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POLICY ON STUDENT CONDUCT RISK MANAGEMENT

Purpose

The University has a responsibility to manage risk to staff, students, and its reputation in relation to student conduct. The purpose of this policy is to review concerns regarding student conduct, assessing risk and taking any necessary precautionary action for the protection of the University community. A risk assessment may be required at any time, and the circumstances necessitating risk assessment are such that each case must be judged on its own merits, taking into account all available information. However, the following situations are likely to result in a risk assessment:

- A report of misconduct indicating a risk to a student/s or to others; or to the reputation of the University;
- Incidents reported to the University by the Police, or involving the Police, including those where a student is being investigated or has been reported to the Procurator Fiscal.

This policy encompasses concerns relating to currently registered students, prospective students, and summer students, and will be used when a concern is reported.

Initial Assessment

A concern regarding student conduct is normally reported to the Director of Student Services (or delegate) who will then determine the appropriate procedure and/or sequence for the matters to be considered. Risk assessments should be carried out in a timeframe appropriate for the perceived risk, with serious cases dealt with as a matter of urgency. All other cases should normally be assessed within five working days. For cases involving allegations made by one student against another student, the University has a duty of care to both students.

In a case that involves alleged conduct that is potentially criminal in nature, the University will take the decision to refer the matter to the Police on a case by case basis. Any criminal proceedings will take priority. However, the University reserves the right to undertake a risk assessment or disciplinary action in advance of the resolution of criminal proceedings.

Conduct Risk Assessment

The student will be required to meet with the Director of Student Services (or delegate) and another member of Student Services staff for a risk assessment meeting. The Director of Student Services may also request other relevant staff to attend. In particularly serious cases, a risk assessment may be conducted by a member of the Principal’s Office. At the risk assessment meeting, the potential risks will be discussed, alongside any reasonable and proportionate necessary precautionary measures to address these risks. Guidance will also be given regarding support available to the student. Any measures put in place will seek to protect the student or others whilst allegations are dealt with and/or an investigation is carried out.

There is a distinction between precautionary measures to mitigate risk, which are an outcome of this policy, and penalties or sanctions, which are an outcome of the non-academic misconduct policy (students). Therefore, if precautionary measures are imposed, this does not indicate that the University has judged that a breach of conduct has occurred.

A student may be accompanied to the meeting by a member of the University. A member of the University is a person who is either presently matriculated as a student, or is an employee of the University Court of the University of St Andrews or is a sabbatical officer or is an employee of the
Students’ Association of the University of St Andrews. No other persons may accompany or represent students during risk assessment, including legal representation.

In exceptional circumstances where it is not physically possible for a student to attend a risk assessment meeting in person, every attempt will be made to allow the student to submit written or recorded statements and evidence as appropriate to the matter under review. Reasonable time frames will be respected for the forwarding of such material. If a student does not attend a risk assessment meeting, the meeting convener reserves the right to proceed in the student’s absence. Failure to attend a risk assessment without good reason may result in disciplinary action.

Outcomes of a risk assessment can include, but are not limited to, one or more of the following:
- Limits to the use of a particular University building/service;
- Involvement of Student Services Advisers;
- Review of accommodation contract (for residents of University accommodation);
- Suspension of the assessment and/or reporting of academic work;
- Referral to the Non-Academic Misconduct Policy (Students);
- Referral to the Policy on Fitness to Study;
- Compulsory Leave of Absence from the University;
- No further action required.

A Compulsory Leave of Absence equates to temporary suspension from the University. International students should be aware that their Visa will normally not be valid during a suspension and it may not be possible to extend a Visa to cover the remaining period of study. Any potential detrimental effect upon a student’s immigration status may form part of the considerations (even if not being wholly determinative) in deciding a risk assessment outcome. Any financial or other consequences of a suspension of studies will be the sole responsibility of the student.

Where necessary the Director of Student Services (or delegate) may wish to consult with other relevant staff after the meeting, thereafter setting in place any precautionary measures to manage those risks: for example, it may be necessary to consult others regarding the student’s continued use of a University building or service, or a student’s contact with other members of the University, in order to determine any on-going risk that may arise.

A brief report of the risk assessment will be recorded by the Director of Student Services (or delegate). They will send the outcomes of the risk assessment in writing to the student and relevant staff, which will include a date for a review of the outcomes. This report will be consulted should any further concerns arise. It is the responsibility of the student to inform the Director of Student Services of any changes in their circumstances relevant to the initial concerns or precautionary measures. Any failure to comply with precautionary measures will result in a further conduct risk assessment, and is likely to result in more serious measures being considered.

**Appeal against the outcome of a Conduct Risk Assessment**

A student who has been subject to conduct risk assessment can ask the University to review the outcome of the conduct risk assessment and any associated precautionary steps via an appeal. However, where the conduct risk assessment results in a referral to another policy which itself includes a right of appeal, then there is no right of appeal against the initial conduct risk assessment decision.

The grounds for making an appeal are limited to substantial error in fact or significant new evidence. A request for an appeal, including the grounds on which the appeal is requested, must be made to
the Vice Principal (Governance & Planning) in writing, no later than 10 working days following communication to the student of the conduct risk assessment outcome. Any precautionary steps will be continued until the outcome of the appeal is communicated to the student.

An appeal will normally be heard by the Vice Principal (Governance & Planning), or by another member of the Principal’s Office, with the exception of the Senior Vice Principal (Proctor). The Vice Principal (Governance & Planning) has the discretion to remove or vary the precautionary steps. They will make their decision based on the evidence available. The student will be advised in writing of the outcome of the appeal i.e. either the precautionary steps applied following the initial conduct risk assessment still apply or a decision to follow a different course of action has been reached.