

# Student Disciplinary Procedures

## 1 Introduction

These Procedures are to be read alongside the University's Student Conduct Policy.

Allegations that students have failed to comply with the standards of conduct in the Student Conduct Policy may result in the University taking action under the Student Disciplinary Procedures and/or such other University procedures, as listed in 2.4 below, as it considers reasonable and appropriate.

The Student Conduct Policy and Disciplinary Procedures are made in accordance with Article 13.3 of the University's Articles of Government. The Vice-Chancellor is responsible (Article 3.2) for the maintenance of student discipline.

## 2 Scope of the Student Conduct Policy and Disciplinary Procedures

2.1 The Student Conduct Policy and Disciplinary Procedures apply to all students of the University at all times (not just during term time and including whilst on University activities such as placements and field trips) whether any alleged misconduct takes place on or off University premises, but only in their capacity as students (i.e. they do not apply to a student's employment by the University).

This includes alleged misconduct which takes place in relation to any activity associated with or organised by the University, with the exception of those instances noted within these Procedures. Students should note that the UWE Students' Union has its own policy and procedures relating to student conduct.

2.2 The Student Conduct Policy and Disciplinary Procedures do not apply to allegations of academic misconduct, for example plagiarism, cheating in examinations, etc. Provision is made within the University's Academic Regulations and Procedures for consideration of such matters (see <http://www1.uwe.ac.uk/students/academicadvice/assessments/regulationsandprocedures.aspx>).

2.3 It is not intended that this Policy will be used to limit lawful protest.

2.4 The University will not normally intervene in disputes under private contractual agreements e.g. between a student and a landlord

2.5 Students who are the subject of an allegation of misconduct in a placement or workplace setting which is part of their programme of study will normally be subject to the conduct and discipline policy and procedures of the employer in the first instance. However, the University may also, or instead, decide to take action under these or other relevant University policies and procedures, such as the Professional Suitability and Professional Conduct Policy, if it is considered appropriate to do so.

2.6 Across the University there is a range of conduct and disciplinary procedures and policies, including in Accommodation Services, Library Services, IT Services, Community Liaison, and the Students' Union.

These channels will usually offer the most effective and immediate means of influencing and managing student conduct and will usually be used in the first instance unless the nature of the allegations makes that inappropriate. The University recognises that individuals may at times be unaware of the effect and consequences of their conduct on others and these rules provide proportionate and positive local responses to misconduct.

Related and relevant policies include:

- UWE Charter (<http://www.uwesu.org/uwecharter/>)

- Health and Safety Policies ([http://imp.uwe.ac.uk/imp\\_public/displayentry.asp?URN=9544&rp=listEntry.asp&pid=4](http://imp.uwe.ac.uk/imp_public/displayentry.asp?URN=9544&rp=listEntry.asp&pid=4))
- Bullying and Harassment Policy (<http://www1.uwe.ac.uk/aboutus/policies>)
- Fitness to Study (<http://www1.uwe.ac.uk/aboutus/policies/fitnesstostudy.aspx>)
- Professional Suitability and Professional Conduct Policy (<http://www1.uwe.ac.uk/aboutus/policies>)
- Safeguarding Policy (<http://www1.uwe.ac.uk/aboutus/policies>)
- Student Alcohol and Drugs Policy (<http://www1.uwe.ac.uk/aboutus/policies>)
- Complaints Procedures (<http://www1.uwe.ac.uk/aboutus/contactuwe/complaints.aspx>)
- IT Acceptable Use Policy (<http://www1.uwe.ac.uk/its/itpolicies.aspx>)
- Equality and Diversity policies (<http://www1.uwe.ac.uk/aboutus/visionandmission/equalityanddiversity/policiesandprocedures.aspx>)
- Freedom of Speech Policy (<http://www1.uwe.ac.uk/aboutus/policies>)
- Rules for students in University accommodation (<http://www1.uwe.ac.uk/students/accommodation/applyingforuweaccommodation.aspx>)
- Library Rules (<http://www1.uwe.ac.uk/library/visitingthelibrary/aboutthelibrary/librarycodeofconduct.aspx>)
- Community Liaison (<http://www1.uwe.ac.uk/aboutus/departmentsandservices/professionalservices/communityliaison.aspx>)

2.7 Students registered with UWE for an award but studying at a Federation College or other partner institution will usually be subject to the student conduct and discipline policy and procedures of that institution or as set out in the partnership agreement.

