



Writtle  
University  
College

# Writtle University College

## Higher Education Student Disciplinary Procedure

Writtle University College  
Lordship Road, Chelmsford  
Essex, CM1 3RR

Tel: +44 (0)1245 424200  
Fax: +44 (0)1245 420456  
Email: [info@writtle.ac.uk](mailto:info@writtle.ac.uk)  
[www.writtle.ac.uk](http://www.writtle.ac.uk)



# Writtle University College

## HE Student Disciplinary Procedure

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### 1. Purpose and scope

- 1.1 This procedure outlines the process for dealing with allegations of inappropriate student behaviour. It is designed to ensure fair and equal treatment of students.
- 1.2 This procedure applies to all higher education students enrolled at the University College, from the point that the University College confirms their acceptance of an offer of a place to study on a WUC course. The procedure applies to students who are on a break from their studies and those who have completed their course of study but have not yet been awarded.
- 1.3 This procedure applies at all times and covers:
  - all buildings on any of the University College campuses or on any part of the estate owned by Writtle University College;
  - halls of residence;
  - WUC social and sporting activities;
  - activities in the Bar and Recreation Centre;

- activities both on and off campus (including University College trips and activities) where an incident involves dangerous or antisocial behaviour or behaviour which may bring the University College into disrepute.
- 1.4 This procedure does not apply to HE academic-related offences. There is a separate policy covering academic offences.
  - 1.5 This procedure does not apply to further education students. For the FE Disciplinary Policy and procedure, please see: <https://writtle.ac.uk/FE-Regulations-&-Policies>
  - 1.6 The University College also operates a Fitness to Study Procedure, which can be accessed on the WUC website: <https://writtle.ac.uk/HE-Regulations-&-Policies>. A disciplinary incident may also be treated as a fitness to study matter and you may find yourself subject to the application of both procedures at the same time. Depending on individual circumstances, the University College may decide not to pursue one procedure in favour of the other, or to suspend one procedure until the outcome of the other is complete.
  - 1.7 The WUC Code of Conduct explains how you are expected to behave whilst on University College premises or where you are taking part in University College-related activities. You are responsible for the behaviour of guests you bring onto campus.
  - 1.8 Staff, students, visitors or general members of the public are encouraged to report at the earliest opportunity any alleged anti-social or criminal behaviour, any breaches of the WUC Student Code of Conduct, or any other behaviour which potentially brings the University College into disrepute.

## 2. Principles

- 2.1 If there is an allegation that you have breached the HE Code of Conduct, or have engaged in other inappropriate behaviour, this disciplinary procedure will apply. Investigation will take place on a case-by-case basis.
- 2.2 The standard of proof applied in operating this procedure is the balance of probabilities. The University College will determine, based on the available evidence, whether it is more likely than not that a particular event occurred.
- 2.3 Where more than one student is involved in a case of suspected misconduct, the University College may choose whether to take joint or separate action against them under this procedure.
- 2.4 Where you are subject to this procedure, the University College may withhold from you any awards and references, and may prevent you from attending a graduation ceremony, until consideration of a matter under this procedure is concluded. The University College may also refuse admission to any WUC course, or restrict the provision of any other service or facility, until the disciplinary procedure is concluded.

- 2.5 Should you withdraw from the University College once the procedure has been initiated, the University College may still hear the case. Should the University College choose not to proceed with the case, a note will be placed on your student file and the case may be re-activated should you re-apply to the University College.

### 3. Support for students

- 3.1 The University College provides a range of student support services. These are open to any student against whom an allegation of misconduct is made under this procedure, and also to any student who is a victim of or witness to misconduct. A full list of student support services, including links to relevant external organisations and services, is provided in **Appendix A**.
- 3.2 You are also encouraged to seek advice and support regarding this procedure from the Writtle University College Students' Union.
- 3.3 If you have a disability and/or special educational needs and are subject to investigation and/or a panel hearing under this procedure, you may be accompanied by a support worker as may reasonably be required. The University College will make reasonable adjustments to this procedure where it is reasonable to do so to prevent you from suffering material disadvantage as a result of your disability and/or special educational needs.
- 3.4 If you are invited to attend a panel hearing under this procedure, you may be accompanied by a fellow student, friend or a Students' Union representative to provide support. You are not permitted to be represented by a legally qualified solicitor or barrister and you are not permitted to bring a parent or guardian to a panel hearing. You must provide the name and contact details of your chosen companion to the University College at least three (3) working days before the panel hearing.

