 Directorate for the Student Experience

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Division of Campus Life

The University of Manchester

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**Email**: conductanddiscipline@manchester.ac.uk

NAME (Student ID)  
School of XXX (“**School**”)  
XXX (“**Programme**”)

Sent by email: XXX

DATE

**Private & Confidential – Invitation to Summary Disciplinary Panel**

Dear NAME,

1. **Introduction**

The Division of Campus Life have received a referral from XXX which alleges that you XXX.

If this occurred, you may be in breach of the following paragraph of [Regulation XVII](https://documents.manchester.ac.uk/display.aspx?DocID=6530) (the “**Regulation**”).

*2x) Paragraph definition*

You are invited to a [Summary Disciplinary Panel](https://documents.manchester.ac.uk/display.aspx?DocID=42773) (“**SDP**”) meeting (also known as a hearing) where this matter will be considered.

Please take your time to read through this letter carefully as it will explain the process in more detail (sections 3 and 4) and tell you what to do next (section 7).

I appreciate that may be a stressful experience, so I have also included information on the support that is available to you (section 6).

1. **Meeting details**

DATE: xxx  
TIME: xxx (Please log on 5 minutes before the start of the meeting)  
LINK: xxx  
MEETING ID: xxx  
PASSCODE: xxx

The SDP membership will be me, XXX, and XXX. A notetaker may also be in attendance (but is not involved in the SDP’s decision making).

You are expected to attend the meeting. The meeting will go ahead in your absence if you do not attend without good reason.

1. **The disciplinary process**

What is Regulation XVII?

[Regulation XVII (Conduct and Discipline of Students)](https://documents.manchester.ac.uk/display.aspx?DocID=6530) sets out the behaviour that we expect students to follow at the University. It also describes how disciplinary action might be taken if misbehaviour is alleged.

What is a Summary Disciplinary Panel?

A Summary Disciplinary Panel is a meeting with at least two members of staff who will consider the allegation and decide (on the balance of probabilities) if a breach of the Regulation has occurred. If so, they would then [apply an appropriate penalty](https://documents.manchester.ac.uk/display.aspx?DocID=42772).

The SDP will be appropriately independent of how your case arose. They only make decisions during the meeting, where you can comment on the allegation and answer any questions.

Section 4 of the [SDP Procedure](https://documents.manchester.ac.uk/display.aspx?DocID=42773) explains the format of the meeting in more detail.

1. **Preparing for an SDP**

Where is the reading material for the hearing?

Attached to this letter is a single document, known as an evidence binder, which will be considered at the meeting. This includes:

* XXX
* XXX
* XXX

Please familiarise yourself with the evidence binder as you may be asked questions about it.

Can I submit documents for the SDP to consider?

You can submit a written statement and/or additional evidence to be considered at the SDP.

You may wish to include details of any mitigating circumstances (personal issues that have affected you during the time of the alleged misconduct) in your statement. If so, you should include evidence to support this.

The [following document](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=49121) includes a template form that you are welcome to use. If you would like to submit a written statement and/or evidence, please send this to me no later than two days before the SDP meeting.

Can I attend with a Supporter?

You can choose to attend the SDP with a [Supporter](https://documents.manchester.ac.uk/display.aspx?DocID=38173). This can be a fellow student, a member of staff, or somebody from the Student’s Union (usually an advisor from the [Students’ Union Advice Service](https://manchesterstudentsunion.com/advice)).

A Supporter attends to help you with your wellbeing (for example, if you would like someone to talk with during breaks) but they cannot speak on your behalf. If you would like to be joined by a Supporter, please let me know no later than two days before the SDP.

1. **Confidentiality**

The disciplinary process is confidential. You should only share information about the SDP with your chosen Supporter or with University support services (see section 6 below).

I will only share information with those who have a legitimate need-to-know, such as University staff, who are involved with your case and the disciplinary process.

A copy of this letter will be shared with your School, as will the case outcome. I may ask your School for relevant information about you (for example, if you have any previous offences on record). I will share with you any information that I receive.

1. **Support available to you**

Student’s Union Advice Service

The [Students’ Union Advice Service](https://manchesterstudentsunion.com/advice) is a confidential service, independent of the University, which can help explain the University’s processes to you.

DASS

The [Disability Advisory and Support Service](https://www.dass.manchester.ac.uk/) is a confidential service which can provide practical support and adjustments to students with a range of support needs. I can refer you to DASS if this would be helpful.

If you are already registered with DASS and would like to request an adjustment to the disciplinary process, please let me know and I will consider it.

Wellbeing

The [Counselling and Mental Health Service](https://www.counsellingservice.manchester.ac.uk/) provides students with confidential counselling support.

You can also access support for your wellbeing outside of University (UK) hours by contacting 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.

I would also recommend that you look over the University’s [Student Support pages](https://www.studentsupport.manchester.ac.uk/) and watch [this video](https://www.youtube.com/watch?v=hk2cNhX_eDc) to explore all the support available.

1. **What you should do now**

Please reply to my e-mail invitation, no later than DATE, to:

* Confirm if you will be attending
* Confirm if you will be joined by a Supporter
* Submit a written statement and any supporting evidence

Yours sincerely,

J. Taylor-Marshall

**Joe Taylor-Marshall**  
Advice and Response Caseworker, Conduct and Discipline