Following completion of the investigation, the Investigating Officer will prepare a report and present it to the relevant members of Faculty, who will provide a response before the final report is submitted to SCU.

The Investigating Officer will seek to investigate your complaint within 30 working days

NO

Matter Closed

YES

Do you accept the outcome?

You will be asked to confirm in writing within one month whether or not you accept the outcome

SCU will provide a final response to you within five working days of receipt of the Investigating Officer’s report.

The Faculty will have five working days to provide their response to the Investigating Officer’s report to SCU

The Investigating Officer will meet with you to discuss your complaint. You have the right to be supported by a support person

The Investigating Officer will also meet individuals who are the subject of the complaint any relevant members of staff and witnesses to discuss the detail of the complaint from their perspective.

The Complaint Form will be logged by the SCU and passed to one of the University’s team of Investigating Officers