**Private and Confidential**

Mr/Miss

Date

Dear

**Outcome of interview with Provost – Reg No.B00**

Thank you for attending an interview on “*insert date”* to discuss the allegations that you “*insert details”.*

Following consideration of your case/At the meeting you admitted that you “*insert details”* I have decided therefore to “*impose a caution/fine of £insert amount”(delete as appropriate)*. Please be advised that this letter constitutes a reprimand for this incident and a formal warning that any future behaviour of this nature may have serious consequences with regard to your future at the University.

Under the University’s Student Discipline Ordinance XLI the University has the capacity to impose a range of penalties which include suspension and expulsion from the University. ***(if applicable please add the following)* *In addition to the University’s attitude to this type of behaviour the PSNI take these matters very seriously and any further incidents of this nature could lead to criminal prosecution, and could, therefore, have very serious consequences for any foreign travel and future employment opportunities****.* A copy of Ordinance XLI is available online at <https://www.ulster.ac.uk/__data/assets/pdf_file/0006/382587/Student-Discipline.pdf>

***(if applicable please add the following) The University’s Finance Department will issue you with an invoice shortly. The fine can be paid in person at the cashier’s office on any campus at the University. You can also pay by telephone on 028 7012 4238 or by bank transfer, details available online at:*** [***http://www.ulster.ac.uk/finance/bacsetc.html***](http://www.ulster.ac.uk/finance/bacsetc.html)***. You must provide your name and student registration number and state that your fine relates to a student disciplinary matter.***

You have the right to appeal this decision within ten days of its imposition. Should you wish to do so please submit details of your appeal in writing to Mr Eamon Mullan, University Secretary, Room J313, Ulster University, Coleraine BT52 1SA, or by email at e.mullan@ulster.ac.uk . Your appeal may be either against the decision or against the penalty or both and must state briefly the grounds on which it is made.

Yours sincerely