

Appendix 2: Stage 1 Formal Disciplinary Process

Member of staff reports suspected breach of Student Code of Conduct or student has ignored previous informal warnings

PAT or equivalent discusses with student and considers the allegation alongside student's behaviour to date

PAT or equivalent discusses with other staff/students, taking notes and gathering any relevant evidence

PAT or equivalent can issue a verbal warning to the student if they are satisfied that a breach of the Student Code of Conduct has taken place

Student is notified of effect of behaviour on their own study and others, and warned that further misconduct may lead to Stage 2

Student will receive official notification of the formal verbal warning, which will remain in place for the academic year

Where appropriate the reporting member of staff will receive feedback from the PAT or equivalent

Student have the right to appeal under specific circumstances