THE ROLE OF A STUDENT'S FRIEND IN ACADEMIC CONDUCT PROCEDURES

1. Context

1.1 Edge Hill University has a number of formal procedures relating to student interactions with the University that involve meetings at which the student concerned is allowed to be accompanied by a friend. These procedures relate to:

- Academic Malpractice
- Appeals Procedures
- Complaints Procedure
- Disciplinary proceedings
- Fitness to Practise

1.2 The above listed procedures may include local and University level investigative meetings. This guidance on the role of a Student Friend applies equally at all stages of the relevant process.

2. Role of a Student's Friend

2.1 Normally, it is expected that a person acting as the student's friend will be a member of the Edge Hill University community.

2.2 The friend may accompany the student to preliminary meetings, formal investigations and panel hearings.

2.3 Where a student's friend attends such a meeting, the friend is allowed to provide guidance to the student by providing moral support, taking notes and helping with papers. They may also quietly advise on issues such as points of procedure, items that the student may wish to raise and also suggest questions the student may wish to ask witnesses.

2.4 While the friend is not allowed to speak for the student or ask direct questions, they may read a pre-prepared statement on behalf of the student and summarise key points the student wishes to make.

2.5 If at any time the student considers they need a short recess to discuss any issues with their friend they can request such a recess via the Chair.

3. Representation

3.1 Students may appoint a Students' Union official to provide support and/or representation at all stages of the procedures listed under 1.1.

3.2 The role of a Students' Union representative extends beyond that of a Student Friend in that a Students' Union official may also:

i. Present relevant points to the panel
ii. Ask questions to the Chair or Presenting Officer
iii. Summarise any points that the student may have missed when presenting their case

3.3 Students have the right to seek legal advice, however, the University's procedures preclude the provision of legal representation at any of the above proceedings as these are not of a judicial nature.

3.4 In rare situations Edge Hill University may use the services of a legal representative. In these circumstances the student will be informed and afforded the same opportunity at their own expense.