### 4. Reporting misconduct

- 4.1 Staff, students, visitors or general members of the public are encouraged to report at the earliest opportunity any alleged misconduct by a student which they witness or of which they have evidence. Any person who becomes aware of misconduct by a student should report the matter to [complaints@writtle.ac.uk](mailto:complaints@writtle.ac.uk). Relevant documentary evidence should be attached to the email where appropriate.
- 4.2 University College staff who become aware of misconduct by a student through some other means (for example if the conduct is reported to them by another person) will ensure that the matter is reported through the correct channel either by advising the individual who witnessed the conduct, or if necessary by reporting the matter themselves and attaching any email or other evidence to their report.
- 4.3 The University College will not normally respond to anonymous reports of student misconduct.

- 4.4 The University College will seek to ensure that all allegations of misconduct are treated seriously and constructively, and dealt with fairly, promptly and respectfully. The University College reserves the right not to proceed with an investigation following an allegation of misconduct if it is considered that there are insufficient grounds or evidence to do so.
- 4.5 The University College will not investigate allegations which are deemed to be vexatious or malicious. The submission of false, vexatious or malicious allegations constitutes an abuse of this procedure and may be treated as misconduct.

## 5. Definitions of misconduct

- 5.1 The definition of misconduct is outlined in the WUC Code of Conduct and relates to behaviour that:
- contravenes University College regulations, or
  - damages the University College or its reputation, and/or
  - constitutes a criminal offence.
- 5.2 The list provided in **Appendix B** illustrates possible behaviours and actions occasioning misconduct. The list is not intended to be exhaustive and there may be other forms of misconduct not noted here.

## 6. Misconduct that constitutes a criminal offence or is subject to civil proceedings

- 6.1 If you witness or have evidence of a possible criminal offence committed by a WUC student, you are encouraged to report this to the University College at the earliest opportunity by talking to your tutor or a member of support staff. If you are the victim of a possible criminal offence, you may wish to:
- a) report the matter to the police;
  - b) not report the matter to the police but request that the University College deals with the matter under this procedure;
  - c) not report the matter to the police or formally report it to the University College, but to disclose the incident to internal and/or external support services.
- 6.2 Whatever course of action you decide to take, the University College will take all reasonable steps to support you. We may recommend that you report the matter to the police but will put no pressure on you to do so. However, the University College reserves the right to start disciplinary action against the accused student and investigate the incident under this procedure.
- 6.3 In exceptional circumstances the University College may decide to report the alleged incident to the police against the wishes of the alleged victim. The University College will only take this decision where, in its reasonable opinion, the reporting is necessary to protect the alleged victim or others from further harm, or to prevent a further crime taking

place. The University College will explain its decision and the reasons to the alleged victim either in advance or as soon as possible after the report was made. The University College will not disclose the identity of the alleged victim without his/her consent.

- 6.4 Where a suspected criminal offence is committed against the University College, including damage to its premises, the University College may report the incident to the police.
- 6.5 The University College reserves the right to either suspend or continue with the disciplinary process in cases where a police investigation is ongoing, or has been suspended or discontinued, or where the matter is subject to civil proceedings. This will be decided on a case-by-case basis and, where necessary, in consultation with WUC legal advisors. The University College also reserves the right to continue with the disciplinary procedure where you have been acquitted in criminal proceedings.
- 6.6 If an allegation of misconduct reported under this procedure is also subject to police investigation, the investigating manager will ask you to give consent for the police to provide information to the University College on the progress of the police investigation or require you to keep the University College informed accordingly.
- 6.7 Where you have been advised not to attend a disciplinary panel hearing or say anything about a pending criminal matter, or are unable to attend due to criminal or civil proceedings, the University College reserves the right to continue with the procedure and to make a decision based on the available evidence.

## 7. Disciplinary Procedure Stage 1 – Investigation

- 7.1 Once a report of misconduct that falls within the scope of this procedure has been made, this effectively becomes a matter between the accused student and the University College, rather than a dispute between the individual who reported the misconduct and the student. It is the University College that will be taking action against the student once it has been decided to handle the matter under this procedure.
- 7.2 There are two stages to the disciplinary procedure, plus an appeal stage. The first stage involves an investigation of the matter to determine what action, if any, should be taken by the University College, including whether or not to proceed to a student disciplinary panel under stage 2 of the procedure.
- 7.3 The stage 1 investigation will be started as promptly as possible, and normally within ten (10) working days of the report being made. The University College may need to extend this period during holiday and examination periods.
- 7.4 The member of WUC staff appointed as investigating manager should be someone with no previous involvement in the matter under investigation. If the appointed staff member considers there to be a potential conflict of interest, the University College will identify another suitably qualified person to take over the investigation.

