

Student Disciplinary Procedure

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Student Disciplinary Procedure

1 Purpose

- 1.1 The Student Disciplinary Procedure is designed to give staff a clear framework within which to work when dealing with issues of student discipline, including Academic Misconduct and disciplinary matters within the Student Residences. The procedure aims to ensure that the College deals fairly, promptly and transparently with students who are reasonably believed to have committed a breach of College discipline. The Student Disciplinary Code is given in Appendix 1.

2 Scope

- 2.1 The procedure applies to all Perth College UHI students and in relation to matters within both the Student Residences and the College as a whole.

3 Definitions

- 3.1 A breach of discipline is defined as anything that contravenes the Student Disciplinary Code.

4 Key Principles

- 4.1 The approach in following this procedure should always be to work with the aim of reaching the most constructive conclusion for all concerned.
- 4.2 The lowest level of action that is appropriate in each situation should always be taken in the first instance.
- 4.3 Removing a student from their course of study or the Student Residences will only ever be a last resort.
- 4.4 Staff members dealing with a situation in which a student's behaviour gives cause for concern should maintain a calm and composed approach to avoid any escalation of the situation.
- 4.5 In addressing any incident, either in or out of a classroom setting, it is essential that staff do not put themselves at risk of abuse or assault.
- 4.6 Students should not be physically challenged or restrained.
- 4.7 If it is felt that a situation requires physical intervention to avoid any person being harmed, or facilities being damaged, the local Police should be called.
- 4.8 However, if a particular situation demands immediate action to prevent a person being injured or harmed, or property being seriously damaged or destroyed, an intervention should be made. Such an intervention should be entirely preventative in nature, should demonstrate an appropriate level of intervention, and all staff members involved should continue to observe the detail of Point 4.5.

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5 Procedure

5.1 Informal Procedure

- 5.1.1 All staff have a role to play in Student Discipline in that any staff member can and should challenge a student or students they see acting in a way that contravenes the Student Disciplinary Code. Examples of this include, damaging property, abusing or threatening another person, disrupting the work of the College.
- 5.1.2 If a staff member considers, having challenged a student, that further action is required, and the staff member is not involved in the student's teaching, the matter should be referred to the relevant Curriculum Manager, or a member of either the College or Senior Management Teams who will then determine the best course of action to be taken.
- 5.1.3 Minor breaches of discipline should normally be dealt with through informal action by a member of teaching staff from the student's course, or a member of staff within the Student Residences team as appropriate to the nature of the breach. It is important that staff pursue informal matters of discipline with students in their area promptly as such matters come to their attention, and that the action detailed in points 5.1.4 to 5.1.10 is taken.
- 5.1.4 The member of staff will meet in private with the student(s) concerned and, if the student(s) wishes to bring one, a supporter. The supporter can be someone of their choosing but not a legal representative.
- 5.1.5 The Students' Association will be able to offer support to students involved in a disciplinary situation, and where possible will provide a supporter to attend meetings with a student, if the student requests this. The member of teaching staff who will be attending the meeting should therefore make the student(s) aware of this in advance of the meeting date.
- 5.1.6 The student will be advised of the nature and impact of the breach of conduct and warned of the possible consequences of further breaches of discipline.
- 5.1.7 The student will be given the opportunity to make comment or give an explanation of any mitigating circumstances surrounding the incident.
- 5.1.8 A decision will then be made by the member of staff as to whether or not the incident warrants any further action.
- 5.1.9 If the member of staff considers, after this discussion, that the incident does not warrant further action, the student will be advised of this, and the member of staff should arrange for the student to be given any assistance or encouragement to make any required improvements in their behaviour.
- 5.1.10 No written record should be kept of this if no further action is to be taken.