2.8 The Student Policy Manager will determine the appropriate procedure to be followed in any case.

The suggested Level of action and examples of misconduct given in these Procedures at sections 7.1, 8.1 and 9.2 are illustrative only, and the University reserves the right to determine the Level of action to be taken in accordance with the perceived risk, scale and severity of the alleged misconduct. The University may deal with a matter at any Level without the need for an earlier Level being exhausted or commenced.

### **3 Criminal Offences and Legal Proceedings**

3.1 If an allegation of misconduct might constitute a criminal offence or where a police, criminal or other legal investigation or legal proceedings are likely or under way, the Director of Student Engagement and Success may give formal notice to the student of an intention to invoke the Disciplinary Procedures but may postpone further action until the investigation and/or proceedings have been concluded. However, there may be circumstances in which the processes run concurrently or consecutively, particularly where there is an immediate issue of risk to the student or others. The Student Policy Manager will usually consult with the relevant external agencies before determining how to proceed.

3.2 In such cases (but not restricted to such cases) the student may be suspended by the Deputy Vice-Chancellor under these Procedures pending the progression or outcome of any police, criminal or other legal investigation or proceedings (see section 5 below).

3.3 The University is not bound by the outcome of any criminal or other legal proceedings and is not precluded from taking action under any University procedures regarding the matter particularly where there is a risk to members of staff or other students

### **3.4 Custodial Sentences and Students on Remand**

Where information is provided to the University that a student is convicted of an offence and given a custodial sentence or is remanded in custody pending the outcome of criminal proceedings, the matter is to be reported to the Director of Student Engagement and Success as soon as possible.

The Director of Student Engagement and Success will determine:

- whether or not to invoke the University's disciplinary procedures either at the time or deferred, and
- the student's registration status, i.e. whether the student is withdrawn temporarily or his/her registration terminated (which could have a bearing on the position relating to their fees and student loan).

Such matters will be decided on a case-by-case basis taking into account the length of the sentence, the crime committed and the academic position of the student. In reaching his/her decisions, the Director of Student Engagement and Success will take advice as appropriate in the circumstances, but this will usually

include the Director of Academic Services , the Programme Lead and a member of the Faculty Executive. The Director of Student Engagement and Success will notify the student in writing of his/her decisions and whether and how the student may be able to apply for re-admittance.

A former student who has served a custodial sentence or period of remand may wish to return to the University to complete his/her studies. He/she is required formally to request re-admittance in writing to the Director of Student Engagement and Success and to provide as much information as possible about the conviction and terms of release. The Director of Student Engagement and Success will arrange for other information to be gathered as necessary, including about the student's previous academic position and any external advice available regarding risks.

The Director of Student Engagement and Success will consider the nature of the offence, any particular circumstances, any potential risks to the University and its members, and any other pertinent issues and decides (1) on re-admission and the timing of it, and (2) any conditions associated with re-admission. He/she may wish to meet with the student concerned to discuss the issues (where that is possible). He/she will also consult a member of the Executive of the student's Faculty and others as appropriate, such as Accommodation Services.

## **4 Principles for the Disciplinary Procedures**

The following principles will be applied by the University when implementing these Disciplinary Procedures across the University to help ensure that students are treated fairly, appropriately and transparently, and that matters are dealt with effectively and efficiently in the best interests of the student, the complainant, and the University and its staff and students.

### **4.1 The principles:**

- The standard of proof applied at every Level of these Disciplinary Procedures is the balance of probabilities.
- Individuals raising allegations of misconduct will normally be asked to confirm their allegations in writing and identify themselves and provide contact details. The University will not normally take action in response to anonymous allegations of misconduct.
- The University will not act on allegations of misconduct which it considers to be vexatious, spurious or malicious.
- A student who is alleged to have committed an act of misconduct has a right to be informed of and respond to those allegations, as set out in these Procedures.
- All action under these Procedures will be determined impartially.
- These Procedures will be conducted in a timely manner, though the University will give due consideration to the timing of any disciplinary proceedings in particular in relation to student assessments where reasonable to do so. Time limits and periods of notice in these Procedures may be amended on a case-by-case basis by the University with good reason (such as in the matter of fairness).
- Sanctions imposed under these Procedures will be reasonable, proportionate and consistent with standards applied across the University.
- Students will have a right of appeal against decisions taken under Levels 2 and 3 as set out in the Procedures.
- Students who are dealt with under these Procedures are encouraged to seek advice and representation from the Students' Union Advice Centre.
- Students who are dealt with under these Procedures are entitled at any meeting or Disciplinary Hearing to be accompanied and/or represented by one staff member, friend, relative or representative of the Students' Union or its staff. This is in addition to any health professional or support worker who may usually accompany the student or who may attend at the University's discretion by way of making reasonable adjustments for a student.

