**COMMUNICATION PLAN: STUDENT CONDUCT 2019-20**

**FACULTY LEVEL**

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| **Activity** | **Person responsible** | **To be informed** | **Information to be provided** |
| Submission of an allegation | Reporting party | Student Casework Unit | Allegation of Student Misconduct FormSupporting 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 FormSupporting 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 FormSupporting evidenceConfirmation of timescales via SHAREPOINT |
| 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 evidenceA copy of the letter confirming precautionary action to be taken |
| **Proceed to Level One or Two as appropriate** **unless Police matter in which case on hold under notified police investigation concluded** |
| **Level One** |  |  |  |
| Meeting between student and Dean or nominee | Supporting Officer to arrange | Dean or nominee and student(NB if student apprentice, inform employer) | Details of allegation and date and time of meetingSCU supporting officer to attend and take notes |
| Confirmation of outcome of meeting | Dean or nominee | SCU supporting officer | Penalty to be imposed see section 4.1-4.3 |
| Confirmation of outcome of meeting | SCU supporting officer | Student(NB if student apprentice, inform employer) | Details of penalty to be imposed and right to request review(*If student exercises that right skip to level four below*) |
| **Level Two** |  |  |  |
| Appointment of supporting officer | Senior Registry Officer (Student Casework) | Assigned Registry Officer (Student Casework) | Allegation of Student Misconduct FormSupporting evidence Confirmation of timescales |
| Appointment of investigating officer | Dean of Faculty (or nominee) | Investigating officerSupporting 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 FormSupporting evidenceCurrent regulationsConfirmation of timescales Guidance documents via SHAREPOINT |
| Informing the responding party of the allegation | Supporting officer (Student Casework) | Responding party(NB if student apprentice, inform employer) | Letter detailing allegation and processAllegation of Student Misconduct form (redacted)Supporting evidence (redacted)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(NB if student apprentice, inform employer) | Outcome letter |

**UNIVERSITY LEVEL**

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| **Level Three** |  |  |  |
| **Activity** | **Person responsible** | **To be informed** | **Information to be provided** |
| 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 gatheredCopy of investigating officer’s reportStudent’s personal statementCurrent regulationsAgenda |
| Provision of hearing information and documentation  | Clerk, Disciplinary Committee | Student (NB if student apprentice, inform employer who may attend as an observer) | 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(NB if student apprentice, inform employer) | 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.:Estates and Facilities Services, Campus Services, Security, Estates and Facilities Services, Head of Accommodation ServicesHead of Welfare Services | Outcome letter (to include information on the responding party’s suspension status)It is the responsibility of the Dean (or nominee) to inform any relevant parties within the faculty of the outcome.NB Consider if Risk Assessment Panel need to be reconvened |

**REVIEW**

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| **Level Four** |  |  |  |
| **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 evidenceLetter 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* caseA copy of the relevant form and supporting evidence |
| Communication of the outcome of the Review Panel | Secretary, Review Panel | Responding Party(NB if student apprentice, inform employer) | 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 ServicesDirector, Campus ServicesSecurity Manager/Assistant Security Manager, Estates and Facilities ServicesHead of Accommodation ServicesHead of Welfare Services | Completion of Procedures LetterIt is the responsibility of the Dean (or nominee) to inform any relevant parties within the faculty of the outcome. |

**OFFICE OF THE INDEPENDENT ADJUDICATOR**

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| **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’ UnionPresident, Students’ Union | A copy of redacted OIA reports |