**Guidance on Student Disciplinary Hearings (2021/22)**

**Note: this guidance will continue to apply during 2022/23. It will be reviewed during the year at which point parts of the Guidance will likely be removed (e.g. Covid misconduct) and others retained (e.g. fast-track).**

1. **Background**
2. The suspension of any University activities, or the need to perform them differently, as a result of Covid-19, does not remove the expectation on students to adhere to appropriate behavioural standards or engage with the disciplinary process.
3. Though originally designed in light of the 2020 Covid-19 situation, this document may serve as a guide for adaptation of disciplinary hearings should usual University activity be suspended in the future, should the effects of the pandemic continue to affect ‘usual ways of working’ and/or resourcing, or for any other exceptional circumstance.
4. The principles outlined in this document, may extend beyond disciplinary hearings, to case assessment, suspensions, Fitness to Study, Health and Conduct and Fitness to Practice.
5. Note, a student friendly guide to discipline during Covid-19, is available online: [Guidance for Students on Discipline during Covid-19](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=49121).
6. **Case categories (general)**
7. Overview

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Case category** | **Subject matter** | **When used** | **Nuance** | **Penalty range** | **Appeal route** |
| Case assessment/investigation | Academic / non-academic | Case requires investigation / is open to less formal resolution | Less formal process | None | None |
| Automated Covid misconduct | Covid-19 misconduct only | To apply a finding and penalty for Covid-19 misconduct | Formal but without a hearing | Any normally open to an SDP for general misconduct | To an SDP within Campus Life |
| Fast-track by an Authorised University Officer (AUO) | Academic / non-academic | Less serious case, straight forward issues and only requires low impact penalty | Formal, but with student offered a finding and outcome without recourse to an SDP. | Subset of penalties open to SDPs for general and academic misconduct | No appeal route needed if outcome accepted. If outcome not accepted, case should go first to an SDP, after which an appeal route to the Division of Teaching, Learning and Student Development would be available. |
| Summary Disciplinary Panel (SDP) | Academic / non-academic | As above, but where it would be beneficial to speak with the student, the case is more complex or a higher range of penalties are needed. | Formal, with a remote or documentary (if the student chooses this) panel hearing held. Decisions are imposed. | As per the Procedure for Summary Disciplinary Panels | To the Division of Teaching, Learning and Student Development |
| University Disciplinary Panel (UDP) | Academic / non-academic | Serious cases, such as those which are complex, have a large effect on others / a degree, and which may need to substantial penalty | Formal, with a remote or documentary (if the student chooses this) panel hearing held. Decisions are imposed. | As per the Procedure for the University Disciplinary Panel | To the Division of Teaching, Learning and Student Development |