### **4.2 Standards for the conduct of the procedures are set out in guidance notes for staff.**

## **5 Temporary Suspension or Exclusion of Student to Mitigate Risk**

- 5.1 This section refers to the use of a temporary suspension of a student from their studies and/or related learning activities, or temporary exclusion from University premises, and/or including University-managed accommodation, as a means of mitigating risk, not to their use as a disciplinary penalty. Any temporary suspension or exclusion made under section 5 is a neutral act and is not a determination regarding any allegation of misconduct.
- 5.2 Where the Director of Student Engagement and Success has assessed the evidence and reasonably believes that a student about whom an allegation of misconduct has been raised poses a risk to:
- their own health, safety and/or wellbeing and/or that of others; and/or
  - University property; and/or
  - the reputation of the University, and/or its proper functioning and/or its activities
- and immediate action in the form of temporary suspension and/or exclusion is reasonably required to remove or reduce the risk, he/she may make a recommendation to a Deputy Vice-Chancellor (DVC).

The DVC, acting under delegated authority from the Vice-Chancellor, may:

- suspend the student for a specified period of time, and/or
- exclude the student from University premises, and/or University-managed accommodation, for a specified period of time pending steps being taken under these Procedures.

The student will be notified in writing of the DVC's decision, with reasons, normally within 2 working days of the date of the decision.

As part of his/her determination the Director of Student Engagement and Success and the DVC will consider whether specific arrangements can reasonably be put in place for the student in order to minimise the impact on his/her studies, and will liaise with the student's Executive Dean or Head of Department as appropriate.

- 5.3 Where the DVC suspends or excludes a student in accordance with section 5, the student may within 10 working days of the date of the written notification of the decision appeal against the decision under the Procedure set out in section 10.4 below, on the grounds that:
- the University has failed to follow the procedure set out in these Procedures
  - the decision was unreasonable and/or a disproportionate outcome has been imposed
  - the student has material new information/evidence which was not reasonably available before.
- 5.4 Where a student is suspended or excluded in accordance with section 5 the DVC will review at regular intervals whether it is reasonable for the suspension/exclusion to continue or whether it should be revoked or extended.

## **6 Advice and Assistance**

A student may seek support and guidance from the following sources at any stage of these Procedures:

- Students' Union Advice Centre – which can offer independent advice and, if necessary, representation and support for the student through a formal University procedure;
- The Wellbeing Service is able to offer help for any student with emotional or psychological issues in respect of the matter.

In addition, Student and Partnership Services are able to offer a range of support in relation to health, wellbeing, immigration issues, financial advice, and liaison with the faculty and programme of study.

The Disability Service in Student and Partnership Services will provide practical advice and assistance to students who may require reasonable adjustments to the Procedures set out below as a result of a disability.

## **7 Level 1: Initial Formal Interventions**

Level 1 normally involves intervention by faculty or service staff at an early stage when an incident occurs or issue arises which is relatively contained and minor, with the aim of addressing it as quickly and as close to the source as possible.

### 7.1 Examples of minor misconduct include:

- student conduct issues within the classroom or connected to academic activity may be best dealt with in the Department or Faculty, such as behaviour which disrupts learning activities
- incidents between students or between students and staff, for instance which show a lack of respect or courtesy, or where informal attempts to deal with bad behaviour have not been successful
- misuse of social media
- misuse of University property, or the property of staff, students or visitors
- misuse or unauthorised use of University premises
- damage to University property, or the property of staff, students or visitors, caused intentionally or recklessly
- early intervention where there is an allegation of bullying or harassment
- action likely to cause injury or impair safety on University premises.

Complaints or allegations about misconduct at this level may also fall within the scope of other University procedures such as those listed in section 2.4 above. In such cases the University may consider it appropriate and reasonable in the circumstances for an alternative procedure to be used to deal with the matter. For example (not an exhaustive list):

- If there is conflict between students within a UWE residence, the rules for students in the University Accommodation Agreement may be the appropriate initial step.
- If there is student misconduct in or immediately outside a Students' Union Bar, the Students' Union may be the most appropriate body to take action under its procedures.
- Students' misconduct in the community, in a public street or in private student accommodation may be best dealt with by the UWE Community Liaison Officer.
- Misconduct by a student while on a professionally accredited programme may be required to be dealt with under the Professional Suitability Policy and Procedure.
- Where misconduct is related to a student's mental health then the Fitness to Study Policy may be more appropriate.

