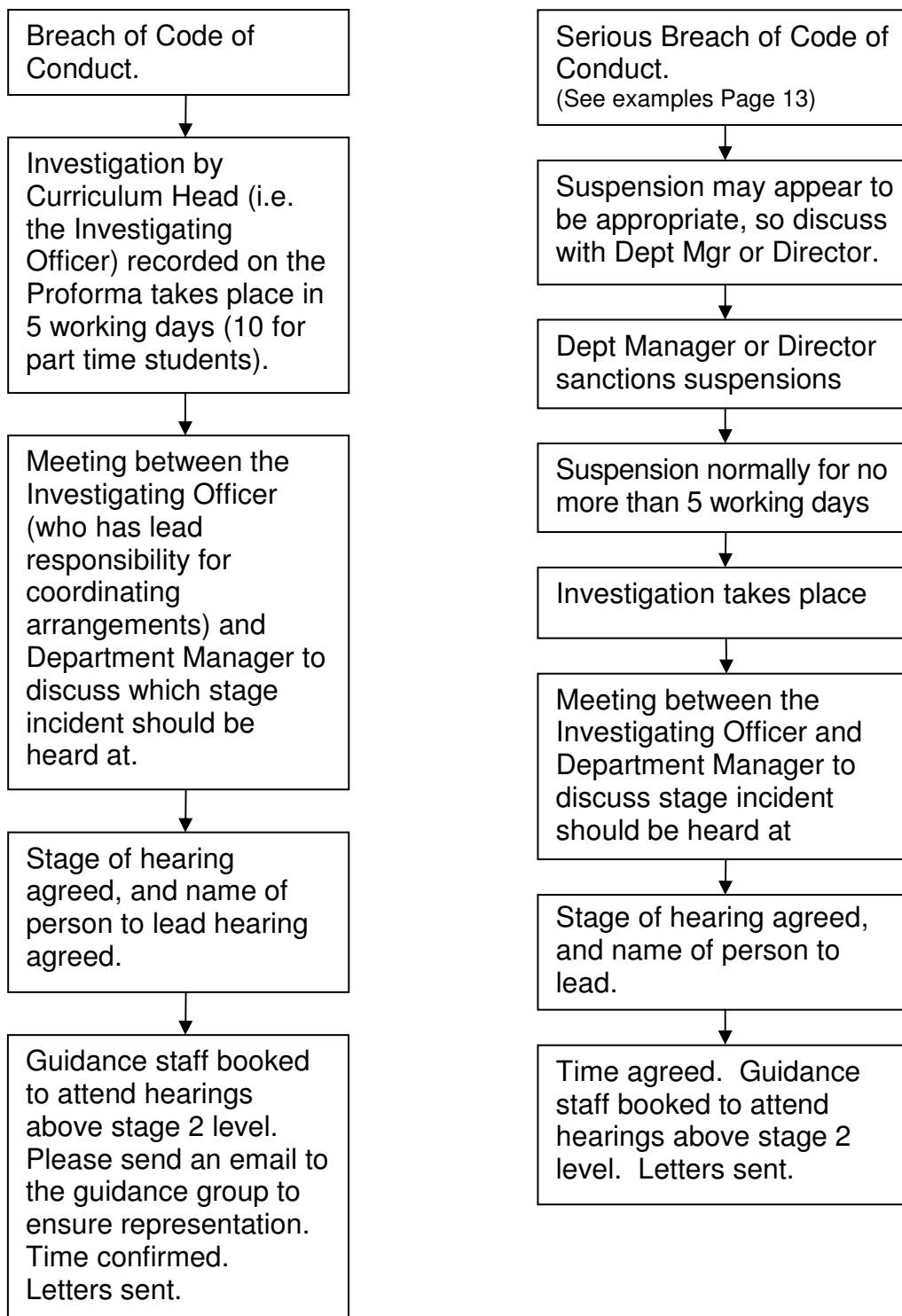


# Disciplinary Procedure (Students)

## QP2.03

Procedure Number:	QP2.03
Version Number:	7
Date of issue:	June 2005
Status:	Approved
Date of approval:	September 2005
Responsibility for procedure:	Director of Learner Services
Responsibility for implementation:	Executive Directors, Department Managers, Curriculum Heads
Responsibility for review:	Director of Learner Services
Date of last review:	February 2012
Date of last revision:	February 2012
Date of next review:	July 2013
Equality Impact Assessed	2007; August 2011

## Overview of Procedural Steps



## Investigation Overview

### Disciplinary Procedure (Students) Investigating Officer Fact Sheet

When an alleged incident occurs, the details of the incident must be submitted in writing to the Curriculum Head within 1 working day.

The Curriculum Head becomes the Investigating Officer (I O) and must deal with the alleged incident immediately unless directly involved in the incident. In this case, the Department Manager will allocate an impartial Curriculum Head to be the Investigating Officer.

