

## Appendix A

### Student Disciplinary Procedure

1. Disciplinary Levels, Offences & Sanctions
  - a. The table below provides examples of disciplinary offences that breach University Regulations, the level at which they may be considered under Regulation 2 and sanctions that may be imposed if a student is found to have breached the regulations.
  - b. The content of this table is indicative and not exhaustive. The scale and impact of the offence will be considered on a case-by-case basis by the Investigating Officer assigned to the case. One or more sanctions may be imposed if appropriate.

| Level | Offence     | Sanction |
|-------|-------------|----------|
|       | A breach of |          |

R

2/3

## 2. Reporting An Incident

- a. Where someone studying or working at the University observes or is informed of conduct by a student which may constitute disciplinary misconduct (the "Incident"), that person (or someone acting on that person's behalf) shall report such conduct to the Director for the Student Experience.
  - b. Incidents which occur outside the University or via a ~~University~~ mechanism (such as social media) may be dealt with under this Regulation.
  - c. The Director for the Student Experience may check the University records in order to ascertain whether the student has committed any previous acts of disciplinary misconduct and may provide that information to those involved in the disciplinary process if appropriate. The information may not be relied upon as evidence that the student has committed the alleged act of misconduct currently being considered under this Regulation but it may be taken into account when considering whether it is necessary to impose precautionary action, when considering which disciplinary route to follow and when considering sanctions.
- ## 3. Incidents that have been reported to the Police and may lead to criminal charges
- a. If the case is considered a criminal offence and is being investigated by the Police, the University's investigation will usually be paused until the Police investigation is completed. Support measures ~~sp-j]~~T421-1 (u)-0.6 (pd.001.4 i)-6 (nid)]TJ -0.001.4 dTJ 0 (s)]4



offence and that may be investigated as a separate case if there is sufficient evidence to do so.

6. Panel Hearings (Level 3 cases)

- a. A Student Disciplinary Panel will be arranged by a case advisor within 25 working days of the report from the IO or as soon as possible. The reported person will be notified at least 10 working days before the panel hearing and will be expected to provide any additional documents no later than 5 working days before the date of the panel hearing. Students can provide the following, for example:

- x a summary of relevant information the student wishes to rely on at the hearing
- x a copy of any relevant documents which the student intends to rely on at the hearing



will be referred to Student Disciplinary Appeals Committee and will be heard within 25 working days

f. A Student Disciplinary Appeal Committee will be composed of people who have had no previous involvement with the case and shall include the VC or delegate, a senior member of staff from the University Executive Group and an elected member of the Students' Union. A secretary will also be present.

g. The Student Disciplinary Appeals Committee will carry out a review of the case based on the documentation provided. The case will not be re-heard unless the Chair decides it is appropriate.

h. If the Chair decides that the case needs to be heard, the student will be invited to the meeting and the Chair will:

- x welcome the student, introduce those present, explain their roles and the procedure to be followed
- x invite the student to present their appeal and the outcome which they are seeking
- x invite the person presenting the response to the appeal to present the University's response, explain the original decision and take any further comments following the student's submission
- x invite the members of the Committee to question the student and the University representative (the Chair may also ask questions)
- x give the student and the University representative an opportunity to make a final statement summarising their respective positions.
- x The student, student's companion and the University representative will then leave the meeting.
- x The Student Disciplinary Appeals Committee will deliberate in private and solely on the basis of the papers before the panel and submissions made that day.

i. The Committee may decide to uphold an appeal or refuse it. If the Committee decides to uphold an appeal, the student will be invited to a meeting with the Chair to discuss the appeal and the outcome which they are seeking.