



To report suspicion of disciplinary offense

Disciplinary cases are regulated in Chapter 10 in the Higher Education Ordinance and in the Royal Institute of Art's *Guidelines for disciplinary cases and expulsion from studies* (1.1.2/2020:1).

Disciplinary measures may be taken against students, who according to Chapter 10 § 1 first paragraph in the Higher Education Ordinance is attempting to deceive during examinations, disrupt or obstruct activities at the higher education institution or subject another student or member of the staff of the institution to harassment according to the discrimination grounds.

If you have grounded suspicion that a student has committed a disciplinary offense in accordance with the above, **first contact the Head of Education and Research Unit to get further advice and information on disciplinary matters. If a report then is to be filed, it is addressed to the Vice-Chancellor with a copy to the Head of the Education and Research Unit.**

The reporting requirement is not limited to any specific category of employees but applies to everyone without exception.

1. Dokumentation som stödjer misstanken – urkundsanalys, e-postmeddelanden, bilder, rapport från studenter
2. Information om, och i så fall hur, studenten erbjudits information om vad som gäller, tex ordningsregler för ateljé och verkstäder, datapolity, regler för hemtentamen och vad som utgör plagiat. Eventuell dokumentation ska bifogas anmälan.
3. Övrig information som kan vara av betydelse i utredningen.

Name (informant):
Name of the concerned student:
Programme/course the student is registred at:
Course/course component/educational situation connected to the incident:
Description of the incident:

Has the student received information about what applies (for example rules of procedure, computer policy)

YES NO

NOT APPLICABLE

If YES, how has this information been given to the student? (submit possible document)

Possible documents that support the suspicion (attach for example photos, e-mail messages, reports from students)

Other information that may be relevant for the case:

The student in question will receive a copy of the complaint (including any attachments) and will be given the opportunity to respond to it. In cases where the Vice-Chancellor decides to refer the matter to the Disciplinary Board, the members of the Board will also receive a copy of the complaint.