

The University of Manchester

Guidance on conducting remote student disciplinary hearings

- i. As of September 2021 the default mode for Summary and University Disciplinary Panels will be remote (online via Teams or Zoom) rather than in-person.
- ii. As per the Procedures for both [Summary Disciplinary Panels](#) and [University Disciplinary Panels](#), students may request an in-person hearing if they prefer, and this should be accommodated.
- iii. This guidance is intended for colleagues facilitating or hosting remote disciplinary hearings, and it is intended as a helpful, good practice guide. The process followed will be as per the Procedures for both SDPs and UDPs, and students are still expected to make every effort to attend.
- iv. The option to submit a written statement is always available to students, and an expanded template is available to students via the [Guidance for students on remote disciplinary hearings](#). If the student submits a written statement and does not attend the hearing, or submits no statement and does not attend, then the panel may consider the case with the information it has available.

Organising the meeting

- Use either [Microsoft Teams](#) or [Zoom](#) to arrange the remote hearing.
- Both staff and students should be instructed to sit in a private and quiet space with access to a reliable internet connection, a webcam, and a microphone.
- Include accessibility feature information whether using Teams or Zoom.
 - Zoom accessibility info: <https://explore.zoom.us/en/accessibility/>
 - Teams accessibility info: <https://support.microsoft.com/en-us/office/accessibility-overview-of-microsoft-teams-2d4009e7-1300-4766-87e8-7a217496c3d5>
- Ensure that meetings are set up with the 'waiting room' enabled, and with a password or passcode.
- Set the Outlook calendar invite to 'Private' and invite only the Panel and anyone else necessary (e.g. Secretary, note-taker, case presenter). Send the meeting invite details to any student(s) via email or letter.
- Ensure that, if the meeting will be recorded for the note-taker, this is explained in any invitation to the student(s). You should explain to attendees that the recording is accessed by

the note-taker only as an administrative tool, and will be permanently destroyed once the notes of the meeting are finalised and agreed.

- Ensure that the person running the remote meeting knows how to set up breakout rooms if required, particularly where a student is attending with a supporter, so that they can speak with their supporter privately before/during a hearing.
- The person arranging the hearing should control who enters the hearing and when they leave. Staggering times may be helpful (e.g. panel to meet at 9, student to join at 9.10).

During the hearing

- It is good practice to run through basic Zoom or Teams 'housekeeping' at the beginning of a remote hearing: asking participants to use the 'raise hand' feature, explaining that the student can use a breakout room if needed, explaining if/why the meeting is being recorded, explaining what will happen if there are technical difficulties, etc.
- Ultimately, the Chair will decide whether technical difficulties cause sufficient disruption to a remote hearing to necessitate an adjournment. For example, if one Panel member cannot connect, but the Panel is otherwise quorate, the hearing is likely to continue. If the respondent's connection fails repeatedly, such that they cannot properly contribute, it is likely to be necessary to adjourn the hearing.

After the hearing

- When the notes of the meeting have been agreed with the participant(s) and Chair, the Secretary should ensure that the recording is permanently and confidentially destroyed.