**COMMUNICATION PLAN: STUDENT CONDUCT**

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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 if appropriate and whether there is a prima facie case | Head of 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) | Head of 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 | Head of Student Casework (or nominee) | Risk Assessment Panel (see Risk Assessment Procedures for constitution*) if appropriate*/dean (or nominee)/faculty and campus contacts/HR partner (if the reporting party is a member of staff) | A copy of the relevant form and supporting evidence if available |
| **Proceed to Stage One or Two as appropriate unless police matter in which case on hold under notified police investigation concluded** |

**STAGE ONE –MISCONDUCT OF A MINOR NATURE**

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| **Activity** | **Person responsible** | **To be informed** | **Information to be provided** |
| 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 | Supporting officer | Responding party(NB if student apprentice, inform employer) | Details of penalty to be imposed and right to request review OR referral to investigation(*If student exercises that right skip to stage three below*) |
| Confirmation of completion of process | Supporting officer  | Reporting party | Confirmation of completion of process and any detail determined to be proportionate by the Head of Student Casework, given the individual circumstances of the case and taking account of our GDPR obligations. Where the reporting party is a member of staff, this will be communicated to them by the faculty |
| Informing HR of the outcome (if the reporting party is a member of staff) | Supporting officer | Relevant HR partner | Outcome letter via SHAREPOINT |

**STAGE TWO – MISCONDUCT OF A SERIOUS NATURE**

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| **Activity** | **Person responsible** | **To be informed** | **Information to be provided** |
| Appointment of investigating officer | Dean of Faculty (or nominee) | Investigating officerSupporting officer  | Name of investigating officer |
| Provision of documentation and guidance to the investigating officer | Supporting officer | Investigating officer | Allegation of Student Misconduct FormSupporting evidenceCurrent regulationsConfirmation of timescales Guidance documents via SHAREPOINT |
| Informing the responding student of the allegation | Supporting officer | Responding student(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)/Head of Student Casework/supporting officer (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 Head of Student Casework | Supporting officer | Confirmation of the decision |
| Communication of the outcome  | Supporting officer | Responding studentReporting party(NB if student apprentice, inform employer)HR partner (if deemed necessary, and where the reporting party is a member of staff) | Outcome letter Confirmation of completion of process/that the internal procedures are ongoing. Where the procedure has been completed the reporting party to be provided with any detail determined to be proportionate by the Head of Student Casework, given the individual circumstances of the case and taking account of our GDPR obligations. Where the reporting party is a member of staff, this will be communicated to them by the faculty |
| 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 information on the constitution of the Disciplinary Committee prior to the documentation being circulated to provide an opportunity for any concerns to be raised in relation to membership, for example if they have grounds to consider that a member may be biased | Clerk, Disciplinary Committee | Responding student | Constitution of the Disciplinary Committee |
| 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, redacted copy of paperwork provided to committeeRequest for personal statement and notice re support available |
| Communication of any delays | Clerk, DisciplinaryCommittee | Responding party | 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 | Responding partyReporting party(NB if student apprentice, inform employer) | Outcome letterConfirmation of completion of process. The reporting party to be provided with any detail determined to be proportionate by the Head of Student Casework, given the individual circumstances of the case and taking account of our GDPR obligations Where the reporting party is a member of staff, this will be communicated to them by the faculty (see below) |
| Communication of the outcome of the Disciplinary Committee  | Secretary, University Disciplinary Committee | Dean (or nominee)/faculty and campus contacts.HR partner (if deemed necessary, and where the reporting party is a member of staff)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, Head of Accommodation ServicesHead of Welfare ServicesNB if expelled advise Student Administration/IISA as appropriate but do not process until after timeframe for request for review lapsed | 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. |

**STAGE THREE - REVIEW**

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| **Activity** | **Person responsible** | **To be informed** | **Information to be provided** |
| Submission of a request for review | Student | Supporting officer | Request for Review Form and supporting evidence |
| Informing the faculty/department/college that a request for review has been received | Supporting officer | Dean of faculty (or nominee)/faculty contact | Request for Review Form and supporting evidence |
| Informing the reporting party that a request for review has been received | Supporting officer | Dean of faculty (or nominee)/faculty contact | Letter confirming submission of request |
| Confirming whether there are grounds for a review | Head of 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 partyReporting party(NB if student apprentice, inform employer) | Completion of Procedures LetterConfirmation of completion of process and the provision of any detail determined to be proportionate by the Head of Student Casework, given the individual circumstances of the case and taking account of our GDPR obligations. Where the reporting party is a member of staff, this will be communicated to them by the faculty (see below) |
| Communication of the outcome of the Review Panel | Secretary, Review Panel | Dean (or nominee)/ principal of college (or nominee)/ faculty and campus contacts.HR partner (if deemed necessary, and where the reporting party is a member of staff)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 ServicesNB if expelled advise Student Administration/IISA as appropriate  | 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 | Head of 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 | Head of 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 | Head of 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 Officer, Students’ UnionPresident, Students’ Union | A copy of redacted OIA reports |