**Private and Confidential**

Mr/Miss

Date

Dear

**Invitation to attend a student investigatory interview – Reg No. B00**

I have received a report that you were involved in an incident “*outline details”* on “*insert date at insert location/briefly outline nature of complaint”*. It is alleged that by your behaviour you have infringed the University’s Student Discipline Ordinance XLI “*insert breach”.*

In order to investigate this matter further I am inviting you to meet with me at “*insert time”* in Room No. at the “*insert”* campus on “*date”*. Please confirm your attendance by telephoning me on “*insert”* or by emailing me at “*insert”*. If you have any written material which you would like considered regarding the allegation against you please forward this to me at your earliest convenience.

Please be advised that failure to attend the meeting without providing an explanation will constitute a breach of Student Discipline Ordinance XLI 1.2 (a) *“by failing to cooperate with an officer who is conducting an investigatory meeting”.*

If you wish to bring a representative to the meeting please do so, the representative must be a member of the University Community. You may wish to contact the Students’ Union who can provide you with further advice. I would ask you to please let me know the name of the representative in advance of the meeting.

A copy of the University’s Student Ordinance XLI is available at: <https://www.ulster.ac.uk/__data/assets/pdf_file/0006/382587/Student-Discipline.pdf> .

Yours sincerely