

## Student information - report to the disciplinary board

**Report** The procedure for reporting a student to the disciplinary board is based on the rules in the Higher Education Ordinance<sup>1</sup> (Högskoleförordningen). It states that suspected violations of the rules should be reported to the president of the university without further delay. This text describes the stipulated procedure when a report of suspected violation of the rules has been submitted to the president.

Normally, it is a teacher or examination host that submits a report of suspected violation to the president. Such a report is based on observations and/or material handed in by the student that is subject to grading by the teacher. The grading procedure will be put on hold while the disciplinary board processes the case.

**Investigation** You will receive an e-mail from the board's secretary (using the e-mail address provided to you by the university) asking you to attend a meeting with an investigator. At the meeting you will be able to comment on the accusations in the report and present your case. The investigator may also collect information about the case from other sources, such as examination hosts and teachers.

**President's decision** The investigation will be presented to the president and the disciplinary board's legal representative. The president then takes one of the following decisions;

- 1 the case is closed
- 2 the student is given a written warning
- 3 the case is submitted to the disciplinary board for review

If the president decides that the case should be closed, no disciplinary measures will be taken, and you continue with your studies. Student material will be graded by the teacher.

If the president decides to issue a written warning, the case is closed with the warning. Student material will not be graded by the teacher. You may submit the president's decision to the disciplinary board for review.

**Disciplinary board** If the president decides to submit your case to the disciplinary board you will receive an e-mail asking you to attend the board's meeting. At the meeting the board members and the person submitting the report will ask you questions, and you will be given the opportunity to present your case. You will not be present when the board deliberates. The decision of the board will be sent to you by e-mail as soon as the protocol is signed.

**Disciplinary boards decision** The disciplinary board takes one of the following decisions;

- 1 the case is closed

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<sup>1</sup> The Higher Education Ordinance (chapter 10), [www.hsv.se](http://www.hsv.se)



- 2 warning
- 3 suspension

If the board decides to close the case, student material will be sent to the teacher for grading. If the board decides to issue a warning the case is closed with the warning and you continue with your studies. Student material will not be graded if you have been given a warning.

### **Suspension**

A decision by the disciplinary board to suspend a student includes a specification of the duration of the suspension. Six months is the maximum duration for suspension. If you are suspended you are not allowed to participate in any form of teaching activity at the university, e.g. attending class, hand in exams or assignments, receive supervision. This is regardless of whether you study individually or as a member of a student group. Thus, if you have been suspended, you cannot participate in a group work together with other students that have not been suspended. Student material will not be graded if you have been suspended.

Your user account for e-mail and access to the university computers and Internet is also closed during the suspension. A decision to suspend a student is valid from the date of the decision, if nothing else is stated. Information about the board's decision is distributed to Swedish student aid (CSN), the university student registry (Ladok), IT-support, notifier, examiner, and head of faculty.

The disciplinary board's decision to issue a warning or to suspend a student can be appealed by the student to the Administrative court in Falun (Förvaltningsrätten). An appeal against a decision shall be made in writing. In the letter you shall indicate which decision you are appealing against and the alteration to the decision that you desires. The appeal must be delivered to the disciplinary board within three weeks from the date you were notified of the decision. The disciplinary board then sends the appeal to the Administrative court in Falun (Förvaltningsrätten).

You can always contact the student union and the student health care, regardless of whether you have been suspended or not. When the duration of the suspension has ended, you can once again participate in all forms of teaching activities at the university. Your user account for e-mail and Internet access will be reopened.

### **Questions**

**If you have any more questions, you are welcome to contact:**

University of Gävle has a student and doctoral representative.

If you have questions to your representative regards your disciplinary case, please contact Liv Nilsson e-mail: [studentombud@hig.se](mailto:studentombud@hig.se) or [doktorandombud@hig.se](mailto:doktorandombud@hig.se)

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