Non-Academic Misconduct Procedure

2026-27

Edge Hill University

Contents

Contents 2
Summary 3
Glossary of Terms 3
Purpose 4
Procedure 5
1. Overview 5
2. How we will communicate with you during the misconduct process 7
3. Disclosing, reporting or witnessing an incident 8
4. Responding to an allegation 11
5. Risk assessment and precautionary actions 11
6. Early Intervention 14
Misconduct levels 15
7. Misconduct Level 1 15
8. Misconduct Level 2 18
9. Misconduct Level 3: Student Misconduct Panel 21
10. Appeals against Level 3 Student Misconduct Panels 25
11. Cases subject to criminal or external investigation 29
12. Timeframes 30
13. Support for you 31
Key to Relevant Documents 33
Appendix A –Student Misconduct Panel Agenda 34
Appendix B –Student Misconduct Appeal Panel Agenda 36
End matter 38

Summary

This document is aimed primarily at students ('you') and details the procedure for reporting non-academic offences. It includes how the reporting and responding parties can be supported, the different stages of the process and the sanctions which may be applied.

Glossary of Terms

Term	Meaning
Balance of probability	Panels and decision-makers make their decisions on the balance of probability. That means they consider all the evidence provided and decide whether it is more likely than not that the incident occurred.
Caution	This is a low-level penalty that can be issued if you are found to have breached the Non-Academic Misconduct Procedure. It is recorded on the incident management system and held there for a specified amount of time. It means that if you repeat the offending behaviour or are found to have committed further misconduct, the incident may be escalated to a written warning, or another more serious outcome.
Conditions Notice	This is a letter/document which is sent to you following a risk assessment and details the temporary conditions which you must abide by for the duration of any investigation.
Presenting Officer	This is the person who presents the University's case at a student misconduct panel meeting. The Presenting Officer will outline the investigation and identify the reasons why it has been referred to panel. They may call witnesses to provide evidence of the allegations made against the responding party.
Professional, Statutory and Regulatory Bodies (PSRB)	These are designated external bodies which endorse or regulate certain professions. Some Edge Hill programmes enable a variety of associations with external bodies. Sometimes PSRB standards may override university regulations. If you are a student on a regulated programme, you also are required to meet these standards. This means that any misconduct logged on your record may have consequences for your future professional registration. That is, you may be excluded from or not accepted by a PSRB and therefore unable to work in a particular profession.
Reporting party	This is the person or persons who report an incident or make an allegation about your behaviour. A reporting party can be anyone, including a member of the public. It may be someone who has not been directly impacted by the alleged

Term	Meaning
	incident but has witnessed the behaviour or incident in question.
Responding party	This is the person about whom the report is made. If an allegation is made about you, you will be notified and given the opportunity to respond.
Senior member of university staff	Cases are considered by a range of senior university staff as appropriate to the circumstances. This term includes directors, faculty deans and associate deans, heads and associate heads of departments or support areas.
Temporary suspension	This is a status that can be imposed on a responding party for the duration of an investigation. If you are suspended, it means you may not participate in one or more elements of your university life. These elements include your academic activities, placements, university facilities and halls of residence, teams and societies, specific buildings and university grounds or premises. The person invoking or reviewing the suspension may allow limited access to one or more of the above elements if this is deemed safe and appropriate in the circumstances.
Written warning	This is a penalty that can be issued if we believe you have breached the Non-Academic Misconduct Procedure. Written warnings are recorded on the student record systemin line with GDPR requirements. This information is available only to appropriate staff for specific reasons. A written warning may be disclosed to future employers if requested as part of a reference. In some circumstances, a written warning could mean that you may not apply to live on campus for the duration of your studies, and you will automatically be added to the 'do not house' list. A written warning may also be considered as relevant history in any further investigations. The consequences of further misconduct include (but are not limited to) referral to a student misconduct panel and exclusion from the University.

Purpose

We are all responsible for ensuring the University is a safe space for everyone. Our expectations of student behaviour are set out in the Student Code of Conduct. We expect the highest standards of conduct from our students whether on university premises, in professional placement settings, the wider community or online.

This procedure will be used to investigate any allegations of student behaviour which does not meet those standards and helps to maintain this level of conduct by:

- outlining the support available to all parties involved in a misconduct investigation.
- helping the University fulfil its duty of care and responsibility to members of our community.

This procedure should be read alongside other university regulations and policies. Please refer to the Key to Relevant Documents at the end of this procedure.

Nothing in this policy is intended to restrict lawful freedom of speech or academic freedom as protected under the Education (No. 2) Act 1986 and the Higher Education (Freedom of Speech) Act 2023. However all individuals are expected to express their views in ways that are consistent with professional standards and the law.

Procedure

1. Overview

This procedure is directed towards those students who are being investigated as a result of their conduct or behaviour towards other students or members of the Edge Hill community. This includes incidents that occur outside the University. This document refers to such students as *the responding party*.

Students who are being investigated as a result of their conduct and behaviour that does not involve members of the Edge Hill community will follow the process outlined in Appendix 18: Procedure for Considering Criminal Convictions.

There are specific sections of this procedure with relevant information for those students who have reported or witnessed the incident.

Throughout this procedure, the University may also be referred to as 'we' or 'us'.

