

RCA Student Misconduct and Disciplinary Policy 2024/25

Introduction: RCA Expectations of Behaviour

The Royal College of Art is committed to the provision of a welcoming and safe environment for our community. Students, staff and visitors of the College are required at all times to conduct themselves in an appropriate manner in their day to day activities, including in dealings with other students, staff, visitors and external organisations.

During your time as a student, staff or visitor, we expect you to behave:

- Safely, and with regard to the safety of others;
- With civility, consideration and respect for others;
- In accordance with College policies, rules and regulations, and all applicable laws.

You have a responsibility to treat all members of the College community with respect and represent the College as responsible ambassadors through your good conduct on and off campus. This applies anywhere and at any time but is particularly important whilst on campus, on fieldwork or placement, on other study away from the College, as part of student group activities, or whilst engaged in any other RCA-related activity.

Good conduct includes:

- Valuing the diversity of the College community and not discriminating against others
- Being honest, considerate, and courteous towards others
- Behaving in a respectful manner towards others so that they do not feel that they are being harassed, bullied, or coerced, whether within or outside the College
- Acting responsibly and showing respect for College property
- Acting within the law and not engaging in any activity or behaviour (including on social media) that is likely to bring the College into disrepute.

Overview

The RCA is committed to the values and behaviours within the Student Charter to provide all students with a considerate and safe environment. This policy sets out behaviours that we define as misconduct and actions that we may take in response through the student Disciplinary Procedure.

Definition and examples of misconduct

Misconduct is when you do not act appropriately:

- **Towards other people:** examples include behaviours that negatively affect the working environment of others; violent, threatening, abusive or anti-social behaviour or language; physical misconduct; sexual misconduct; harassment; bullying; victimisation; making malicious complaints; breach of the RCA Equality and Diversity Policy; hate crimes; distributing or publishing information that is offensive, threatening or illegal.
- **Towards the College or its community:** examples include damage to College property; unauthorised use of College property including IT networks; taking property that does not belong to you; creating an obstruction that prevents a person or the College to operate normally; causing a potential or actual health and safety concern; fraud or deception; causing unreasonable reputational damage to the College or a member of the College; failure to comply with a reasonable instruction from any

member of College staff; failure to comply with a sanction issued for previous misconduct.

- **In accordance with UK law:** either on or off College premises.

There are further examples of types of misconduct and corresponding possible penalties in Appendix 1 of this policy.

This policy covers misconduct that occurs in-person or on-line, including through social media, and applies to all students registered with the College.

Matters relating to academic misconduct are covered by the RCA Academic Regulations. Academic research misconduct allegations against a researcher come under the RCA Research Misconduct Procedure. RCA Students' Union regulations apply to any misconduct that takes place under its remit. All RCA student policies, procedures and regulations are available [on the website](#).

Equality and Diversity

This policy and the Student Disciplinary Procedure will operate within the context of the [RCA Equality and Diversity Policy](#). The College's RCA general statement on anti-discrimination can be viewed here: [Full Statement](#)

Reasonable adjustments will be made to the application of the policy and procedure due to a disability or health condition to ensure fair access. Reporting students, responding students and witnesses should make any requests for reasonable adjustments known to the investigator.

Support

If you have been subject to misconduct by another student, if you are reporting the alleged misconduct of another student, if an allegation of misconduct has been made against you, or if you have witnessed misconduct, confidential support is available from [Student Support](#). It is particularly important to seek support if the situation is impacting negatively on your wellbeing or mental health. [The RCA Students' Union](#) can also provide independent advice and support. Support is available regardless of whether you want the College to take any action about the alleged misconduct.

Reporting student misconduct

Alleged or actual misconduct may be reported by:

- Another RCA student
- A member of RCA staff
- A visitor to the RCA community
- A person external to the College where your behaviour impacts on the reputation of the College and/or could harm members of the public or of the College community.