1. Case assessment/investigation
2. Case assessment is a stage which reviews existing information and, as necessary, collects further information relating to an allegation against a student, to determine whether there needs to be a referral for disciplinary action. The person conducting the assessment has a broad discretion as to how the assessment is completed; if further input from staff/students is needed to assess a case then this can be in writing or an online meeting. This stage is largely unaffected by Covid-19 save for potential delays in collating information.
3. Fast-track (paper-based) discipline route
4. Due to the rise of both academic and general misconduct cases, an approach similar to that being used for Covid-19 misconduct (see <https://documents.manchester.ac.uk/display.aspx?DocID=6530> 4.ii) and partly aligning with a suggestion given in the OIA’s Good Practice Framework (para 49-53) is here introduced, to attempt to handle some less serious cases, which still require a disciplinary finding and penalty, more expediently for staff and students whilst maintaining appropriate checks and balances.
5. This approach will only be used for academic malpractice cases (as per the caveats outlined below) and for general misconduct in Halls of Residence (for example, smoking or covering a smoke detector). Cases of Covid-19 related misconduct will be dealt with as per the addendum to Regulation XVII (<https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=6530>). Note, that there are differences in the approach for Covid-19 related misconduct, which allows for the option for outcomes to be **automatically** applied and appeals to SDPs, compared to fast-track cases, where students can be **offered** a particular outcome with recourse to the normal SDP process where the offer is not accepted.
6. For straightforward and less-serious cases a single AUO (or delegated nominee) will complete a paper-based review of the evidence, and where a breach is thought to exist, they can apply a subset of penalties that would usually be open to an SDP. An AUO may also consult with appropriate colleagues for a view. Before a penalty is imposed, the student will be written to to establish whether they accept the outcome/penalty; if not, the standard SDP will be implemented (see C1.v below). The AUO carrying out this review can be from the student’s own Department or School, but should be independent of the case under consideration.
7. The AUO who decides whether a case is suitable for a fast-track process will be as set out in the Regulation and to any delegated nominees. For malpractice cases specifically, the AUO receiving/actioning the case will be as described in table 5.3 in the Academic Malpractice Procedure (<https://documents.manchester.ac.uk/display.aspx?DocID=639>). For example, if a case would normally be heard at School-level, then a School AUO can decide whether to fast-track a case, but this responsibility shifts to the Faculty to decide if it a case that the Faculty would usually consider. The AUO for academic malpractice cases will normally be an academic member of staff.
8. The AUO will
	1. Review the evidence as presented from School/Programme etc.
	2. Decide whether the fast-track option is appropriate. Considerations might include, where:
		1. The case, if proven, is likely to only attract a low-impact penalty e.g. a warning, mark reduction. This might include School and/or Faculty based malpractice.
		2. The case relates to a UG, PGT or ‘straightforward’ issue in PGR (e.g. plagiarism in a taught unit, rather than research misconduct).
		3. The case is unlikely to require much discussion with the student.
		4. Insofar as it is possible to foresee, a penalty will not significantly affect progression, graduation or professional accreditation.
		5. Any messages (e.g. learning points) can be adequately communicated in writing.
	3. Determine an appropriate penalty or penalties. This will be limited to:
		1. Academic malpractice:
			* 1.1. A reprimand and warning about future behaviour.
			* 1.2. A requirement upon the student to apologise for the misconduct to those who may have been affected by it.
			* 1.3. A requirement for the student to undertake appropriate training related to the misconduct.
			* 1.4. For any penalty available to be deferred and only imposed should any future breach of the Regulation occur.
			* 1.5. The examining authority will be informed the mark for the piece of work or assessment should be reduced to a specified mark.
		2. General misconduct:
			* 2.1. A reprimand and warning about future behaviour.
			* 2.2. A requirement upon the student to give an undertaking as to their future good conduct within the University.
			* 2.3. A requirement upon the student to apologise for the misconduct to those who may have been affected by it.
			* 2.4. A requirement upon the student to remove any material (either physical or electronic) associated with the misconduct.
			* 2.5. A requirement for the student to undertake appropriate training related to the misconduct.
			* 2.6. A requirement upon the student to pay for any damage to property they may have caused or to make restitution to the University or another individual for any loss they may have suffered arising from the student’s misconduct.
			* 2.7. A fine of not more than £500.
			* 2.8. A requirement upon the student to undertake specified tasks or services for the benefit of the School or hall of residence or the University community up to a maximum of forty hours.
			* 2.11. For any penalty available to be deferred and only imposed should any future breach of the Regulation occur.
