

## **Student Discipline Referral Form – Introductory Guide**

This introductory guide details each section of the Student Discipline Referral Form, with examples and definitions for terms that you may be unfamiliar with.

If you have any questions or issues, please contact [conductanddiscipline@manchester.ac.uk](mailto:conductanddiscipline@manchester.ac.uk)

### **Case type:**

Academic malpractice: This is where the misconduct solely relates to academic matters such as examinations, essays, dissertations, project work, plagiarism, collusion, etc.

General misconduct: This is where the misconduct solely relates to student behaviour, such as bullying, harassment, sexual misconduct, misuse of University facilities, etc.

Both academic and general: This is where the misconduct relates to both academic matters and student behaviour.

### **Referrer details:**

In this section you are required to provide the details of who initially reported the alleged misconduct, the details of who is completing the form, why it is being reported, and if a Case Presenter is required to attend a hearing.

#### **Q: Case Presenter(s) required at hearing?**

A Case Presenter will outline the case at a disciplinary hearing and is typically only required for more serious cases at the University Disciplinary Panel level. This should be a person with knowledge of the case, such as the person who has handled the investigation or a relevant member of staff relevant to the type of misconduct (i.e. Academic Malpractice Officer, Residential Life staff, Student Services staff).

### **Student details:**

This section is relating to the student who has committed the alleged misconduct, known as the Respondent. You are required to provide their personal details including any relevant wellbeing concerns or previous offences. If there are multiple Respondents, you must provide these details for each individual.

#### **Q: Are you aware of any welfare concerns relating to this student?**

It is helpful for us to know any extenuating circumstances that may be impacting the student during the time of the alleged misconduct. Welfare concerns may include mental or physical health issues, ongoing personal issues, bereavement, financial difficulties, etc.

#### **Q: Are you aware if the student is accessing support services?**

It is helpful for us to know if the student is accessing any support services as we may contact them for relevant information or they may be able to provide continued support to the student during the disciplinary process. Support services may include the School's wellbeing team, the University counselling service, or an external service such as Change, Grow, Live.

*Q: Does the student have a Supporter for this case?*

A Supporter is a person who attends the disciplinary hearing with the Respondent to provide them with moral support. This is typically fellow student, an Advice and Response Caseworker or a member of the University of Manchester's Student's Union Advice Service, though a Supporter external to the University may be considered upon request.

*Q: Are you aware if the student has previously committed misconduct?*

This is only applicable where a student was found in breach of Regulation XVII (Conduct and Discipline). If a student has previously committed misconduct, please upload the student's outcome letter alongside the case materials.

**Case details:**

This section requires you to provide details of the alleged misconduct and to upload any materials relating to the case.

*Q: Panel type*

Definitions for Summary Disciplinary Panels and University Disciplinary Panels are located at the top of the Student Disciplinary Referral Form.

*Q: Provide the details of the alleged incident(s) that you wish to refer and why you believe a breach has occurred*

Please ensure that the information given is factual and devoid of your own opinion. Please use student names as they appear on Campus Solutions, or if the student uses a different name, please detail this within your response.

*Q: Please list case materials*

Case materials may include witness statements, e-mails, videos, photographs, screenshots, and scanned documents. Additional documents can be sent to [conductanddiscipline@manchester.ac.uk](mailto:conductanddiscipline@manchester.ac.uk)

*Q: Do you think any details may need redacting from the materials?*

Though these documents will be thoroughly checked, it is helpful to know in advance if they contain any sensitive information. Information to be redacted may include contact details, addresses, and personal data which is considered irrelevant to the case (i.e. a person's religion).

*Q: Has the student's alleged misconduct impacted on anyone?*

This is typically relevant for cases of general misconduct where a Reporting Student, or other involved person, has been victim to a student's alleged behaviour.

*Q: Is there anyone who may need to attend a hearing in the capacity of a witness?*

This is typically the Reporting Student. Their attendance at a hearing is optional and they can be contacted with more information before they reach a decision.

**Academic malpractice details:**

This section is only applicable for cases of academic malpractice. It requires you to provide specific details on the relevant assessment and/or units, including the unit weighting and any available reassessment opportunities.