Different university procedures determine which regulations and policies apply in individual circumstances or programmes. This means that in some cases, more than one set of regulations may apply. Where this happens, one set of regulations/one process may need to be completed or paused before another begins. However, in some circumstances more than one process may run in parallel. The University reserves the right to vary the process. Where this happens we will explain which process will be followed together with the rationale.

This procedure does not apply to incidents of alleged academic misconduct. Please refer to Appendix 8 of the Academic Regulations for any such incidents.

Where an investigation identifies that alleged misconduct may be a result of ill health, we may decide to apply the Support to Study Procedure instead of, or as well as this procedure.

The Non-Academic Misconduct Procedure is not a legislative process, although in some cases it may be impacted by concurrent legislative or PSRB processes.

Advice and support is available to all students involved in this procedure, regardless of the allegation or whether they are the reporting or responding party. We strongly recommend that you contact the Students' Union Advice Centre to discuss your case, as they can offer you free and independent advice.

Please note that the Students' Union may follow their own procedures and undertake their own investigations independently of the University.

We recognise that any involvement in this procedure may impact your wellbeing, so we recommend that you speak to the Student Wellbeing and Mental Health team for any emotional support. There is more information on sources of wellbeing support at the end of this document.

Amendments or additions to this procedure shall (unless otherwise stipulated) take immediate effect.

This procedure follows the Office of the Independent Adjudicator Good Practice Framework. The University aims to learn from cases and incidents to improve its processes and procedures. Consequently, this procedure is reviewed annually and revised every three years (see end matter of this document).

Withdrawal or failure to comply or engage in the process

If you permanently withdraw from the University when allegations have been made against you, we may continue to pursue the case and take action by imposing an appropriate sanction on you. Where appropriate, professional regulators may also continue taking action against you.

In other circumstances, if you withdraw from the University during the misconduct process and later return, we may continue to pursue the case and take action by imposing an appropriate sanction on you.

You are expected to engage with the University throughout this process. If you stop engaging with us, we may reconsider your registration status which could lead to you being withdrawn from the University.

People involved in the misconduct process

We will use the following terms throughout this document:

- The person reporting the incident – the reporting party.
- The person about whom the report is made – the responding party.
- Any person with relevant information – the witness(es).
- The person who investigates the incident – the Investigating Officer.
- The person who represents the University at a panel meeting – the Presenting Officer.

The University has the right to nominate any appropriate member of staff to undertake any of the roles in this procedure.

To ensure neutrality in the misconduct process, any staff member involved in the investigation or decision making of a case must declare any conflict of interest and may be required to withdraw from the case.

Confidentiality

Confidentiality is a mutual obligation. In order to maintain the integrity and fairness of investigations, we expect everyone involved in the misconduct process to act respectfully and keep matters confidential. This includes, but is not limited to, the sharing of names, evidence, or procedural developments and is relevant to the reporting party, the responding party, any witnesses and people providing evidence, support or advice, and University staff.

This is not intended to, and must not be interpreted as, a restriction on your right to disclose any experience of harassment or sexual misconduct. In accordance with the Office for Students (OfS) Condition of Registration E6, the University does not impose any contractual or informal restrictions that would prevent or discourage a student from speaking about an allegation of harassment or sexual misconduct. The University's request for discretion is made solely to support a fair and respectful process for all parties involved. Any concerns about this can be raised with the case officer or support service.

2. How we will communicate with you during the misconduct process

Whether you are the reporting party, the responding party or a witness, our communication approach is the same.

We may use a variety of methods to communicate with you, including telephone, face to face, online meetings and email. Where we email you we will use your university email address. If access to your university email is removed during this process, please provide us with an alternative email address. It is your responsibility to make sure we have the right contact details for you and to check your emails regularly. We will save all correspondence relating to your misconduct case.

This procedure specifies timeframes for us and you to provide or respond to information. Sometimes circumstances beyond our control may impact on the timeframe or alter the process somehow. Where this happens we will communicate with you regularly to keep you updated and ensure you are able to access any support you require. We will also communicate such changes to the other parties involved.

3. Disclosing, reporting or witnessing an incident

This section of the procedure is directed at the reporting party.

If you observe, are informed of, or are adversely impacted by student conduct which may breach this procedure or the code of conduct, you should report this as soon as possible. Teams you can report an incident to include:

- Accommodation Team via the Student Resolution Services email address.
- Campus Support (security), if the incident happens outside usual working hours.
- Faculty staff, including your personal tutor, academic staff member or programme leader.
- Students' Union Advice team (an accredited hate crime reporting centre).
- University Wellbeing team.

Members of the public may also report potential breaches to the University.

Making a disclosure

Your responsibility when making any disclosure or report relating to student conduct is to
be truthful and clearly state exactly what happened in the incident you observed, were informed of or were adversely impacted by. We will give you the opportunity to be heard.

If you make a disclosure, we will explain your options so you can make an informed choice before proceeding with any further steps. In cases where the misconduct disclosed would be managed under Level 2 of this process, you will be given the opportunity to meet with a relevant member of staff who will discuss this process with you, before you decide how you would like to proceed. This meeting will be informal, and you will be emailed with a summary of your procedural options following the meeting.

Please note, making a disclosure to the University does not mean that you have made a formal report and is not an instruction for the University to act.