9. The AUO will arrange for an appropriate PS colleague to write to the student to outline the allegation(s), proposed outcome, and penalty or penalties, attaching the documentation supporting the case (e.g. assignment in contention, marked up and cross-referenced to source material). (See the Appendices to this Guidance for suggested templates.)
10. The PS colleague will receive, in writing, the student’s acceptance (or non-acceptance – recording reasons if given) of the proposed outcome.
11. The PS colleague will make a local record of the outcome and inform relevant colleagues where needed.
12. If the student accepts the outcome, a confirmation letter or email should be sent offering a Completion of Procedures letter should the student require one.
13. If the student does not accept the proposed outcome, they will be invited to attend a Summary Disciplinary Panel as per the usual Procedure, and the student will be informed that this will happen. Note that the AUO involved in the initial exercise will not be able to Chair/be a panel member on the SDP, so an alternative Chair will need to be arranged.
14. Summary/less serious cases e.g. School-level, Faculty-level, halls of residence.
15. See the [Procedure for Summary Disciplinary Panels](http://documents.manchester.ac.uk/display.aspx?DocID=42773) (SDPs). Summary level cases take place in a variety of settings in the University; they are mostly concerned with allegations of less serious disciplinary issues, both academic malpractice and general misconduct.
16. SDPs usually require at least two staff to take place (three staff at Faculty level), with academic malpractice SDPs being comprised of academic staff. In light of Covid-19, it is recommended that a two person panel becomes routine across all SDPs. The person arranging the SDP may opt for more panel members. Academic malpractice SDPs should continue to be academic led, but the second panel member may be a member of Professional Services who has current working knowledge of disciplinary matters e.g. Faculty Appeals, Complaints and Malpractice Officer, School Teaching and Learning Manager (or equivalent). General misconduct SDPs need not be academic led but still require a two person panel.
17. The date and time set for the hearing is for the University to decide and students are expected to prioritise attendance. For summary hearings, students should be given a minimum notice period of five working days. A Chair has the power to postpone a hearing if exceptional circumstances are presented by the student. Consideration may be given to changing timings of the hearing if the student is based abroad.
18. A form has been developed (see [Guidance for Students on Discipline during Covid-19](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=49121)) for students to complete when opting to send in a written statement. The form is intended to guide students to put together their statement and provide relevant information, but it should and also assist with addressing a number of procedural issues that might arise as part of the disciplinary process. Any procedural queries can be considered by the staff involved in setting up the hearing in consultation with the Chair and other panel members (as required).
19. The use of the form is to be encouraged. If students submit a statement in an alternative format they should not be penalised for this, but some of the procedural queries on the form may need to be raised at a remote hearing (where taking place with a student). It may be assumed that there are no concerns with the hearing proceeding where none are highlighted by the student.
20. Separate guidance is available on conducting remote SDP hearings. [Link guidance]
21. University/serious cases
22. See the [Procedure for the University Disciplinary Panel](http://documents.manchester.ac.uk/display.aspx?DocID=42774) (UDP). University level cases are facilitated by the Division of Campus Life; they are mostly concerned with allegations of serious disciplinary issues, both academic misconduct and general misconduct.
23. Where a case is particularly sensitive, the Head of Campus Life will, in relation to University level cases, determine whether it is appropriate for the hearing to proceed remotely.
24. The composition of University Disciplinary Panels has not changed from current procedure.
25. As stated above, the date and time set for the hearing is for the University to decide and students are expected to prioritise attendance. For University hearings, students should be given a minimum notice period of ten working days. A Chair has the power to postpone a hearing if exceptional circumstances are presented by the student. Consideration may be given to changing timings of the hearing if the student is based abroad.
26. **Engagement with disciplinary hearings**
27. Disciplinary hearings are compulsory; students are expected to attend hearings when required by the University. Active participation is recommended. Students always have the option to respond in writing prior to a disciplinary hearing. Where students do not attend a hearing and/or submit a statement, then a hearing is likely to still take place but without a statement and/or the student being present.
28. Note that where an alleged offence relates to Covid-19 misconduct e.g. not adhering to social distancing, the addendum to Regulation XVII allows for additional variations to the disciplinary process (please also see the [Guidance on Covid-19 Student Misconduct](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=51716)).
29. **Support**
30. Support in relation to disciplinary hearings can be divided into two main areas:
	1. Support for the meeting itself e.g. someone who can accompany a student to a hearing, help them prepare a statement, understand what they are accused of etc.
	2. Support because of the meeting e.g. accessing counselling support, disability provision etc.