You will not be disadvantaged by the College in any way by reporting the alleged or actual misconduct of another student. We strongly encourage you to talk to a member of staff or the RCA Students' Union if, despite this assurance, you have a misconduct allegation that you do not feel you can raise without doing so anonymously. The Students' Union or members of staff can discuss this matter with the Head of Equity and Inclusion to consider if there are

any actions that the College is able to take, for example, in relation to safeguarding. Discussion with the Head of Equity and Inclusion would only take place with your agreement.

You can still report misconduct anonymously via [our Report +Support site](#). However, the College will be unable to investigate allegations as we would be unable to complete an appropriately robust investigation. Any anonymous reports will be recorded and may be notified to relevant staff. Further information about anonymous reporting is available at [our Report +Support site](#).

All reports of alleged misconduct where a student would like the College to take action should be made by completing the [online form](#). Alleged misconduct can also be reported through [our Report +Support site](#) to let the College know about it, to find out about support services, and to get advice and support to help you choose whether to proceed to making a formal allegation of misconduct, which would normally then require completing the [online form](#).

If a misconduct allegation is made against a student solely on malicious grounds, we will consider taking disciplinary action against the student making that allegation.

Anti Discrimination

The RCA stands firmly against unlawful discrimination in all its forms against staff, students and visitors with protected characteristics as set out in the Equality Act 2010 (age, gender, sexual orientation, race, religion or belief, disability, gender reassignment, marriage and civil partnership, pregnancy, and maternity). In addition, we will not tolerate discrimination on the grounds of any other characteristics or circumstances including, but not limited to ethnic or national origin, socio-economic background, and trade union membership status.

The College is committed to fostering a positive culture where all staff, students, and visitors can flourish and where no-one will feel compelled to conceal or play down elements of their identity for fear of being stigmatised. Our staff have the right to work and our students the right to study in an environment which is free from bullying and harassment and gives them the dignity and respect to which they are entitled.

The College is committed to eradicating unlawful discrimination, will promote equality, diversity, and respect for all and create an environment where individual differences and contributions are recognised and valued, in our policies and procedures as well as in the way that we communicate and engage with each other. [Full Statement](#)

Student Disciplinary Procedure and Outcomes

The College uses the Student Misconduct and Disciplinary Policy and Procedure to respond to reports of alleged misconduct. The Procedure is designed to be transparent and fair. Staff involved in any part of the Student Disciplinary investigation will have no earlier involvement with the case.

Decisions made by the College in Student Disciplinary cases must be supported by evidence. The standard of proof is the level of proof required to make a decision. In Student Disciplinary cases, the standard of proof is “the balance of probabilities”, that is, it is more likely than not that something happened. The standard is higher than simply believing that something is likely to have happened. It is for the University to prove that misconduct has occurred, it is not for a respondent to prove that misconduct did not occur.

Where an allegation of misconduct is upheld, the College will normally apply a penalty. The penalty will be dependent on the severity and impact of the misconduct and examples are provided in Appendix 1 of the Student Disciplinary Procedure. Any previous penalties may also be taken into account. The College will ensure that any penalty is proportionate, considers any relevant mitigating circumstances and explains its reason for a particular penalty.

Meetings and representation

You may be accompanied by another person if you are asked to attend a Student Disciplinary Procedure meeting. This applies to any student reporting alleged misconduct, being a witness of alleged misconduct or being investigated for misconduct. This person will normally be another student, an RCASU student representative or a friend from outside the College. The person accompanying you may speak on your behalf or may provide you with moral support. The College would need to see your written consent for another person to represent you (i.e. speak on your behalf) in a meeting or in any part of the Student Disciplinary Procedure.

A student accompanying another student to a meeting or representing a student in any part of the Student Disciplinary Process cannot also be a witness to the alleged misconduct.

The College recognises that you may choose to seek legal advice or representation if you are being investigated for alleged major misconduct.

Health, Safety and Wellbeing

The College is obliged to maintain the health, safety and wellbeing of students in accordance with the UK and College Health and Safety, legislation and policies. There will be situations when the College will be required to adapt and potentially suspend academic and technical delivery in order to fulfil its statutory duty. The College will endeavour to ensure that any disruption is minimised and that any changes will aim to continue to support a positive student experience, as far as practicably possible.

