

Sexual Misconduct Procedure

(Supporting the Sexual Misconduct Policy)

This document outlines the procedural response to student disclosures or allegations of sexual misconduct. It includes:

1. Reporting Mechanisms

- Students, witnesses, or third parties can report misconduct to the Student Governance team via reporting@aecc.ac.uk
- Anonymous reporting is possible but may limit the University's ability to act. Anonymous reports can be made [here](#)
- Reports can be informal or formal and must be acknowledged promptly.

2. Initial Risk Assessment and Support

- A trained staff member conducts a risk assessment.
- Immediate support referrals are made for both reporting and responding students. Support is available from Student Services and the Students' Union team.
- Precautionary measures may be considered (see section 3).

3. Precautionary Measures

- Actions may include:
 - No-contact orders
 - Relocation within student accommodation
 - Interim suspension from specific areas or activities
- Measures are proportionate and reviewed every 20 working days.

4. Classification of Misconduct

- Misconduct is assessed as **major** or **non-major**:
 - *Non-major* cases may be handled via summary procedures if the student admits guilt.
 - *Major* cases must be referred to a Disciplinary Panel.

5. Investigation

- An appointed Investigating Officer collects evidence and interviews relevant parties.
- Investigation should begin within 5 working days of report.
- Panel referral decision follows review of findings.

6. Summary Resolution (for Non-Major Misconduct)

- Conducted by the Investigating Officer
- Student must accept the outcome and sanctions, which may include warnings, reflective tasks, or non-contact agreements
- Right to appeal remains in place

7. Disciplinary Panel (for Major Misconduct)

- Panel membership includes a Head of School (not from the student's course), Course Leader, a staff member, and SU rep
- Both parties may attend and be accompanied (non-legal)
- Sensitive arrangements (e.g. testimony behind a screen) are made
- Panel decides on the balance of probabilities
- Panel should be within 20 working days of the complaint but may be sooner where agreed with the student.

8. Penalties

- Range from written warnings to expulsion (for major misconduct)
- Outcomes are explained in writing within five working days and placed on the student's file
- Referral to Fitness to Practise panel if applicable

9. Appeals

- Must be submitted within 10 working days of outcome
- Grounds include procedural flaws, new evidence, or disproportionate penalty
- Appeals Panel is independent from the original panel

10. Referral to OIA

- If internal appeals are exhausted, students may refer cases to the Office of the Independent Adjudicator (OIA) within 12 months

11. Record Keeping

- All case files retained for 6 years from the final action date under the Records Retention Policy

12. Apprentices

- Employers are informed of outcomes that affect study or placement
- Coordination with apprenticeship providers ensures safeguarding and compliance

Indicative examples of misconduct;

Misconduct	Non-Major	Major
Engaging, or attempting to engage in a sexual act without consent		✓
Sexually touching without consent	✓	✓
Kissing hand/cheek without force or harassment	✓	
Kissing with force involved		✓
Sexual remarks creating hostile/offensive environment	✓	✓
Single remark with no intent to offend	✓	
Multiple non-major acts with intent		✓
Inappropriately showing sexual organs	✓	✓
Not directed at individual	✓	
Directed at individual		✓
Following another person without good reason	✓	✓
Single incident, no threats	✓	
Repeatedly following		✓
Recording/sharing intimate images without consent		✓
Degrading/humiliating themed events		✓
Failure to comply with sanctions under this policy		✓
Repetition of non-major offences becoming major		✓
Failure to follow instructions related to discipline		✓

Version:	1.0
Approved by:	Academic Board [Wider Management Group Approved version 3.0]
Originator/Author	Academic Registrar
Policy Owner	Academic Registrar
Reference/ source	
Date approved	07 July 2025
Effective from	August 2025
Review date	2028/29
Target	All staff and all students and apprentices enrolled on University awards. PGR students enrolled on Solent awards.
Policy location	Public Website/ Internal
Equality analysis	No direct impact. The policy provides for reasonable adjustments to be made, where appropriate, for students with specific protected characteristics under the Equality Act 2010. Monitoring will be undertaken to assess whether there is any differential impact in the handling of cases