### 7.2 **Level 1 Procedure**

A matter dealt with in a Faculty or Service will be undertaken and determined by the Executive Dean or Head of Service or their nominee.

### 7.3 Possible sanctions include but are not limited to:

- Verbal or written warnings
- A formal apology to an individual
- Reparation to the University or (an) individual(s) in respect of loss caused by the misconduct
- Seizure and retention for a period of time, or confiscation without compensation, of items, for the purpose of maintaining the safety and wellbeing of others
- Removal of access to a service provided by the University or to the use of specified facilities for a given period of no longer than one week.

## **8 Level 2: Formal Review**

Level 2 is for cases where action at Level 1 or an alternative procedure such as those referred to in 7.1 above has failed to resolve matters, for persistent offenders or for behaviour which is too serious to be dealt with at Level 1.

### 8.1 Student and Partnership Services will manage action under Level 2. Allegations of misconduct are to be submitted in writing to the Student Policy Manager (via [conduct@uwe.ac.uk](mailto:conduct@uwe.ac.uk)).

Examples of alleged misconduct which may be considered at Level 2 include, but are not limited to:

- bullying, harassment or discrimination against another person;
- physical or verbal abuse or intimidation against another person;
- any act which brings or threatens to bring the University's reputation into disrepute;
- disruption of or improper interference with the academic, administrative, sporting, social or other activities of the University;
- reckless allegations against other students, staff or members of the public.

8.2 If the alleged misconduct is such that it should be considered under another University policy or procedure or in some other way, the Student Policy Manager will refer the matter as appropriate. If the alleged misconduct is such that it would be considered gross misconduct (see 9.2 below), then the Student Policy Manager will immediately refer the matter to Level 3 of these Procedures.

8.3 Where applicable, the Student Policy Manager will review any evidence collected at Level 1 and review the process followed. If required, he/she will arrange for any further investigations necessary before taking further steps.

8.4 For cases requiring an investigation, the Student Policy Manager will appoint a caseworker to carry out that investigation. Guidance on investigations is available separately. The caseworker will provide a report and any evidence to the Director of Student Engagement and Success.

8.5 The Director of Student Engagement and Success will consider the report and any evidence, including the student's response to the allegation if provided. He/she may decide to meet the student to explore further matters raised in the investigation. The Director of Student Engagement and Success may, after taking any advice he/she wishes:

- dismiss the allegation, or
- find that a breach of discipline did occur, but take no further action, or
- decide to issue a further warning to the student, or
- find that a breach of discipline did occur and impose an appropriate sanction, or
- if after further investigation the alleged misconduct is such that it would be considered gross misconduct, then the Director of Student Engagement and Success will refer the matter to Level 3.

8.6 Possible sanctions at Level 2 include but are not limited to:

- Verbal or written warnings
- A formal apology to an individual
- Reparation to the University or (an) individual(s) in respect of loss caused by the misconduct
- Financial penalties of up to £200
- Seizure and retention for a period of time, or confiscation without compensation, of items, for the purpose of maintaining the safety and wellbeing of others
- Removal of access to a service provided by the University or to the use of specified facilities or from any part or parts of the University for a given period of no longer than one week.

## **9 Level 3: Formal Disciplinary Hearing**

9.1 A matter which cannot be concluded appropriately at Level 2 or a matter concerning an allegation of gross misconduct will be dealt with by a Disciplinary Panel at a Disciplinary Hearing.

### **9.2 Gross misconduct**

Examples of what might constitute gross misconduct are as follows (this is not an exhaustive list):

- Criminal activities that have a bearing on the student's participation in the University or provide a risk to other students, staff or other users of the University's services or the reputation or functioning of the University or its activities;
- Violence, including sexual violence;
- Incidents involving weapons;
- Repeated or persistent misconduct of a serious nature;
- Persistent failure to respond to or comply with formal disciplinary sanctions imposed under these Procedures or other University policies and procedures;
- Vexatious or malicious allegations against other students, staff or members of the public;

- Any serious breach of the Standards of Conduct in the Conduct Policy or behaviour that has, or may have, a serious adverse impact on the University's students, staff or members of the public or the reputation or functioning of the University or its activities.