- 7.5 As part of the investigation the appointed WUC staff member will: (a) interview you; (b) identify and interview any other relevant witnesses or obtain written witness statements from them; and (c) seek documentary evidence where appropriate (e.g. emails, logs from relevant WUC systems, records or other material evidence).
- 7.6 The investigating manager will write to you at least three (3) working days in advance of the interview, providing the date and time of the interview and explaining the reason for the investigation and the allegations made against you.
- 7.7 The following are possible outcomes from the stage 1 investigation:
- a) that the matter does not constitute an act of misconduct and no further action should be taken;
  - b) that the matter constitutes an act of misconduct, but that there is insufficient evidence to proceed with a disciplinary case;
  - c) that the matter constitutes a minor breach of expected behaviour and can be dealt with informally, with no further action to be taken under the disciplinary procedure;
  - d) that the matter constitutes misconduct but is not serious enough to warrant consideration by a student disciplinary panel, in which case the investigating manager may impose any or all of the following sanctions:
    - a formal written warning (otherwise known as a “Cause for Concern” note);
    - a requirement that the accused student provides a written apology to the person(s) affected by his/her misconduct;
    - University College community service;
    - a fine of up to £25
    - a vehicle campus ban;
    - a bar ban (please note: the Bar Manager or Assistant Bar Manager as licensee has the authority to issue an immediate bar ban, which can either be temporary or permanent).
  - e) that the matter constitutes serious misconduct, or repeated misconduct following previous formal warnings, and should be referred to a student disciplinary panel.
- 7.8 The investigating manager will write to you within five (5) working days of the stage 1 procedure being concluded, explaining the outcome of the investigation and, where applicable, any next steps. You do not have the right to appeal a sanction imposed as an outcome at stage 1 of the disciplinary procedure.
- 7.9 Where you are issued with a formal written warning (known as a “Cause for Concern” note) as an outcome from a stage 1 disciplinary investigation, a copy of the formal written warning will be sent to you via your WUC email account. The formal written warning will be recorded centrally on the WUC student records system for a period of six (6) years. Should you be subject to subsequent disciplinary investigations, the investigating

manager will check for formal warnings already on your record and will consider the relevance of any previous misconduct.

- 7.10 The stage 1 investigating manager may not impose any sanctions other than those listed in clause 7.7 (d). Where s/he determines that the matter warrants a more serious penalty, the case must be referred to a stage 2 student disciplinary panel.

## 8. Suspension

- 8.1 Exceptionally, the University College may suspend your registration in accordance with this disciplinary procedure and WUC regulations and policies. A decision to suspend registration will be taken to enable an investigation into alleged misconduct where the allegation is such that, in the reasonable opinion of the University College, you cannot continue your studies or be present on WUC premises. This may be necessary, for example, where there are concerns for your safety or the safety of others.
- 8.2 A period of suspension does not presume guilt and will only be imposed where it is considered absolutely necessary. Where a decision is taken to suspend you, you will be provided with a named contact at the University College, which will normally be your Tutor or Course Manager. Conditions may be attached to the period of suspension and it is likely that there will be consequences if they are breached.
- 8.3 Only the Senior Warden or a member of the Senior Leadership Team (SLT) has the authority to approve an immediate and temporary suspension. Where some other member of staff, including an investigating manager, considers that a suspension may be necessary, s/he should write to the Director of Academic Services explaining the reasons for recommending the suspension, including the risks posed to the safety of the student or others, and/or to the integrity of the disciplinary investigation. The Director of Academic Services will consider the case on behalf of the SLT and, where suspension is deemed necessary, will notify you and explain the terms of the suspension.
- 8.4 A period of suspension must be time-limited and should be for no more than an initial period of four (4) weeks, whilst an investigation takes place. The period will be kept under review by the Director of Academic Services, on behalf of the SLT. It can be extended but will be lifted once it is clear whether disciplinary action is to be taken or not.
- 8.5 You have the right to appeal a suspension by writing to the Vice-Chancellor within five (5) working days of the communication of the decision by the Director of Academic Services or his/her nominee. An appeal to the Vice-Chancellor may only be made on the following grounds:
- a) that there has been a procedural irregularity;
  - b) that there was bias on the part of the decision-maker;
  - c) that the decision is unreasonable and/or disproportionate;
  - d) that there is new material evidence which you can demonstrate was for good reason not previously available.