5.2 Formal Procedure

- 5.2.1 If the member of staff decides that further action is required, but the breach is not serious enough to warrant a disciplinary investigation, the student will be informed that a verbal reprimand is being issued. This reprimand will be noted and retained by the relevant Curriculum Manager.
- 5.2.2 The member of staff will discuss the expected level of behaviour required with the student and confirm that any subsequent breach of conduct could result in further formal disciplinary action.
- 5.2.3 If, during the discussion, the member of staff considers that further, formal action is required and that the matter needs to be investigated, the relevant Curriculum Manager should be approached.
- 5.2.4 It will then be up to the Curriculum Manager to decide whether or not formal action does in fact require to be taken, and if so to begin an investigation into the incident.
- 5.2.5 If the Curriculum Manager does not agree that formal action needs to be taken, it should be agreed with the relevant member of staff how the matter will be concluded in light of this, and what steps require to be taken, if any, to reach a conclusion.
- 5.2.6 It is good practice for the Curriculum Manager to make a note of the basis of their decision not to initiate formal action for their own reference.
- 5.2.7 If a Curriculum Manager agrees that further formal disciplinary action is required, or the breach of discipline is sufficiently serious or complex to immediately demand further investigation, he/she should begin a disciplinary investigation. Guidance notes on carrying out an effective investigation are given in Appendix 3.
- 5.2.8 Where the Curriculum Manager relevant to the student's course of study is involved in the incident, an independent Curriculum Manager will undertake the investigation, and the Curriculum Operations Director will decide on which specific member of staff this should be.
- 5.2.9 If the situation is one of Academic Misconduct, the matter should be referred to the Quality Manager who will undertake an investigation.
- 5.2.10 The process detailed below should be followed in undertaking an investigation.

The Curriculum Manager/Quality Manager will meet separately with the staff, student(s) and any other witnesses involved in the incident, to investigate the breach of discipline.

- 5.2.11 The Curriculum Manager/Quality Manager will discuss the matter with the staff, student(s) and witnesses involved and collect evidence pertinent to the investigation. All witness statements must be signed by the witness in the presence of the Curriculum Manager/Quality Manager.
- 5.2.12 If during the investigation, the Curriculum Manager/Quality Manager considers a formal outcome to be necessary, a meeting will be arranged with the student(s) concerned to present the evidence. The student(s) will be given the opportunity to bring with them a supporter of their choosing (other than a legal representative), and will be able to make comment or offer any mitigating circumstances to explain his/her conduct. This meeting will normally take place within 14 days of the conclusion of the investigation.
- 5.2.13 The Students' Association will be able to offer support to students involved in a disciplinary situation, and where possible will provide a supporter/representative to attend meetings with a student, if the student requests this. The Curriculum Manager/Quality Manager should therefore make the student(s) aware of this in advance of the meeting date.
- 5.2.14 The Curriculum Manager/Quality Manager may also choose to ask an additional member of staff to attend the meeting as a note-taker.
- 5.2.15 If, after this meeting, the Curriculum Manager/Quality Manager still believes that the incident warrants a formal outcome, they will then inform the student(s) that they will receive either a:
- **Verbal Warning** - A comprehensive note of this warning will be made by the Curriculum Manager and will be retained on file by the Quality Coordinator for a discretionary duration of up to one calendar year, as decided by the Curriculum Operations Director (or equivalent member of staff, see Appendix 2). The student should be informed of the agreed duration.
 - **Written Warning** - The written warning, which will normally be forwarded to the student within 5 working days of the decision being taken, will: give the reasons for the warning; state that more serious disciplinary action will be considered if the student commits a further breach of discipline; and advise of the student's right of appeal. A copy of the written warning will be retained by the Quality Coordinator, for a duration at the discretion of the Curriculum Operations Director (or equivalent member of staff, see Appendix 2) of up to 3 calendar years. The student should be informed of the agreed duration.
 - **Final Written Warning** - If the breach of discipline is sufficiently serious to warrant more than a written warning, but not serious enough to justify the withdrawal of a student from his/her course of study; or if, despite a previous written warning, the student

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commits a further breach of College discipline, the student may be given a final written warning. This will normally be forwarded to the student within 5 working days of the decision being taken, and will be headed clearly: "Final Written Warning". It will state the reasons for the warning; refer to any previous warning that has been taken into account; and state that if a further breach of discipline occurs, the student may be withdrawn from his/her course of study. It will also advise of the student's right of appeal. A copy of the final written warning will be retained by the Quality Coordinator, for a duration at the discretion of the Curriculum Operations Director (or equivalent member of staff, see Appendix 2) of up to 5 calendar years. The student should be informed of the agreed duration.

