

REGULATION 2: STUDENT DISCIPLINE

1. OVERVIEW AND PURPOSE

- 1.1 The purpose of the Student Discipline Regulation is to provide a framework within which students can understand what is expected of them, in terms of how they act as members of the University, on campus and in the wider community. The Regulation and the associated procedure provide a context and step-by-step guide for what happens when alleged breaches are considered internally by the University.
- 1.2 Students are expected to understand and demonstrate the behaviours described in the University's Dignity & Respect Policy. All members of our University community – staff, students and visitors – are entitled to:
- a) be valued for their skills, abilities and contributions
 - b) be treated with dignity, respect and courtesy
 - c) study, work and live on a campus free from bullying, harassment, victimisation or violence
 - d) experience no form of unlawful discrimination.
- 1.3 The University takes a zero- tolerance approach to all forms of discrimination, bullying and harassment and violence which means that all allegations of discrimination, bullying, harassment and violence will be dealt with. Furthermore, students will maintain a standard of conduct which does not:
- (1) cause actual or potential distress or harm to others;
 - (2) damage university property or the property of others;
 - (3) disrupt the normal functioning or operation of the University
- 1.4 The contract between all students and the University includes a commitment from the University to make available the University Charter, Statutes, Regulations, policies and support information. Students in turn need to be familiar with the above and to abide by them. The contract is made upon acceptance of an offer of a place (at the admission stage) and confirmed at the student's subsequent registration at the University. The applies throughout, whilst a student's registration is valid and active, including during temporary withdrawal.
- 1.5 Accompanying this regulation, is a supporting procedure document. This document describes the stages of the process for reporting an incident, the provision of support to all students involved, the investigation of cases and the consideration of outcomes and appeals.
- 1.6 The University will use the details held on the student record for all communications. Students are expected to keep their contact details up to date.
- 1.7 Where responsibility for actions is given to a named role, that person may delegate that responsibility to another member of staff who is suitably qualified and informed, at the discretion of the named role-holder.
- 1.8 The investigation of cases may be allocated to an internal member of staff who is suitably

trained, independent of the case and has no prior relevant involvement with the parties of concern. External investigators may be employed in certain cases at the discretion of the University.

2. SCOPE

2.1 This regulation applies in the following cases:

- a) all students registered at the University of Sussex, including students in nominal registration and studying off campus for any reason.
- b) for students based overseas, localised arrangements may need to be applied in consultation with the University.
- c) students on placements/apprenticeships with employers (as part of their programme of study), may be subject to local employee disciplinary procedures as well as University procedures.
- d) for students who are enrolled at another institution but who are studying at or otherwise visiting the University at the time the alleged incident took place, subject to the terms of the agreement between the University and the other institution. The partner institution may also initiate proceedings under their own regulations.
- e) students who are also staff members (i.e. those with an employee contract at the same time as a valid student registration) where this regulation is considered appropriate at the discretion of the University.

Guidance should be sought from the Legal Team who will consult with Human Resources as to which procedure to follow. The University's decision on the appropriate regulation/procedure is final.

2.2 The University will work closely with students when incidents are subject to criminal proceedings. It may take separate/internal action, once criminal proceedings are concluded or discharged.

2.3 The Police and criminal justice system assess criminal cases with a burden of proof that is 'beyond reasonable doubt'. The University must operate a different burden of proof when conducting investigations and making recommendations. Any case considered by these regulations will be assessed based '*upon a balance of probability*'.

2.4 A suspension means that the student is prohibited from participating in the academic activities of the University and the student's registration on their course of studies is put on hold. Exclusion means that the student is prohibited from using University facilities and/or entering University grounds or premises. A partial or qualified suspension and/or exclusion may be put in place where appropriate.

2.5 If a student permanently withdraws from the University during the disciplinary process, the University may continue to pursue disciplinary action and impose a sanction on the (former) student.