Confidentiality

The College will manage misconduct allegations confidentially. It will be necessary for a limited number of people to know the details of the allegation for it to be investigated. Depending on the stage of the Student Disciplinary Procedure, these people may include staff who manage the allegation, who undertake the investigation, are named in the allegation, are witnesses to the matters it raises, are part of a panel that considers the allegation or who are asked to review a disciplinary outcome. The College Senior Leadership Team will be briefed on allegations that may have significant reputational implications.

Where an allegation of misconduct is upheld, the reporting student (or any other student) will not normally be informed of the outcome or penalty. The outcome will be shared by the Registrar or COO with the relevant staff involved in the case. Examples of full or partial exceptions to this position are where a non-contact or similar agreement is in place, or where the student against whom the allegation has been upheld has been excluded from the College.

Dignity and respect

All students and staff engaging in the Student Disciplinary Procedure must behave with dignity and respect for each other. Abusive behaviour will not be tolerated. The process will

be halted where unreasonable behaviours occur in-person or on-line, including through social media. The College will make further use of the Student Misconduct and Disciplinary Policy where behaviours constitute misconduct.

Student Disciplinary Procedure

Preparation

1. If you plan to submit an allegation of misconduct, or if an allegation of misconduct has been made against you, please read the Student Misconduct and Disciplinary Policy and this Procedure.
2. The [RCA Students' Union](#) is available to provide students with independent advice. Wellbeing support is available from [Student Support](#).
3. If you decide to make an allegation, we ask that you do so normally no longer than 20 working days after the incident to which it relates so that we can engage with the matter swiftly. However we understand that in some circumstances someone may take longer than this, for example where a matter has significantly impacted you and this has caused a delay in reporting: please explain the reason for the delay and we will consider whether the allegation can be investigated.
4. The Student Disciplinary Procedure sets out the timescales for each stage of the process. We will always let you know if we are unable to meet the published timescale and the reason why.
5. If the allegation contains matters that extend beyond the remit of the Student Disciplinary Procedure, we will assess how we can best manage all matters in the most effective way and will explain our approach to you.
6. As noted in our Student Misconduct and Disciplinary Policy, you will not be disadvantaged in your studies or in any other way if you make an allegation of misconduct. A student will not be disadvantaged if a misconduct case is not upheld. The only exception to this position is where an allegation is made solely on malicious grounds.

Reporting of misconduct

7. All reports of alleged misconduct should be made by completing the [online form](#). The report should include the name of the student/s and details of the misconduct.

Initial assessment of the misconduct report

8. The Student Conduct and Complaints Manager will make an initial assessment of whether the alleged misconduct is major or minor. Section 12 outlines addressing minor misconduct and section 24 outlines addressing major misconduct. The Academic Registrar or nominee (Head of Student Experience) will be responsible for overseeing a major misconduct case. Appendix 1 provides more information about minor and major misconduct.
9. Where a report involves more than one respondent or more than one reporting student, it will be at the discretion of the Investigator to decide whether the report should be separated into separate investigations

Acknowledgement of the misconduct report

10. Within 5 working days of the College receiving a report of alleged misconduct, we will:

- Provide a written acknowledgement to the reporting student
 - Notify the student about whom the misconduct report is being made (the responding student), including what the allegation is and how it will be considered under the Student Disciplinary Procedure
 - Provide information about support that is available through Student Support and RCASU to both the reporting and responding students
 - Offer to refer the student/s to suitable advice and wellbeing support for the duration of the case
 - Confirm the need for confidentiality to enable a fair process
11. The College will also assess any additional steps that it needs to take at this time (see point 24) and both the reporting and responding students will be notified of the outcome of this process. Where, for example, a non-contact agreement between two or more students is required as part of these additional steps, all students will be informed.