5.2.16 If disciplinary action has resulted in any of these formal outcomes, and the student(s) involved transfer to another curriculum area within the College, the Curriculum Manager who issued the warning(s) should notify the receiving Curriculum Manager of this, and of the Quality Coordinator's retention of the details.

5.2.17 Where there is no dispute over the decision of the investigation, the Curriculum Manager/Quality Manager will ensure that all appropriate documentation in relation to the warning given is produced and distributed as necessary, and the matter will conclude.

5.2.18 Where the student disputes the findings of an investigation, the Curriculum Manager/Quality Manager will make arrangements with the Curriculum Operations Director (or equivalent member of staff, see Appendix 2) for a Disciplinary Hearing to take place. The Curriculum Manager/Quality Manager should follow the guidance given in Appendix 4 on conducting a Student Disciplinary Hearing Panel in relation to completion and provision of relevant documentation and paperwork.

5.2.19 If, having conducted an investigation, the Curriculum Manager/Quality Manager considers that a penalty greater than a Final Written Warning may be warranted, they will make arrangements with the Curriculum Operations Director for a Disciplinary Hearing to take place.

5.2.20 If the student is on a networked HE course and the disciplinary matter is one of Academic Misconduct, a UHI Disciplinary Panel requires to be convened and the matter should therefore be referred to the UHI Academic Registrar.

5.3 Suspending a Student

5.3.1 The student will not normally be suspended while an investigation is underway. However, if in exceptional circumstances, the student is perceived to present an imminent and real threat to College staff, students, visitors or property, or if their continued attendance could

interfere with the investigation, the investigating Curriculum Manager may deem it necessary to suspend the student.

5.3.2 The suspension should not normally extend beyond a 2 week period, unless a disciplinary hearing is to be arranged. While the student is to be absent from college, notes, handouts and work activities should be sent to their home for them to be working on during their suspension.

5.3.3 Where a student is to be suspended, a letter detailing this and the reasons for it must be sent to the student's home address, by First Class Recorded Delivery, ideally on the same day that the decision is taken, or as soon as possible after this.

5.3.4 If the student is also a resident within the Perth College UHI Student Residences, they will be permitted to remain within their accommodation during a period of suspension and will be advised as to their freedom of movement around the campus during the specified period.

5.4 Student Disciplinary Hearing Panels

5.4.1 Guidance on conducting a Student Disciplinary Hearing Panel is provided in Appendix 4.

5.4.2 If a disciplinary hearing is to take place, this will be arranged as quickly as possible and normally within 2 weeks. The student(s) will be advised in writing, normally at least 5 working days before the hearing, of:

- a The date, time and location of the hearing.
- b The allegation(s) against the student(s), which may involve him/her being sent copies of witness statements.
- c The student's right to be accompanied to the hearing by a Students' Association representative or another person of the student's choosing other than a member of the legal profession acting in a professional capacity.
- d The opportunity, at the hearing, for the student to state his/her case, seek clarification over any relevant uncertainties and invite witnesses or present witness statements on the student's behalf.

5.4.3 If the student notifies the College that he/she is unable to attend the hearing at the date or time arranged, a different date and/or time will be scheduled to allow them to be present. One re-schedule per disciplinary hearing will be permitted. However, if the student does not rearrange the hearing and does not attend, the hearing will go ahead as planned and will take place in their absence.

5.4.4 The Hearing Panel will normally consist of at least 3 members appointed by the Curriculum Operations Director (or equivalent member of staff, see Appendix 2). These members will include the Curriculum Operations Director themselves, and the Customer and

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Student Services Manager. Further members will be nominated at the Curriculum Operations Director's discretion.