31. Currently, support in preparation for a disciplinary hearing e.g. from staff, fellow students, the Students’ Union, is likely to take the form of email, phone etc. rather than face-to-face. If a student feels that they have genuinely not had sufficient time to access that support prior to a hearing, it is important that they request an extension from the member of staff setting up the hearing. The disciplinary panel Chair will then consider whether to postpone the hearing to a future date. However, this does not mean that students should delay seeking support in an effort to postpone a hearing; where students feel it necessary to seek support, they should do so as soon as possible after the hearing invitation (evidence of seeking support may be requested).
32. Where a student requests to have a supporter (staff member, fellow student, member of the Students’ Union Advice Service) present on a remote hearing, then instructions for them to participate can be shared by the student. The role of supporter is no different online than it would be in person – see [Guidance for supporters of students during disciplinary hearings](http://documents.manchester.ac.uk/display.aspx?DocID=38173). If a supporter is present during a remote hearing, and a student wishes for a break to consult with their supporter outside the panel setting, then the student should indicate this to the panel (breakout rooms can be enabled in Zoom). Where it is not possible for a supporter to be present at the hearing itself, then the student should arrange to seek support before and after a hearing.
33. If a student is concerned that they may experience technical difficulties in participating in a remote hearing, they should make this known to the staff contact. It may be possible to arrange a brief test meeting just for the purpose of checking connectivity. Where there are expected to be technical difficulties on the part of University staff or the student, consideration can be given to postponing or opting for a paper-based alternative.
34. **Clarity of allegations**
35. Efforts are made to provide students with details relating to the allegation from the area of the University that has referred a case e.g. highlighting the suspected Regulation breach (see section 2 of the Regulation), providing a summary of the allegation, attaching material leading to the allegation etc. This information is supplied prior to the hearing in order that a student can reasonably prepare and respond. Note it is not the disciplinary panel that is making the allegation.
36. Case Presenters (see paragraph 3.9/3.12 of the applicable procedure) are not always necessary for a summary level hearing; the expectation in such circumstances is that the allegation is sufficiently clear to all parties prior to the hearing taking place e.g. by way of written statement from the referring area. If the allegations are unclear to the panel, then further clarity should be sought from the area that has made the referral. Similarly, if the allegations are unclear to the student, then they should make this known to the staff setting up the hearing. The form in the [Guidance for Students on Discipline during Covid-19](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=49121) prompts the student to indicate if there is anything that they do not understand. This form can be shared with the Case Presenter.
37. **Timescales**
38. The Regulation and associated procedures outline the expected timeframes for assessing cases, holding hearings, confirming outcomes etc. Overall, the disciplinary process aims to reach completion within approximately 90 working days. During Covid-19, it should be acknowledged that the University may need to work outside of its normal timeframes and offer some degree of flexibility and understanding to students (and staff) who may be affected and need more time. Similarly, where hearings are arranged, it may be that these need to be postponed on short notice based on changing circumstances of the parties involved. Staff availability and personal circumstances may also dictate the speed at which a case can be progressed.
39. **Cases involving multiple students / witnesses**
40. Please note that any sensitive information disclosed by an individual may not be appropriate to share with other students subject to the same allegation. For example, if student x discloses that they have been experiencing depression, then the panel could take account of this in relation to student x, but it is not appropriate to share this information with student y.
41. Where a student wishes to invite witnesses to a hearing, a student should indicate who they think the panel needs input from, and then the staff supporting the hearing can facilitate contact and seek their input (as appropriate). It may be possible for a student to obtain input from another party themselves and attach that input with their written statement. However, a student should not directly/indirectly contact a person named in the material e.g. complainant, panel member. Please note it is likely that any witness input will be encouraged to be in writing as opposed to their participation in a hearing; the exception to this is that consideration will be given to witness participation in University level cases where a case may be unable to proceed without a witness e.g. a sexual misconduct allegation.
42. **Summary of key points**
43. Fast-track and paper-based hearings to be used by one Authorised University Officer in straightforward cases.
44. Encourage use of the student statement form where students are submitting statements for full SDPs and UDPs; this is intended as a helpful guide for students.
45. Note that there may need to be some relaxation around timescales, evidence and other procedural matters.

