

CAMPUS LIFE: SUMMARY AND UNIVERSITY DISCIPLINARY PANELS



If you are a student alleged to have committed misconduct, it is natural to feel anxious. This guide explains what to expect, your rights, and the support available to you. You may be offered support from an **Advice & Response Caseworker**, or you can ask to be connected with one.



Your case will be managed by a **Conduct and Discipline Caseworker**.

They are your main administrative contact: they will send you the case papers, explain the procedure, arrange the hearing, and ensure the process follows the University's **Conduct and Discipline Regulations- Regulation XVII**. They do not decide the outcome- that is for the Panel- however they seek to ensure the process is fair, consistent, and properly recorded.



The University may consider your case through either a Summary Disciplinary Panel ("SDP") or a University Disciplinary Panel ("UDP"):

- SDPs deal with cases that can be appropriately resolved without a full University Disciplinary Panel. These are smaller Panels, usually made up of two or three staff members. [SDP Procedure](#)
- UDPs deal with serious or complex misconduct. Larger panels, usually five members of trained staff. [UDP Procedure](#)



Fast-track cases

Not every case goes to a Panel. In some situations, an Authorised University Officer ("AUO") can deal with the matter directly through a fast-track process.

This is used when:

- The case is straightforward and suitable to be resolved without a full Panel hearing
- The likely penalty is limited to those the AUO is permitted to impose (for example, a warning, an apology, or a minor academic penalty within the fast-track limit).
- A full Panel hearing is not considered necessary.

If your case is handled through the fast-track process, you will be informed of the allegation and the proposed outcome, and given the opportunity to respond before a final decision is made. You will then be notified of the outcome in writing.

You have the right to request an SDP hearing if you do not accept a fast-track outcome

HOW A CASE PROGRESSES

1 PRELIMINARY ASSESSMENT

A senior member of staff (Authorised University Officer "AUO") considers the allegation and decides whether it falls under [Regulation XVII](#). They may resolve it informally or decide it needs further investigation.



2 INVESTIGATION (IF REQUIRED)

An Investigator is appointed to gather evidence, review documents, and interview those involved. You are informed of the allegations and encouraged to respond in writing and/or at an interview. You may provide evidence and identify witnesses.



3 DECISION ON REFERRAL

Once the investigation report is complete, the Investigator decides whether there is a potential case to answer. If so, they may refer the case to either an SDP or UDP, with this decision agreed by an Authorised University Officer (AUO). Any outcome is approved by the Director of Campus Life.



4 NOTICE OF HEARING

The Investigator will inform you of the outcome of the investigation. If the case is referred to a hearing, the Conduct and Discipline Caseworker will coordinate this. You will be given between 5 and 10 working days' notice, along with the case papers.

At the hearing

The Conduct and Discipline Caseworker manages the hearing process, including organising the paperwork and ensuring the procedure is followed and records are accurate. In SDPs, they lead on administering the hearing, while in UDPs, they provide administrative support to the Panel.

In UDP hearings, a Case Presenter (usually the Investigator) outlines the case to the Panel. This role is not typically required in SDPs.

You are invited to give a response and may submit a written statement beforehand,

The Panel asks questions and you can also ask questions of the Case Presenter and the Reporting Party (if in attendance). Questions are usually filtered through the Chair, and all questions for the Reporting Party are filtered in this way.

You may request Witnesses to attend, normally five working days before the hearing. Reporting Parties are asked if they want to attend, however this is not compulsory.

You may also bring a Supporter (for example, an Advice & Response Caseworker, Students' Union Caseworker, staff member, or fellow student). They can attend with you to provide moral support and take notes. They would not normally speak on your behalf, unless the Chair agrees to this.

Adjustments are available if you need them (for example, extra breaks, online attendance, or more than one Supporter).