- 5.4.5 The Curriculum Operations Director (or equivalent member of staff, see Appendix 2) will chair the Disciplinary Hearing Panel.
- 5.4.6 Administrative support will be provided to the chair of the Panel by the Quality Coordinator, but this member of staff will take no part in considering or agreeing the decisions of the Panel or the outcome of the Hearing.
- 5.4.7 Action taken may be at any penalty level in the procedure, depending on the seriousness of the alleged breach of College discipline.
- 5.4.8 The Hearing Panel will be satisfied, in so far as is reasonable, that the case has been fully investigated and the Panel is in possession of all the relevant facts before a decision concerning disciplinary action is made.
- 5.4.9 Witness statements or the names of witnesses will not normally be shared with the student, but all relevant details gathered from statements must be shared with the student during a Panel Hearing.
- 5.4.10 A disciplinary hearing may be adjourned and reconvened at a later date should the Hearing Panel conclude that further investigations should be carried out.
- 5.4.11 The student will be notified in writing of the decision of the hearing panel, normally within 2 working days of the final date of the hearing panel meeting.
- 5.4.12 A student will have the right of appeal against any disciplinary penalty imposed.
- 5.4.13 A Student Disciplinary Hearing Panel Checklist should be completed at every Hearing by the Panel Chair. A copy of the checklist is given in Appendix 5.

5.5 School Pupils

Where a student has breached the Student Disciplinary Code, and is still enrolled as a pupil at a secondary school, the matter should immediately be referred to the student's school, via the Curriculum Operations Director or the Community Development Administrator. School staff will then be responsible for further action.

5.6 Withdrawal from Course of Study

- 5.6.1 If an offence is viewed to be a serious breach of College discipline that may warrant the student being withdrawn because of it, or if despite a final written warning, the student commits a further breach of discipline, the student may be withdrawn from his/her course of study. **However, this sanction can only be applied by a Disciplinary Hearing Panel as detailed in section 5.4.** The student(s) will no longer be allowed to study at the College or be permitted access to the College premises for a period to be specified in the written notification of the disciplinary outcome, unless by prior agreement to arrange an appeal hearing. Students who are resident within the Student Residences will be advised specifically as to their freedom of movement around the campus. The student will be informed in writing, within 5 working days, of the decision to impose these penalties. The Chair of the Disciplinary Hearing Panel will be responsible for this communication, for starting the withdrawal process and for ensuring it is fully completed by the relevant members of staff and will be supported in the administration of this by the Quality Coordinator.
- 5.6.2 The written notice of the decision will state clearly the reasons for the decision, the effective date that the penalties will be imposed, and the student's right of appeal.
- 5.6.3 If the student is a resident of Perth College UHI Student Residences, in addition to being removed from their course of study, they will also be required to leave their accommodation at the Residences. However, if the student decides to appeal the decision to withdraw them from their course, they will not be required to leave the Residences until the outcome of the appeal is known. From the date the student is notified of either the original decision of the Hearing Panel, or the outcome of an appeal, they will have a maximum of 14 days from that date to vacate their accommodation.
- 5.6.4 If as a result of disciplinary action a student is required to leave their allocated accommodation within the Student Residences, and the matter relates solely to the Residences, the student will be permitted to remain on their course of study. However, the College reserves the right to consider whether or not it is appropriate for the student to continue on their course in light of the disciplinary action taken, depending on the individual circumstances.

5.7 Compensation Orders

In appropriate circumstances, where the breach of discipline involves causing damage to property, the student may be required to reimburse the College for the cost of repairs, within a specified period, determined by the Hearing Panel. This would be in addition to an appropriate disciplinary warning. In

this situation, as well as the student being informed of his/her right of appeal against the warning, the student would be informed of his/her right of appeal against the compensation order. The College reserves the right to involve the Police in relation to the damage of property or any part of the campus or buildings.

