director of Student Services will investigate the allegation directly or by appointing an independent person to carry out an investigation where there is evidence that:

- a) an offence may have been committed in a university facility and/or
- b) an offence of another type or in another area (off-campus but relevant to university related event such as but not limited to trips, off-campus visits) may have been committed and/or
- c) the nature of the alleged offence is not serious and/or
- d) it is a first offence,

the Director of Student Services, at their absolute discretion, may seek to resolve the matter informally.

The Director of Student Services:

- a) has discretion to determine an appropriate informal process to be used in each case;
- b) has discretion to impose a reasonable penalty which might include:
 1. a 'first warning' or
 2. where relevant, an appropriate sanction or penalty, up to and including, dismissal from university;
 3. a requirement on the student to apologise and/or to give an undertaking as to their future behaviour, fines or work by the offender to make good damage caused.

Stage 2 - referral to the formal process

Where there is evidence that an offence may have been committed and that:

- a) the nature of the offence is serious and/or
- b) it is not a first offence and/or
- c) the student is not prepared to accept the penalty or sanction imposed at the informal stage.

the Director of Student Services will refer the matter together with a written report of the case for consideration by a Student Disciplinary Panel.

Stage 2 - formal process

The investigator will:

- a. within five (5) working days or as soon as possible thereafter, issue a Letter (through the university email address) to the student and
- b. within ten (10) working days or as soon as possible thereafter, convene a Student Disciplinary Panel to consider the matter.

Conduct of Hearings:

The panel Chair and others responsible for administering the University's Student Disciplinary Procedures will comply with the following rules:

- a. the student may invite a witness and provide evidence before and/or during the Panel;
- b. a student representative may attend on behalf of the Student Government as a nonvoting member in the Panel;
- c. the Chair may at their discretion, invite a subject specialist to attend and to advise the Panel;
- d. where practicable, arrangements will take account of the needs and concerns of those involved;
- e. the Chair may call witnesses who may be questioned;
- f. the student may be questioned by the Chair and the Panel;
- g. the Chair will invite the student to respond and to call any witnesses who may be questioned by the student and the Chair of the Panel;
- h. the Chair will invite the student to make any closing remarks;
- i. the Chair may direct the student and the witness to withdraw while the Panel considers the matter and may recall all parties for further questioning;
- j. where possible, the Chair will advise the student of their decision immediately after the Hearing or will indicate to the student when they might expect a decision;
- k. a written record will be made of the Hearing in accordance with the detailed arrangements specified for each stage of these procedures;

- I. an audio recording of a Hearing may be permitted in exceptional circumstances, at the discretion of the Chair and with the prior written consent of all persons who will be present. The exceptional circumstances will be a matter of record.

Stage 3 – Referral from other Panel Hearings:

In exceptional cases where a student is found, by a Non-Academic Misconduct Panel or any other University panel or investigation process, to have committed a fraudulent act, such as forgery, impersonation, falsification of documents, or other comparable conduct, the matter may be considered as non-academic misconduct in accordance with the relevant University procedures.

Given the potential seriousness and complexity of such cases, including the nature of the evidence and the investigation required, the University will normally communicate the written outcome and decision within 28 working days of the relevant hearing or investigation meeting with the student.

Where it is not possible to issue the decision within this timeframe, the student will be informed of the delay and, where possible, provided with a revised timescale.

Adjournment:

In exceptional circumstances, at any stage of proceedings, an adjournment may be necessary for either party to obtain more evidence or for a Panel to consider the evidence further. Requests will be granted at the absolute discretion of the Chair of the Panel and will not be withheld unreasonably.

The Student Disciplinary Panel Composition and Operation:

- a. The SDP is an ad hoc panel convened on the authority of the President and composed of five (5) members of staff including the Chair, none of whom will have had previous involvement in the case. The Chair of the Panel is appointed by the President and will normally be the Director of Student Services.
- b. The Chair appoints the rest of the panel.
- c. Quorum: at least 51% of the committee must be present for the hearing.
- d. Voting in the Committee must be by simple majority vote.
- e. The decision of the committee is referred to the Provost for approval and validation.
- f. If the decision is validated, it is communicated to the student through a letter within five (5) working days.
- g. In the case of other recommendations, the decision is discussed with the Director of Student Services before making a final decision.

Non-Academic Penalties

The Panel may resolve to:

- a. dismiss the matter;
- b. admonish the student;
- c. recommend that the Provost suspends or excludes the student from the University for a period of time or give final suspension;
- d. impose an alternative reasonable penalty, for example, a requirement on the student to apologise and/or to give an undertaking as to their future behaviour and/or fines or work by the offender to make good damage caused and may be linked to a recommendation to the Provost for suspension in default of the student complying with the penalty imposed;
- e. a listing of different offences and their sanctions are in a separate document.

- f. and add information concerning the matter to the student's personal file if a case of non-academic misconduct is established.

Appeals

Students may appeal the decision to the President within 5 working days in case of:

- a. due process has not been followed or
- b. if bias or discrimination has occurred in the process or
- c. if penalty is excessive for the misdemeanour.

Annual Monitoring and Reporting

At the end of each academic year the number, nature and outcomes of Non-Academic Misconduct Investigations and Appeals will be, and any actions resulting from this will be agreed by the GAF Academic Board via Education Committee and any actions will be implemented at the start of the following academic year, and monitored in the same manner.