Addressing Minor Misconduct

12. Following the acknowledgement process, minor misconduct cases will be managed by the designated staff lead of the student's Faculty (Associate Dean, Head of Programme/ Research Office or School/Research Office General Manager, Assistant Director or Head of Service) through one of two processes:
- Where there is clear evidence (e.g. multiple witnesses, CCTV or other similar evidence) that minor misconduct has taken place, penalty will be given without further investigation. The responding student will be informed of the outcome in writing and the reason for the penalty. You may appeal the outcome or the penalty, through the process set out in point 20
 - For all other cases, an investigation will be undertaken
13. The reporting student will be invited to attend a meeting with the designated staff lead which will normally be held within 15 working days from the date of the acknowledgement (see point 10). The purpose of this meeting is to discuss the allegations you have made and take a full account from you, to ensure that the allegations are fully understood by the staff lead. You will be offered a choice of meeting in person or online. The staff lead will be accompanied by another member of staff who will take notes of the meeting and you may also be accompanied at this meeting (see the Meetings and Representation section of the Policy). Notes of the meeting will be kept and will be shared with you and you will be invited to notify of any errors you perceive.
14. The responding student will be invited to attend a meeting with the designated staff lead to discuss the allegations against you and to provide your response. This meeting will normally be held within 15 working days from the date of the acknowledgement (see point 10). You will be offered a choice of meeting in person or online. You will be provided with any supporting evidence that has been collected by the College normally within 5 working days before the meeting. The designated staff lead will be accompanied by another member of staff who will take notes of the meeting and you may also be accompanied at this meeting (see the Meetings and Representation section of the Policy). Notes of the meeting will be kept and will be shared with you and you will be invited to notify of any errors you perceive.
15. A different member of staff from the person conducting the investigation will decide or approve the outcome. Where a School General Manager conducts the investigation,

the outcome should be decided by the Head of Programme. Where the Head of Programme conducts the investigation, the outcome should be decided by an Associate Dean or Dean.

16. Normally within 5 working days of that meeting, the outcome will be confirmed to the responding student in writing. The outcome of the investigation will be one of the following:
 - There is insufficient evidence to show on the balance of probabilities that misconduct occurred
 - The reporting student admits misconduct
 - There is sufficient evidence to show on the balance of probabilities that misconduct occurred
 - In response to matters raised in the meeting by you or by the College, further investigation is required, and a follow-up meeting will be held with you once that investigation has concluded. This follow-up process will normally conclude within 10 working days of you being notified and you will receive a further written outcome
17. Where the responding student admits misconduct or where there is sufficient evidence to show that it occurred, a penalty may also be applied depending on the nature and impact of the misconduct. A reason for the penalty will also be provided and will explain whether any mitigating circumstances have been taken into account. Appendix 1 outlines examples of Misconduct and Penalties.
18. If the minor misconduct behaviour continues or you undertake further misconduct behaviour - deemed as minor or major misconduct - during the period of addressing minor misconduct, then the case may be escalated to become a major misconduct and immediately move to point 24, with the permission of the Registrar or COO.
19. The reporting student will be notified of whether their allegation of misconduct has been upheld or not.

Appealing Minor Misconduct

20. If the responding student disagrees with the outcome or penalty, they may appeal the decision on the following grounds:
 - The procedure has not been followed appropriately, or;
 - The decision is unreasonable and/or a disproportionate penalty has been imposed; or
 - There is new information/evidence that was not reasonably available before.
21. You should normally submit your appeal to the Dean of Faculty or Director within 10 working days of receiving the original outcome. You will receive an email acknowledgment of its receipt, and this will be followed by a review outcome within 10 working days of your request being submitted.
22. Faculties will retain records of upheld cases of misconduct.
23. A reporting student cannot challenge an outcome decision. However if a reporting student has concerns about how the matter was handled or the process used in reaching a decision, they can submit a complaint via [the RCA Student Complaints form](#).