5.8 Appeals Procedure

5.8.1 A student may appeal against any disciplinary action taken against him/her under the Formal Procedure within 10 working days of the date on which the written confirmation of the action that has been taken was sent. Appeals should be submitted in writing to the Assistant Principal.

5.8.2 Appeals against disciplinary action taken against a student will be considered by the Assistant Principal.

5.8.3 The Assistant Principal will review all documentation and witness statements and may consult with relevant parties as appropriate, including the student(s), and each member of the Disciplinary Hearing Panel.

5.8.4 The Assistant Principal will have the final say in determining the outcome of the Appeal.

5.8.5 The decision of the Assistant Principal will be final and the student will have no further right to appeal within the College.

5.8.6 Higher Education students may still appeal at this stage within the UHI Academic Disciplinary Policy and Procedure, and should therefore contact UHI Executive Office in the first instance.

5.8.7 All students may also appeal through the Scottish Public Services Ombudsman (www.scottishombudsman.org.uk).

5.8.8 The Assistant Principal will arrange for the student to be informed of the outcome of the Appeal in writing as soon as possible, and normally within 10 working days, of the appeal being received.

5.8.9 If the appeal is successful, the Assistant Principal will ensure that the student is reinstated on to their course as quickly as possible.

6 Linked Policies/Guidance

6.1 Perth College UHI Student Disciplinary Code.

6.2 UHI Academic Disciplinary Policy and Procedure.

6.3 Perth College UHI Academic Misconduct Guidance.

6.4 UHI Academic Misconduct Policy.

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6.5 Perth College UHI Student Residences Contract.

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Appendix 1

Student Disciplinary Code

Perth College UHI expects that, while on College premises, students behave respectfully towards staff, fellow students and College property in order that all College users can enjoy and benefit from their experience. This code outlines what will be regarded as unacceptable within the College community and will therefore constitute a breach of student discipline.

Perth College UHI expects that, while on any College premises, or participating in any College related activity, students must **not**:

- Deliberately damage or steal any property belonging to the College, the Students' Association, a staff member, a fellow student or a visitor.
- Defraud, or attempt to defraud the College of any money.
- Abuse, threaten, assault, or endanger the health and safety of, any person.
- Behave in any way that is grossly offensive to others.
- Possess, use or trade in, illegal drugs.
- Infringe any College policy or regulation.
- Interfere with, or disrupt the day-to-day running or business of the College or Students' Association. This includes teaching, study, administration or recreational activities.
- Be under the influence of alcohol or other substance within the College to the extent that it is believed to be to the detriment of his/her appropriate response or behaviour.
- Make use of any unfair means or deceive, or assist another student to behave in this way, during any College test, examination or in the carrying out of any assignment.

Please Note:

- 1 The Student Disciplinary Procedure will be actioned and followed in response to any breach of this code.
- 2 Within the parameters of the Student Disciplinary Code, the College holds the right to withdraw a student from his/her course as a disciplinary measure. There is no need for a previous warning, however the Student Disciplinary Procedure will always be followed.
- 3 In certain circumstances, it may also be necessary for the College to treat a criminal conviction or unacceptable behaviour that takes place out-with College premises or activity as an infringement of this code.

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Appendix 2

Equivalent Members of Staff

Curriculum Manager

- Student Residences Warden (in relation to the Student Residences).

Curriculum Operations Director

- Learning and Teaching Director (in relation to Core Skills).
- Learning Information Systems Manager (in relation to Outreach Learners).
- International Recruitment Director (in relation to the Language School and the Student Residences).
- Director of Communications and Corporate Development (in relation to Aircraft Engineering).
- Director of Resources (in relation to Science and the Environment).

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Appendix 3

Guidance on Carrying out a Student Disciplinary Investigation

Carrying out an Investigation

In carrying out any investigation, it is important to ensure that the Student Disciplinary Procedure is fully followed particularly in relation to timescales that require to be adhered to and communications that need to be made.

