

STUDENT CONDUCT AT RWCMD

ROYAL WELSH COLLEGE
OF MUSIC & DRAMA
COLEG BRENHINOL
CERDD A DRAMA CYMRU

rwcmd.ac.uk

1 MISCONDUCT

Definition of misconduct

An act may be regarded as misconduct, and therefore the subject of disciplinary action:

- + if it constitutes or is likely to constitute improper interference with the proper functioning and activities of the College
- + if it in any way interferes with the work, study or life of members of the College
- + if it damages or is likely to damage the reputation of the College

Examples of misconduct

Examples of misconduct include (but are not limited to):

- a. Initial, multiple or continued breaches of college regulations or policies
- b. Damage, inappropriate use or theft of others' or college equipment/facilities
- c. Possession, supply or use of illegal substances
- d. Harassment, discrimination, abuse or threats made against all members of the college
- e. Failure to disclose relevant information or falsify college records
- f. Significant breach of health and safety requirements, endangering the college community
- g. Engage in activity or behaviour which contravenes the College's Equality and Diversity statement
- h. Offences against the criminal law

/2

PROCEDURES

Informal reporting

If you would like to report an allegation of misconduct which might not warrant a full investigation, you can fill out an online 'Note of Concern' via the Hub. This is sent to the Head of Academic Services who maintains a log of reports and will consider any cases which, either individually or those that form a pattern, warrant a further investigation. Alternatively, you can raise your concern with a staff member, who may wish to report this. In any case, you may always seek the support of the Student Voice Officer who will advise as appropriate.

Formal reporting allegations of misconduct

You can bring allegations against a student either in person or to the Head of Academic Services, or through the online Notification Form via the Hub. You will need to report the following:

- + Identity of the person(s) against whom the allegations are made
- + Nature of misconduct
- + Time and location
- + Possible witnesses
- + Details of any actions already taken

You do have the option to submit this anonymously, however you are encouraged to participate in the process in order to provide sufficient information and evidence. You will always be supported and protected by the college when coming forward. Issues must be raised in good faith, and you are encouraged to suggest your desired outcome and preferred option for resolution.

Risk Management

In order to protect you and the college community, the college will need to consider the need for any precautionary measures to be put in place. This will depend on the nature of the alleged misconduct and will be made without prejudice. Such measures may include:

- + Restricting contact between you and the alleged perpetrator
- + Seeking alternative accommodation
- + Prohibiting the accused student, victim or other relevant parties accessing areas of the college
- + Rearranging classes/rehearsals/performances and/or temporarily suspending the accused student from their studies



/2

PROCEDURES CONTINUED

Risk Management cont

In instances of criminal misconduct, the college expects students to report allegations to the police. However, in some circumstances the college may seek to report this on your behalf. If the police wish to pursue with their own investigation, the college may or may not wish to do the same under these procedures.

Investigation

If a formal allegation is made against you, you will be informed immediately. A senior member of staff and Head of Department level, independent from the allegation will be appointed as the Investigating Officer (in some severe cases, this person will be external to the college). They will normally have 15 working days to investigate which will include formal recorded interviews with you, any named witnesses and the person who raised the allegation.

Once a decision on further action is made through a submitted report, you will be informed. In minor cases that are upheld, the matter will be dealt with in a meeting with yourself and the Director of Academic Administration and Student Experience, where you have the right to be accompanied by a friend or representative from the Students' Union.

In severe cases, this will be heard by a College Disciplinary Committee. Full details of the membership, function and format of this Committee are available online via the Hub.

Where allegations are proven (including by admission by you), any of the following penalties may be imposed:

- + Verbal, written or final warnings
- + Compensation
- + Suspension
- + Expulsion

You always have the right to appeal against any decision, but you must be able to demonstrate either new evidence or extenuating circumstances, or that the original hearing was not conducted fairly. If your appeal is unsuccessful, you may lodge a complaint with the Office of the Independent Adjudicator.



STUDENT SERVICES

If you want guidance on any of the information in this leaflet, contact the college's Student Voice Officer. It is their job to advise students on college policies and procedures, student life or how to offer feedback. Particularly if you wish to report an issue concerning student or staff conduct, enquire about a potential complaint or discuss the college's work on equality, diversity and inclusivity, do get in touch.

The wider Student Services team coordinate a range of specialist services to support your physical, mental and spiritual health. These include support for students with additional learning needs, mental health difficulties, disabilities and a free confidential counselling service.

If you are interested in any of the above, you can contact us at **studentservices@rwcmd.ac.uk** or find us in our office, at the back of the Students' Union.

For further information please
contact Student Services on:
studentservices@rwcmd.ac.uk

Royal Welsh College of Music & Drama
Castle Grounds
Cathays Park
Cardiff CF10 3ER
United Kingdom

www.rwcmd.ac.uk