We will not take any immediate action unless there is a concern about immediate safety or if we have a duty to do so under safeguarding legislation.

Making a formal report

If you decide to make a formal report, we will still discuss options with you. You can make a report in writing, or in some cases, you may be invited to meet with a relevant member of staff who will take a verbal formal report from you, that will be transcribed into a written report.

During the formal reporting process, you will be asked to highlight any risk to your safety and wellbeing. This information will be considered as part of a risk assessment. In some cases, your name or any other details could be shared with the responding party if the University takes precautionary action. You will be asked for consent to share these details. However, in cases involving high risk or safeguarding concerns, the University may overrule confidentiality if withholding this information would result in some precautionary measures not being possible.

You will be notified prior to the risk assessment taking place and given the opportunity to raise any concerns relating to the potential outcome. If precautionary measures are deemed necessary, you will be informed when the responding party will be issued with a Conditions Notice and receive confirmation once it has been issued.

The University expects that you will not contact the responding party during the investigation. If you do, this may be considered as part of the investigation.

Whether you are directly or indirectly impacted by the potential misconduct, by making a report to the University you become a witness in any investigation. You may also be called to attend as a witness if the investigation results in a student disciplinary panel. In this instance, your responsibility will be simply to state what you witnessed as written in your statement and to answer any questions about the matter under investigation.

To be fair to all parties, if you withdraw your formal report at any point, and the University takes no further action, we would be unable to re-open the case and commence an investigation at a later date unless there is an exceptional reason to do so.

Counter-allegations

It is possible that during investigations, the responding party may make a counter-allegation against you or any witnesses in the case. The Investigating Officer may consider any counter-allegations on a case-by-case basis. Where this happens, both you and the responding party may be investigated.

All parties will be supported throughout this process. Unless there are compelling reasons to discount the counter-allegation before an investigation takes place, all

parties will be given the opportunity to respond to any allegations or counter-allegations.

The University reserves the right to vary the process at any stage, and we will inform you where this happens.

Supporting you

Support will be available to you at all stages of this process and this will be identified though the risk assessment process. We will keep you informed about the next steps as agreed with the Investigating Officer.

We understand your need to know the outcome of any incident you have reported and been impacted by.

We prioritise the wellbeing and safety safeguarding of all parties involved in the misconduct process and ensure compliance with current UK data protection legislation. This means we may not be able (or permitted) to fully disclose the details of an investigation outcome.

However, when the case is concluded, we will provide you with enough detail to reassure you that the matter has been dealt with appropriately and in line with the University's policies and procedures.

In some cases, we may need to share your statement as part of the investigation. Where this happens, we will adhere to the guidance from the Information Commissioner's Office (ICO) and UK data protection legislation.

As the reporting party, you may not appeal the outcome of an investigation however you may make a complaint to the University. To be considered, your complaint must meet one or more of the following grounds:

- Procedural irregularity in the investigation process.
- Bias or the perception of bias.
- New evidence has come to light which was, for good reason, previously unavailable to the Investigating Officer and may now undermine the decision they made.

Please read the University's Student Complaints Procedure for more details.

4. Responding to an allegation

This section, and the remainder of this procedure, is directed at the responding party.

If the University is investigating a formal report made about you (the responding party), you will be notified in writing and given the opportunity to respond to the allegation. We will agree with you the most appropriate way to communicate with you during the process.

We may check university records in order to ascertain whether you have committed any previous acts of non-academic misconduct (including low level concerns and fitness to practise). Where appropriate, that information may be shared with those staff involved in the misconduct process and your faculty. The information may not be relied upon as evidence in the case being considered, however it may be taken into account as relevant history if any sanctions are issued following the investigation.

Advice and support are available to you at all stages of the disciplinary process. You can access this by contacting the Student Wellbeing team or the Students' Union Advice Centre, who offer independent advice.

Counter-allegations

It is possible that during investigations, you may believe it is necessary to make a counter- allegation in relation to the reporting student or witness in the case. The Investigating Officer may consider any counter-allegations on a case-by-case basis. Where this happens, both you and the reporting party/witness may be investigated.

All parties will be supported throughout this process. Unless there are compelling reasons to discount the counter-allegation before an investigation takes place, all parties will be given the opportunity to respond to any allegations or counter-allegations.

The University reserves the right to vary the process at any stage, and we will inform you where this happens.

5. Risk assessment and precautionary actions

The University reserves the right to risk assess at any point and impose any precautionary action we consider appropriate. We dynamically risk assess situations throughout our investigations to ensure that all members of the Edge Hill community are safe. If, after receiving information about an allegation, there is a concern about risk to any party involved, the University has an obligation to consider the risk and implement measures before a full investigation can take place. Any actions taken to manage risk are known as precautionary actions.

A risk assessment may be undertaken by the Investigating Officer in the case, a senior member of staff within the department or by a panel of key senior members of staff. It considers all elements of the allegation and measures this against a number of factors. These include but are not limited to

- course of study.
- accommodation.
- any course placements where academic learning takes place.
- what extra-curricular activities might be attended.

We will also consider any potential impact on the University's reputation, or risks to the University community.

Following a risk assessment we may implement some supportive measures. For example, we may alert relevant members of staff to important information so they can ensure your safety. Such staff may include your department, Student Services or Facilities Management.