Addressing Major Misconduct

Part 1: Initial Risk Assessment

24. All alleged major misconduct reports will be risk-assessed by a member of the Senior Management Team, Registry or Student Experience (SM1 or above), to consider if the College needs to undertake one or more of the following immediate or additional actions:

- **Temporary Precautionary Measures.** These will be put in place if the College considers that there is an actual or potential risk to any individuals in the College community (including you) arising from the respondent's alleged behaviour. Measures may also be put in place where there is a potential or immediate risk to College premises or facilities or to the overall reputation of the RCA. As their name suggests, the actions are temporary and precautionary. They do not pre-determine the outcomes of the Student Disciplinary Procedure. Measures can include but are not limited to:
 - Suspending the respondent from their programme
 - Excluding the respondent from all or part of College premises or use of facilities (including RCASU activities, facilities and premises)
 - Establishing a non-contact agreement with another member of the College

The decision to suspend or exclude a student rests with the President and Vice Chancellor as set out in the College Ordinances. The Registrar or Chief Operating Officer will recommend suitable action to the President and Vice Chancellor to approve.

If any of these temporary measures are put in place, we will inform the respondent in writing of the period of time for which they will apply and/or be reviewed. Where non-contact agreements are put in place, the College will also inform the other student/s concerned.

Wherever possible, and where there would be no impact on the specific temporary precautionary measures put in place, the College will permit the respondent to continue with their studies. Where this is not possible (e.g. because they are not permitted to be on College premises or do not have access to usual facilities), the College will consider putting in place a special scheme of study. Depending on the specific circumstances of the case, a special scheme may be applicable while temporary precautionary measures are in place (e.g. where a student has reasonable access to alternative resources that would enable the learning outcomes to be met), or when the investigations have been completed (e.g. when access to resources are possible). Use of a special scheme of study is an academic decision that will be taken by the School/ Research Office.

- **Fitness to Study.** Your fitness to study may be considered if there is evidence to show that you are potentially not fit to engage with your programme at this time. The Student Disciplinary Procedure will normally be suspended temporarily if the College decides that fitness to study needs to be addressed first. The College may still put in place Temporary Precautionary Measures. Please refer to the Support to Study policy for more information.

- **Conduct that may constitute a criminal offence** If the alleged misconduct could constitute a criminal offence against another individual (e.g. student, staff), it will normally be the student's decision as to whether they report the matter to the police. The College will provide information to any student reporting alleged misconduct that may also be a criminal offence of the options available to them, and it is then their choice how to proceed. If the alleged misconduct could constitute a criminal offence against the College, we will decide if we intend to report this matter to the police or manage the circumstances through our Student Disciplinary Procedure as a non-criminal matter.

Where alleged misconduct may also constitute a criminal offence, the notes taken by the College may also be requested by the police to use as part of a criminal investigation.

Where alleged misconduct is reported as a criminal offence or where the College receives information that a student has allegedly committed a criminal offence off College premises, we will consider the implications of this position in relation to the need for any Temporary Precautionary Measures. We will normally suspend the investigatory part of the Student Disciplinary Procedure while criminal proceedings are in progress. Where a student is acquitted of a criminal offence, we may subsequently progress the Student Disciplinary Procedure if there is evidence that the alleged misconduct was in breach of our Policy.

If a student is convicted of any criminal offence that occurred on or off College Premises, the College will consider the nature of the offence in relation to their on-going registration with the College. We will inform them or their representative of our decision in writing.

Part 2: Investigation

25. Major misconduct reports will be investigated by an Academic or Professional Service Staff, SM1 or above, nominated by the Registrar. The investigation process will normally take no longer than 20 working days to complete and will normally include the following sequence of actions:
 - The investigator will acknowledge receipt of the report of alleged misconduct within 3 working days
 - The investigator will invite the reporting student to attend a meeting with them which will normally be held within 15 working days from the date of the acknowledgement. The reporting student will be offered a choice of meeting in person or online. The purpose of this meeting is to discuss the allegations they have made and take a full account, to ensure that the allegations are fully understood by the investigator. The investigator will be accompanied by another member of staff who will take notes of the meeting and you may also be accompanied at this meeting (see the Meetings and Representation section of the Policy). Notes of the meeting will be kept and will be shared with you and you will be invited to notify of any errors you perceive about the record of the meeting. If you decide not to participate in the investigation, this fact will be included in the investigation report
 - The student against whom the allegations are made (the responding student) will be notified of the allegations made against them within 3 working days of receiving a misconduct report. They will be invited to attend a meeting with the investigator to discuss the allegations against them and to provide their