**Appendix One: Fast-track discipline option for academic malpractice – outcome letter**

NAME

Faculty

School

Address if appropriate

Email address

DATE

Student name (student ID)

**PRIVATE AND CONFIDENTIAL**

Sent by e-mail only to email address(es)

Dear NAME,

**Academic malpractice allegation and sanction(s)**

This letter outlines a recent allegation of academic malpractice relating to a piece of work that you have submitted for summative assessment. Please do read this letter carefully as it contains important information.

1. **Introduction**

[Regulation XVII (Conduct and Discipline of Students)](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=6530http://documents.manchester.ac.uk/display.aspx?DocID=6530) sets out the University’s expected standards or behaviour of its students and what might happen when misconduct is alleged to have been committed. Misconduct is generally split between academic misconduct (e.g. plagiarism) and general misconduct (e.g. bullying) and the penalties open to the University differ according to the type of misconduct. The University seeks to handle cases proportionately, in that it splits cases between serious (referred to as University level) and less serious (referred to as summary) cases.

The majority of cases are dealt with at a summary level. Cases at this level are considered formal and may require some form of penalty, but they often still allow a student to learn from the misconduct and move on. Given the rise in cases being dealt with at this level in September 2021, the [Guidance on Student Disciplinary Hearings](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=48704) was introduced to allow Authorised University Officers (AUOs) (the people who might consider and make decisions on allegations), to expedite less-serious cases through a documentary based process, whereby the AUO would make an initial decision on a case, let the student know and recommend a penalty based on their judgement of the case and their experience of similar cases.

It is hoped that this approach would reduce the need for full disciplinary hearings, thereby giving students a quicker, yet still fair and proportionate, conclusion to a case. Importantly students still have the option to not-accept the outcome and a case would then continue on to a full disciplinary hearing.

1. **Case details and proposed sanction(s)**

An allegation has been raised by the School/Department that there is evidence you have committed an act of academic malpractice relating to plagiarism/examination misconduct/collusion when completing the unit name (code) and assignment title. You submitted this work to partially fulfil the requirements of the Full title of degree.

The allegation is that you have taken material from a number of sources without adequate citation and/or referencing. Your assignment and marked up copies of the source(s) in contention are attached.

This matter has been referred to the Faculty as *insert reason, e.g. second allegation*.

The evidence available, as attached to this letter, has been considered by NAME (TITLE) as an Authorised University Officer (“**AUO**”) within the Department/School/Faculty.

*Justification or reasoning goes here.*

E.g. Dr/Prof Smith (AUO) has noted that,

* you have received training in how to avoid academic malpractice via a Blackboard unit completed in DATE/YEAR;
* you have/do not have a history of academic malpractice (add details if there is a prior allegation);
* you are a first/second year undergraduate/postgraduate student;
* the assignment in question represents ##% of a ## credit unit;
* you have/have not submitted any formal requests for mitigation relating to this assignment/unit;

Dr/Prof Smith (AUO) has determined that some/significant portions of text have been taken verbatim from the source(s) listed above, and attached to this letter, and that this constitutes clear evidence of academic malpractice in the form of plagiarism/examination misconduct/collusion. *Try to give specific examples from the assignment and source(s) if possible, and talk about whether sources have been cited/referenced appropriately – or at all.*

Dr/Prof Smith (AUO) considered the sanction(s) available to him/her as outlined in the [Procedure for Summary Disciplinary Panels](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=42773) and, given the above, has recommended the following penalty/penalties:

***1.1 A reprimand and warning about future behaviour.***

***1.2 A requirement upon the student to apologise for the misconduct to those who may have been affected by it.***

***1.3. A requirement for the student to undertake appropriate training related to the misconduct.***

***1.4. For any penalty available to be deferred and only imposed should any future breach of the Regulation occur.***

***1.5. The examining authority will be informed the mark for the piece of work or assessment should be reduced to a specified mark.***

*This penalty/these penalties will be applied without loss of credit.*

*Add info about impact taken into consideration here (e.g. Dr/Prof Smith (AUO) noted that this penalty/these penalties would still allow you to pass the unit/would not change your degree classification/would not impact on your ability to progress to the next level of study).*

1. **What you need to do now**

If you accept the allegation and proposed sanction(s), please write to me at email address before deadline date to confirm your acceptance. If you do not reply to this letter by this date, then it will be taken that you accept the outcome.

If you do not accept the allegation and proposed sanction(s) a full Summary Disciplinary Panel will be convened in order that you can make representations in a hearing and a Panel can make a determination in your case. Please note that Summary Discipline Panel is not tied to the decision or penalty above and would re-visit the matter afresh.

1. **Other matters**

The details of this case are to remain confidential but may be disclosed by you for the purpose of seeking legitimate support. The University intends to share the information on a need-to-know basis and for the purposes of putting the Regulation into effect. For example, a copy of this letter will be retained by this office and shared with your academic School for information.

I have to warn you that any future offence of academic malpractice may result in your case being referred to a Faculty Summary Disciplinary Panel or the University Disciplinary Panel, which has a wider range of penalties available to it.

1. **Support available to you**

The Library has a range of academic practice and study skills resources under [My Learning Essentials](http://www.library.manchester.ac.uk/using-the-library/students/training-and-skills-support/my-learning-essentials/online-resources/), which includes: [Original thinking allowed: avoiding plagiarism](https://www.escholar.manchester.ac.uk/learning-objects/mle/avoiding-plagiarism/), [Citing it right: introducing Referencing](https://www.escholar.manchester.ac.uk/learning-objects/mle/introducing-referencing/) and [Making referencing easy: Introducing EndNote online](https://www.escholar.manchester.ac.uk/learning-objects/mle/endnote-online/).