After the hearing



- You are normally informed of the outcome within 10-15 working days.
- If misconduct is found, outcomes can range from a warning, an undertaking, an apology, a no-contact order or training, to restrictions, suspension and expulsion.
- You are encouraged to consider whether you wish to appeal. Appeals must be submitted within 10 working days of receiving the outcome and can be based on procedural irregularity, new evidence, or disproportionate penalty.
- Appeals are reviewed by a senior officer (for SDPs) or an independent Appeal Board (for UDPs). After the internal appeals process, you may then be able to complain to the [Office of the Independent Adjudicator \(OIA\)](#).

Support

Being the subject of a disciplinary case can feel daunting and isolating. You may be worried about what will happen next, how the process works, or how it might affect your studies and future. You are not expected to face this on your own. The University provides clear points of contact, independent advice, and specialist services to support you throughout. In addition to the Caseworker who manages the process, there are teams who can help you understand your options, prepare for hearings, and take care of your wellbeing during what can be a stressful time.



- **Conduct and Discipline Caseworker:** your main administrative contact for the case.
- **[Students' Union Advice Service:](#)** Independent advice.
- **[Mental Health Support Team:](#)** Counselling and mental health support.
- **[Report and Support:](#)** Make or follow up a disclosure. If you have disclosed wellbeing concerns, you may also be linked with an Advice & Response Caseworker for pastoral support.



What is the fast-track process?

Some cases are resolved without a Panel hearing, through a fast-track process. This is used when the allegation is straightforward and less serious, and the likely penalty is limited to those an AUO can impose (for example, a warning, an apology, or a fine within the fast-track limit). You will still be informed of the recommended outcome to the case and can decide whether or not to accept.

Will I always have to attend a panel hearing?

If your case is referred to an SDP or UDP, yes — you will be expected to attend. You will receive advance notice (5 working days for SDPs and 10 working days for UDPs) and the case papers in advance. If you cannot attend, you must give a reason, and the Panel may decide whether to proceed in your absence.

Can I bring someone with me?

Yes - you can bring a supporter with you and are encouraged to do so. This could be a fellow student, member of staff or someone from the SU. They can be there to provide moral support or take notes, but they are not permitted to speak on your behalf or address the Panel.

Can I bring more than one supporter if I need extra help?

Yes, in some cases. Normally you can bring one Supporter, but if you have specific needs (for example, a disability that requires both a note-taker and a wellbeing Supporter), you can request more than one.

Can I ask for adjustments if I have a disability or health condition?

Yes. If you have a disability, long-term health condition, or mental health condition, you can request adjustments to ensure you can take part fairly. Examples include extra breaks, attending online, or having information provided in an accessible format.



How do I request adjustments?

You should contact your Conduct and Discipline Caseworker as soon as possible to explain what you need. They will consider the request and confirm what can be arranged.

Can I have legal representation?

In exceptional UDP cases, where there is good reason, the Chair may permit legal representation. If this happens, you would need to arrange your own legal representative. University disciplinary proceedings are not legal processes, and legal representation is not normally required. If permitted, your representative may make submissions and ask questions through the Chair, but you must still answer questions in your own words.

What does “balance of probabilities” mean?

It means the decision is based on what is more likely than not to have happened. The Panel considers all the information and decides which version of events is more likely to have occurred.

How does this affect the outcome?

The Panel will only find that misconduct occurred if they believe, based on all the information, that it is more likely than not for the allegation to have occurred. If they can't reach that threshold, they won't uphold the allegation.

What penalties could I face if misconduct is found?

If misconduct is found, outcomes can range from a warning, an undertaking, an apology, a no-contact order or training, to restrictions, suspension and expulsion. The Panel decides based on the seriousness of the case and any mitigating or aggravating factors.

How do appeals work?

You may appeal within 10 working days of receiving the outcome. Appeals can be based on procedural irregularity, new evidence, or disproportionate penalty. Appeals are reviewed independently by a senior officer (for SDPs) or an Appeal Board (for UDPs). After the internal appeals process, you may then be able to complain to the Office of the Independent Adjudicator (OIA).