A risk assessment could also result in precautionary actions to safeguard you or others. For example, if you live in on-campus accommodation and a risk assessment has determined that you need to be allocated a different room on campus, the Accommodation Team will implement this as quickly as possible. If this happens to you, please refer to the Licence Agreement for University Halls of Residence, which states that students may not request to occupy specific University accommodation. Where required, the University may allocate comparable alternative accommodation at any time, with reasonable prior written notice.

However, following a risk assessment we may issue a Conditions Notice or a Temporary Suspension Notice. If this applies to you, please remember that such action is temporary. It does not indicate that we have reached a conclusion before the investigation has commenced.

The University assesses every situation individually and where possible, reasonable notice will be given of any precautionary action imposed on you. However, on occasion we may find it necessary to take some precautionary actions immediately.

The University reserves the right and may be under an obligation, to share information without consent in circumstances where a child or adult at risk is involved (or believed to be at risk). On these occasions the University's Safeguarding Policy and Procedure will be followed. Where possible, consent will be sought, and the reporting party will be kept informed throughout the process.

Please also see Section 4 of the Procedure for Considering Criminal Convictions for details on how we deal with risk assessments for non-DBS programmes.

Conditions Notice

Following a risk assessment, we may impose immediate conditions to ensure that a full and proper investigation can be carried out and/or to safeguard you or others while the incident is being considered. You may be

- required to leave your accommodation on campus.
- given specific arrangements for when you can attend campus.
- told not to contact certain students or staff, either in person or via social media or other messaging service (directly or indirectly).
- prevented from entering some university premises, such as halls of residence, Edge Hill Sports facilities, or the Students' Union.

This is not an exhaustive list of the conditions that may be imposed on you.

These conditions will not include your suspension from the University which is dealt with separately below ('temporary suspension'). Please read the glossary for more information about what is covered by a Conditions Notice.

The details of any conditions imposed, together with the reasons for the decision, will be communicated to you as soon as is reasonably practicable. Where possible we will do this in person, however you will also receive a written copy. The Conditions Notice will be shared with staff involved in the misconduct process and, where appropriate, with your academic department. If you are on a regulated programme, it may also link to fitness to practise procedures.

Where appropriate, we may also inform the reporting party of any relevant conditions imposed. The University expects that the reporting party will not contact you throughout an investigation. Please tell us if they do contact you, as they may be considered as part of the investigation. Similarly, we do not expect you to contact the reporting party during the investigation.

We will advise you when the conditions are lifted.

Requesting a review

You may ask for the Conditions Notice to be reviewed but must do so in writing within 10 working days of the date on the notice itself. Please submit your request for a review to the person named on the Conditions Notice.

The University will automatically review your Conditions Notice if we are notified of a material change in the circumstances of your case. We will inform you in writing of the review outcome together with the reasons for the decision within 10 working days of the decision being made.

Temporary Suspension Notice

A panel of senior managers may consider it necessary to temporarily suspend you from the University, if a risk assessment identifies the following circumstances:

- If we believe there is a serious risk to your health, safety or wellbeing, or that of others, which may only be mitigated by a suspension of studies.
- If you fail to abide by the conditions imposed.

If temporary suspension is necessary, we will inform you as soon as possible. We will tell you in person or by MS Teams where possible, but you will also receive the information in writing - this is known as a Temporary Suspension Notice. We will tell you the reasons for this decision and give you the opportunity to appeal.

Your temporary suspension from the University will be either for a specific period of time or until the conclusion of misconduct or (where applicable) criminal proceedings. Please refer to the glossary for details of the areas a suspension may apply to.

Appealing a temporary suspension

You have the right to appeal the decision to temporarily suspend you. You must make your appeal in writing within 10 working days of the date of the Temporary Suspension Notice. You should clearly set out the reasons for your appeal.

Your appeal will be considered by a senior member of university staff, who will either

- reduce the suspension and put other temporary conditions in place, or
- continue or lengthen the existing temporary suspension, or
- completely remove the temporary suspension.

We will inform you in writing of the outcome within 20 working days of your submission.

6. Early Intervention

In some situations, departments may take informal steps to address minor conduct or behavioural matters outside this procedure. This is also known as low level action. If the issue persists or deteriorates, the matter can be escalated and dealt with under this procedure.

Low level action may be taken within the faculty or by an appropriate member of staff. For example:

- You may be asked to produce a reflection on your behaviour.
- You may be referred to mediation or support services.

- If you are on a regulated programme, the faculty may decide to pursue the incident through fitness to practise procedures.

Misconduct levels

There are three levels to the non-academic misconduct process.

Across all three levels, consideration will be given to your programme of study. For certain programmes, we may need to consult with your faculty. Please note that if you are on a regulated programme with PSRB standards, the implications of any misconduct may vary.

Once a formal report has been made to the University, an appropriate person will be identified to investigate the report (the Investigating Officer). The Investigating Officer will review the details of the report and record the incident. They will produce a summary of the nature of the allegation and outline all the material they have at that point.

The Investigating Officer may consult with other relevant staff members, to determine the next steps. Based on the information contained in the formal report, the investigation will either be managed under Misconduct Level 1 or Misconduct Level 2.

If the Investigating Officer determines that no further action is required, the case will be closed, and you will be notified.

Regardless of whether further action is required, all incidents are logged on the incident database and may be considered as relevant history in any future investigations.