2.6 This Regulation does not apply to incidents of alleged academic misconduct. The Examination and Assessment Regulations Handbook, published each year, applies to any such incidents.

- 2.7 Where a student is registered for a programme which is subject to a Fitness to Practice procedure, the University may apply the Fitness to Practice procedure when investigating and dealing with allegations of misconduct, in relation to that student.

3. PRINCIPLES

- 3.1 Each case will be treated with fairness, considered on its own merits and on the circumstances/evidence presented. In the event that the University finds that behavioural expectations have been breached, then, the University will impose sanction/s where necessary. Any sanction/s will be proportionate, reasonable, fair and based on the evidence available.
- 3.2 Students, staff and visitors will be made aware of behaviour expectations as part of their introduction to the University.
- 3.3 How to report incidents and access support will be clearly promoted across a range of University and Students' Union platforms.
- 3.4 The process for investigating and determining outcomes will be timely, fair and transparent. Timeframes will be expressed in 'working days' that do not include weekends, bank holidays and University closure days. All attempts will be made to meet these timeframes, but sometimes stages will take longer. When this happens, students will be informed at the earliest opportunity.
- 3.5 The person reporting an incident/concern (the reporting person) will have access to support from an advisor for the duration of the case. The person implicated in the report (the responding person) will also be assigned an advisor and have access to support for the duration of the case.
- 3.6 The wishes of the reporting person will be respected in terms of how the incident is managed from the point of reporting, as far as reasonably practical. However, where the safety of that person or others is at risk (real or potential), the University will carry out a risk assessment and take precautionary action to mitigate this risk
- 3.7 Training programmes are in place for all support providers, investigators and decision-makers. Practices should be trauma-informed, fair, independent and free from bias. Care will be taken to work with students, the Police and external bodies, when incidents reported may also be criminal matters or need external expertise.
- 3.8 All information, including confidential information, is managed within Data Protection guidance and the safety of all individuals is protected when sharing information related to cases.
- 3.9 Data on all incidents reported (including anonymous reports) will to be used to regularly review this regulation and the associated policy and support services, so as to raise awareness and inform the University, including the governing body, of safety in the University community.

- 3.10 No one involved in the appeal of a disciplinary case will have had any prior involvement with the case.
- 3.11 The University may vary any part of this Regulation or associated procedure to make reasonable adjustments for students with an impairment.

4 RESPONSIBILITIES

- 4.1 All students registered at the University are subject to the jurisdiction of the Vice-Chancellor and Senate in respect of their conduct and their studies. The Vice-Chancellor may delegate responsibilities to a member of the University Executive.
- 4.2 The Director for the Student Experience is responsible for the operation of Regulation 2: Student Discipline (and associated procedures and guidance). They and members of the Student Experience Division, are available to provide guidance to students and staff. The Director for the Student Experience may delegate responsibilities to members of the Student Experience Division.

5 REPORTING AN INCIDENT

- 5.1 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.
- 5.2 Incidents which occur outside the University or via a non-University mechanism (such as social media), may be dealt with under this Regulation.
- 5.3 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.

6 PRECAUTIONARY ACTION

- 6.1 When an incident is reported that may involve harm to the reporting person or others (real or potential), a risk assessment will be conducted to determine if conditions should be put in place to protect the safety of others and to allow a full investigation to be carried out. The information held on the students' records will be used, as well as any information that is submitted with the report.
- 6.2 The Director for the Student Experience may impose immediate conditions on the student to ensure that a full and proper investigation can be carried out and/or to safeguard the student or others whilst the incident is being considered under this Regulation. For example, a student may be required not to contact certain witnesses to the incident. Those conditions will not

include any suspension and/or exclusion of a student. This will be referred to as a 'precautionary action condition'.

