

Applicant Conduct Procedure

The University is committed to ensuring that any interaction with an applicant¹ is conducted in a professional, courteous and respectful manner and it expects that any communication from an applicant is conducted in the same way. This procedure covers how alleged breaches of the standards of conduct are managed.

This procedure also applies to former applicants whose application has previously been interrupted, suspended or terminated when they were under the policy or whose actions, if known, may have led to an investigation under the Policy. If this were the case, the University reserves the right to review that investigation as part of the application process to assess suitability for any programme.

Applications for an award with the University but studying in a partner organisation are usually subject to the policies and procedures of that organisation, but may also be referred to the University particularly if the concerns relate to activities including but not limited to; selection events, at the University's campuses, student accommodation or any other recruitment activities. The procedure to be followed for applicants for a degree apprenticeship and also employed at a partner organisation is jointly agreed on a case by case basis depending on the nature of the allegations.

Levels of Action

The University has three levels for managing alleged applicant misconduct:

- Level 1 Minor
- Level 2 Persistent
- Level 3 Major

The following table provides a framework regarding the levels at which allegations of misconduct are usually considered, and highlights typical sanctions which could be applied at each level where misconduct is proven. The table is intended to be illustrative and not exhaustive, and the University anticipates that there will be circumstances when alternative sanctions are appropriate. The more serious sanctions can only be imposed following a disciplinary process at the appropriate level.

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| Examples of misconduct which will usually be considered include: | Typical Sanctions include: Minor (Level 1) <ul style="list-style-type: none">• Receive a written warning |
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For the avoidance of doubt, "applicant" in the context of this policy refers to both those who are currently in the process of applying to the University and offer holders. In terms of this policy, a person remains an "applicant" until the point of registration.

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| <ul style="list-style-type: none"> • Attempted deception or fraudulent behaviour • Promoting any material which is obscene, offensive, hateful or inflammatory. • Promoting sexually explicit material. • Promoting violence. • Promoting discrimination based on race, sex, religion, nationality, disability, sexual orientation or age. • Promoting any illegal activity. • Be threatening, abuse or invade another's privacy, or cause annoyance, inconvenience or needless anxiety. • Damage to or theft of property from the University or members of the University community | <ul style="list-style-type: none"> • Removal of access to a service provided by the University (virtual events, Interviews) • Receive a formal warning remaining on your record if you progress to study on Professional suitability course <p>Persistent (Level 2)</p> <ul style="list-style-type: none"> • As at Level 1 • Withdrawal of current UWE application/s <p>Major (Level 3)</p> <ul style="list-style-type: none"> • Any sanctions at level 1 or 2 • Referral to the Police or other external authority |
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Identification and notification of a concern

- At any point after application and before enrolment, concerns regarding applicant conduct may be identified by University staff, students or fellow applicants.
- The identifying team/individual will alert the Head of Recruitment and Admissions and a decision should be made as to which team/individual should investigate the concern and who should be involved. A request to investigate will be sent by the Head of Recruitment and Admissions to the investigating team.
- The Head of Recruitment and Admissions will write to the applicant to explain that a concern has been raised and that this will be explored. For investigations being considered at Level 2 or 3 the applicant will be informed of the allegation and supporting evidence in writing and invited to attend a meeting to gather facts about the alleged misconduct.
- The Head of Recruitment and Admissions will notify the identifying team/individual of the procedure that will be followed and how their statement and any evidence will be used and shared. Within the confines of data protection rules and the confidentiality of proceedings, they may be kept informed of progress.
- The investigating team will complete their investigation, considering all available evidence including from the reporting person and witnesses if appropriate, and summarise their findings in a written report. The report will **not** make a suggestion around next steps.

Decision

- The Head of Recruitment and Admissions, in consultation with the Director of Future Students, Communications and Marketing, and other where appropriate, determines the appropriate procedure to be followed in any matter.

- Where the alleged misconduct is being considered under Level 2 or 3, a panel will convene to consider the report and make a decision. The report will be shared with panel members and the applicant at least 2 weeks prior to the panel meeting. The Panel will occur in 3 steps:
 - Pre-meeting: Panel meet to consider initial thoughts and what questions they would need to pose to the applicant to gain a thorough understanding.
 - Meeting with the applicant: Panel meet with the applicant.
 - Post-meeting: Panel make decision on the final outcome.

The Panel will consist of:

- Head of Recruitment and Admissions
 - Director of Future Students, Communications and Marketing
 - Head of Department or Associate Head of Department and relevant Programme Leader/Admissions Tutor also representing any trust or school where the application is for a professional course
- Where there is sufficient evidence to establish, on the balance of probabilities, that misconduct has occurred, the University will usually determine an appropriate sanction for the applicant involved. The circumstances and context of each case will be taken into account when determining what sanctions should be imposed.
 - Where an applicant decides to withdraw from the University and there is an outstanding conduct concern, the disciplinary process will normally continue until completed so that a formal judgement may be reached whether or not the applicant chooses to engage with the process.

Notification of Outcome

- The Head of Recruitment and Admissions will communicate any decision made to the applicant in writing within 10 days of the decision being made.
- For Level 3 investigations, the University may, at its discretion, refer the matter to the Police or other external authorities.
- Where the decision is taken to withdraw the application, applicants may seek a review of the decision through the University Complaints Procedure: <https://www.uwe.ac.uk/about/contact-us/complaints>