7. Misconduct Level 1

Examples of misconduct considered at this stage include, but are not limited to

- use of language that is discriminatory, harassing or which otherwise violates University policies on respectful conduct.
- failure to comply with rules or regulations, for example causing a disturbance in a lecture or smoking in non-designated areas.
- possession of controlled drugs.
- refusal to respond to a reasonable request by relevant university staff, for example refusing to confirm identity when requested.
- other disrespectful behaviour towards staff.
- anti-social behaviour in accommodation or on campus.
- causing distress to others through excessive and unacceptable levels of noise
- causing damage to property.

- engaging in conduct that unlawfully and intentionally causes serious reputational harm to the University.
- breach of fire safety regulations.

The Investigating Officer will write to you within 10 working days of completing their initial review of the formal report. The letter will contain

- details of the allegations being considered, and a summary of the information gathered so far.
- details of the next steps.

If there is any variation to the allegations at any stage, we will notify you in writing as soon as is reasonably practicable.

You will be invited to either admit or deny the alleged misconduct and to respond to the allegations in writing.

Your written response may include any evidence in support of your case, including the details of any mitigating circumstances. You must submit your written response within 10 working days of the date of notification.

You may request to meet the Investigating Officer to discuss your case if you wish to do so. At this meeting you may be accompanied by a member of the University community (for example, an advisor from the Students' Union) for support. Please read Role of a Student's Friend for full details. In any case, you are expected to make your own representations.

If you admit the alleged misconduct in full, the Investigating Officer will decide on the most appropriate outcome. They may also consult with a relevant university manager when determining any outcome.

If you do not admit the alleged misconduct, the Investigating Officer will decide if there is sufficient evidence to establish on the balance of probabilities whether misconduct has occurred. To assist with this decision, it may be necessary to obtain further information from witnesses or other sources identified during the formal report or in your response to the allegation(s).

Once all reasonable lines of enquiry have been made, the Investigating Officer will decide on the most appropriate outcome. They may also consult with a relevant university manager when determining any outcome.

The Investigating Officer has the discretion to vary the process set out above if they decide it is appropriate and fair to do so. This may include escalating your case under Level 2 of this procedure.

You will be notified in writing of the outcome of the investigation, within 10 working days of the decision being made. This letter will explain what information has been considered, and the reasoning behind the outcome. You can appeal the outcome of the investigation but must do so in writing within 10 working days of the date of the outcome letter.

Level 1 outcomes

The circumstances and context of each case will be taken into account when determining the outcome of the investigation. Where appropriate, timeframes may be set for any of these outcomes. Potential outcomes include but are not limited to the following:

- A decision to take no further action in respect of the act of misconduct.
- A written apology to any person or persons affected by the incident.
- A requirement for you to make good at your expense, in whole or part, any damage caused by you whether alone or with others.
- Compulsory attendance at an appropriate workshop, or course.
- Referral to Student Wellbeing or mediation services.
- A requirement for you to undertake a specified number of hours' service for the benefit of those affected by the incident, the University or the local community.
- Provision of a caution.
- provision of a written warning setting out the consequences to you of any further acts of misconduct, which will remain on your record.
- Inclusion on the 'do not house' list, which means you cannot live in university halls of residence.
- An extension of a previous sanction.
- Relocation to another room on campus.
- Termination of your residential contract.

The Investigating Officer may consider any previous misconduct outcomes and your compliance with training, if they feel it is relevant when determining the most appropriate outcome.

Level 1 appeal

You may appeal the outcome of the Level 1 investigation, however your appeal must be made on one or more of the following grounds:

- there was a material procedural irregularity which may have affected the outcome.
- there is evidence which was not considered by the Investigating Officer which may have affected the outcome and which you could not reasonably have been expected to have submitted at the time.
- the decision is not one which, given the evidence, could be reasonably sustained.

If you wish to appeal the outcome of your case, you must notify the Investigating Officer in writing within 10 working days of the date of the outcome letter. You need to complete the misconduct appeal form and indicate which ground(s) you are appealing under. Please contact the Student Casework Team for an appeal form.

A senior member of university staff will review your ground(s) for appeal and decide if it has a real prospect of success or if there is some other compelling reason why the appeal should be considered.

We will confirm in writing whether or not your appeal will proceed. If your appeal does not progress, we will tell you the reasons for this.

If your appeal progresses, a senior manager will consider your written appeal and review the investigation, along with the outcome. They may require further information from the Investigating Officer during this review. After review/consideration, they will either

- uphold the Investigating Officer's original decision, or
- set aside the Investigating Officer's decision and substitute their own decision

The reviewer has the discretion to impose a sanction that is more or less serious than that imposed by the Investigating Officer. The reviewer's decision is final.

You will be notified in writing of the outcome, together with the reasons for their decision, within 10 working days of the decision being made.

8. Misconduct Level 2

All cases at this level will be risk assessed. Please refer to the Section 5 for more details.

Examples of misconduct considered at this stage include but are not limited to the following:

- Physical misconduct including physical violence.
- Sexual misconduct including indecent behaviour, sexual harassment and sexual violence.
- Threatening, intimidating, bullying, harassing, abusive conduct or conduct that unlawfully interferes with the wellbeing of others.
- Failure to disclose a criminal conviction or investigation when required to do so by the University or course accrediting body or regulator, for example at application stage.