There are a series of tasks that the I O is responsible for completing:

- Confirm there is clarity on the issue under investigation to ensure your brief is accurate.
- Confirm that the “subject” of the investigation is aware that the investigation is to proceed.
- Produce a list of staff /individuals who need to be interviewed as part of the investigation
- The I O will only speak to staff/students/others who witnessed the alleged breach and the student(s) being investigated.
- Each interview must be recorded on the I O Interview Statement (Appendix 8). Each witness will need to sign their statement and be made fully aware of the purpose of the investigation.
- Allocate time in diary to undertake investigation as quickly as possible.(5 days for full time students; 10 for part time)
- The investigation should be carried out within five working days (10 days for part time students).
- Following discussion of draft investigation findings with the Department Manager, the level of hearing must be agreed and included in the Report if evidence supports this.
- When a date and time have been agreed, the Investigating Officer must book a room for the hearing.
- Dependant on the level , the Chair (the Curriculum Head (Level 1), Department Manager (Level 2 and 3) or Executive Director (Level 4) must be booked for the Hearing.
- The I O will need to email the Guidance team to organise one of them to attend (only if the hearing is at stage three or four). Guidance staff will prioritise so Level 4 hearings are definitely covered by one of the team.
- The I O must organise for Registry to send out a notification letter to the student by recorded delivery (Appendix 7).
- Prior to the hearing, the I O must provide a copy of the full Investigation Report and the individual interview statements to the Chair and the member of the Guidance Team in attendance. [See Investigation Report template for guidance](#)
- After the Hearing, the Chair must arrange for Registry to send out a letter to the student confirming the result of the Hearing, (Appendixes 1-4)

#### **Important note:**

If a breach of conduct is considered to be extremely serious, a Department Manager may need to sanction a suspension. The college wants to avoid people missing course work therefore a cooling off period of one day should be considered rather than full suspension depending on circumstances.

# **Investigation Report Template: Guidance**

## **Background**

This will contain the background to the investigation and will include:

- who initiated the investigation
- a summary of the investigation brief – the reasons for the Investigation
- the process of the investigation i.e. the issues to be addressed
- a list of witnesses interviewed

## **Summary of Findings**

This can be produced either in a chronology of information or in any other logical format depending on the nature of the investigation. It is useful to cross reference the summary of findings to the Interview Statements, where these support the summary of evidence included in the report.

## **Conclusion**

This should draw on the key pertinent points contained in the summary of findings and should provide clarity in relation to the key findings for the person in receipt of the report. It should also include agreed recommendations which have been discussed previously with the Teaching Department Manager.

## **Appendices**

This will include copies of Interview Statements from witnesses.

## **Format**

The investigation report itself should have all the paragraphs numbered to make ease of reference for the Chair and Guidance Representative in attendance at the hearing. The I O Interview Statements should also be numbered so there is a referencing system.

## Overview of Responsibilities for Hearings

	Stage 1 – Verbal	Stage 2 – Written	Stage 3 – Final Written	Stage 4 - Dismissal
	Responsibility C H	Responsibility Department Manager		Responsibility Exec Director
1	<p>Explain reason for hearing and provide information linked to the evidence in the report. Allow student, or SA Rep, to speak to the issues.</p> <p>If appropriate, issue verbal warning Confirm in writing to student (see <a href="#">Appendix 6</a> for standard letter).</p> <p>It is important that these hearings are formalised so it is clear to students that this is part of an official process.</p>	<p>Explain reason for hearing and provide information linked to the evidence in the report. Allow student, or SA Rep, to speak to the issues.</p> <p>If appropriate issue a formal written warning to student, or a verbal stage 1. (See <a href="#">Appendix 7</a> for standard letter).</p>	<p>Explain reason for hearing and provide information linked to the evidence in the report. Allow student, or SA Rep. to speak to the issues.</p> <p>If appropriate issue the final written warning to student, or that of a lower level. (See <a href="#">Appendix 8</a> for standard letter).</p>	<p>Explain reason for hearing and provide information linked to the evidence in the report. Allow student, or SA Rep, to speak to the issues.</p> <p>If appropriate issue the Dismissal letter (see <a href="#">Appendix 9</a>). Dismissal will cover a period of 6 months. NOTE: Students at this level must not be offered the option to Withdraw from the course.</p> <p>In the absence of an ED the following Directors can deputise, Community Development, Learner Services Quality and Educational Development</p>
2	CH to retain the master Disciplinary Hearing Proforma, Investigating Officers' Report and summary letter with the student's Learner Agreement for 3 months (6 months for Stage 2 to 4) which will be disregarded for disciplinary purposes after this period subject to satisfactory conduct and performance. Copy of dismissal letter must also be retained at stage 4, in case of appeal. The CH must return this information confidentially. Outcomes should not be discussed.			
3	Chair of hearing to arrange that Registry staff send a summary letter to the student outlining the decision reached and any actions to be taken. Registry staff to email copy to the people specified on the standard letter for each stage (i.e. named CH, DM, ED, or Director Learner Services)			
4	Ensure that, where a timescale for improvement is agreed, this is monitored by the Curriculum Head.			
5	<p>Ensure the student is aware that further action will be taken if there is:</p> <ul style="list-style-type: none"> <li>❖ no improvement in the agreed timescale</li> <li>❖ another similar breach (further, similar breach at stage 2 and 3)</li> <li>❖ a more serious breach</li> </ul> <p><b>In regards to students at stage 3 the next stage would automatically be dismissal.</b></p>			<p>Ensure student is aware that an appeal can be made to the Vice Principal or nominated representative who will convene a Student Disciplinary Appeal's Panel comprising the Principal or nominated representative, an Executive Director not involved in the original decision and the Director Learner Services or a nominated representative.</p>
6	Student may appeal in writing to the Department Manager within 5 working days (10 working days if a part time student).	Student may appeal in writing to the Executive Director within 5 working days (10 working days if a part time student).	Student may appeal in writing to the Director of Learner Services within 5 working days (10 working days if a part time student).	Inform Registry so that the date of dismissal is recorded on SITS