Should you require any counselling support following receipt of this letter, you may wish to approach the University’s [Counselling and Mental Service](https://www.counsellingservice.manchester.ac.uk/).

You may also wish to seek free and independent advice from the [Students’ Union Advice Service](https://manchesterstudentsunion.com/advice) and we would also recommend that you look over the University’s [Student Support pages](https://www.studentsupport.manchester.ac.uk/) to explore all the support available.

You can also access support for your mental health outside of University (UK) hours by accessing the University’s 24/7 mental health support helpline, [Health Assured](https://www.studentsupport.manchester.ac.uk/taking-care/mental-health-helpline/), on 0800 028 3766.

Yours sincerely,

Signature

Name.

Job title.

cc.

**Appendix Two: Fast-track discipline option for non-Covid misconduct in Halls – outcome letter**

NAME

Faculty

School

Address if appropriate

Email address

DATE

Student name (student ID)

**PRIVATE AND CONFIDENTIAL**

Sent by e-mail only to email address(es)

Dear NAME,

**Halls-based misconduct allegation and sanction(s)**

This letter outlines a recent allegation of misconduct within Halls of Residence. Please do read this letter carefully as it contains important information.

1. **Introduction**

Regulation XVII (Conduct and Discipline of Students) sets out the University’s expected standards or behaviour of its students and what might happen when misconduct is alleged to have been committed. Misconduct is generally split between academic misconduct (e.g. plagiarism) and general misconduct (e.g. bullying) and the penalties open to the University differ according to the type of misconduct. The University seeks to handle cases proportionately, in that it splits cases between serious (referred to as University level) and less serious (referred to as summary) cases.

The majority of cases are dealt with at a summary level. Cases at this level are considered formal and may require some form of penalty, but they often still allow a student to learn from the misconduct and move on. Given the rise in cases being dealt with at this level in September 2021, the [Guidance on Student Disciplinary Hearings](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=48704) was introduced to allow Authorised University Officers (AUOs) (the people who might consider and make decisions on allegations), to expedite less-serious cases through a documentary based process, whereby the AUO would make an initial decision on a case, let the student know and recommend a penalty based on their judgement of the case and their experience of similar cases.

It is hoped that this approach would reduce the need for full disciplinary hearings, thereby giving students a quicker, yet still fair and proportionate, conclusion to a case. Importantly students still have the option to not-accept the outcome and a case would then continue on to a full disciplinary hearing.

1. **Case details and proposed sanction(s)**

In this instance, *add details of the case here, e.g. a Security/Reslife report was received that [you covered a smoke alarm/were smoking within your room]. I have attached this report/these reports to this letter.*

*Add justification/reasoning here:*

E.g. This type of behaviour can place the health and safety of staff and students at risk and it is also contrary to the [Terms and Conditions of Residence](http://documents.manchester.ac.uk/display.aspx?DocID=20985) (your accommodation contract) and which places you at risk of the contract being terminated.

In light of the information above, and in accordance with the Regulation, I consider the following penalty/penalties to be proportionate:

***2.1. A reprimand and warning about future behaviour.***

***2.2. A requirement upon the student to give an undertaking as to their future good conduct within the University.***

***2.3. A requirement upon the student to apologise for the misconduct to those who may have been affected by it.***

***2.4. A requirement upon the student to remove any material (either physical or electronic) associated with the misconduct.***

***2.5. A requirement for the student to undertake appropriate training related to the misconduct.***

***2.6. A requirement upon the student to pay for any damage to property they may have caused or to make restitution to the University or another individual for any loss they may have suffered arising from the student’s misconduct.***

***2.7. A fine of not more than £500.***

***2.8. A requirement upon the student to undertake specified tasks or services for the benefit of the School or hall of residence or the University community up to a maximum of forty hours.***

***2.11. For any penalty available to be deferred and only imposed should any future breach of the Regulation occur.***

*If a fine is levied:*

If you accept the allegation and proposed sanction(s, a fine of £## will be added to your accommodation account within the next 7 days. This fine can be paid via your MyManchester account - you can access your MyManchester account [here](https://my.manchester.ac.uk/). You will have a calendar month from the date of this letter to pay the fine. Noting the amount to be paid you can speak to the Universities Credit Control Team (self.funding@manchester.ac.uk) if you have financial difficulties and wish to discuss paying the fine in instalments.