- Conduct causing significant injury to the academic or administrative activities of the University. For example, disruption of teaching, research or examinations or the working of staff or other campus services.
- Behaviour that would compromise the University's integrity. This includes (but is not limited to) attempted influence or bribery of any description in order to gain a financial, academic or other advantage.
- Conduct which causes a serious nuisance (whether or not causing damage) and clearly undermines the good order of the University, while respecting the right to lawful expression.
- Theft, fraud or deliberated falsification or misuse of records, including degree, diploma or certificate parchments.
- False pretences or impersonation of others in connection with academic attainments or financial awards.
- Conduct of a kind which may lead to or has led to conviction under criminal law.
- Possession or supply of controlled drugs.
- Malicious or vexatious allegations against another student or staff member.
- Engaging in conduct that unlawfully and intentionally causes serious reputational harm to the University.
- Persistent refusal to comply with a sanction imposed in relation to an act of misconduct or to keep people safe.
- Professional misconduct.
- Misconduct within a university sports team or society that is not investigated under Edge Hill Sport's Code of Conduct.
- Causing significant damage to property or inappropriate use of university facilities
- Multiple or repeated incidents of Level 1 misconduct.

Level 2 procedure

Where the case is considered at this level of the procedure, it will be managed and investigated by the Student Casework Professional Investigator (SCPI). The SCPI may refer the case to a Level 1 procedure if they believe this is appropriate.

When a report is escalated from Level 1, the SCPI will examine the evidence provided and may request further information about the case.

The SCPI will write to you within 10 working days of completing their initial review of the formal report. The letter will contain:

- details of the allegations being considered, and a summary of the information gathered so far.
- details of the next steps.

If there is any variation to the allegations at any stage, we will notify you in writing as soon as is reasonably practicable.

You will be invited to either admit or deny the alleged misconduct by responding to the allegations in writing.

Your written response may include any evidence in support of your case, including the details of any mitigating circumstances. You must submit your written response within 10 working days of the date of notification.

In some cases, the SCPI may decide that you must meet with them to provide your response. You will be given at least 10 working days' notice of the meeting date. If you wish the meeting to take place sooner and waive the meeting notice period, you can request this by contacting the SCPI.

At this meeting you may be accompanied by a member of the University community (for example, an advisor from the Students' Union) for support. Please read Role of a Student's Friend for full details. In any case, you are expected to make your own representations.

If you admit the alleged misconduct in full, the SCPI will decide on the most appropriate outcome. They may also consult with a relevant university manager when determining any outcome.

If you do not admit the alleged misconduct, the SCPI will decide if there is sufficient evidence to establish on the balance of probabilities whether misconduct has occurred. To assist with this decision, it may be necessary to obtain further information from witnesses or other sources that have been identified during the formal report, or in your response to the allegation(s).

Once all reasonable lines of enquiry have been made, the SCPI will decide on the most appropriate outcome. They may also consult with a relevant university manager when determining any outcome.

The SCPI has the discretion to vary the procedure set out above if they decide it is appropriate and fair to do so.

You will be notified in writing of the outcome of the investigation, within 10 working days of the decision being made. This letter will explain what information has been considered, and the reasoning behind the outcome. You can appeal the outcome of the investigation but must do so in writing within 10 working days of the date of the outcome letter.

Level 2 outcomes

The circumstances and context of each case will be taken into account when determining the most appropriate outcome. Previous acts of misconduct may also be considered. Where appropriate, timeframes may be set for any of these outcomes. Potential outcomes include but are not limited to the following:

- A decision to take no further action in respect of the act of misconduct.
- A requirement that you make a written apology to any person or persons affected by the incident.
- A requirement for you to make good at your expense, in whole or part, any damage caused by you whether alone or with others.
- A compulsory attendance at an appropriate workshop or course.
- Referral to Student Wellbeing or mediation services.
- A requirement for you to undertake a specified number of hours' service for the benefit of those affected by the incident, the University or the local community.
- Provision of a caution.
- Provision of a written warning setting out the consequences to you of any further acts of misconduct.
- Inclusion on the 'do not house' list, which means you cannot live in the University's halls of residence.
- Extension of a previous sanction.
- Relocation to another room on campus.
- Termination of your residential contract.
- Imposition of a curfew or the prohibition of a student from attendance at a specified place for a specified time.
- Referral to a student misconduct panel.
- Referral to fitness to practise proceedings where appropriate.

The SCPI may consider any previous misconduct outcomes and your compliance with training, if they feel it is relevant when determining the most appropriate outcome.

Level 2 appeal

The procedure for appeal follows the same steps as for Level 1, however the review is undertaken by a senior manager. Decisions are made and the outcome will be communicated to you by a head of department.

9. Misconduct Level 3: Student Misconduct Panel

Administration

The Student Casework team will notify you in writing that your case has been referred to a panel and outline the next steps in the process. The Panel will meet within 28 working days of referral or as soon as is reasonably practical.

