The investigation may

highlight the need for a

referral to the Fitness to

Practise Procedure (please

refer to Fitness to Practice

flowchart)

Case referred to a Disciplinary

Committee

Faculty already has sufficient evidence to reach a conclusion on the case and to apply a penalty under stage 1 of this Procedure

The Investigating Officer’s report will be presented to the Dean of Faculty. The Dean of Faculty will liaise with the University Secretary (or nominee)/Associate Registrar (Student Casework) (or nominee) as necessary. A decision will be taken as to whether there is a case to answer

The Investigating

Officer will conduct an

investigation into the

allegations within 30 working days.

Student Casework Unit (SCU) is notified of a serious offence (or a repeated minor offence) via the Stage 2 Allegation of Student Misconduct Form

The Responding Student will be informed, in writing, of the nature and seriousness of the allegations, that they are the subject of an investigation, and the identity of the Investigating Officer who will look into the case against them

Investigating Officer is

appointed by the relevant Dean

of Faculty (or nominee). The

Investigating Officer will

normally be from outside of the

school in which the Responding

Student is based and will have

no prior knowledge of the case