- 6.3 If there is a significant and/or serious risk to the health, safety or wellbeing of any person, a Pro-Vice-Chancellor (PVC) [acting on behalf of the Vice-Chancellor (VC) may exercise powers under Regulation 7] to suspend and/or exclude a student for a specific period of time, e.g., until the conclusion of a disciplinary case and/or criminal proceedings. This will be referred to as 'precautionary action'.
- 6.4 The student subject to precautionary action will have an opportunity to make representations to a PVC before the decision is implemented, unless this is not possible due to the urgent and/or sensitive nature of the matter, in which case they will have an opportunity to make representations after the decision.
- 6.5 The student may appeal against the Precautionary Action Notice. The VC will consider the appeal.
- 6.6 Precautionary action and the support for the students involved, will be reviewed at regular intervals and if the University is informed of a material change in circumstances.
- 6.7 Precautionary action in any form is fundamentally not a penalty and does not indicate, whatsoever, that the University has made a decision on whether a disciplinary offence has taken place. All support and access to resources will be maintained where reasonably possible.
- 6.8 The decision and information on support and next steps will be detailed in writing to the student as soon as possible, in a Precautionary Action Notice.
- 6.9 All precautionary action imposed will be reported to the next meeting of Senate and Council for information.

7 MEDIATION – AN ALTERNATE INFORMAL METHOD OF DISPUTE RESOLUTION

- 7.1 Mediation is voluntary. The aim is to offer the disputing parties the opportunity to be fully heard, to hear each other's perspectives and to decide how to resolve their dispute themselves. The University may still decide to proceed with a disciplinary case where there has been a serious breach of regulations.

8 LEVELS OF DISCIPLINARY INCIDENTS & POSSIBLE OUTCOMES

- 8.1 Reported incidents that breach University regulations will be managed at different levels depending upon the severity of the action and impact upon others/the University. There are three Levels of misconduct:

| Level of Incident | Description of Misconduct |
|--------------------------|---|
| Level 1 | Persistent disruptive behaviour that causes a disturbance or nuisance to others. Behaviour which may negatively impact on the health, safety and wellbeing of others. |

| | |
|-----|---|
| 8.2 | <p>Level 2</p> <p>Bullying or harassment of others or threatening behaviour. Level 2 also includes a failure to comply with a sanction imposed for Level 1 misconduct.</p> |
| | <p>Level 3</p> <p>Behaviour that is sufficiently serious to question the student's continued registration at the University. It also includes failure to comply with sanctions imposed for Level 2 misconduct.</p> |

The Director for the Student Experience will set out illustrative examples of Level 1, Level 2 and Level 3 misconduct in Guidance.

9 INCIDENTS THAT MAY BE SUBJECT TO CRIMINAL INVESTIGATION

- 9.1 Where a criminal investigation is being undertaken in relation to an alleged incident, the University will normally suspend the internal disciplinary process until the criminal investigation and any legal proceedings have been concluded.
- 9.2 Where the student has been convicted of a criminal offence, the University may take action under this Regulation and/or may refer the case to its Special Cases Panel. A conviction in a criminal court will be taken as conclusive evidence that the offence has occurred and no further investigation shall be required by the University. The focus of any disciplinary process and/or review by the Special Cases Panel will therefore be on the impact and effect of the conviction and/or on the sanction/s (if any) to be applied.
- 9.3 The University reserves the right to either suspend or continue with disciplinary action in cases where a police investigation is ongoing or has been suspended or discontinued. This will be decided on a case-by-case, in dialogue with the police, where appropriate. The University also reserves the right to proceed with the disciplinary process where the student has been acquitted in criminal proceedings.

10 INVESTIGATIONS AND DETERMINATION OF OUTCOMES

- 10.1 An Investigating Officer will be appointed to investigate the case, by the Student Experience Division.
- 10.2 For complex cases and when an internal Investigating Officer is not available, an investigator external to the University may be appointed.
- 10.3 Investigating Officers will determine the level of the reported offence and recommend an outcome for Level 1 & 2 cases.
- 10.4 For level 3 cases, the Investigating Officer will make a report of their findings to a Student Disciplinary Panel, which will be convened by the Student Experience Division, to hear and determine the outcome of the Level 3 case.
- 10.5 All students participating in the process may, at all stages where relevant, be accompanied by a member of the University or the University of Sussex Students' Union. Legal representation is not usually permitted except in Level 3 cases where it is agreed by the University.