9.3 Allegations of misconduct are to be submitted in writing to the Student Policy Manager (via [conduct@uwe.ac.uk](mailto:conduct@uwe.ac.uk))

9.4 A caseworker will be assigned by the Student Policy Manager, who will be responsible for carrying out any investigations and will normally present the University's case at the Disciplinary Hearing unless the Director of Student Engagement and Success or Student Policy Manager decides to do so him/herself. Guidance on investigations is available separately.

A Disciplinary Panel will be convened with appropriate administrative support. The Disciplinary Panel members will be appointed by the Director of Student Engagement and Success. The Panel will have three members who should be senior members of the University staff. The Chair of a Disciplinary Panel will usually be a Pro Vice-Chancellor (PVC). Panel members will be impartial.

A member of staff at an appropriate level and who has not previously been involved in the case will be appointed to act as clerk to the Disciplinary Panel. The clerk will organise the Disciplinary Hearing in accordance with the Procedures and deal with queries from the student or the Panel on the procedure involved. The clerk will also ensure that information is shared as appropriate with the parties and that a record of the Hearing is taken.

9.5 As part of the investigation and in advance of the Hearing, the student alleged to have committed an act of misconduct will be advised by the caseworker of the nature of the allegation(s) and the supporting evidence, in writing.

9.6 The student will usually be invited to a meeting with the caseworker in order for the caseworker to gather facts about the alleged misconduct. The student will be given at least 3 working days' notice of any meeting and has the right to be accompanied to the meeting as set out in paragraph 4.1 above. Care will be taken to avoid placing the student in a position whereby he/she incriminates him/herself unfairly.

The student will have a right to respond to the allegation(s) of misconduct and provide any evidence in support of his/her response, including witness statements, in writing and/or at a meeting with the caseworker. He/she will also identify any witnesses to be interviewed as part of the investigation and/or appear at the hearing.

A student may choose not to attend a meeting with the caseworker and/or not to respond to the allegations. In such circumstances the Director of Student Engagement and Success in consultation with others as appropriate, may decide whether or not action under the Procedures should continue.

Once the investigation is completed and the date of the Disciplinary Panel hearing is arranged, the student will normally be provided with at least 7 working days' notice of the date, other details of the hearing and the identity of the Panel members. The student has the right to be accompanied and/or represented at the hearing as set out in paragraph 4.1 above.

Any witnesses will normally also be given at least 7 working days' notice of any hearing at which they are required to appear.

The caseworker and the clerk will arrange for the information collected during the investigation that are to be considered by the Disciplinary Panel, including, but not limited to, written statements, to be provided to the Panel members and the student and/or the student's representative if s/he has one, at least 4 working days prior to the hearing.

9.7 The Disciplinary Panel will determine its own procedure save that this shall include:

- the presentation of the case
- the right of the student to present his/her response to the allegations
- the right of the case presenter and the student to call witnesses, to provide evidence, and for them to be cross-examined.

Guidance on the procedure and conduct of a hearing is available separately

After the case has been heard the Panel will determine its findings and reach a decision in the matter. It may make one of the following decisions:

- the allegation of misconduct is unfounded, or
- the allegation of misconduct is founded but to take no further action, or
- the allegation of misconduct is founded and to impose an appropriate sanction, or
- the allegation of misconduct is founded and to recommend that the student be suspended, excluded or expelled.

For any decision other than a recommendation for suspension from studies, exclusion or expulsion, the Chair of the Panel will write to the student conveying the Panel's decision normally within 5 working days of the hearing. The clerk and the caseworker will notify the complainant, where appropriate, and the Executive Dean of the student's faculty of the outcome.

## 9.8 Sanctions

Possible sanctions at Level 3 include but are not limited to:

- Verbal or written warnings
- A formal apology to an individual
- Reparation to the University or (an) individual(s) in respect of loss caused by the misconduct
- Seizure and retention for a period of time, or confiscation without compensation, of items, for the purpose of maintaining the safety and wellbeing of others
- Removal of access to a service provided by the University or to the use of specified facilities for a given period
- Suspension from studies or related learning activities or exclusion from University premises for a specified period of time with or without conditions
- Expulsion from the University

## 9.9 Suspension, Exclusion and Expulsion

If the Disciplinary Panel recommends that a student should be subject to suspension from studies, exclusion or expulsion the matter will be referred to a Deputy Vice-Chancellor (DVC), acting under delegated authority from the Vice-Chancellor, to suspend, exclude or expel the student.

