

## Disciplinary Roles Checklists

### **Name of Role: Disciplinary Investigating Officer**

#### Checklist

1. Have you received all of the paperwork?
2. Discuss the case with the relevant University staff (as necessary).
3. Arrange a meeting with the student (if necessary and possible) to discuss the allegation.
4. After gaining all information, produce a concise and transparent Investigation Outcome Report, including appropriate recommendations. Keep to the facts, be careful of tone, don't give opinions where you are not qualified to do so.
5. Keep a record of the investigation and all materials and communications.
6. Provide all documentation of meetings and evidence to the Campus Dean.
7. Discuss the case, if necessary, with a Hearing Officer, should this course of action be taken.

## Disciplinary Roles Checklists

### **Name of Role: Disciplinary Hearing Officer**

#### Checklist

1. Have you received all of the paperwork?
2. Have you received the Outcome Report provided by the Investigating Officer?
3. Discuss the case with the Investigating Officer.
4. Discuss the case with the relevant University staff (as necessary).
5. Arrange the hearing - contact the relevant Campus Dean to confirm a room and a note-taker for the meeting – this should be done before confirming the details to the student.
6. Contact the student at least 7 calendar days before the scheduled hearing to present all information and evidence against them and provide them with details of the date and time of the hearing.
7. Meet with the student and Investigating Officer to discuss the allegation.
8. At the meeting; ensure there is a notetaker and also the meeting is being audio recorded.
9. Reach an independent decision on the outcome of the case.
10. Produce a concise and transparent Hearing Outcome Report, including appropriate recommendations. Keep to the facts, be careful of tone, don't give opinions where you are not qualified to do so.
11. Discuss any recommendations you may wish to make with the Head of Student Discipline and/or Campus Dean.
12. Provide the Hearing Outcome Report to Academic Registry, who will arrange for approval by the Campus Dean and Head of Student Discipline, within seven calendar days of the hearing.
13. Provide all documentation of meetings and evidence to [academic.registry@law.ac.uk](mailto:academic.registry@law.ac.uk).

## Disciplinary Roles Checklists

### Name of Role: Disciplinary Appeal Panel

#### Checklist

1. Have you received all of the paperwork?
2. Review documents and information from the initial investigation and disciplinary hearing.
3. Discuss the case with relevant University staff as necessary, including the Investigating Officer and Hearing Officer.
4. Provide all documentation upon which the appeal hearing will be relying to the student at least seven calendar days before the date of the appeal hearing, along with details of the date and time of the appeal hearing.
5. Meet with the student to review the case.
6. Reach an independent decision on the outcome of the case.
7. Produce a concise and transparent Appeal Outcome Report, including appropriate recommendations. Keep to the facts, be careful of tone, don't give opinions where you are not qualified to do so.
8. Provide the Appeal Outcome Report to [academic.registry@law.ac.uk](mailto:academic.registry@law.ac.uk) within seven calendar days of the appeal hearing.
9. Provide all documentation of meetings and evidence to [academic.registry@law.ac.uk](mailto:academic.registry@law.ac.uk).

#### Version History

Version	Amended by	Revision summary	Date
1.0			October 2017
1.1	Senior Quality Officer	Change to the document coding convention	March 2020
1.1	Quality Assurance Team Leader	Extension to term of approval of 2 years.	October 2021