The purpose of carrying out any Student Disciplinary Investigation is to determine whether or not an allegation has any substance.

As a result of an investigation, a balanced version of events should be acquired.

Effective record keeping throughout an investigation is paramount. It is essential that all documentary evidence is retained; witness statements are signed in the presence of the person carrying out the investigation and retained; notes are legible, comprehensive, clear and retained; and that these items, along with any other relevant evidence are collated and retained within a single file.

When meeting with the student(s) concerned, the purpose of the meeting and the process that is going to be followed should be fully explained at the beginning of the meeting.

If the investigating member of staff wishes, it is acceptable to have another member of staff present at meetings arranged as part of an investigation to act as "note-taker". Ideally this person will be a member of the Directorate's administration team.

Confidentiality and the potentially sensitive nature of information being gathered should be respected by all members of staff involved, at each stage of an investigation.

Investigations should only be conducted in relation to a disciplinary incident that is current. This means that although previous disciplinary action taken against a student can be taken into account in deciding an outcome following an investigation, previous allegations cannot be investigated if they were not investigated at the time they arose. For example, if a student has previously received a written warning and goes on to commit a further breach of the Student Disciplinary Code, the written warning can be taken into account when deciding on any further action that is to be taken. However, if a student's conduct has breached the Code but this conduct has not been investigated, or responded to using the Student Disciplinary Procedure, and the student goes on to breach the Code once again, it is not appropriate to investigate all previous matters, and only the current matter should be investigated.

Types of Evidence to Consider

- Oral and written testimonies of individuals, staff and other students who were involved in or who witnessed the incident. **Note** caution should be exercised regarding submissions by advocates of either party involved.

- Any form of communication – text messages, Facebook/MySpace entries, letters, notes, notices etc.
- Relevant objects or materials, if applicable.
- Photographs, if applicable.
- CCTV footage, if applicable.

In cases of academic misconduct:

- Any written work that the student has completed.
- Originality reports from "Turnitin UK".

Determining whether a Breach of Discipline took Place

Considering the balance of probabilities is essential – it is necessary to determine whether something is more probable than not based on the evidence submitted and gathered.

Considering the student's conduct vs regulations is also vital – was the student's behaviour inappropriate in relation to the environment where the breach took place and/or the person who was the recipient of that behaviour?

Making a Decision

In coming to a decision, it is important to be consistent. Students should be treated comparably with other students across the College in other similar circumstances. Relevant senior colleagues should be consulted for advice where necessary.

Mitigation should be considered. Remember that even when a decision has been made as to whether the student has or has not committed a breach of discipline, any mitigation presented by the student may be taken into account in determining the appropriate penalty to be imposed.

Appendix 4:

Guidance on Conducting a Disciplinary Hearing

Student Disciplinary Hearings

As per the procedure, a Student Disciplinary Hearing is required to take place:

- where a student disputes the outcome of a disciplinary investigation undertaken by either a Curriculum Manager or the Quality Manager or,
- where an offence is viewed to be a serious breach of College discipline or,
- if despite a final written warning, the student commits a further breach of discipline.

The Hearing Panel will normally consist of at least 3 members appointed by the Curriculum Operations Director (or equivalent member of staff, see Appendix 2). These members will include the Curriculum Operations Director themselves, and the Customer and Student Services Manager. Further members will be nominated at the Curriculum Director's discretion.

The Curriculum Operations Director (or equivalent) will act as Chair of the Panel.

Action taken may be at any penalty level in the procedure, depending on the seriousness of the alleged breach of College discipline.

The Hearing Panel will be satisfied, in so far as is reasonable, that the case has been fully investigated and the Panel is in possession of all the relevant facts before a decision concerning disciplinary action is made.

In cases where fellow students are not prepared for their statements to be shown to the student being disciplined only the members of the panel will be given copies of these statements and the content will be described to the student in order for them to be able to respond.

A disciplinary hearing may be adjourned and reconvened at a later date should the Hearing Panel conclude that further investigations should be carried out.