- 8.6 The Vice-Chancellor will consider your appeal within five (5) working days and will either:
- a) maintain the terms of the suspension;
  - b) vary the terms of the temporary suspension;
  - c) end the suspension.

## 9. Disciplinary Procedure Stage 2 – Student disciplinary panel hearing

- 9.1 Where the disciplinary matter under investigation proceeds to stage 2 of the disciplinary procedure, you will be invited to attend a student disciplinary panel hearing. The purpose of the student disciplinary panel hearing is to consider the outcome of the stage 1 investigation and to provide you with the opportunity to respond to the allegations made against you. The student disciplinary panel will then decide what sanctions, if any, to impose.
- 9.2 The student disciplinary panel hearing will normally be chaired by a member of the Senior Leadership Team (SLT) who is not the Vice-Chancellor.
- 9.3 The University College will write to you with an invitation to attend the disciplinary panel hearing, normally within ten (10) working days of the outcome from the stage 1 disciplinary procedure. The invitation to the student disciplinary panel hearing will:
- a. communicate the date, time and place of the panel hearing;
  - b. communicate the composition of the student disciplinary panel;
  - c. communicate the order of proceedings for the panel hearing;
  - d. set out in full the allegations made against you, and to which you are required to respond;
  - e. provide the written report from the stage 1 disciplinary procedure investigation;
  - f. invite you to provide a written submission in advance of the panel hearing;
  - g. ask you to notify the panel in advance of any witnesses you ask to attend the panel hearing;
  - h. include a copy of this procedure and the WUC Code of Conduct;
  - i. set out that you may bring a fellow student, friend or a Students' Union representative to support you (parents/guardians are not permitted to attend).
- 9.4 If you choose not to acknowledge the date of a disciplinary panel hearing or provide a written submission in advance, the panel may still proceed to hear the case.
- 9.5 The proceedings of the disciplinary panel hearing will not be invalidated by the failure of you or your fellow student/friend/Students' Union representative to attend the interview, or by the exclusion of you or others from the panel hearing.
- 9.6 As per section 3.4 of this procedure, you are not permitted to be represented by a legally qualified solicitor or barrister and you are not permitted to bring a parent or guardian to a panel hearing. You must provide the name and contact details of your chosen companion to the University College at least three (3) working days before the panel hearing

- 9.7 The disciplinary panel cannot compel a witness to appear at a hearing. It is the responsibility of the party calling the witness to ensure that they attend.
- 9.8 The advice of the Safeguarding and Wellbeing Manager or an appropriate professional will be sought in relevant cases. Where you do not consent to medical information being provided to the University College, the investigation will proceed on the basis of the information available to the University College at the time.
- 9.9 The student disciplinary panel hearing will be minuted and you will receive a copy of the minutes within ten (10) working days after the panel hearing.
- 9.10 The order of proceedings at a disciplinary panel hearing will normally be as follows:
- a) the Chair will introduce the proceedings;
  - b) the stage 1 investigating manager, or his/her nominee, will present the University College's case and the allegation of misconduct that is being made against you, and may call and question witnesses. The investigating manager and any witnesses will answer any questions from you and from the panel;
  - c) you, or your friend/fellow student/SU representative, may respond to the University College's case and the allegation of misconduct and supporting evidence, and may call and question witnesses. You and any witnesses will answer any questions from the investigating manager and from the panel;
  - d) the investigating manager will make a closing statement;
  - e) you may make a closing statement;
  - f) the panel will retire to consider the case.
- 9.11 Following the panel hearing, the members of the student disciplinary panel will consider whether the allegations made against you have been proven on the balance of probabilities.
- 9.12 Where a panel considers that it has insufficient information to reach a decision, the chair may adjourn the hearing, for a defined period, to allow either you or the investigating manager to gather further information. You will be informed of the date, time and location of the reconvened hearing with a notice period of not less than three (3) working days.
- 9.13 Once its consideration of the case is concluded, the student disciplinary panel will normally take one or more of the following actions:
- a) dismiss one or more of the allegations, either because the matter does not constitute an act of misconduct or because the allegation have not been proven, and decide that no further action should be taken;
  - b) determine that one or more of the allegations has been proven and that you have committed an act of misconduct;
  - c) refer the case for consideration under another University College regulation or procedure.
- 9.14 Where it considers that the allegation has been proven, the panel will determine which, if any, sanction as set out in section 10 of this procedure should be applied. The panel

may take into account any mitigating circumstances presented by you when applying any of the sanctions available to it.

