

## If you are reported for unacceptable behaviour, the following will happen

PROFESSIONS HØJSKOLEN ABSALON

Notification

•If you are being reported for unacceptable behaviour, the case will be sent to your Head of Study. It is also the Head of Study who will be investigating and handling the case.

Investigation

•Your Head of Study must make sure to collect all information necessary for deciding the case correctly. This may e.g. be interviews with persons who were present, text, audio, photo or video documentation concerning an incident.

Interview with your Head of Study

• The Head of Study is obliged to carry out an interview with you before deciding the case. You will be entitled to bring along a lay representative for the interview. The purpose of the interview is to establish what did in fact occur. Here you will have the opportunity to make protests or ask questions regarding your further course of study.

Decision

- •You will be given a decision in writing or orally. If the decision is given orally, you will always receive a written confirmation subsequently.
- •The person who has reported your behaviour will not be given access to the decision of your case.

Follow-up interview

- •Your Head of Study may choose to call you in for a follow-up interview which will be about the consequences of the decision for your further study activity.
- •If Absalon suspects that you have violated any criminal or special law, this will be reported to the police.