- 10.6 A Level 3 Student Disciplinary Panel will comprise: a member of the University Executive (Chair), a member of staff and a Students' Union Officer. A Secretary to the panel will also be present to record the discussion and advise the panel on procedure.

11 SANCTIONS

- 11.1 The University may apply one or more sanctions, taking into account the specific allegations, the evidence provided and relevant mitigation. The sanctions that are available are provided in the Student Discipline Procedure. (Appendix A, Section 1).

12 APPEALS

- 12.1 The following are the only grounds that will be considered for an appeal by the reported student:

- a) there was a procedural irregularity which may have affected the outcome;
- b) there is evidence which was not available at the time (and could not reasonably have been expected to have been submitted at the time), that may have affected the outcome determined by the Investigating Officer/Panel; and
- c) the decision is not one, given the evidence that could be reasonably sustained.

- 12.2 Appeals for Level 1 & 2 misconduct will be considered by a PVC.

- 12.3 Appeals for Level 3 cases will be considered initially by a member of the University's Leadership Team and may determine the appeal will progress to a Student Disciplinary Appeals Committee. A Committee will be made up of the VC or delegate; a senior member of staff from the University Executive; and an elected member of the Students' Union. A Secretary will also be in attendance.

- 12.4 The reporting student may complain about the outcome of a disciplinary case on the following grounds:

- a) there were procedural irregularities in the investigation of the complaint, which had a material effect on the outcome;
- b) new evidence can be presented which wasn't available earlier in the process and the student was unable to reasonably do so;
- c) the outcome of the investigation is unreasonable based on the weight of the evidence.

The Complaints Procedure will be used to consider such a complaint.

13 REPORTING AND MONITORING

- 13.1 The Director for the Student Experience will produce an annual report on disciplinary cases for Council. This will detail the number of cases handled at each Level, a summary of the outcomes and highlight any areas for improvement.

14 THE OFFICE OF THE INDEPENDENT ADJUDICATOR (OIA) FOR EDUCATION

- 14.1 Students who have exhausted the University's internal procedures will be issued with a completion of procedures letter and informed that they may make a complaint to the OIA. The OIA's website (www.oiahe.org.uk) contains full details of the scheme.

15 DISCLOSURE OF DISCIPLINARY CASES

- 15.1 The Director for the Student Experience will disclose information relating to disciplinary cases to the extent that is necessary to comply with legal obligations; and they may provide any information that they believe is appropriate, to any relevant accreditation, professional or regulatory body.

16 AMENDMENTS

- 16.1 Amendments or additions to this Regulation by Council shall (unless otherwise stipulated by Council) be of immediate effect.

Updated and approved by Senate in Nov 25

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 the 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 |
|-------|--|---|
| 1 | A breach of University regulations or policies e.g., smoking in prohibited areas, ignoring fire alarms. | <u>Level 1 Sanctions</u> <ul style="list-style-type: none"> • A formal written warning. • A requirement to make good any damage caused (to the value of £200. A fine of up to £200 (that may be suspended for up to 1 year). • A written reflection to account for the behaviour and an apology to the person affected by the misconduct. • Compulsory attendance at a workshop or course related to the behaviour/issue. |
| | Refusal to respond to reasonable requests by University staff. | |
| | Minor damage to property. | |
| | Use of minor abusive language. | |
| 1/2 | Repeatedly contacting someone (by any means/online platform) against the wishes of the other person. | <ul style="list-style-type: none"> • Compulsory attendance at a workshop or course related to the behaviour/issue. |
| | Anti-social conduct, including causing a public nuisance by drunkenness or disorderly conduct. | |
| 2 | A serious or persistent breach of regulations or policies. | <u>Level 2 Sanctions</u> <ul style="list-style-type: none"> • Any sanction available at Level 1. • A requirement to make good any damage caused (to the value of £1,000). • A fine of up to £1,000 (that may be suspended, for up to 1 year). • A ban from specific facilities/premises for a period up to the duration of the student's remaining registration. |
| | Refusal to pay a fine or observe another sanction imposed under University regulations. | |
| | Breach of health and safety requirements, endangering the wellbeing of students, staff and visitors. | |
| | Misconduct in connection with degree, diploma or certificate examinations. | |
| | Falsification or serious misuse of University records, including degree or diploma certificates. | |
| | Conduct which, by whatever means, interferes with the normal operation of the University business or which is likely to bring the University into disrepute. | |