**Indicative levels for hearings NOTE: Individual circumstance will apply.**

Students should be encouraged to speak to Guidance staff throughout this process to ensure they are fully supported and informed.

Stage 1- Verbal	Stage 2- Written	Stage 3- Final Written	Stage 4- Dismissal
Initial breach e.g. <ul style="list-style-type: none"> <li>● Use of improper language</li> <li>● Disruptive behaviour/ attitude in college</li> <li>● Inappropriate Internet usage</li> </ul>	(a) Further breach of the Code previously dealt with at the lower level.  (b) Breach of the Code of a more serious nature e.g. <ul style="list-style-type: none"> <li>● Discriminatory language</li> <li>● Wilful damage</li> <li>● Copying - lack of intent</li> </ul>	(a) Further breach of the Code previously dealt with at the lower level.  (b) Breach of the Code of a serious nature e.g. <ul style="list-style-type: none"> <li>● Bullying, intimidation including technology misuse</li> <li>● Copying - deliberate intent</li> <li>● Serious wilful damage</li> </ul>	(a) Further breach of the Code previously dealt with at a lower level.  (b) Breach of the Code, which seriously endangers the safety of fellow students and staff e.g. <ul style="list-style-type: none"> <li>● Violent behaviour/intimidation</li> <li>● Harassment e.g. racial/sexual</li> <li>● Substance misuse</li> <li>● Assault</li> <li>● Fraud</li> <li>● Serious negligence</li> </ul> Serious abuse of the Internet

**Timeline after an incident occurs**

Action	Timeframe <sup>1</sup>
Report of Incident to Curriculum Head	Within 1 day (in writing)
Investigation Officer hears and records evidence. Decision to proceed with Disciplinary.	Within 5 working days (10 working days if a student is part-time)
Notification of Disciplinary Hearing to student by Recorded Delivery	Within 1 working day after investigation is complete.
Hearing date to be 5 working days after receipt of Recorded Delivery letter unless there is agreement between all involved to do so sooner <sup>2</sup>	Within 5 working days - after receipt of Recorded Delivery letter

<sup>1</sup> Where ever possible these timeframes will be upheld however, due to unforeseen circumstances, this may not always be possible. Any change to these time frames will not be to the detriment of the student involved and will be agreed with Guidance staff whose remit is to ensure procedures are followed consistently and fairly.

<sup>2</sup> Students should sign Proforma agreeing to waive notice (see [Appendix 4](#), page 15)

## Principles

- 1.1 This procedure is designed to ensure fairness and impartiality. The investigation should be held by someone without a vested interest in the outcome - usually the Curriculum Head. Enquiries should be made on a need to know basis, to ensure the highest level of confidentiality possible. The stage of the hearing does not prejudice the outcome only the maximum sanction can be imposed.
- 1.2 Where circumstances permit, guidance and counselling will precede the Student Disciplinary Procedure. However, this can not occur when a matter is deemed serious. A Breach of the Student Code of Conduct means the Disciplinary Procedure can be invoked.
- 1.3 In all cases where formal disciplinary action is contemplated, a disciplinary hearing must be convened at which the student concerned has the following rights:
  - to have no disciplinary action taken until the case has been fully investigated. In cases of suspected gross misconduct there may be immediate suspension.
  - to be accompanied at the disciplinary interview by a friend, a member of the Student Association or the NUS.
  - to have the nature of the complaint fully explained;
  - to have adequate opportunity to present his/her case at the disciplinary interview before any decision is made, before warnings are given or disciplinary action is taken;
  - to have the right of appeal against any disciplinary penalty imposed.
- 1.4 The procedure may be implemented at any stage if the student's alleged misconduct warrants such action.
- 1.5 A member of the Guidance Team will normally be present at all disciplinary and appeal interviews beyond stage 2 to ensure that the student's rights are upheld and that procedures are followed consistently. No formal minutes will be taken however the reasons for the hearing and the outcome will be recorded by the Investigating Officer for stages 1 and 2 and Guidance staff for stages 3 and 4 using the Disciplinary Hearing Proforma.
- 1.6 At each stage of the procedure the student must be made aware of the next stage of the disciplinary procedure. precede
  - (i) Students will be notified of the outcome of the Disciplinary at their Hearing and also by post (recorded delivery) (appendices 1-4). Students will be asked to sign the Disciplinary Hearing Proforma.
  - (ii) Where a school pupil is involved<sup>3</sup>, a copy of the Disciplinary letter will be sent to the appropriate school member of staff by the Director of Educational Development.