response. This meeting will normally be held within 15 working days from the date of notifying them of the allegation. They will be offered a choice of meeting in person or online. They will be provided with any supporting evidence that has been submitted by the reporting student or collected by the College normally within 5 working days before the meeting. The investigator will be accompanied by another member of staff who will take notes of the meeting and you may also be accompanied at this meeting (see the Meetings and Representation section of the Policy). Notes of the meeting will be kept and will be shared with you and you will be invited to notify of any errors you perceive. If you decide not to participate in the investigation, this fact will be included in the investigation report

- Witnesses to the misconduct will be invited to meet with the investigator or to provide a written statement
 - Any other relevant information or evidence will be collected
26. The investigation report will be considered by the Registrar and the Chief Operating Officer who will decide one of the following:
- That further information is required to complete the investigation and will refer this task back to the investigator
 - Not to uphold the allegation
 - To uphold the allegation and determine a penalty
 - That the case needs to be referred to a Disciplinary Panel because (i) the case is complex and more than one opinion is required to review the report findings and/or (ii) where the nature of the misconduct, if upheld, has the potential to lead to the most serious penalties (i.e. expulsion from the College). See point 29
27. Any relevant mitigating circumstances should be taken into account when determining any penalty.
28. The responding student will be informed of the outcome in writing, information about any next steps and timescales and the reason for any penalty. You will also receive a copy of the investigation report where this is final. Where a decision has been made to uphold the allegation, you may appeal the outcome and penalty through the process set out in point 36.
29. If the decision described in point 25 is that the case needs to be referred to a Disciplinary Panel, the Registrar or nominee will be responsible for this. The Panel can happen in person or online. The role of the Panel will be to:
- Schedule its meeting within 20 working days of the responding student being informed that it will meet
 - Ensure that the responding student is provided with the same written information about the case that is received by the Panel at least 10 working days in advance of the meeting.
 - Review the investigation report and any supporting documentation
 - Meet with the responding student to ask questions and to hear their response to the findings
 - Hear from witnesses that may be called
 - Determine the outcome and any penalty. The penalty should take account of any mitigating circumstances presented to the Panel.
30. The membership of the Disciplinary Panel will be comprised of at least one Senior Academic (Associate Dean or Dean or Director of Research) who will Chair, and one

Senior Professional Service staff member (SM1 and above) who have not been involved in the case to date and normally the President or Vice-President or a nominated and trained student representative appointed by the Students' Union. A panel will still proceed if the Students' Union choose to not take part. All staff and Students on panels are required to have completed the College's Unconscious Bias and Race Equality training.

31. To avoid conflict of interest, the Students' Union Officer - or a nominated and trained student representative appointed by the Students' Union - on the Disciplinary Panel cannot also support or represent any student involved in the disciplinary process or hearing.
 32. Where the responding student admits the misconduct and/or does not dispute the investigation findings, they may choose to waive their right to attend a Disciplinary Panel hearing to present their case. The Disciplinary Panel Chair would then consider if a penalty can be given outside a panel hearing, or if the hearing still needs to take place. The responding student will be informed of the decision and reasons either way.
 33. There are other circumstances in which a responding student may choose not to attend the Panel meeting. These include where:
 - They choose to submit written evidence rather than attend in person
 - Their health or wellbeing means that it is not possible to do so
 - They choose not to engage with the process
 - They request that someone else attends on their behalf
- If they choose not to attend, the Panel will normally go ahead in their absence and will base its decision on the information that is available.
34. The outcome from a Disciplinary Panel meeting will be that either the case is not upheld and no further action will take place, or that the case is upheld and a penalty will be imposed. Where a penalty is imposed, the reason will be provided.
 35. The responding student will normally be notified of the outcome of the Panel within 3 working days of the hearing. Wherever possible, we aim to meet with them in person to provide them with the written outcome so that the contents can be explained. Any decision to suspend or exclude a student will be made by the President and Vice Chancellor as set out in the College Ordinances. The Registrar or nominee will recommend suitable action to the Chief Operating Officer and the President and Vice Chancellor to approve.

