**COMMUNICATION PLAN: STUDENT CONDUCT 2018-2019**

**FACULTY LEVEL**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Person responsible** | **To be informed** | **Information to be provided** |
| Submission of an allegation | Reporting party | Student Casework Unit | Allegation of Student Misconduct Form  Supporting evidence |
| Confirmation of early resolution attempt and whether there is a prima facie case | Associate Registrar (Student Casework) (or nominee)  Dean (or nominee) | Senior Registry Officer (Student Casework) (or nominee) | Confirmation as to whether the allegation can move to investigation stage |
| Informing the Student Casework Unit where an allegation has been made within the faculty | Dean (or nominee) | Associate Registrar (Student Casework) (or nominee) | Allegation of Student Misconduct Form  Supporting evidence |
| Informing the faculty/ department/ partner college of the allegation and providing the relevant forms | Supporting Officer (Student Casework) | Faculty contact/director of corporate department (or nominee)/ college contact | Allegation of Student Misconduct Form  Supporting evidence  Confirmation of timescales  via SHAREPOINT |
| Appointment of supporting officer | Senior Registry Officer (Student Casework) | Assigned Registry Officer (Student Casework) | Allegation of Student Misconduct Form  Supporting evidence  Confirmation of timescales |
| Appointment of investigating officer | Dean of Faculty (or nominee) | Investigating officer  Supporting officer (Student Casework) | Name of investigating officer |
| Provision of documentation and guidance to the investigating officer | Supporting officer (Student Casework) | Investigating officer | Allegation of Student Misconduct Form  Supporting evidence  Current regulations  Confirmation of timescales  Guidance documents via SHAREPOINT |
| Informing the responding party of the allegation | Supporting officer (Student Casework) | Responding party | Letter detailing allegation and process  Allegation of Student Misconduct form (redacted accordingly)  Supporting evidence (redacted accordingly)  The title, name, and job title of the investigating officer |
| Communication of any delays to the reporting/responding parties | Investigating Officer | Supporting officer (Student Casework) | Email detailing the length of and reasons for the delay  *NB: The student is then written to by the Student Casework Unit* |
| Communication of the investigating officer’s report internally | Investigating officer | Dean (or nominee)/ Associate Registrar (Student Casework) | A copy of the report |
| Decision on conclusion – ie whether there is a *prima facie* case; whether the faculty can reach a conclusion and apply a penalty based on the investigating officer’s report; whether the case is to be referred to a University Disciplinary Committee | Dean (or nominee) in conjunction with the Associate Registrar (Student Casework) | Supporting officer (Student Casework) | Confirmation of the decision |
| Communication of the outcome | Supporting officer (Student Casework) | Reporting/responding parties | Outcome letter |

**UNIVERSITY LEVEL**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Person responsible** | **To be informed** | **Information to be provided** |
| Consideration/confirmation of precautionary action in respect of a student for investigatory purposes | Associate Registrar (Student Casework (or nominee) | Risk Assessment Panel (see Risk Assessment Procedures for constitution)  Dean (or nominee)/ faculty and campus contacts | A copy of the relevant form and supporting evidence  A copy of the letter confirming precautionary action to be taken |
| Provision of information to the Disciplinary Committee | Clerk, Disciplinary Committee | Disciplinary Committee (Student Conduct Regulations for constitution) | A copy of the relevant form and supporting evidence,  minutes of meetings held and evidence gathered  Copy of investigating officer’s report  Student’s personal statement  Current regulations  Agenda |
| Provision of hearing information and documentation | Clerk, Disciplinary Committee | Student | Details of hearing, copy of agenda, copy of paperwork provided to committee.  Request for personal statement and notice re support available |
| Communication of any delays | Clerk, Disciplinary  . Committee | Student | Letter detailing the length of and reasons for the delay.  *NB: The student is written to by Academic Registry (Student Casework)* |
| Communication of the outcome of the Disciplinary Committee | Secretary, University Disciplinary Committee | Reporting and responding parties | Outcome letter |
| Communication of the outcome of the Disciplinary Committee | Secretary, University Disciplinary Committee | Dean (or nominee)/ faculty and campus contacts.  Other staff may need to be informed depending on the outcome and the student’s suspension status, i.e.:  Director, Estates and Facilities Services  Director, Campus Services  Security Manager/Assistant Security Manager, Estates and Facilities Services  Head of Accommodation Services  Head of Welfare Services | Outcome letter (to include information on the responding party’s suspension status) |

**REVIEW**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Person responsible** | **To be informed** | **Information to be provided** |
| Submission of a request for review | Student | Registry Assistant (Student Casework) | Request for Review Form and supporting evidence |
| Informing the faculty/department/college that a request for review has been received | Assigned Registry Officer, Student Casework Unit | Dean of faculty (or nominee)/faculty contact | Request for Review Form and supporting evidence |
| Confirming whether there are grounds for a review | Associate Registrar (Student Casework) (or nominee), Student Casework Unit | Responding party/ dean of faculty (or nominee)/faculty contact | Request for Review Form and supporting evidence  Letter confirming outcome of consideration of whether there is a *prima facie* case |
| Provision of information to the Review Panel | Secretary, Review Panel | Review Panel | Letter confirming outcome of consideration of whether there is a *prima facie* case  A copy of the relevant form and supporting evidence |
| Communication of the outcome of the Review Panel | Secretary, Review Panel | Responding Party | Completion of Procedures Letter |
| Communication of the outcome of the Review Panel | Secretary, Review Panel | Dean (or nominee)/ principal of college (or nominee)/ faculty and campus contacts.  Other staff may need to be informed depending on the outcome and the student’s suspension status, i.e.:  Director, Estates and Facilities Services  Director, Campus Services  Security Manager/Assistant Security Manager, Estates and Facilities Services  Head of Accommodation Services  Head of Welfare Services | Completion of Procedures Letter |

**OFFICE OF THE INDEPENDENT ADJUDICATOR**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Person responsible** | **To be informed** | **Information to be provided** |
| Providing the case file to the OIA | Associate Registrar (Student Casework) (or nominee) | OIA case handler | As requested by the OIA – normally the full case file |
| Informing staff that a case has been taken to the OIA | Associate Registrar (Student Casework) (or nominee) | Dean of Faculty (or nominee)/ principal of college (or nominee), faculty and campus contacts | Email confirming the case has been allocated to an OIA case handler |
| Informing staff of the outcome of the OIA’s decision | Associate Registrar (Student Casework (or nominee) | Dean of Faculty (or nominee)/ principal of college (or nominee)/ faculty and campus contact | Copy of the OIA’s final report |
| Providing redacted reports to the Students’ Union | Senior Registry Officer (Student Casework) | Chief Executive, Students’ Union  President, Students’ Union | A copy of redacted OIA reports |