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<sup>3</sup> If a school pupil is involved, please inform the School College partnership coordinator/Director of Educational Development as the school must be informed immediately of the situation. If these staff are unavailable, contact a member of the Guidance team. If a school pupil is suspended or dismissed from College then arrangements must be made to return the pupil to school immediately

**This does not prevent a disciplinary hearing taking place.**

- (iii) Copies of the outcome of Disciplinary Hearings will also be sent by the person leading the Hearing to appropriate employers, managing agents or other agencies if this requirement is within the contractual arrangement with the College. The student must be informed that this will happen. The College will liaise and co-operate as closely as possible with the Disciplinary Procedures of these organisations.

Students should be advised to keep their copy of any disciplinary letters issued to them as well as a copy of any submissions they make to the College.

## **2.0 Breach of Conduct – Staff responsibilities Teaching and Non-Teaching**

When an alleged incident (e.g. disruptive behaviour) occurs the member(s) of staff involved must take appropriate action to resolve the situation.

The member(s) of staff involved must submit the details of the incident in writing to the Curriculum Head (within 1 working day). Details of the student(s) involved must be noted as well as all relevant information.

Where an incident involves more than one Curriculum Head, only one person should be deemed the Investigating Officer by negotiation. If an incident relates to students from different Directorates then one Curriculum Head of the student with the alleged breach should lead the investigation. This Curriculum Head should then discuss his/her report with the Department Manager from the other Directorate to ensure the evidence is considered by everyone. The stage of the hearing should be agreed. The hearing will be led by the Executive Director of the relevant institution. Guidance staff from Learner Services must be present at this type of multi-Executive hearing to ensure students' rights are upheld.

If a school pupil is involved, please report this to the School/ College Partnership Coordinator or Director of Educational Development as the school must be informed immediately of the situation. School pupils must return to school if suspended. This does not prevent a disciplinary hearing taking place once the investigation is completed.

If the person involved is under 16 years of age but is not a winter leaver, then the parents/ guardians should be informed.

## **3.0 Immediate Suspension – Gross Misconduct**

If a situation is fraught and there is a need to calm things down, it is permissible for Dept Managers to send the student home for that one day. The student can then resume classes the next day. On their return to college the next day- as long as there would then be no long term impact in the class/ college, the student could be back in class albeit with a disciplinary still to take place. The day's absence would be deemed authorised as students can still receive their funding whilst under suspension.

If a student is alleged to have committed an extremely serious breach of the Student Code of Conduct, e.g.:

- ❖ violent assault on a student or member of staff, fighting, intimidation
- ❖ supplying illegal substances
- ❖ deliberate damage to College property

- ❖ serious negligence which causes unacceptable loss, damage or injury
- ❖ possession of alcohol or illegal drugs on college premises
- ❖ serious incapability through alcohol or being under the influence of illegal drugs
- ❖ theft, fraud, deliberate falsification of records
- ❖ serious breach of the Acceptable Use of the Internet and Email Policy

It is reasonable for a Department Manager to suspend the student pending investigation. In the event of the absence of the Department Manager, a Curriculum Head with approval from another Department Manager may implement a temporary suspension. Normally this would be for no more than five working days while enquiries and investigations into the alleged misconduct take place.

If a full suspension is invoked then it is critical that the time deadlines are adhered to as suspension has a significant impact on learning and the student will be missing classes for a minimum period of around 2 weeks.

- Whenever possible, an investigation statement should be taken from the student before he/she leaves the college. ([See Appendix 1](#)). If not, the student must be invited back into college for the investigation hearing. The disciplinary process will then be extended, but for no longer than 10 days, in normal circumstances.
- Where a suspension has been invoked, hearings will automatically be held at stage 4 and the student should be informed of this at the point of suspension by issuing a Notice of Suspension ([See Appendix 3](#)). This will provide the student with 5 working days notice.
- The Director /Department Manager will inform the student in writing of the suspension and what this entails ([see Appendix 6](#)). This letter should be sent by recorded delivery.