If the DVC decides to suspend or exclude a student for a period of time, the student will be informed of this together with reasons and any associated conditions, in writing and normally within 5 working days of the date of the decision. Details of the suspension or exclusion will be shared with the Executive Dean of the student's Faculty who will work with the Director of Student Engagement and Success and the relevant Head of the Academic Department to devise and implement a plan to support the student's study where that is possible and appropriate. Services may also need to be informed of the outcome, such as Accommodation Services and Academic Services

If the DVC decides the student should be expelled from the University the student will be informed of this in writing together with reasons and any conditions associated with this, for instance restricted rights to enter the University's premises. The caseworker will arrange for Academic Services, the Executive Dean of the student's Faculty and any relevant Services, such as Accommodation, to be informed.

## 10 Appeal

10.1 Students may raise a written appeal against the outcome of Level s 2 and 3 or temporary suspension or exclusion in section 5 of these Procedures within 10 working days of the outcome/decision under the Procedures set out above, on one or more of the following grounds:

- the University has failed to follow the procedure set out in these Procedures
- the decision was unreasonable and/or a disproportionate outcome has been imposed
- the student has material new information/evidence which was not reasonably available before.

An appeal is to be sent to the Head of Complaints and Appeals.

10.2 The decision of the Director of Student Engagement and Success /Disciplinary Panel/DVC will take effect and remain in force until such time as it might be changed by the outcome of an appeal.

10.3 **Appeal against a sanction not suspension from studies, exclusion or expulsion**



The Head of Complaints and Appeals will consider the appeal submission and determine whether there are valid grounds to proceed.

Where valid grounds have been determined, a nominated Pro Vice-Chancellor (PVC) not previously involved in the case will invite the student to submit additional evidence within a specified timeframe for further consideration by the PVC.

The PVC will determine the appeal, and will make one of the following decisions:

- dismiss the appeal (in whole or part) and/or
- uphold the appeal (in whole or part) and:
- refer the matter back to an earlier Stage of these Procedures for reconsideration, e.g. if procedure had not been followed
- refer the matter back to an earlier Stage of these Procedures for fresh consideration, e.g. if material new information or evidence was made available, or
- impose an alternative sanction.

The outcome of the appeal will be notified to the student in writing, with reasons, within 7 working days of determination of the appeal.

The decision of the PVC will be final and will conclude these Procedures.

The Head of Complaints and Appeals will ensure that the outcome is notified to other relevant parties, the Director of Student Engagement and Success and the Executive Dean of the student's Faculty where appropriate.

#### 10.4 **Appeal against suspension from studies, exclusion or expulsion**

The Head of Complaints and Appeals will consider the appeal submission and determine whether there are valid grounds to proceed.

Where valid grounds have been determined, the Vice-Chancellor (VC) will invite the student to submit additional evidence within a specified timeframe for further consideration by the VC.

The VC will determine the appeal, and will make one of the following decisions:

- dismiss the appeal (in whole or part) and/or
- uphold the appeal (in whole or part) and:
- refer the matter back to an earlier Stage or section of these Procedures for reconsideration, e.g. if procedure had not been followed
- refer the matter back to an earlier Stage or section of these Procedures for fresh consideration, e.g. if material new information or evidence was made available, or
- impose an alternative sanction.

The outcome of the appeal will be notified to the student in writing, with reasons, within 7 working days of determination of the appeal.

The decision of the VC will be final and will conclude these Procedures, except in cases of temporary suspension/exclusion where section 5 continues to apply until such time as action under these or other University procedures resumes.

The Head of Complaints and Appeals will ensure that the outcome is notified to other relevant parties, the Director of Student Engagement and Success and the Executive Dean of the student's Faculty where appropriate.

### 11 **Completion of the University Student Disciplinary Procedures**

Following written notification to the student of the outcome of an appeal and conclusion of the internal procedures, the University will provide to the student a Completion of Procedures letter which confirms that the University's internal procedures have been completed. If the student is dissatisfied with the outcome s/he may be able to raise a complaint before the Office of the Independent Adjudicator (OIA). Complaints must normally be received by the OIA within three months of the date of the Completion of Procedures Letter; otherwise the OIA may consider the complaint to be out of time. Further information is available from the Students' Union Advice Centre and at: <http://www.oiahe.org.uk/>.

## **12 References to Postholders and Deputies/Nominees**

All references within these Procedures to particular post holders shall be construed to include references to their deputies or nominees who may take action within these Procedures on the authority of the post holder, for instance where he/she is unavailable or his/her prior involvement in a matter might be seen to affect his/her impartiality.

These Procedures will be reviewed at least every three years by the Student Policy Manager to ensure that they remain fit for purpose.

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