- 9.15 A member of the student disciplinary panel will notify you in writing of the outcome of the panel hearing, the reasons for the decision and, where relevant, any sanction imposed, within ten (10) working days of the panel hearing. You will also be informed of your right to appeal the decision as per section 11 of this procedure.

## 10. Sanctions

- 10.1 The student disciplinary panel has the discretion to apply an appropriate sanction for any disciplinary offence under this procedure. The reasons for the choice of sanction will be recorded in writing, shared with you and documented on your student record for a period of six (6) years. Sanctions under this procedure are as follows and may be applied in combination:

- a) a formal written warning (otherwise known as a "Cause for Concern" note);
- b) an action plan and conditions for improvement of your conduct (to be reviewed within two months of being issued);
- c) University College community service;
- d) a fine of up to £300;
- e) payment of compensation or repair costs;
- f) a vehicle campus ban;
- g) a bar ban (please note: the Bar Manager or Assistant Bar Manager as licensee has the authority to issue an immediate bar ban, which can be either temporary or permanent);
- h) a halls of residence ban;
- i) a final written warning;
- j) a time-limited exclusion from the University College;
- k) permanent exclusion from the University College.

## 11. Disciplinary Procedure Stage 3 – Appeal

- 11.1 If you are dissatisfied with the outcome from stage 2 of the disciplinary procedure (i.e. the decision of the student disciplinary panel), you may appeal the outcome by writing to the Vice-Chancellor within five (5) working days of the communication of the decision by the disciplinary panel. A stage 3 appeal to the Vice-Chancellor may only be made on the following grounds:

- a) there was a procedural irregularity at the formal stage (for example, there was a material failure by the University College to follow this disciplinary procedure, clear reasons were not provided for the decision, or there is evidence of bias); and/or
- b) the outcome was not reasonable in all the circumstances (i.e. no reasonable decision-maker, properly directing him/herself, and taking into account the relevant facts, could have reached that decision); and/or

- c) new material evidence is available which you were unable, for valid reasons, to provide earlier in the process.
- 11.2 You must explain how your request for an appeal falls within one or more of the grounds set out above in section 11.1 and you should state your case clearly and succinctly, with supporting evidence as appropriate.
- 11.3 If your appeal is accepted on the grounds set out in section 11.1 of this procedure, an appeals panel will be formed comprising the Vice-Chancellor (or a person delegated by him/her), a staff member operating at a senior level within the institution not previously involved with the case, and a student representative.
- 11.4 Exceptionally, where the Vice-Chancellor has been involved in the case prior to the stage 3 appeal, a member of the governing body will be appointed to take the Vice-Chancellor's place in the appeal process.
- 11.5 The appeal panel will take evidence from you and review the findings of the stage 1 and stage 2 disciplinary procedure. You may be accompanied by a fellow student, friend or Students' Union representative and this need not be the same individual who attended the stage 2 disciplinary panel hearing. You are not permitted to be represented by a legally qualified solicitor or barrister and you are not permitted to bring a parent or guardian to a panel hearing. You must provide the name and contact details of your chosen companion to the University College at least three (3) working days before the panel hearing
- 11.6 The appeal panel will determine one of three outcomes:
- a) that both the finding of guilt and the sanction imposed be upheld;
  - b) that the finding of guilt is confirmed but that the sanction is re-determined; or
  - c) that the finding of guilt is overruled.
- 11.7 The final decision of the stage 3 appeal panel will be communicated to you in writing, with reasons, within 20 working days from your appeal request being accepted. If the outcome of the appeal is favourable to you, you can request the University College to provide you with a Completion of Procedures letter (COP), which will be provided to you within 28 days of the request. If the outcome of the appeal is unfavourable to you, a COP will be sent to you automatically within 28 days of the decision letter being issued.
- 11.8 There can be no further internal appeal against the decision of the stage 3 appeal panel.

## 12. Independent external review

- 12.1 If you remain dissatisfied with the outcome from stage 3 of the disciplinary procedure, your case may be eligible for review by the Office of the Independent Adjudicator for Higher Education (OIA), which is an independent body set up to review student complaints against higher education institutions in England and Wales. More information about the OIA can be accessed at [www.oiahe.org.uk](http://www.oiahe.org.uk).