Appealing Major Misconduct

36. If the responding student is unhappy with the outcome of a disciplinary case, they can make an appeal within 10 working days on the following grounds:
 - The College has failed to follow its procedure adequately
 - The decision is unreasonable and/or a disproportionate penalty has been imposed
 - You have new information/evidence that was not available previously for good reason.

37. Your request to appeal will be acknowledged in writing and you will be notified of the outcome within a further 10 working days.
38. Your appeal submission will be considered by a Pro Vice-Chancellor or nominee who will either:
 - Dismiss the appeal
 - Uphold the appeal and either (i) refer the matter to a new Disciplinary Panel or (ii) impose an alternative penalty.
39. This decision will be final, and you will be provided with a Completion of Procedures' letter which concludes the process. That letter will provide you with information about your right to approach the Office of the Independent Adjudicator for Higher Education (www.oiahe.org.uk) if you wish to seek external independent review of the College's procedure and decision.
40. A reporting student cannot challenge an outcome decision. However if a reporting student has concerns about how the matter was handled or the process used in reaching a decision, they can submit a complaint via [the RCA Student Complaints form](#).

Appendix 1 - Examples of Misconduct and Penalties

These examples are illustrative and do not limit the College in the penalties it may apply on a case-by-case basis.

Misconduct	Examples of behaviour (may include but not limited to)	Defined as minor or major misconduct	Range of possible penalties depending on the severity and impact of the misconduct
Physical misconduct	Any unwanted and unreasonable contact. Examples include pushing, shoving, punching, pinching, kicking, slapping, biting, pulling hair.	Either, depending on severity and impact.	Apology, warning, suspension, expulsion, conditions of remaining at the College. If the student remains at the College, it may also be recommended that the student seeks support to address their behaviours.
	More excessive misconduct which may also include use of implements or weapons against others.	Major	Suspension, expulsion.
Sexual misconduct	Sexual misconduct is any unwanted and unpermitted sexual activity. Sexual misconduct includes (but is not limited to) the following, within or outside a sexual or romantic relationship, including where consent to sexual activity has been given then withdrawn, or if consent has been given on previous occasions: Sexual intercourse or engaging in a sexual act without consent; attempting to engage in sexual intercourse or engaging in a sexual act without consent; sharing private sexual materials of another person without consent; kissing without consent; touching inappropriately through clothes without consent; inappropriately showing sexual organs to another person; repeatedly contacting or following another person without good reason; making unwanted remarks of a sexual nature. For the avoidance of doubt, in this paragraph, 'without consent' includes purported consent	Major	Warning, suspension, expulsion, conditions of remaining at the College. If the student remains at the College, it may also be recommended that the student seeks support to address their behaviours.

Approved by: RCA Senate 24 May 2023, Next review: RCA Senate, May 2024

Owner: Head of Student Experience

Misconduct	Examples of behaviour (may include but not limited to)	Defined as minor or major misconduct	Range of possible penalties depending on the severity and impact of the misconduct
	obtained by force, intimidation, manipulation or coercion		
Abusive behaviour	<p>Abusive behaviour is any unwanted behaviour which is reasonably likely to cause harm; or have the effect of violating another's dignity; or create an intimidating, hostile, degrading, humiliating or offensive environment for another person. This includes:</p> <p>Threats to hurt another person</p> <p>Hate crimes</p> <p>Abusive comments relating to an individual's sex, sexual orientation, religion or belief, race, pregnancy/maternity/paternity, marriage/civil partnership, gender reassignment, age, disability</p> <p>Victimisation</p> <p>Bullying or harassment</p> <p>Abuse that takes place within an intimate relationship</p> <p>Acting in an intimidating or hostile manner</p> <p>Use of inappropriate language (including that of a sexualised nature)</p> <p>Distribution of offensive, threatening or illegal material</p> <p>Persistent minor offences</p>	Major	Warning, suspension, expulsion, conditions of remaining at the College. If the student remains at the College, it may also be recommended that the student seeks support to address their behaviours.

