

Disciplinary Measures Against Students – Procedural Instructions

1. Preamble

Radboud University wants to provide its employees and students an inspiring, pleasant and safe work and study environment.

These instructions explain the actions which should be taken when an individual student's conduct and/or statements are such that other students and/or employees experience these as threatening, offensive or seriously disrupting to the work or academic environment. These instructions are not intended to replace, but rather to supplement, other emergency plans or safety instructions. If there are suspicions of radicalization, report this at the security department. They will handle this report.

Serious disruption

There is a 'serious disruption' if, for example, injury or damage is caused to employees or students, or university buildings, sites or facilities. This also includes causing nuisance, obstructing education, disrupting the study climate or displaying undesirable behaviour.

'Undesirable behaviour' includes¹:

'All actions and behaviour with respect to religion, philosophy, orientation, race, sex, skin colour and appearance, age or handicap, which are experienced by the involved employee or student as undesirable or unwanted, and reasonably constitute an infringement on his or her integrity.'

These include, among others:

- Harassment / bullying: any form of verbal, non-verbal or physical behaviour that has the purpose or effect of compromising a person's dignity;
- sexual intimidation: any form of verbal, non-verbal, or physical behavior with a sexual connotation that has the purpose or effect of compromising the person's dignity;
- aggression and violence: incidents where an employee or student is harassed psychologically or physically, threatened or attacked;
- discrimination: making statements in any form about, performing actions against, taking a decision about a person, or making distinctions on the basis of religion, belief, political opinion, race, sex, nationality, heterosexual or homosexual orientation, marital status, age, or disability, with the purpose or effect of compromising a person's dignity.

Measures

The Executive Board can issue regulations and take measures with regard to the proper state of affairs in the university buildings and at the university sites²: If such a situation arises, the Executive Board may take the following measures:

- These measures may entail denying access to these buildings or sites in whole or in part to persons violating the rules or causing serious disruptions.

¹ For a full description see the Regulations on Undesirable Behaviour: <https://www.ru.nl/studenten/tijdens-studie/regelingen/studentenstatuut/> (Appendix 9).

² See article 8 of Radboud University's Structure Regulations (Structuurregeling) and art. 7.57h WHW.

- Denial of access to buildings or termination of enrolment may be imposed for at most one year by the Executive Board.
- A student may be permanently removed and/or de-enrolled if he/she is causing a serious nuisance within the university's buildings or sites and such nuisance does not stop after warnings by the Executive Board.

Contact persons

Contact persons have been designated at both the faculty and university levels to whom students/employees may turn if they believe that a disciplinary measure needs to be taken. These contact persons have good relationships with student advisors and other student counsellors. Each faculty/department shall ensure that the contact person for disciplinary measures within its unit is known and that employees and students know how to get in touch with him/her. General & Legal Affairs shall ensure that a university contact person is designated and made known.

Preferably, incidents shall be handled within the department, but a report of undesirable behaviour shall always be forwarded immediately to the university contact person. This shall result in a uniform approach, clear procedure for handling incidents and proper documentation.

Meetings shall occur every year between the contact persons within faculties and clusters, the university contact person, a student dean and the Head of Student Support. During these meetings, the participants can talk about their experiences and discuss trends.

2. Procedure for disciplinary measures against students

1. If a student or employee identifies deviant, problematic or worrisome behaviour by a student which can be characterised as a serious disruption, the student or employee can report this to the student advisor and/or contact person for disciplinary measures within the relevant faculty or department. The student advisor and the faculty contact person shall inform each other about this report. The student advisor shall examine the background of the student in question and coordinate with the student dean as to whether the matter should be escalated.
2. In possible consultation with the student advisor/student dean, the faculty contact person shall be responsible for the documentation relating to the report.
3. The faculty contact person shall ensure that the university contact person is made aware of the report. If the report is from a department, the university contact person shall take the report up with the student advisor and contact person of the faculty where the student concerned is pursuing his/her studies.
4. If the student is a foreign exchange student, the contact person shall ensure that the Head of Student Affairs is informed, too. Whether the student's university in his/her home country should be notified, and, if so, when and by whom, shall be coordinated. Also will be considered whether the parents of the student are informed and by whom.
5. The university contact person shall inform the Executive Board and the Head of Student Affairs Office³ about the report and keep the Executive Board apprised of the follow-up process.

³ The intention is for the Director and Executive Board to be aware of the report, irrespective of whether action is required at that level at that time.