### 13. Record keeping and notification

- 13.1 A formal disciplinary sanction imposed in accordance with sections 7.7 or 10.1 of this procedure will be documented on your student record for a period of six (6) years.
- 13.2 The University College will not treat your investigation under this procedure as confidential. Relevant members of WUC staff may be notified. If you are an apprentice, the University College will notify your employer.
- 13.3 The University College reserves the right to disclose any sanction imposed on you (including your suspension or exclusion from the University College) in any references provided to third parties, or in order to comply with any regulatory reporting requirements.
- 13.4 Once the disciplinary procedure has been concluded (including any appeal), the University College will write to the individual who reported the misconduct to confirm the outcome and that the case is closed. Where the University College considers it reasonable and appropriate to do so, it will also inform the victim(s) of the misconduct of the outcome of the disciplinary procedure.

### 14. Data protection

- 14.1 The University College collects data on disciplinary outcomes at each stage of this procedure and any complaints submitted by you to any regulators (including the OIA), and uses the data (a) internally for reporting, evaluation, learning and training; and (b) externally for discussion with regulators in the higher education sector. This data will at all times be anonymised.
- 14.2 Your personal data and sensitive personal data as defined by the Data Protection Act (DPA) 2018, including the General Data Protection Regulation (GDPR), may be disclosed to the University College's members of staff and regulators only for the purposes of dealing with an allegation of misconduct under this disciplinary procedure, a complaint arising out of it and/or implementing any recommendations. Personal data will not be shared with any other third parties unless the University College has your express permission, has a statutory obligation to do so, or is otherwise permitted to do so under the DPA/GDPR.

## Appendix A: Student support services

### In an emergency...

When you are someone you care for is having extreme mental health difficulties, you may need to get help very quickly. If you or a friend are in crisis and you need help right away, you have a few options:

#### Serious or Life Threatening

-  Call 999 if there is imminent risk of harm to yourself or others – *This service is available 24 hours a day*
-  Go to A&E at your local hospital (Broomfield Hospital is the closest one to WUC) – *This service is available 24 hours a day*

#### Urgent Help

-  Call NHS 111 – *This service is available 24 hours a day*
-  Come into the Wellbeing Office and speak to one of the Wellbeing Team
-  Contact your/their GP to book an emergency appointment
-  Call your/their mental health support worker, if you/they have one. This may be your/their care co-ordinator or key worker

## WUC Support Services (Normal Operating Hours)

Wellbeing Team (Wellbeing Office)

Welfare Officer (FE)

**Sue Gardener**

-  [Sue.Gardener@writtle.ac.uk](mailto:Sue.Gardener@writtle.ac.uk)
-  01245 424200 Ext: 25720 | +44 (0)7766 255829

Welfare Officer (HE)

**Liz Fox** (*Days of work: Monday, Tuesday, And Friday*)

-  [Elizabeth.Fox@writtle.ac.uk](mailto:Elizabeth.Fox@writtle.ac.uk)
-  01245 424200 Ext: 25566

Senior Warden (Residential Students)

**Tracey Coop**

-  [Tracey.Coop@writtle.ac.uk](mailto:Tracey.Coop@writtle.ac.uk)
-  01245 424200 Ext: 25528 | +44 (0)7760 789556

Counsellor

**Rachel Taylor** (*Days of work: Tuesday, Wednesday, And Thursday*)

-  [Rachel.Taylor@writtle.ac.uk](mailto:Rachel.Taylor@writtle.ac.uk)
-  01245 424200 Ext: 25655

Students' Union (Students' Union Office)

Students' Union Support Officer

**Abi Knowles** (*Hours of work: Monday to Friday 9:30 – 2:30*)

✉ [Abi.Knowles@writtle.ac.uk](mailto:Abi.Knowles@writtle.ac.uk)

☎ 01245 424200 Ext:25735 | 01245 422752 | +44 (0)7922 576751

Academic Sabbatical Officer

**Dannii Carr**

✉ [Dannii.Carr@writtle.ac.uk](mailto:Dannii.Carr@writtle.ac.uk)

☎ 01245 424200 Ext:26021 | 01245 422752

Academic Team

You can also get support from your course teams by contacting your **Personal Tutor** or **Course Scheme Manager**.

