

# Student Disciplinary Procedure

- The University is committed to providing a **supportive** culture and environment in which we can all study, live and work.
- We are committed to **inclusiveness** and being **responsible** for the **care** of each other and all individuals.
- As a student you are expected to behave responsibly and respectfully to others, whether they are students, members of staff, visitors or members of the local community.

## What is the Disciplinary Procedure?

- When you enrolled at the University you agreed to abide by all relevant policies and regulations of the University including the Student Code of Conduct.
- If you breach the Code of Conduct you will be subject to the disciplinary process.

## Who is responsible for dealing with Disciplinary issues?

- YOU are responsible for making sure that you abide by the Student Code of Conduct.
- If the University receives an allegation about your behaviour, then the University's Proctor's Office will investigate the matter.
- The Proctors are responsible for student safety and the investigation of alleged student misconduct within the University. They are specially trained to be able to investigate issues in a fair and impartial way.
- The Proctors will ensure that you are supported through the process by referring you to an appropriate Student Service such as Wellbeing & Mental Health or by signposting you to the Students' Union Advisors.

## What happens if the Proctor receives an allegation or complaint about my conduct?

- The majority of students progress through their time at University without having any issues raised about their conduct.
- If an allegation is made about you, the Proctor will invite you to a meeting to discuss it. This invitation will tell you, briefly, what it's about and you will be given more information during the meeting.
- To prepare for the meeting you should think carefully about the allegation and note any important points that you may want to raise.
- You can bring someone with you to the meeting. We advise that you ask for support from Chester Students' Union (CSU) whose Advisors are experienced in supporting students with disciplinary matters. CSU can support you at the meeting and provide you with any ongoing support you may need. They can be contacted by emailing [csuadvice@chester.ac.uk](mailto:csuadvice@chester.ac.uk)
- In serious cases or where there is a potential risk of harm to you or others, you may be suspended or excluded from the University. This is not intended as a punishment but rather to protect you or others as necessary.
- You should read the [Student Disciplinary Procedure](#) which you can find in the Proctor's Office section of Portal.

## What should I expect during the first meeting?

- The Proctor will introduce themselves and explain why you have been asked to attend the meeting.
- You are allowed to have a 'Companion' with you during the meeting. This may be a student who isn't involved in the case and/or a Students' Union representative.
- The Proctor's role is to get a clear picture of what happened. You can expect to be asked a number of questions so they are able to do this. You will also be able to raise any points you have and are able to ask questions.
- The first meeting will be recorded so that everyone has an accurate record of

the meeting. You are entitled to copy of the recording.

- At the end of your first meeting, the Proctor will consider the next steps.
- Sometimes the matter can be informally resolved at the first meeting but it is often necessary for the Proctor to make further enquiries by speaking to other people and considering other material which might include written records, statements or CCTV footage. You will be told about this at the end of your meeting.
- If the matter can be resolved at the informal stage then the Proctor will do this.
- You may be given advice about your future conduct, you may receive a warning or a fine or the case may be sent to a Formal Disciplinary Panel.

### **What is a Disciplinary Panel**

- The panel consists of up to 3 people including two members of the University and a member of the student body.
- They will be asked to consider the case and if the allegation(s) are upheld as they are found to have been more likely to have happened than not, they will consider an appropriate sanction.
- You will be told if your case is being referred to a panel hearing.
- You need to be aware that the hearing may not take place for a few weeks.
- You will be informed by email of the time and date of the meeting and you will be provided with a copy of all of the information which the panel will be asked to consider.
- Serious allegations, such as physical or sexual misconduct or hate incidents will be sent to a formal panel.
- You are allowed to bring someone with you to the hearing in addition to any support provided by the CSU Advice Service.
- You can also speak to our Wellbeing & Mental Health team if you feel that you need

their support, by emailing [wellbeing@chester.ac.uk](mailto:wellbeing@chester.ac.uk) or telephoning 01244 511550.

- During the panel you will be asked questions regarding the allegations; you will also be able to provide a statement and you will have the opportunity to put forward relevant information and ask questions.

### **Who will sit on the panel?**

- The panel will be made up of the following:
  - The Chair who will be a senior member of the University (for example a Dean or Director)
  - A member of the University staff
  - A member of the student body e.g. an Elected Officer (Student Union President or Vice President)
- You may have seen some of the members of the panel around the University. However, they are selected to provide an independent and balanced assessment and will not know you or be directly associated with your teaching.
- The University Proctor will present the case to the panel.
- A secretary will provide administrative support.

### **Outcome of the panel**

- Having listened to all the evidence the panel will meet to consider the case and to decide whether on a balance of probabilities (more likely than not), that the allegation against you is true.
- If they uphold the allegation they will give you clear reasons for their decision which will be detailed in an outcome letter to you.
- They will then look at the appropriate penalty considering any factors that make the case worse for example being under the influence of drugs.
- They will consider any factors that could reduce the level of penalty for

example showing remorse or admitting responsibility at the earliest opportunity. At this point the panel will also be made aware of any previous misconduct.

- The outcomes of the panel can vary, it could be that no further action is needed. However, it could also include warnings, advice & guidance, a fine, suspension or in the most serious cases, expulsion from the University. There is a list of possible outcomes in the Student Disciplinary Procedure.

### **Can I appeal?**

- You can request a review of the decision of the panel for certain reasons which are listed in the Student Disciplinary Procedure.
- For more information about this process you can contact the Students Union Advice team by emailing [csuadvice@chester.ac.uk](mailto:csuadvice@chester.ac.uk).