| | | |
|------------|---|--|
| 2/3 | Repeated or persistent misconduct offences or multiple concurrent misconduct. | |
| | Failure to comply with a condition or precautionary action (including sharing information about ongoing cases when requested not to). | |
| | Bullying, harassment, unlawful discrimination, hate crime or other breaches of the Dignity & Respect Policy. | |
| | Conduct which, by whatever means, puts at serious risk other members of the University community, seriously disrupts or prejudices the work of other members or employees of the University or disrupts members of the public using University premises. | |
| | Theft/fraud. | |
| | Non-consensual sexual touching. | |
| | Making unwanted remarks of a sexual nature. | |
| | <p>Unlawful conduct including but not limited to</p> <ul style="list-style-type: none"> i) unwanted behaviour or speech amounting to harassment relating to age; disability; gender reassignment; race; religion or belief; sex; sexual orientation under the Equality Act 2010, ii) unlawful speech as defined under the Public Order Act 1986 and iii) a course of conduct including alarming an individual or causing them distress and defined in the Protection from Harassment Act 1997. <p>Conduct or speech which interferes with the essential functions of the University defined as: teaching, learning, research and the administrative functions and resources underpinning those functions, including interference in the activities of or any member of the University in the pursuit of their studies or in the performance of their duties.</p> | |
| 3 | Threatening, offensive or indecent behaviour causing physical harm. | <p><u>Level 3 Sanctions</u></p> <ul style="list-style-type: none"> • Any sanction available at Level 2. • A fine of up to £2,000 (that may be suspended for up to 1 year). • Suspension from the University for up to 2 years. Expulsion from the University with immediate effect (that may be suspended for up to 2 years). |
| | Offences against the criminal law, where these offences involve other students or directly impact on the operation of the University. | |
| | Sexual assault including a sexual act without consent. | |
| | Stalking – repeatedly following a person without good reason. | |
| | Sexual abuse (including online and image-based abuse). | |
| | Sexual harassment (unwanted behaviour of a sexual nature which violates a person’s dignity; makes them feel intimidated, degraded, or humiliated, or creates a hostile or offensive environment for them). | |

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 non-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 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, 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 for students will continue during this time.
- b. The University reserves the right to either suspend or continue with disciplinary action in cases where a police investigation is ongoing, or has been suspended, or discontinued. This will be decided on a case-by-case, in dialogue with the police where appropriate. The University also reserves the right to proceed with the disciplinary process where the student has been acquitted in criminal proceedings.
- c. It should be noted that the police have a 'beyond reasonable doubt' burden of proof and the University uses the civil 'on the balance of probabilities.' In addition, the University has less powers of investigation and evidence gathering than the police and can only investigate matters that are potentially a breach of University regulations.

