

Definitions of terms used in the Student Disciplinary Procedures and Protocols

Authorised Person:	<p>Under Level 1 - Local Resolution, the following are authorised persons for dealing with student discipline:</p> <p>Academic Schools: Head of School/equivalent or nominated deputy Academic Service Unit: Head of Academic Service Unit/equivalent or nominated deputy University Residences: Accommodation Manager/equivalent or nominated deputy</p> <p>Under the Level 2 – Formal Procedure, a Case Officer will be appointed to investigate the case and the outcome will be determined by the Academic Registrar or nominated deputy.</p>
Disciplinary Committee:	<p>A Disciplinary Committee is comprised members of the Disciplinary Panel, appointed by the Disciplinary Convenor, to consider allegations of misconduct at a Disciplinary hearing. A Case Officer will present the case and following consideration will determine an outcome</p>
Disciplinary Committee (Appeals):	<p>Where the Disciplinary Convenor decides that a Disciplinary Appeal Committee should determine an appeal from the decision of the Disciplinary Committee, the Convenor shall appoint two persons drawn from the staff members of the Disciplinary Panel (excluding members who served on the Disciplinary Committee against whose decision the appeal is made) and one person drawn from the student members appointed by the Students' Union to the Disciplinary Panel.</p>
Disciplinary Convenor:	<p>A member of academic staff appointed by University Education Committee (UEC) to convene Disciplinary Committees and Disciplinary Appeal Committees.</p>
Disciplinary Convenor (Deputy):	<p>The Disciplinary Convenor shall nominate a Deputy Disciplinary Convenor from the Disciplinary Panel. In this procedure the Deputy Disciplinary Convenor may act in place of the Disciplinary Convenor. Where appropriate, the Disciplinary Convenor may additionally appoint a member of the Disciplinary Panel as Acting Disciplinary Convenor.</p>
Disciplinary Panel:	<p>The Disciplinary Panel is comprised of persons appointed by UEC who are qualified by reason of their experience of student matters.</p>
Friend / Supporter:	<p>A student may be accompanied by a friend or supporter of their choice for any meeting under this procedure. The friend or supporter may not act as a representative of the student unless given permission by the person conducting the proceedings and the student. There are limitations on who the friend or supporter can be in a disciplinary context: anyone who may be involved in the incident or otherwise in the proceedings is excluded. More details are available at the SPS Friend Supporter Role.</p>

- Misconduct:** Misconduct is, for the purpose of the procedure, a breach of good discipline including but not limited to failure to observe all University rules, regulations (including local regulations applying to Academic Schools, Service Units and University residences), and standards of expected behavior set out in the [Student Charter – Rights and Responsibilities](#)
- The essence of misconduct under this procedure is improper conduct which interferes with the safety and security of students, staff or visitors to the University or with the proper functioning or activities of the University, or those who work or study in the University. It also includes conduct which otherwise damages the reputation of the University.
- Sanctions:** These are the penalties imposed upon students when there is a finding of misconduct.
- Statement of Reasons:** A report written by the Chair of a Committee outlining the reasons for the decision reached by the Disciplinary Committee. The final outcome will have already been communicated to the student in person and/or by letter at the end of the hearing.
- Student Progress Service:** The University service appointed by the Academic Registrar to act on the Academic Registrar's behalf on disciplinary cases. All references to the Head of the Student Progress Service should be taken to include anyone nominated by the Head of the Student Progress Service to act on his/her behalf.