The Investigating Officer will make arrangements to interview all concerned i.e. the suspended student ([Appendix 11](#)) (unless a statement has already been taken) and witnesses to the incident. (Enquiries should be based on the investigating officer only interviewing staff/students/others who witnessed the alleged breach, to ensure the highest level of confidentiality).

The disciplinary letter at [Appendix 12](#) should be sent by recorded delivery. All letters at this stage to be sent by recorded delivery unless handed to the student in front of a witness before they leave the college premises.

#### **4.0 Appeals Against Oral or Written Warnings - Stages 1 to 3**

- (i) A student who wishes to appeal against a disciplinary warning should do so in writing within 5 working days of the warning being issued (or 10 working days in the case of a part-time student).
- (ii) Upon such an appeal being lodged, the recipient will hear all evidence to ensure adequate opportunity for the student and the initiating member of staff to explain the circumstances. The student may wish to be accompanied by a friend, a member of the Student Association or the NUS.
- (iii) This appeal should take place within 5 working days of the appeal being lodged.
- (iv) In each case, the decision of the hearing appeal will be final. At the appeal any disciplinary penalty imposed will be reviewed but it cannot be increased.

## 5.0 Appeals Against Dismissal

Appeals against expulsion will be heard by the Student Disciplinary Appeals Panel comprising the Vice Principal or nominated representative; an Executive Director not involved in the particular instance, and the Learner Services Director, or nominated representative.

The Student Disciplinary Appeal's Panel shall convene within 5 working days of an appeal being lodged. The Panel will review the case and interview the appellant student who may be accompanied by a friend, a member of the Student Association or the NUS. The Panel will also interview the Executive Director/Unit who initiated the decision to suspend.

The Student Disciplinary Appeal's panel may recommend that:

- (i) the decision to suspend by the Executive Director/ Unit be confirmed,
- (ii) another punishment be substituted, or
- (iii) the student be absolved.
- (iv) There may be exceptional circumstances and as a result the appeals panel may endorse the dismissal but alleviate its severity (e.g. its duration, access to assessments, or college facilities)

The decision of the Student Disciplinary Appeal's Panel shall be communicated in writing by the Vice Principal or nominated Representative to the student concerned within 5 working days of the sitting of the Panel.

If the decision to dismiss is reversed, Registry must be informed so the student is not marked on SITS as being debarred from applying to college for the six month period which follows a dismissal.

## Appendix 1

### Disciplinary Procedure

#### Interview Statement for I O to use with witnesses

Please complete one form for each person (witness or participant) being interviewed

Name of Investigating Officer	
Date of Investigation	
Nature of Alleged Incident	
Date of Alleged Incident	
Statement taken from	
Who was involved?	
What happened?	
Where did this take place?	
Any other supporting information? Are there any diversity related issues e.g. Race? Sexual Orientation? If so, record details. Does the student have an Additional Support Need and a PLSP? Does it have any possible relevance to the incident? If so consult Learner Services learning support staff.	
I confirm that this is an accurate statement	
Signature of interviewee	

## Appendix 2

### Disciplinary Hearing Proforma (DHP)

Please tick box to indicate the stage at which the hearing is being conducted.

**This does not prejudice the outcome.**

Stage 1 Verbal		Stage 2 Written		Stage 3 Final Written		Stage 4 Dismissal	
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Please tick box to indicate the outcome.

Stage 1 Verbal		Stage 2 Written		Stage 3 Final Written		Stage 4 Dismissal	
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<b>Student</b>							
<b>Chair of Hearing</b>							
<b>Investigating Officer</b>							
<b>Reason for Hearing:</b>							
<b>Decision and any Actions Agreed:</b>							
<b>Does the student's PLSP need to change?</b>	<b>Yes</b>		<b>No</b>		<b>Date discussed with LSC</b>		
<b>Does the issue relate to other Diversity issues?</b>	<b>Yes</b>		<b>No</b>		<b>Date passed to Diversity Chair</b>		
<b>Is the student a school pupil?</b>	<b>Yes</b>		<b>No</b>		<b>Date passed to Director of Educational Development</b>		

**Student's Signature:**

**Chair of Hearing:**

**Date of Hearing:**

Matters related to Diversity issues such as Disability, Ethnicity, Sexual Orientation, Gender, Religion or Belief and Age should be passed by the person recording the hearing to the Chair of the Diversity Committee for action as the College has a responsibility to monitor incidents and take action to improve provision. Confidentiality will be taken account of.

## Appendix 3

### Notice of Suspension

This notice of suspension is to advise you that you have been suspended and will have a disciplinary hearing at Stage 4.

This notice ensures you are aware you will have **at least** 5 working days to prepare for your hearing from today

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I understand that I will have a disciplinary hearing and that I have at least 5 working days to prepare.

