AppendixA

Student Disciplinary Procedure

- 1. DisciplinaryLevels,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 as a statistic that maybe imposed if a student is found to have breached the regulations.
- b. The content of this table <u>isdicative and not exhaustive</u> he scale and impact of the fence will be considered on a case-case basis by the vestigating Officer assigned the case. One ormore sanctions make imposed if appropriate.

Level	Offence	Sanction
	Abreachof	

1

2/3

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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-tubriversity mechasim (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 maykbe 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 to the province of the province o

offence and that may be investigated **as**eparate case there is sufficientevidence to do so.

- 6. PanelHearings(Level3 cases)
- a. A Student Disciplinary Panel will be arranged by a case advisor within 25 wdark and the report from the IO or as soon as possible reported person wibe notified at least 10 working daysbefore the panel hearing and will be expected provide any additional documents no later than 5 working daysefore the date of the panelhearing. Studentscan provide thefollowing, 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 willarbanged within 25 working days

- f. A Student Disciplinary Appeal Committee will be composed of people who have had no previousinvolvementwith the caseand shallinclude the VCor delegate, a senior memberof staff from the University Executive Group and an elected member of **Stbe**ents'Union. A secretary will also be present.
 - g. The Student Disciplinary Appeals Committee will carry out a review of the casebased on the documentation provided. The case will not be re-heard unless the Chair decides is hist appropriate.
 - h. If the Chair decides that the case needs to beheard, the student will be invited the meetingand the Chairwill:
 - x welcomethe 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 **Une**versity's response, explain the original decision and the ke any further comment following the student's submission
 - x invite the members of the Committee to question the student and the University representative(the Chairmayalsoaskquestions)
 - x give the student and the University representative an opportunity to make a final statementsummarising heir respective positions.
 - x Thestudent, student's companion and the University representative will then leave the meeting.
 - x TheStudentDisciplinaryAppealsCommitteewill deliberatein private and solelyon the basis of the papers before the panel and submissions madleoday.
 - i. The Committee may decide to uphold an appealor r o 0 . 0 () . T d () T j 0