## WUC Support Services (Outside Normal Working Hours)

Warden

Pastoral Support for Residential Student

☎ +44 (0)7880 557796 (*Monday – Friday 17:15 – 08:30 | 24 hours at weekends and Bank Holidays*)

## External Support Services

Local Support

Writtle GP Surgery

The Writtle Surgery is a 6 doctor (2 male, 4 female) practice in the village of Writtle, very close to the University College. If you are a resident student, you should have already registered as a patient and if you need and mental health support, book to make an appointment. If you would like support to do this, please contact the Wellbeing Team.

📄 <https://writtle.gpsurgery.net/>

☎ 01245 421205

📍 16a Lordship Road, Chelmsford, Essex, CM1 3EH

*(8am – 6:30pm Monday to Friday)*

## Real-time Online/Phone Counselling and Listening Services

Papyrus

Suicide is something PYPYRUS takes very seriously. If this is how you feel, please give Papyrus a chance to help. Papyrus run Hopeline, a specialist telephone service staffed by trained professionals who give non-judgmental support, practical advice and information to young people aged under 35 who are worried about how low they are feeling and anyone who is concerned about a young person.

- ☎ 0800 0684141
- ✉ [Pat@papyrus-uk.org](mailto:Pat@papyrus-uk.org)
- 📱 07786 209697 (SMS only)
- 🌐 [www.papyrus-uk.org](http://www.papyrus-uk.org)

*(Monday – Friday: 10am-10pm | Weekends: 2pm – 10pm | Bank Holidays: 2pm – 5pm)*

## Samaritans

Samaritans is a charity which offers a free round the clock listening service. They offer a safe space to talk, any time you like, in your own way – about whatever is getting to you. You don't need to be suicidal to call Samaritans for help.

- ☎ 116 123
- ✉ [jo@samaritans.org](mailto:jo@samaritans.org)
- 🌐 [www.samaritans.org](http://www.samaritans.org)

## Kooth

Kooth offer a free, safe and anonymous online counselling service for young people aged up to 26 in Essex. You will be able to chat with accredited counsellors, once you log in and they also have message boards and resources written by young people. Kooth can be accessed via mobile, tablet or desktop.

- 🌐 [www.kooth.com](http://www.kooth.com)

*(12pm – 10pm Monday to Friday and 6pm – 10pm at weekends)*

## Childline

Childline is a free, confidential service available for young people (aged under 19) 24 hours a day by calling, emailing or by 1-2-1 online chat with a counsellor.

- ☎ 0800 1111
- 🌐 [www.childline.org.uk](http://www.childline.org.uk)

## Mobile Apps

### Calm Harm

Calm Harm is an award-winning app developed for teenage mental health charity stem4. Calm Harm provides tasks to help you resist or manage the urge to self-harm. You can make it private by setting a password, and personalise the app if you so wish. You will be able to track your progress and notice change.

Learn to ride the wave with the free Calm Harm app using these activities:

**Comfort, Distract, Express Yourself, Release, Random and Breathe.**

When you ride the wave, the urge to self-harm will fade.



### Self-Help for Anxiety Management (SAM) App

SAM is an application to help you understand and manage anxiety. SAM will help you to understand what causes your anxiety, monitor your anxious thoughts and behaviour over time and manage your anxiety through self-help exercises and private reflection.

The "Social cloud" feature will enable you to share your experiences with the SAM community while protecting your identity



## Other tools/Services

### Good Thinking

Good Thinking is an online resource to help you find tools to help you or a friend manage anxiety, stress, low mood and sleep deprivation. It was developed for the people of London, however there are many resources that are applicable to people all over the UK.

 <https://www.good-thinking.uk/>

### Talk to Frank

For friendly, confidential advice about drugs, TalkToFrank. They offer live chats (2pm – 6pm), email, text and phone service too.

 [www.talktofrank.com](http://www.talktofrank.com)

 82111 (SMS only)

 03001 236600

### Be Gamble Aware

Be Gamble Aware provide information to help people make informed decisions about their gambling. They will help you find out more about gambling and what safer gambling means, to understand and recognise problem gambling, and show you where to go for further information, help and support should you need it.

 08088 020133 (*8am – midnight 7 days/week*)

 [www.begambleaware.org](http://www.begambleaware.org)

### Drink Aware

Drink Aware is an independent charity working to reduce alcohol misuse and harm in the UK. They're here to help people make better choices about drinking.

