

Appendix 5 - Stage 3 Formal Disciplinary Process (Page 1 of 2)

Context

Report of suspected gross misconduct or student has ignored formal written warning

PAT or equivalent discusses with senior members of staff and initiates Stage 3 Process if appropriate

Investigation

Consideration should be given by senior staff as to whether precautionary action should be taken

Appropriate member of staff appointed as Investigating Officer by a senior member of staff

Investigating Officer establishes if student or any witnesses have PLSP and make assessment on PLSP's impact on their experience of investigation

Student suspected of breach is provided with copy of Disciplinary Procedures

Investigating Officer collects evidence and interviews all relevant parties. Copy of interview notes to be signed by interviewee for verification

Investigating Officer completes Stage 3 Disciplinary Checklist, evidence and a recommendation on whether there is a case to answer to senior member of staff

Senior member of staff makes a decision on whether to proceed to a disciplinary hearing or not

To be completed within 10 working days

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Disciplinary Hearing

Hearing should take place within **ten working days** of Disciplinary Officer making their recommendation

Hearing Panel should consist of three members plus a scribe, including a senior member of staff capable of deciding if a student should be withdrawn or excluded

The panel should consider all evidence and arrive at a decision. Should they not be able to reach a decision they may consult with other staff

If a student declines to attend an interview or hearing the hearing will take place regardless to consider the findings and reach a conclusion

Investigating Officer establishes if student or any witnesses have PLSP and make assessment on PLSP's impact on their experience of investigation

Outcome

The student being investigated must be informed within **three working days** of the meeting

The student has the right to appeal against the outcome in specific circumstances

A copy of all evidence, the outcome letter and hearing report should be sent to a senior member of staff. Any sanction should be recorded on the student's record and any warning will remain in place for a period deemed appropriate.