You will receive pack of information at least 10 working days before the meeting takes place. The pack will include the date, time and location of the panel meeting as well as the following:

- Details of panel members and any other attendees. Please note, it is your responsibility to notify us, as soon as possible, if you believe there may be a conflict of interest with any of the panel members or attendees.
- A copy of all the evidence that will be provided to panel members.
- Details of your right to provide any evidence you wish the panel to consider in advance of the meeting.
- Details of any witnesses called by the University or panel and information on your right to call your own witnesses.
- A copy of this procedure.
- A copy of Role of a Student's Friend which contains information on your right to be accompanied to the meeting by a supporter/friend or representative of the Students' Union. It also explains the University's position on legal representation during an internal process.
- Information about support you can access during the non-academic misconduct process.

At least five working days before the meeting, you should provide the Student Casework team with a copy of all the documentation you intend to rely upon at the meeting. Please note, if you provide your documentation later than this we cannot guarantee it can be included when panel members are considering your case. You should also inform the Student Casework team of the name(s) of any supporter or witness(es) you have arranged to give evidence at the meeting.

You are responsible for contacting any witnesses you wish to give evidence on your behalf and arranging for those witnesses to attend the hearing. Neither you nor the University may compel or put a witness under duress to provide a statement or attend the meeting.

You are expected to attend the panel meeting and it is in your interest to do so. In exceptional cases, such as verifiable illness, the Head of Student Casework may agree to reschedule the meeting at your request. However, if you have been given sufficient notice of the date and time of the panel and do not attend, the meeting may go ahead in your absence. The decision to continue in your absence will be made by the Head of Student Casework.

Please note that if you withdraw from the University during this process, the panel meeting will proceed to conclusion.

Panel composition

Each panel will consist of three individuals, as follows:

- Chair – this is a senior member of University staff
- One senior member of academic staff.
- One representative from Edge Hill Students' Union

Where there are professional, statutory or regulatory body requirements, the panel will consist of four members, to include

- A non-academic member of staff or external professional representative, as appropriate.

The panel will not include any person who has previously been involved in your case, or who has had any previous dealings with you.

A regulations secretary (usually the Head of Student Casework) and a notetaker also attend panel meetings to support the proceedings. They are not part of the panel and are not involved in decision making.

Terms of reference and panel outcomes

The Non-Academic Misconduct Panel has the following terms of reference:

- To consider the allegation of misconduct in regard to the evidence provided.
- To determine whether misconduct occurred and its severity.
- Where misconduct is proven, to determine the outcome in line with the outcomes listed below.
- To inform the student and relevant parties of the panel's decision.

The role of the panel is to make an independent decision on the allegation of misconduct and take appropriate action based on all the evidence gathered and presented. This includes evidence from the SCPI or their nominee and yourself. Where there is any dispute about the facts within the case the standard of proof applied will be the balance of probability.

To ensure a fair hearing and consistent meeting, the University has a set process for non-academic misconduct panels, with which the panel must comply. This process is in the form of an agenda which is detailed in Appendix A.

When all the evidence has been presented the panel will deliberate in private. Panel members must base their decision on the evidence that has been presented to them by the SCPI or their nominee, and yourself.

Level 3 panel outcomes

When deciding the appropriate outcome, the panel will

- consistently apply the principles set out in this procedure, with support from the Regulations Secretary where required.
- consider the context and circumstances of each case.

- consider any previous misconduct outcomes and your compliance with any recommendations or mandatory requirements.
- balance the requirement to maintain consistency with previous decisions made in similar cases concerning other students, alongside your individual circumstances.
- agree that the outcome is appropriate and proportionate for the circumstances of the case and give reasons for the decision.

Potential outcomes include but are not limited to the following:

i. To take no further action.
ii. A requirement that you make a written apology to any person or persons affected by the incident.
iii. A requirement for you to make good at your own expense, in whole or part, any damage to property caused by you whether alone or with others.
iv. Compulsory attendance at an appropriate workshop or course.
v. Referral to Student Wellbeing or mediation services.
vi. Requirement for you to undertake a specified number of hours' service for the benefit of those affected by the incident, the University or the local community.
vii. Provision of a caution.
viii. Inclusion on the 'do not house' list, which means you cannot live in university halls of residence.
ix. Provision of a written warning setting out the consequences of any further acts of misconduct.
x. Termination of your residential contract.
xi. Exclusion for a specified period of time from academic activities and/or from all or parts of the University facilities, grounds or premises.
xii. Permanent exclusion from the University. Any recommendations for permanent exclusion will be ratified by the Vice Chancellor.

Where appropriate, timeframes may be set for any of these outcomes.

The panel has discretion to suspend an outcome against your future good behaviour for a period they will determine. If no further misconduct is committed during the good behaviour period, the suspended outcome will not be brought into effect. If there is further misconduct, the panel may reconvene and impose an additional outcome for the subsequent misconduct as well as bringing the suspended outcome into effect.

If you fail to comply in whole or in part with any decision of the panel, your non-compliance may be referred back to a student misconduct panel and may be treated as a further incident of misconduct. The panel is entitled to change the outcome(s) already imposed on you in a further meeting.

Please note, where a panel is reconvened, the University reserves the right to vary panel members if required (for example, due to absence or availability).

In exceptional circumstances, where an award has already been conferred, the Panel may determine that revocation of the award should be considered. In such cases, the Panel will make a recommendation to the Vice-Chancellor or nominee from the University Executive, for a final decision.

The Student Casework Team will inform you in writing of the panel's decision and any outcome(s) within five working days of the decision being made. This notification will include a summary of the meeting and will also advise you of your right to lodge and appeal.