Misconduct	Examples of behaviour (may include but not limited to)	Defined as minor or major misconduct	Range of possible penalties depending on the severity and impact of the misconduct
Causing A Health or Safety Concern	Action that did cause or could have caused a health and safety concern or incident on College premises	Either, depending on severity and impact.	Warning, restrictions/conditions, suspension, expulsion.
Damage or misuse to College property	Causing damage to College property or to the property of students or staff or of visitors to the College, either intentionally or recklessly. Misuse of ITLS facilities	Either, depending on severity and impact.	Warning, restrictions/conditions, suspension, expulsion. Fine or requirement to pay for the damage caused.
Unauthorised Taking or use of property	Unauthorised entry to, or unauthorised use, of College premises Taking College property without permission.	Either, depending on severity and impact.	Warning, restrictions/conditions, suspension, expulsion. Return of property or fine to replace property taken.
Not following the RCA Poster and information display policy	Damage to the University's property. Authorised promotional spaces becoming cluttered, not allowing fair usage for all. Compromised appearance of public spaces. Inadequately secured posters littering the environment. The promotion of illegal or offensive material. Combustible display material in corridors and circulation spaces causing fire hazards.	Either, depending on severity and impact.	Warning, restrictions/conditions, suspension, expulsion. Fine or requirement to pay for the damage caused.
Deception or fraud	Actions intended to deceive the College.	Major	Warning, restrictions/conditions, suspension, expulsion.
Operational obstruction	Disruptive behaviour that prevents other students, staff or visitors of the College go about their work, or the College operating as normal.	Either, depending on severity and impact.	Warning, restrictions/conditions, suspension, expulsion.

Misconduct	Examples of behaviour (may include but not limited to)	Defined as minor or major misconduct	Range of possible penalties depending on the severity and impact of the misconduct
Failure to comply with reasonable instruction	Ignoring the reasonable request of a member of staff in relation to your behaviour towards others or towards College property.	Either, depending on severity and impact.	Warning, restrictions/conditions, suspension
Reputational Damage	Behaviour which has caused damage or could have caused damage to the reputation of the College.	Major	Warning, restrictions/conditions, suspension, expulsion.
Failure to comply with a misconduct penalty	Behaviour that does not comply with a College sanction	Either, depending on severity and impact.	The next level/s of penalty.
Malicious behaviour	Making an allegation of misconduct which is solely based on vexatious or malicious grounds. Submitting vexatious complaints to the College Harassment of students, staff and visitors in the public domain e.g. social media	Major	Warning, restrictions/conditions, suspension, expulsion.
Hate Crime	Hate crime can fall into one of three main types: physical assault, verbal abuse and incitement to hatred.	Major	Warning, restrictions/conditions, suspension, expulsion.
Disruption	Disruption of College activities (including lectures, meetings, sporting and social activities) Contempt of the College's disciplinary authorities	Either, depending on severity and impact.	Warning, restrictions/conditions, suspension, expulsion.
Illegal substances	Possessing, supplying or selling any controlled drug or psychoactive substance (such as cannabis, LSD, cocaine, MDMA) on College property. To be found to be under the influence of substances on college premises.	Major	Warning, restrictions/conditions, suspension, expulsion. If the student remains at the College, it may also be recommended that the student seeks support to address their behaviours.

Misconduct	Examples of behaviour (may include but not limited to)	Defined as minor or major misconduct	Range of possible penalties depending on the severity and impact of the misconduct
Alcohol	<p>To be found to be under the influence of alcohol in studios and workshops and other non licensed areas on the college premises.</p> <p>Consumption of alcohol in unlicensed areas in RCA without permission from the HoP.</p> <p>Possessing and consumption of alcohol on College premises not purchased through RCA catering operations.</p> <p>Storing of alcohol within the studios or workshops</p>	Either, depending on severity and impact.	<p>Warning, restrictions/conditions, suspension, expulsion.</p> <p>If the student remains at the College, it may also be recommended that the student seeks support to address their behaviours.</p>