6. The faculty and university contact persons shall assess the situation and determine the further action to be taken.
7. The faculty and university contact persons shall consult with each other to determine who shall assist the student(s), for example, the student advisor, student dean, student psychologist, mentor or lecturer. They shall likewise determine who shall be informed of the report about the student and the follow-up: the Dean, Director of Education, and/or Security.

Meeting

8. It shall be decided in consultation whether the situation provides cause for a formal meeting (at the faculty or at university level) with the student concerned.
9. If this meeting will be held on university level, the Executive Board shall invite the student by post or e-mail to a meeting with at least the Head Student Affairs and the university contact person.
10. If the student does not show up for the meeting, an invitation shall be sent again by registered post.
11. During the meeting mention is made about the report/concerns about the student and the student shall be given the opportunity to tell his/her story
12. If there is a (intention of) denying access to the buildings or sites or giving a warning, this will be discussed during the meeting.
13. A summary of the meeting will be sent to the student. This will include a warning/disciplinary measure that has been given. The faculty contact person is responsible for including the letter in the student file.
14. In an acute or threatening situation, the Executive Board can decide to impose a denial of access to the buildings and sites, or to terminate the enrolment without prior discussion with the person concerned.

Disciplinary Measures

15. If there is a denial of access to the buildings and sites, or if the enrolment is terminated, this decision will be signed by the Executive Board and handed over to the student via security. Security also informs the Nijmegen police.
16. Conditions may be attached to the warning, disciplinary measure and re-enrolment option, such as seeking psychological help or submitting a medical statement. These conditions shall be recorded in writing. The faculty contact person ensures compliance with these conditions.
17. The faculty contact person ensures a proper return of a student to campus after denial of admission or termination of enrollment. To this end, the faculty contact person discusses a plan with the student on how to achieve a good and safe return for all involved, without recidivism. The department Student Support offers the faculty support in this regard.

Inform

18. The faculty and university contact persons will consult to what extent and in what manner the student's surroundings (students/employees) will be informed. This information is done taking into account the interests of the student.
19. The relevant university employees shall be informed of a disciplinary measure in an appropriate manner. If necessary, Student Administration & Information shall be notified whether the

student concerned shall be allowed or not to enrol (or re-enrol). As appropriate, the Student Housing Foundation (SSH&) shall also be informed of the situation.

Points of attention

20. If, despite a disciplinary measure, employees and/students of the university and/or faculty are menaced by the student, they must consistently refer the matter to the university contact person.
21. If there is serious injury or the situation necessitates this, the emergency number 55555 should always be rung.
22. The security control room is available 24/7 at 024-3619000.
23. **Appendix 1** contains the points for attention when supervising students who are concerned about their psychological well-being.

Appendix 1 Points to note in counselling students where there are concerns about their psychological well-being

Basic principle: proper student counselling, with 'escalation' if the situation calls for this.

- All of the Bachelor's programmes have devised a form of mentorship, in which the mentors – at least four times a year during the first year – have contact with student study groups about such topics as: study progress, motivation, study choice, binding study recommendations, honours programmes, studying in foreign countries and so on.
- In principle, the mentor is a lecturer providing small-scale education.
- Both the mentor and the other lecturers shall play a role in identifying problems among students.
- If they see that a student is showing problems because of, for instance, his/her absences, little/no study progress and/or conduct, they shall meet with the student.
- If they are concerned after the meeting or cannot contact the student, they shall indicate this to the student advisor.
- The student advisor shall take action in the following form:
 - contacting the student and
 - consulting with the central student counsellors and, if necessary, drawing up a joint action plan.
- In situations where there are serious concerns about a student's psychological well-being, the student advisor shall consult with the student dean about the course of action.
- In situations in which the student's conduct includes undesirable behaviour, the Executive Board's disciplinary measures contact person shall be informed.
- The student advisor shall direct the actions which need to be carried out de-centrally. At the central level (for actions which need to be carried out centrally), the student dean shall be responsible for the coordination.
- The action plan may include contacting parents, with it being carefully examined beforehand whether contacting the parents may in fact prove to be counterproductive.
- The student psychologist shall make an estimation of the seriousness and nature of the student's mental state and shall provide direction in setting out an action plan, which the student psychologist may also be involved in implementing.
- If the student advisor/student dean wants to contact the parents, he/she shall discuss this with his/her supervisor first.
- Depending on the gravity of the situation, the aforementioned actions may occur within a few hours.

Note: To ensure that the addresses for parents are current, students may be asked upon enrolment (each year, for instance) to report their parents' home addresses for the purpose of knowing whom to notify in the case of serious situations/emergencies.