I know I can contact the Student Association for advice and that the Disciplinary procedure is on the website.

Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Cc Student, I.O.

## **Appendix 4**

### **Change to Procedure Timelines**

Investigation time is normally 5 working days for full time (10 for part time students).

If a hearing is needed, then a further 5 days notice is given (10 for part time students).

If I am required to attend a hearing (Stage 1, Stage 2, Stage 3 or Stage 4), I agree to it taking place sooner than the above time line.

I know this may mean I do not have time to consult others (e.g. Students' Association / Guidance staff).

Please note if a hearing is likely to be held at Stage 4 (i.e. serious breach) the Student Association may need the time to prepare.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

## Appendix 5 Disciplinary Factsheet

If you have allegedly breached the College Code of Conduct in some way, an investigation takes place.

1. An investigation is led by a Curriculum Head who becomes the Investigating Officer (IO). The IO investigates what has happened and takes statements from you and other people who witnessed the alleged breach. This takes place over five working days or ten days for part time students.
2. There will be a meeting between the Investigating Officer and the Department Manager to decide if the matter should go to hearing.
3. They will then agree what stage the hearing will be held at.
4. The IO will then make the arrangements – date, time and place. You will be informed by letter and should be given five working days notice, unless you agree to the hearing happening sooner.

There are four stages that your Disciplinary could be held at. This does not mean that the result will be agreed at the stage of your hearing, e.g. a stage 3 hearing could end up with a stage 1 or 2 decision.

<b>Stage One</b>	<b>Verbal Warning</b>	On your record for 3 months
<b>Stage Two</b>	<b>Written Warning</b>	On your record for 6 months
<b>Stage Three</b>	<b>Final Written Warning</b>	On your record for 6 months
<b>Stage Four</b>	<b>Dismissal</b>	Not allowed in College for 6 months

The stage of a hearing depends on the seriousness of the breach of conduct. You can see examples of the different levels by visiting the College website, [www.adamsmith.ac.uk](http://www.adamsmith.ac.uk), NOTE: these examples are only a guide.

In cases where the breach is considered to be very serious, you may be suspended. Please see the Disciplinary Policy and Procedures on the website for more information.

During the hearing there will be three College members of staff present, each with a different role.

- **Chair** – Leads the hearing and is the person who will address you.
- **Investigating Officer** – The Curriculum Head who has gathered the information prior to the hearing.
- **Guidance** – A member of Guidance is present for stages three and four to ensure that the hearing is fair, follows procedure and that your rights are upheld.

**You have the right** to be accompanied to the hearing by a friend, a member of the Student Association or the NUS for moral support. You will have a chance to speak at the hearing and your representative may also speak on your behalf if you wish but must adhere to the investigation of the discussed situation.

**You have the right** to appeal any decision made at your hearing within five working days, or in ten working days if you are a part time student.

We recommend that you look at the full Disciplinary Procedure on the web at [www.adamsmith.ac.uk](http://www.adamsmith.ac.uk) in the Student Information section under the Policy and Procedures heading. Alternatively, you can request a copy from Guidance by phoning 01592 223414.

## Letters

### Appendix 6

Date

Student Address

XXXX

XXXX

XXXX

Dear XXXX

### **Breach of Student Code of Conduct**

#### **Confirmation of Verbal Warning (Stage One)**

This letter confirms the verbal warning that was given to you at the meeting held on \_\_\_\_\_  
(insert date) for \_\_\_\_\_ (insert cause).

If this happens again **or** there are any problems linked to the way you follow the Student Code of Conduct, you will be dealt with at a more serious level of the disciplinary procedure. You may want to see one of the Guidance staff for more advice.

If you wish to appeal against this warning, you must do so in writing within 5 working days of receipt of this letter (10 working days if a part time student) to \_\_\_\_\_ (insert name) Department Manager. A copy of the College's Disciplinary Procedure is on the website or is available from Guidance staff (Tel. 01592 223414).

Yours sincerely

Name

Curriculum Head

(Note: specify briefly the time, place and nature of the disciplinary breach and the name of the Curriculum Head).

cc: Department Manager

## Appendix 7

Date

Student Address

XXXX

XXXX

XXXX

Dear XXXX

### **Breach of Student Code of Conduct**

#### **Formal Written Warning (Stage Two)**

This letter is a formal written warning which confirms the results of our meeting on \_\_\_\_\_  
(insert date) for \_\_\_\_\_ (insert reason).

Please note that any further breach of the Student Code of Conduct may result in further disciplinary action being taken against you. You may find it helpful to see one of the Guidance staff for additional support and advice.

If you wish to appeal against this warning, you must do so in writing within 5 working days of receipt of this letter (10 working days if a part time student) to \_\_\_\_\_ (insert name) Executive Director. A copy of the College's Disciplinary Procedure is on the website or is available from Guidance staff (Tel. 01592 223414).