The student will be notified in writing of the decision of the hearing panel, normally within 2 working days of the final date of the hearing panel meeting.

A student will have the right of appeal against any disciplinary penalty imposed.

Prior to a Student Disciplinary Hearing

The Manager who has undertaken the investigation should provide each panel member with the following information:

- A detailed summary of the breach of discipline.

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- A completed "Student Disciplinary Investigation Checklist".
- A signed and dated statement from the student alleged to have committed the breach of discipline.
- Signed and dated statements from each witness.
- Background information on the student detailing their progress and conduct at College to date.

Information should normally be passed to each panel member at least 48 hours before the hearing takes place. However, information can continue to be accepted by the panel members up until the time of the hearing.

Once the collated information has been received, each panel member will ensure that they have fully familiarised themselves with each item.

Conducting a Student Disciplinary Hearing

At the start of the hearing, the Chair will make introductions and outline the reason for the hearing (eg a serious breach of College discipline, or further breaches of discipline following a warning).

He/she will then go through the structure of the meeting.

The Chair will then present the evidence gathered during the investigation ensuring that witness statements are referred to and that the number of witness statements collected is stated.

The student (and/or their representative) will then be given the opportunity to ask questions on the evidence given and present his/her own version of events along with any other information they feel is relevant.

In cases of misconduct where there is police involvement, the student will be informed that any evidence the College has, including statements the student makes at any hearing, may be given to the police if this is appropriate or required.

The student should then be told that they will be informed of the outcome of the hearing by letter, normally within 2 working days.

Making a Disciplinary Decision

Before deciding on the outcome of a hearing, each panel member must be satisfied that in so far as is reasonable, the case has been fully investigated and they are in possession of all the relevant facts.

A disciplinary hearing may be adjourned and reconvened at a later date should the Hearing Panel conclude that further investigations should be carried out.

Following a hearing, the outcome may be action at any penalty level in the Student Disciplinary Procedure and the action to be taken should be agreed by the panel.

An outcome should be agreed on either a unanimous or majority basis and each panel members' vote carries the same weight.

Once an outcome has been agreed, the panel Chair should complete the Student Disciplinary Panel Hearing Checklist and pass this to the Quality Coordinator.

The Quality Coordinator is responsible for communicating the outcome of the hearing to the student.

If the student is to be withdrawn from their course, the Chair of the panel will be responsible for instigating the withdrawal process, and ensuring its completion.

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Appendix 5: Student Disciplinary Panel Hearing Checklist

Section 1 – Details of Panel Members

Please provide name and job title.

Panel Member 1 _____

Panel Member 2: _____

Panel Member 3: _____

Section 2 – Details of Hearing

Date: _____

Time: _____

Venue: _____

Section 3 – Details of Student Attendance

Was the student appropriately notified about the Hearing? Yes No

Did the student attend the Hearing? Yes No

Did the student bring a supporter/representative? Yes No

Name and designation/relationship to the student of supporter/representative:

Section 4 – Details of the Hearing

Please tick to confirm that each required element of the Hearing was covered:

Introductions

Reason for hearing

Structure of hearing

Presentation of evidence gathered

Number of witness statements obtained

Opportunity for student to provide their version of events

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- Opportunity for student to ask questions about the evidence presented
- Opportunity for the student to provide any information not already covered
- Possible police access to information
- Informing student of written confirmation of outcome

Section 5 – Details of the Outcome

Was the panel satisfied that sufficient information was available on which to base a decision on an outcome?

Yes No

If No, was an adjournment agreed?

Yes No

If Yes, what outcome was agreed?

Was the decision on this outcome:

Unanimous By Majority

If "By Majority", please detail the position of each panel member:

Panel Member 1: _____ Agreed Disagreed

Panel Member 2: _____ Agreed Disagreed

Panel Member 3: _____ Agreed Disagreed

Checklist Completed by:

Name: _____

Signature: _____

Date: _____

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