

GUIDANCE NOTES FOR STUDENTS INVOLVED IN DISCIPLINARY ACTION

- 1 I would encourage you to refer to 2017/18 Ordinances XLI relating to Student Discipline including Schedule C, offences:

https://www.ulster.ac.uk/data/assets/pdf_file/0007/245437/Schedule-C-to-ordinance-XLI.pdf

- 2 Please read the letter carefully that you receive inviting you to attend a meeting with e.g. the Accommodation Officer, Community Relations Officer, Provost or Student Discipline Committee. We would encourage you to confirm your attendance or otherwise in writing to the relevant officer as soon as possible.

If you have been invited to attend a Student Discipline Committee meeting, you may wish to provide the Secretary to the Committee with any additional evidence that may help with your case. This material should be forwarded 10 days before the hearing date.

- 3 You are entitled to receive full details of the allegations and case against you and this will be provided to you with your formal invitation to attend the Student Disciplinary Committee hearing.

- 4 You are entitled to be accompanied at any hearing by a member of the University community. Frequently, the Students' Union at your campus can arrange for an experienced Students' Union Officer to accompany you (refer to Schedule A, Section 1(c)). You may also wish to have present a member of Student support. You must arrive at the time stated in your letter and wait outside the room until you are called. Cases may run over the allocated time so be prepared to wait. If you fail to attend a meeting without providing an explanation for your non-attendance in advance of the hearing:

- (i) you will be subject to additional disciplinary action; and/or
- (ii) the Committee or Authorised Officer may consider your case in your absence.

- 5 You have the right of appeal against any decision or penalty imposed by the Accommodation Officer, Community Relations Officer, Provost(s) and Student Disciplinary Committee (refer to Sections 8.1-8.3 of the Ordinance). It will be necessary to inform the University Secretary of your appeal notice within 10 days of notification on decision.

- 6 You may be informed at the hearing/meeting what penalties, if any, have been imposed. However, in all cases, decisions will be confirmed in writing within ten working days of the hearing (reference to "days" shall mean working days i.e. days on which the University offices are open for business).

- 7 Where references are made in the Ordinance to "The University Secretary" please note that the Secretary of the Disciplinary Committee is appointed to act on the University Secretary's behalf. All correspondence and enquires should be directed to Mrs Pat Gillen, Secretary of the Disciplinary Committee, Office of the University Secretary, Ulster University, Coleraine BT52 1SA. Telephone 028 7012 3669. Email pj.gillen@ulster.ac.uk