1. **What you need to do now**

If you accept the allegation and proposed sanction(s), please write to me at email address before deadline date to confirm your acceptance. If you do not reply to this letter by this date, then it will be taken that you accept the outcome.

If you do not accept the allegation and proposed sanction(s) a full Summary Disciplinary Panel will be convened in order that you can make representations in a hearing and a Panel can make a determination in your case. Please note that Summary Discipline Panel is not tied to the decision or penalty above and would re-visit the matter afresh.

1. **Other matters**

The details of this case are to remain confidential but may be disclosed by you for the purpose of seeking legitimate support. The University intends to share the information on a need-to-know basis and for the purposes of putting the Regulation into effect. For example, a copy of this letter will be retained by this office and shared with your academic School for information.

If further breaches of the Regulation occur during your time at the University, an existing disciplinary outcome is likely to be seen as an aggravating factor in any future decision-making. Ultimately, serious misconduct could jeopardise your studies at the University.

1. **Support available to you**

Should you require any counselling support following receipt of this letter, you may wish to approach the University’s [Counselling and Mental Service](https://www.counsellingservice.manchester.ac.uk/).

You may also wish to seek free and independent advice from the [Students’ Union Advice Service](https://manchesterstudentsunion.com/advice) and we would also recommend that you look over the University’s [Student Support pages](https://www.studentsupport.manchester.ac.uk/) to explore all the support available.

You can also access support for your mental health outside of University (UK) hours by accessing the University’s 24/7 mental health support helpline, [Health Assured](https://www.studentsupport.manchester.ac.uk/taking-care/mental-health-helpline/), on 0800 028 3766.

Yours sincerely,

Signature

Name.

Job title.

cc.

**Appendix Three: Fast-track discipline option for non-Covid misconduct in Halls – COPs letter**

NAME

Faculty

School

Address if appropriate

Email address

DATE

Student name (student ID)

**PRIVATE AND CONFIDENTIAL**

Sent by e-mail only to email address(es)

Dear NAME,

**Completion of Procedures**

I wrote to you on DATE to outline an allegation of misconduct within Halls of Residence, specifically DETAIL OF MISCONDUCT ALLEGATION(S). Within the letter, I proposed that the following penalties be applied:

***Penalty one***

***Penalty two, etc.***

You responded to my letter of DATE to confirm that you accepted the allegation(s) and the proposed penalties, and so these have been applied. I asked whether you would like the University to issue you with a Completion of Procedures letter – a letter that would include information on how to submit a complaint to the OIA (Office of the Independent Adjudicator for Higher Education). You asked that a Completion of Procedures letter be issued, and this is that letter.

This now completes the University of Manchester’s consideration of your request in accordance with Regulation XVII. The University subscribes to the independent scheme for the review of student complaints. If you are dissatisfied with the outcome you may be able to apply for a review of your request to the Office of the Independent Adjudicator for Higher Education (OIA) provided that the complaint you take to the OIA is eligible under its Rules.

Should you decide to make a complaint to the OIA, your OIA Complaint Form **must be received by the OIA** within **12 months** of the date of this letter, that is, it must be received by the OIA **on or before DD MM 2022.**

You can fill in the OIA’s complaint form online or download a copy from the OIA website. <http://oiahe.org.uk/making-a-complaint-to-the-oia/oia-complaint-form.aspx>. The OIA also publishes [An Introduction to the OIA Scheme for Students](https://www.oiahe.org.uk/media/2264/intrototheoia-students-jan-2019.pdf). Alternatively, you can telephone or write to the OIA for a form. You should send a copy of this letter to the OIA with your OIA Complaint Form.

Guidance on submitting a complaint to the OIA and the OIA Complaint Form can also be found on the OIA’s website <http://www.oiahe.org.uk/making-a-complaint-to-the-oia/how-to-make-a-complaint.aspx>. You may also wish to seek advice from the [Students’ Union](https://manchesterstudentsunion.com/advice) about taking your complaint to the OIA.

Please note that the OIA will normally only review issues that have been dealt with through the University’s internal procedures.

Yours sincerely,

Signature

Name.

Job title.

cc.