4. Mediation

- a. Depending on the nature of the incident, an advisor or the Casework Officer will discuss mediation as an option to resolve the issue. Mediation is a facilitated conversation with a trained mediator through which both parties will be supported to reach mutually agreed satisfactory outcomes. This will not be advised for incidents of serious harm, sexual misconduct, or violence.
- b. Mediation is a process in which disputing parties seek to resolve their differences in a mutually agreed way with the assistance of a trained mediator acting as an impartial third party. Mediation is voluntary and aims to offer the disputing parties the opportunity to be fully heard, to hear each other's perspectives and to decide how to resolve their dispute themselves.
- c. Mediation is entirely confidential and no record of the contents of the mediation process is held on any student file. The contents of all mediated conversations are not shared with anyone, unless implicitly agreed by the parties involved in those discussions.

- d. Mediation may be recommended as an option for appropriate cases where solutions can be negotiated with support. If harm or offence has been caused by the behaviour of another student's words or actions, mediation may provide a positive opportunity to find resolution.
- e. If mediation is entered into at any point in the management of a case, the usual timescales within the Student Discipline Procedure will be suspended until mediation is concluded. If mediation is successful, the case may be considered resolved. If not, the case will continue through the procedure and the timeframes will resume.

5. Investigations

- a. If a case is to be investigated (determined by the Office for Student Complaints, Conduct and Funding), an independent investigating officer (IO) will be appointed within 10 working days of the decision to investigate. The reported person will be notified in writing of the investigation initiation, how to access support, an outline of the allegations to be investigated and the regulation that has been allegedly breached.
- b. The reported person will be invited to a meeting with the IO to provide an opportunity to respond to the allegation/s.
- c. The IO will conduct the investigation as they think appropriate and may meet with the reporting person, the reported person and any witnesses to the alleged incident.
- d. The IO will, as part of the investigation decide the level of the incident (Level 1, 2 or 3).
- e. The reported person will be provided with a copy of the allegation and the evidence collected by the IO, unless (in exceptional cases), the IO determines that the evidence represents a safeguarding risk to other students and then, in lieu, a summary only of the evidence will be provided.
- f. The reported person will be afforded time to make representations and to provide evidence in support of their own case.
- g. The IO will record all evidence and will make a decision on the balance of probabilities. They will write a report and notify the reported person of the outcome within 10 working days of completing the investigation. Outcomes could be:
 - No further action.
 - Insufficient evidence to prove the case on the balance of probabilities.
 - Impose a penalty if a Level 1 or Level 2 case.
 - Proceed to a Student Disciplinary Panel hearing if a Level 3 case.
- g. The reporting person will be kept up to date about the progress of the case by a Casework Officer, or Manager from Student Complaints, Conduct and Funding. The University will make a data protection assessment and inform the reporting person of the outcome and share as much information as is considered necessary, to reassure them that the University has acted proportionately and fairly.
- i. It is expected that all students involved in a case will keep information about the case completely confidential. Disclosing information to others in person or online may undermine

the case investigation and prejudice the outcome. Disclosing case information is a disciplinary 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:
 - a summary of relevant information the student wishes to rely on at the hearing;
 - a copy of any relevant documents which the student intends to rely on at the hearing;
 - a copy of any relevant witness statements;
 - the names of any witnesses the student intends to call;
 - the name of any accompanying person the student intends to bring with them.
- b. The Student Disciplinary Panel will be made up of at least three members. This will include a Chair (member of the University's Leadership Group), one member of staff and a full-time elected officer of the University of Sussex Students' Union. All panel members will have completed appropriate training for participation.
- c. The panel hearing duration will vary from case to case and will be proportionate to the misconduct alleged to have occurred, the evidence and the number of witnesses to be called.
- d. The reported person will be invited to attend and must make every effort to be present at the hearing. If the reported person fails to attend without good reason, the University may take a decision, based on the available evidence and without the student's presence at the hearing.
- e. The reported person may be accompanied by one other person for support, who may not make representations on behalf of the student, unless there are good reasons why this adjustment needs to be made, as per Regulation 2 (2022) at [10.5]. All questions will be directed to the student and it is expected that they will respond to the panel members.
- f. If the reporting person is called as a witness and is likely to experience extreme distress by attending, for example, in cases of sexual misconduct or harassment, the reporting person can meet the panel via a video-link and can be asked questions on behalf of the responding person by the panel, so as to avoid direct communication/confrontation with the responding person. Arrangements will be made in accordance with the Guidance for making virtual arrangements.
- g. Video statements may be accepted at the discretion of the Chair and kept until the limit of time for a complaint to the OIA has passed and in accordance with the University's data retention policy.
- h. At the panel hearing, the IO will present the allegations against the reported student and the

evidence that has been gathered. The student will be able to respond and present any evidence of their own in response.

