## **Student Conduct Process Flowchart**

Please refer to the <u>Student Discipline Procedure</u> for detailed procedures

Alleged misconduct is reported. Incident Report Form is reviewed.

Matter referred to Student Conduct Meeting

The respondent student is invited to attend a **Student Conduct Meeting** with the Registrar or their nominee. The purpose of the Student Conduct Meeting is for the allegation to be put to the student and to provide an opportunity for the student to respond. At the conclusion of this meeting the following decisions can be taken:

- Dismiss the alleged breach with no further action.
- Uphold the alleged breach and conclude the process subject to certain conditions.
- Uphold the alleged breach and apply one or more of the available penalties.
- Refer the matter to a Student Disciplinary Committee, without making any decision.
- Where an alleged breach is of serious nature, impose a temporary suspension of the respondent from the University, or postpone the conferral of academic award, scholarship, or prize pending the outcome of a Student Disciplinary Committee.

Case referred to Student Disciplinary Committee

- **Student Disciplinary Committee** is convened from the Student Conduct Panel.
- Student is given 10 working days notice of the date of the hearing (student may waive this notice period).
- Documentation is circulated to the student and the Student Disciplinary Committee members at least 5 working days in advance of the hearing.
- Members are asked to review the material carefully, in advance of the hearing.

At the **Student Disciplinary Committee Hearing:**• A note-taker will be present.

- A University representative (Registrar or nominee) will be present.
- The student may be accompanied by a support
- The Chair will invite the student to admit or deny the allegation.

Student denies the allegation

Where the student denies the allegation the Committee will determine, based on the evidence and on the balance of probabilities, whether they believe that the student has breached the Student Code of Conduct.

- All evidence will be discussed in the presence of the respondent and the University representative.
- The Committee may ask questions of both the respondent and the University representative.
- The respondent will be given the opportunity to offer submissions.
- The University representative, and the respondent will be given the opportunity to make submissions, including submissions regarding any potential penalty, in the event that the Student Disciplinary Committee upholds the allegation.

• For very minor incidents, a letter of warning may be deemed sufficient.

- Issue may not fall within the scope of the Student Code of Conduct/Student Discipline Procedure and the matter may be referred to an alternative process.
- The matter may be referred to a local level for resolution.
- Students should be reminded of the support available to them via their Student Adviser.

Matter resolved at Student Conduct Meeting

- Where is has been determined that a breach of the Student Code of Conduct has occurred, a penalty or number of penalties may be applied in accordance with section 5 of the Student Discipline Procedure. Guidance on the application of penalties is included in the Student Conduct Panel Handbook.
- Students should be reminded of the support available to them via their Student Adviser.

Student accepts that substance of allegation is true

Where a student accepts that the substance of the allegation is true, the Committee may proceed to determine an appropriate penalty. Available penalties are listed in section 7 of the Student Discipline Procedure.

After all the evidence has been heard the student and the University representative will be asked to leave the meeting to allow the Committee to deliberate in private.

- Where a respondent is found to have breached the Student Code of Conduct, the Committee may impose any of the penalties available at the Student Conduct Meeting stage of the process, and any of the penalties, either separately or in combination as appropriate to the breach or nature of the breach.
- Normally, the student and the University representative will be invited back into the meeting to hear the decision of the Committee and the decision will also be formally issued in writing (by email) within 5 working days of the date of the hearing. This communication includes information about the Student Appeals Procedure.