Yours sincerely

Name

Department Manager

(Note: specify briefly the time, place and nature of the disciplinary breach).

cc: Executive Director

cc: Curriculum Head

## **Appendix 8**

Date

Student Address

XXXX

XXXX

XXXX

Dear XXXX

### **Breach of Student Code of Conduct**

#### **Appeal Letter – Stage Two**

I have received your letter of appeal dated (insert date) \_\_\_\_\_ and would like to invite you in for a meeting on (insert date) \_\_\_\_\_ in (insert campus) \_\_\_\_\_ at (insert time) \_\_\_\_\_.

Please report to reception and ask for me.

Yours sincerely

Executive Director

## Appendix 9

Date

Student Address

XXXX

XXXX

XXXX

Dear XXXX

### **Breach of Student Code of Conduct**

#### **Successful Stage 2 Appeal**

I have looked into the matter raised in your letter of (insert date) \_\_\_\_\_.

I am pleased to inform you that your Stage two will be removed from your record and (insert Stage 1 or no disciplinary record) \_\_\_\_\_ will be recorded.

*FREE TEXT as there may be conditions*

Yours sincerely

Executive Director

## **Appendix 10**

Date

Student Address

XXXX  
XXXX  
XXXX

Dear XXXX

### **Breach of Student Code of Conduct**

#### **Unsuccessful Appeal Letter - Stage Two**

I have looked into the matter raised in your letter of (insert date) \_\_\_\_\_. I regret to inform you that your appeal has not been upheld so the stage two decision remains in place for the next three months.

Please meet with guidance staff if you need help to develop strategies to ensure this does not happen again.

Yours sincerely

Joan Howell  
Director Learner Services

## **Appendix 11**

Date

Student Address

XXXX

XXXX

XXXX

Dear XXXX

### **Breach of Student Code of Conduct**

#### **Final Written Warning (Stage Three)**

This letter is your final written warning for not complying with the Student Code of Conduct.

Please note that any further issues may result in further disciplinary action being taken against you, including the possibility of exclusion/ expulsion from the College. You may find it helpful to see one of the Guidance staff for additional support and advice.

You have the right to appeal against this final written warning to the Director of Learner Services within 7 days of receipt of this letter (10 working days if you are a part-time student). A copy of the College's Disciplinary Procedure is on the website or is available from Guidance staff (Tel. 01592 223414).

Yours sincerely

Name

Department Manager

(Note: specify briefly the time, place and nature of the disciplinary breach).

cc: Director, Learner Services

cc: Curriculum Head

## Appendix 12

Date

Student Address

XXXX

XXXX

XXXX

Dear XXXX

### **Breach of Student Code of Conduct**

#### **Appeal Letter – Stage Three**

I have received your letter of appeal dated (insert date) \_\_\_\_\_ and would like to invite you in for a meeting on (insert date) \_\_\_\_\_ in (insert campus) \_\_\_\_\_ at (insert time) \_\_\_\_\_.

Please report to reception and ask for me.

Yours sincerely

Joan Howell  
Director Learner Services

## Appendix 13

Date

Student Address

XXXX

XXXX

XXXX

Dear XXXX

### **Breach of Student Code of Conduct**

#### **Successful Appeal Letter - Stage Three**

I have looked into the matter raised in your letter of (insert date) \_\_\_\_\_. I am pleased to inform you that your Stage three will be removed from your record and (insert Stage 2 or no disciplinary record) \_\_\_\_\_ will be recorded.

*FREE TEXT as there may be conditions*

Yours sincerely

Joan Howell  
Director Learner Services

## **Appendix 14**

Date

Student Address

XXXX

XXXX

XXXX

Dear XXXX

### **Breach of Student Code of Conduct**

#### **Unsuccessful Appeal Letter - Stage Three**

I have looked into the matter raised in your letter of (insert date)\_\_\_\_\_. I regret to inform you that your appeal has not been upheld so the stage three decision remains in place for the next six months.

Please meet with guidance staff if you need help to develop strategies to ensure this does not happen again.

Yours sincerely

Joan Howell  
Director Learner Services

## Appendix 15

Date

Student Address

XXXX

XXXX

XXXX

Dear XXXX

### **Breach of Student Code of Conduct**

#### **Dismissal (Stage Four)**

Following the formal Disciplinary Hearing held in the College on \_\_\_\_\_ (insert date), I have considered all of the facts presented and write to inform you of the decision.

Based on the evidence presented relating to \_\_\_\_\_ (Details of the incident), which is a serious breach of the Student Code of Conduct, the decision is that you are dismissed from the College. As a result of dismissal you are not allowed to enter any College premises and can not apply for another course within the next 6 months.

You have the right to appeal against the dismissal. If you wish to appeal, you should do so in writing within 5 working days (10 working days if you are a part-time student) from the date of receipt of this letter to Ian Harrington, the Vice Principal, who will convene a hearing with the Principal or nominated representative, and a Director not involved before, so you can present your grounds for appeal. A copy of the College's Disciplinary Procedure is on the website or is available from Guidance staff (Tel. 01592 223414).