- i. Student Disciplinary Panels may take place in person, or virtually and always in private.
- j. The University will inform the reported person in writing of the panel's decision and the reasons for it in an Outcome Letter. The letter will provide information about any sanction(s) imposed and the reasons for this. The letter will also identify the internal appeals procedures and will be sent to the student normally within 10 working days of the hearing.
- k. The University will make a data protection assessment and inform the reporting person that an outcome has been decided and share as much information as is considered necessary, to reassure them that the University has acted proportionately and fairly and with due regard for their wellbeing.

7. Appeals

- a. The reported person may make an appeal on the following grounds:
 - i. That there is a procedural irregularity which may have affected the outcome;
 - ii. That there is evidence which was not available at the time (and could not reasonably have been expected to have been submitted at the time), that may have affected the outcome determined by the Investigating Officer/Panel; and
 - iii. That the decision is not one, given the evidence, that could be reasonably sustained.

Level 1 & 2 Appeals

- b. If the reported person wants to appeal a decision of the Investigating Officer, they must do so within 5 working days of the date of being notified of the outcome via an Outcome Letter.
- c. A consideration of the appeal papers will be made by a PVC. They may uphold the decision of the Investigating Officer or substitute their own decision. Their decision will be final. A final outcome and completion of procedures letter will be sent within 5 working days of the decision being made.

Level 3 Appeals

- d. If the reported person wants to appeal a decision of the Student Disciplinary Panel, they must do so within 10 working days of the date of the Outcome Letter. The Outcome Letter will provide details of how to make an appeal.
- e. In the first instance, a member of the University Executive will consider a submitted Level 3 appeal and notify the student normally within 5 working days of the decision being made. Their decision will determine whether the grounds and information raised in the appeal meet the eligibility criteria for appeals. They will decide:
 - i. That some or all of the issues raised are *not* eligible for appeal and will therefore refuse the appeal and notify the student in a final outcome and completion of procedures letter; or

- ii. That some or all of the issues raised appear to be eligible for an appeal and the case will be referred to Student Disciplinary Appeals Committee and will be arranged 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 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 that this is appropriate.
- h. If the Chair decides that the case needs to be re-heard, the student will be invited to the meeting and the Chair will:
- welcome the student, introduce those present, explain their roles and the procedure to be followed;
 - invite the student to present their appeal and the outcome which they are seeking;
 - invite the person presenting the response to the appeal to present the University's response, explain the original decision and to make any further comments following the student's submission;
 - invite the members of the Committee to question the student and the University representative (the Chair may also ask questions);
 - give the student and the University representative an opportunity to make a final statement, summarising their respective positions;
 - The student, student's companion and the University representative will then leave the meeting;
 - The Student Disciplinary Appeals Committee will deliberate in private and solely on the basis of the papers, before the panel and submissions made on the day.
- i. The Committee may decide to uphold an appeal or dismiss an appeal on some or all of the grounds present and in addition it may:
- lower or remove any sanctions imposed;
 - decide that new issues have arisen which require investigation;
 - decide that a re-hearing of the case is required and refer the case back to a new Student Disciplinary Panel;
 - alter or remove any other measures that have been put in place as a temporary measure.
- j. The student will be notified of the outcome within 10 working days of the Committee's decision.
- k. A completion of procedures letter will be provided if the case is concluded and there are no further internal steps to take. This letter will contain details of how to complain to the Office of the Independent Adjudicator (OIA).