Appendix A

**Flow chart of the proposed Student Discipline Procedure**

The Discipline Committee considers the case and can:

* Dismiss the case
* Find there has been a breach of the Rules of Behaviour and impose a sanction(s)

Reporting Person submits Concern Form

Respondent dissatisfied with the Discipline Committee decision

SDO refers case to Discipline Committee or Respondent dissatisfied with minor sanction

Student Discipline Officer (SDO) commissions an investigation where:

* it appears the Rules of Behaviour have been breached
* it is appropriate to investigate the matter using this procedure

Investigating Officer conducts full investigation

SDO considers Investigation Report and can:

* Impose a minor sanction
* Refer the case to be considered by the Discipline Committee
* Take no further action/refer to an alternative procedure

If the Reporting Person is a student and dissatisfied with the decision they may be able to raise a complaint using the Student Complaint Procedure

The Appeal Committee considers the case and can:

* Dismiss the appeal;
* Uphold the appeal; and
* Substitute its own decision or refer it for consideration by the Discipline Committee

If the Respondent remains dissatisfied they can raise a complaint with the external ombudsman, the Office of the Independent Adjudicator

Appendix B

**Role Description for the Investigating Officer**

Role Overview

This full-time role enables the University to conduct investigations sensitively and appropriately into student misconduct, including serious sexual misconduct, and other student complaints, presenting this information to senior decision-makers within the University. The specialist knowledge and skills of the role-holder will enable the University to assure itself that the risk posed by these cases is assessed and mitigated, and that investigations are conducted in a professional and proportionate manner.

The purpose of this role is to investigate a range of allegations relating to student misconduct, including serious sexual misconduct. The role holder will ensure that the investigation processes are fit for purpose and will provide advice to internal stakeholders on relevant University procedures, decisions and risk assessment.

Person Specification

* Experience
	+ Proven experience of conducting sensitive and complex investigations, including investigations of alleged conduct that could constitute an alleged criminal offence or serious sexual misconduct
	+ Experience of presenting reports to senior decision-makers
	+ Experience of conducting risk assessments, including assessments of vulnerable people
	+ Experience of working with higher education students
	+ Experience of alternative methods of resolution
* Skills
	+ Excellent written and oral communication skills that can be adapted to a wide range of audiences
	+ Excellent attention to detail
	+ Demonstrate specialist knowledge of the complexities of sexual misconduct, including the impact on those who have experienced sexual misconduct and the impact of being accused of sexual misconduct
	+ Ability to write detailed, accurate and succinct investigation reports
	+ Ability to build positive, professional relationships with others
	+ Demonstrate understanding of relevant legislation including matters related to the criminal justice process, confidentiality, data sharing and discrimination
* Qualifications
	+ Degree level qualification/level 6 vocational qualification or equivalent experience
	+ Qualification in undertaking investigations
	+ Qualification in restorative practice or mediation

Appendix C

**Role Description for the Student Discipline Officer**

Role Overview

This role, which is an additional responsibility to a Regent House member’s substantive role, is appointed by Grace. It enables an independent role-holder to assess whether it is necessary to commission an investigation into a student’s misconduct under the Student Disciplinary Procedure, and, where relevant, to consider the subsequent investigation report, choosing to take no further action, impose a minor sanction or referring the case to the Discipline Committee. The Role Holder will also be responsible for considering whether a Registered Student’s criminal conviction will require the University to take further action.

The consistency and transparency of the Student Discipline Officer’s decisions and reasons for those decisions will provide the University with reassurance that students are being treated fairly and in accordance with the discipline procedure.

Person Specification

* Experience
	+ Must be a current member of Regent House
	+ Proven experience of decision-making including in relation to sensitive and complex cases
	+ Experience of drafting clear and succinct reasons for case decisions
	+ Experience of commissioning investigations
	+ Experience of working with higher education students
	+ Experience of alternative methods of resolution
* Skills
	+ Excellent written and oral communication skills
	+ Excellent attention to detail
	+ Ability to prioritise according to urgency and importance
	+ Demonstrate knowledge of the complexities of sexual misconduct, including the impact on those who have experienced sexual misconduct and the impact of being accused of sexual misconduct
	+ Demonstrate knowledge of the complexities of academic misconduct, including contract cheating, plagiarism and examination misconduct
	+ Ability to build positive, professional relationships with others
	+ Demonstrate understanding of relevant legislation including matters related to the criminal justice process, confidentiality, data sharing and discrimination