Yours sincerely

Name

Executive Director

cc: Director, Learner Services

cc: Curriculum Head

cc: Department Manager

## Appendix 16

Date

Student Address

XXXX

XXXX

XXXX

Dear XXXX

### **Breach of Student Code of Conduct**

#### **Suspension from College**

I am writing to confirm that you are formally suspended from The Adam Smith College pending a disciplinary investigation and hearing.

The basis of your suspension is the serious nature of the alleged incident(s) that took place on \_\_\_\_\_ (insert date) in \_\_\_\_\_ (insert place).

I would remind you that, whilst under suspension, you must not enter College premises unless you have been given permission by me, or Joan Howell, Director of Learner Services or unless you are specifically requested to attend an investigation meeting or a disciplinary hearing. Please bring any such letter with you as proof you are allowed on college premises.

A copy of the College's Disciplinary Procedure is on the website or is available from Guidance staff (Tel. 01592 223414).

Yours sincerely

Name

Executive Director

cc: Director, Learner Services

cc Team Leader Student Funding

Note: Specify briefly the time, place and nature of the disciplinary breach

## Appendix 17

Date

Student Address

XXXX

XXXX

XXXX

Dear XXXX

### **Disciplinary Investigation Meeting**

As part of the College disciplinary procedures, I have to meet with you to take a statement of your account of the breach of the Student Code of Conduct.

The meeting will be held on \_\_\_\_\_ (insert date) at \_\_\_\_\_ (insert time) in \_\_\_\_\_ (insert room) of the \_\_\_\_\_ (insert campus) campus.

You may wish to be accompanied by a representative of the Students' Association. Another member of staff may be present to take notes of the discussion about your statement.

On arrival, please report to the Reception where I will come and collect you.

If a decision is taken to hold a Disciplinary Hearing you will receive a letter giving you the date, time and location of the Hearing.

Yours sincerely

Name

Investigating Officer

## Appendix 18

Date

Student Address

XXXX

XXXX

XXXX

Dear XXXX

### **Disciplinary Hearing**

A Disciplinary Hearing will be held on \_\_\_\_\_ (insert date) at \_\_\_\_\_ (insert time) in \_\_\_\_\_ (insert room) of the \_\_\_\_\_ (insert campus) campus. A member of the Learner Services team may be present to ensure procedures are followed and your rights are upheld.

This letter provides you with 5 working days notice as previously relayed to you. The Disciplinary Hearing will be held at Stage \_\_\_\_\_ (insert stage).

The Disciplinary Hearing is to consider the alleged \_\_\_\_\_.

If you decide not to attend, the hearing will be held in your absence.

A fellow student, friend, family member or a representative of the Students' Association may accompany you to the Disciplinary Hearing. A copy of the College's Disciplinary Procedure is on the website or is available from guidance (tel 01592 223414).

Yours sincerely

Name

(Chair of Disciplinary Hearing)

## Appendix 19

Date

Student Address

XXXX

XXXX

XXXX

Dear

### Appeal Hearing

I have received your appeal against dismissal letter dated \_\_\_\_\_ (insert date).

As agreed on the phone, I would like you to attend an appeal hearing with me on \_\_\_\_\_ (insert date) \_\_\_\_\_ (time) at \_\_\_\_\_ (insert venue). This will give you the opportunity to explain why you consider you have grounds for an appeal.

If you would find it helpful, you are welcome to invite a friend/Student Association representative to come with you.

Please report to reception and ask for \_\_\_\_\_ (insert name).

Yours sincerely

Ian Harrington  
Vice Principal

## Appendix 20

Date

Student Address

XXXX

XXXX

XXXX

Dear

### **Successful Appeal Hearing**

I refer to the meeting you attended on \_\_\_\_\_ (insert date) to consider your appeal against dismissal from the \_\_\_\_\_ (insert course) on \_\_\_\_\_ (insert date).

I am pleased to confirm that the decision of the panel was to uphold your appeal. This means that you can return to college immediately.

*FREE TEXT as there may be conditions*

Yours sincerely

Ian Harrington  
Vice Principal

## Appendix 21

Date

Student Address

XXXX

XXXX

XXXX

Dear

### **Unsuccessful Appeal Hearing**

I refer to the meeting you attended on \_\_\_\_\_ (insert date) to consider your appeal against dismissal from the \_\_\_\_\_ (insert course) on \_\_\_\_\_ (insert date).

The decision of the panel was to reject your appeal. This means that you cannot return to your college course. It also means that you are not allowed to enter any College premises and will not be eligible to apply for another course within the next 6 months.

*FREE TEXT as there may be advice.*

Yours sincerely

Ian Harrington  
Vice Principal