 03001 231110 (*weekdays 9am–8pm, weekends 11am–4pm*)

 [www.drinkaware.co.uk/alcohol-support-services](http://www.drinkaware.co.uk/alcohol-support-services)

## Appendix B: Examples of student misconduct

The following are examples of student misconduct which may be investigated under this procedure and which, if proven, may result in disciplinary sanctions being applied. This list is intended to be illustrative, not exhaustive.

- A. Any violent, indecent, disorderly, threatening, intimidating or offensive behaviour or language, including assisting, enticing or encouraging others to engage in any such behaviour.
- B. Any act of sexual misconduct, recognising that sexual misconduct may be committed by a person of any gender and can occur between people of the same or different gender, and may occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct encompasses any unwanted behaviour of a sexual nature that is committed without consent or by force, intimidation, coercion or manipulation, including:
  - i. sexual intercourse or engaging in another sexual act without consent;
  - ii. attempting to engage in sexual intercourse or other sexual act without consent;
  - iii. sharing private sexual materials of another person without consent;
  - iv. kissing without consent;
  - v. touching inappropriately through clothes without consent;
  - vi. inappropriately showing sexual organs to another person;
  - vii. repeatedly following another person without good reason;
  - viii. in a manner which causes the person followed to feel alarmed or threatened;
  - ix. making unwanted remarks of a sexual nature.
- C. Any behaviour which could constitute discrimination or harassment on the grounds of sex, sexual orientation, gender, gender re-assignment, race, religion (including antisemitism), disability or age of any student or member of staff of the University College, honorary staff, recognised teacher or any visitor to the University College, including:
  - i. publishing or distributing offensive notices or other materials on University College premises;
  - ii. discrimination or harassment conducted via email, telephone, in writing or through the use of social media or other internet sites
- D. Engaging in any activities related to the promotion or incitement of, or participation in, acts of terrorism.
- E. Any fraud, deceit, deception or dishonesty in relation to the University College or its staff, students or visitors, including:
  - i. misrepresentation or falsification of entry qualifications, previous study, work experience or other information provided as part of the admissions process which emerges post-admission to a WUC course of study;

- ii. failure to disclose a relevant criminal conviction incurred before or whilst enrolled as a student at the University College;
  - iii. forging, altering or misusing University College documents or records, including WUC ID cards and student attendance records;
  - iv. tampering with University College intellectual property or confidential information (including assessment materials);
  - v. withholding or providing false information when accessing or using any University College service or procedure;
  - vi. bribery or attempted bribery, including but not limited to offering or giving money, gifts or any other advantage to any student or employee of the University College, honorary staff or recognised teacher with the intention of inducing that person to perform his/her role improperly or of rewarding that person for performing his/her role improperly;
  - vii. misappropriation of University College funds or assets.
- F. Possession, use, distribution, production, being under the influence of during University College-related activities, supply of and/or trade in illegal substances and drugs, and any conduct relating to psychoactive substances which is unlawful under the Psychoactive Substances Act 2016.
- G. Spiking the drinks of others.
- H. Smoking in “No Smoking” areas (including e-cigarettes).
- I. Action which may cause injury or endanger the safety of others, either on University College premises or when engaged in offsite University College business, including:
- i. breaching the University College’s Health and Safety Policy;
  - ii. misuse of or tampering with fire safety equipment;
  - iii. keeping or carrying any items that may constitute a weapon.
- J. Any conduct, whether committed on University College premises or elsewhere, which may bring the University College into disrepute, including:
- i. repetitious anti-social behaviour, noise and general disturbance;
  - ii. making libelous statements or unfounded allegations against the University College on social networks or other sites, on University College premises, in public places, within the local community or at other institutions;
  - iii. conduct resulting in a formal police caution or other penalty imposed by the police, regardless of whether a criminal charge is brought;
  - iv. conviction of a criminal offence by any court of a competent jurisdiction.
- K. Any theft, damage or misuse of University College property or equipment, or the property or equipment of other students, University College staff, University College visitors or placement/practice organisations.
- L. Unauthorised use or occupation of University College premises.
- M. Any breach of the WUC halls of residence accommodation agreement.

- N. Any abuse, harm or inappropriate treatment of University College livestock.
- O. Substantial obstruction or interference with the functions, duties or legitimate activities of any student or member of staff of the University College, or any visitor to the University College.
- P. Contempt of the University College's disciplinary procedure, including:
  - i. failure to comply with any penalties or sanctions imposed as a result of the University College's disciplinary procedure;
  - ii. making false, vexatious or malicious allegations against another student.