

Appendix B - Addendum to the SCoB

This addendum is to provide additional information on how NTU will deal with COVID-19 guideline breaches of the SCoB. This should be read in conjunction with the full policy.

In line with section 3 of The Code, this addendum applies to all students from enrolment to graduation and action can be taken in or out of term time, related to behaviour both on and off campus.

Action under the SCoB will be taken when a report has been received that a student has allegedly broken COVID-19 regulations (see 8.1). Reports can be received from a wide variety of stakeholders, including, but not limited to, the police, local authority officers, NTU security, staff at non NTU accommodation.

When reports are received from the Police, Community Protection or other local authority employees, NTU employees and non NTU accommodation employees, it is on the understanding that the report is made in good faith and is an honest reflection of what has occurred. NTU will undertake their own investigation and consider information contained within those reports.

Police and Community Protection officers regularly update NTU on breaches of COVID-19 regulations and provide details of those spoken to at gatherings or incidents and inform us of those issued with Fixed Penalty Notices (FPN).

NTU investigators will act under the delegated authority of the Academic Registrar. They will decide if a case is serious misconduct and can apply a penalty under Serious Misconduct if the case does not need to be heard by a serious disciplinary panel. Decision on a case can also be taken by Summary Decision from Academic Registrar.

Process

When NTU are made aware of a breach, the student will be contacted via their NTU email, to inform them of the breach.

There will be a letter attached to the email, detailing the action that the student needs to take, which is likely to be either:

- The student will be required to attend a meeting with an investigating officer; or
- The student will have 48 hours to get in touch and either inform us they would like to submit a written statement or they would like to arrange a meeting with the investigating officer to discuss the case because they have additional information. The investigator may also want to speak to the student after receiving a written statement.

If the student does not submit additional information or if the student does not respond within 48 hours, it will be determined that the student accepts the allegation. The University will make best efforts to ensure that students are aware of the breach, and may consider representations received after this time. In instances where there is no contestation of the breach, the student does not need to meet the investigating officer and the case will be considered with the information already received and a sanction will be applied.

In cases where a meeting is required with an investigating officer, this will normally be arranged within 5 days. Students should submit their statement within 5 days of the report of the incident. If a case is referred to a Serious Disciplinary panel or hearing, section 11 of the Code provides full details of the process and timescales.

The student has a right to appeal once they have received an outcome (see section 15 of the Code). The grounds for appeal are:

- That there was a material failure by the University to follow the procedures specified in the Code, including that the level of sanction or penalty imposed is disproportionate as authorised in the Code; or
- That significant new or additional evidence is available that was not available during the investigation or at the panel (evidence should be submitted along with the appeal).

Sanctions for COVID-19 guideline breaches

There may be multiple factors to consider when determining the level of fine which will be issued for COVID-19 guideline breaches. A level of judgement will be required and the following will be used as a guide:

- Unauthorised guest/failure to self-isolate/comply with campus regulations – warning letter and £50 fine
- Attendance at party or gathering – Warning letter and £100 fine
- Attendance at a party or gathering and fixed penalty notice (FPN) issued – Warning letter and £200 fine
- Attendance at a party or gathering, FPN issued and abusive behaviour witnessed – Warning letter, £200 fine (for attending a party or gathering and FPN issued) and a £200 fine (for abusive behaviour).

For the breaches indicated below, the sanctions issued could include a fine of between £200-£500; a written warning; suspension; or referral to a Serious Disciplinary Panel:

- Organising a party or gathering in your house/room/flat etc.;
- Organising a party or gathering in your house/room/flat etc. that resulted in a £10,000 FPN;
- Abusive or aggressive behaviour;
- Posting videos of a party or gathering on social media.

In cases where a student commits multiple breaches, the potential sanctions include escalation of the fine up to £500 and a written warning; consideration to suspend where multiple FPNs have been issued or reports of abusive or aggressive behaviour are received; potential referral to a Serious Disciplinary Panel. A panel can impose any penalty available within the scope of the SCOB.

For any of the above, other restorative sanctions, e.g. help in the community may be applied – depending upon the government guidelines at the time.