10. Appeals against Level 3 Student Misconduct Panels

If you are dissatisfied with the panel's decision you have the right to submit an appeal, however your appeal must meet on one or more of the following grounds:

- there was a material procedural irregularity which may have affected the outcome
- there is evidence which was not considered by the SCPI which may have affected the outcome and which you could not reasonably have been expected to have submitted at the time
- the decision is not one which, given the evidence, could be reasonably sustained

If you decide to appeal, you must complete and submit a non-academic misconduct appeal form to the Head of Student Casework in within 10 working days of the date of the outcome letter. It is your responsibility to ensure all evidence and information to support your appeal is included in this submission.

Appeals submitted outside the specified deadline will normally be ruled invalid. In exceptional circumstances the Head of Student Casework may accept an appeal submission after the specified date. In such cases you must contact the Head of Student Casework and detail in writing the reasons for the delay in submitting your appeal. You should also state when you will be able to submit your appeal request. The Head of Student Casework reserves the right to extend a submission deadline or to rule that a late appeal submission cannot be accepted.

Initial consideration

When the Head of Student Casework has received your completed appeal form they will appoint a senior member of University staff, including a member of the University's Executive or Senior Leadership Team who has had no previous involvement with your case to consider your appeal. They will review the written appeal and decide whether it meets one or more of the grounds outlined above and,

where relevant, whether there is appropriate or sufficient evidence to support the case.

You will be notified of the decision in writing no later than 20 working days after lodging your appeal with the Head of Student Casework. If a decision cannot be made in that timeframe, we will write to you explaining the reason for the delay and advising a new date by when you can expect a decision.

If the reviewer determines that your request does not meet the specified grounds for appeal, they will advise the Head of Student Casework, who will notify you of the decision. Your notification of this decision will include a Completion of Procedures letter explaining that the University's internal procedures have been completed. You should refer any further request for review to the Office of the Independent Adjudicator (OIA).

If the senior manager determines that your request *does meet* one or more of the grounds for appeal, they will advise the Head of Student Casework that an appeal panel should be convened.

Appeal panel administration

The Student Casework team convenes all appeal panels and will communicate with you throughout the process.

At least 10 working days before the meeting takes place, you will receive written notification of the date, time and location of the appeal panel meeting. This notification pack will also include the following:

- Details of the appeal panel members any another attendees. It is your responsibility to notify us, as soon as possible, if you believe there may be a conflict of interest with any of the panel members or attendees.
- A copy of all the evidence that will be provided to appeal panel members.
- Details of your right to provide any further evidence you wish the panel to consider in advance of the meeting.
- A copy of this procedure.
- A copy of Role of a Student's Friend, which contains information on your right to be accompanied to the meeting by a supporter/friend or representative of the Students' Union. It also explains the University's position on legal representation during an internal process.
- Information about support you can access during the appeal process.

At least five working days before the meeting, you should provide the Student Casework team with a copy of any further information you intend to rely upon at the meeting. Please note, if you provide your documentation later than this we cannot guarantee it can be included when appeal panel members are considering your case. You should also inform the Student Casework team of the name(s) of any witness(es)

you have arranged to give evidence at the meeting. You are responsible for contacting any witnesses you wish to give evidence on your behalf and for making arrangements for those witnesses to attend the hearing.

By submitting an appeal you have called for the appeal panel to take place, therefore you are expected to attend the appeal panel meeting. In exceptional cases, such as verifiable illness, the Head of Student Casework may agree to reschedule the meeting at your request.

Appeal panel composition

An independent appeal panel will consist of three individuals:

- Chair – this is a senior member of University staff, including a member of the University's Executive or Senior Leadership Team who has had no previous involvement with your case.
- One senior academic member of the University.
- One representative from Edge Hill Students' Union.

Where there are professional, statutory or regulatory body requirements, the panel will consist of four members, to include

- A non-academic member of staff or external professional representative, as appropriate.

The panel will not include any person who has previously involved in your case or who has had any previous dealings with you.

A regulations secretary (usually the Head of Student Casework) and a notetaker will also attend the meeting to support the proceedings. They are not part of the panel and are not involved in decision-making.

Appeal panel process

As you have called the appeal panel it is your responsibility to present a case which demonstrates and supports your ground(s) for appeal.

To ensure a fair hearing takes place, the University has a set process with which appeal panels must comply. The process is detailed in Appendix B in the form of an agenda and ensures that you are able to present your case and that all relevant matters are explored.

The panel will not re-hear the case but will instead consider whether the grounds for appeal have been met. The appeal panel will hear only from those individuals from whom it is necessary to make the decision. This will ordinarily be limited to yourself and the Chair of the original panel. However the appeal panel holds absolute discretion to determine who it hears from.

When all the relevant evidence and information has been presented, the appeal panel will deliberate in private. Appeal panel members must base their decision on the evidence that has been presented to them.

The appeal panel must then conclude whether:

- you have presented sufficient evidence which undermines the original decision to such an extent that it cannot stand.
- there is not sufficient evidence to call into question the original decision.

Appeal panel outcomes

When deciding the appropriate outcome, the appeal panel will

- consistently apply the principles set out in this procedure, with support from the Regulations Secretary where required.
- consider any previous misconduct outcomes and your compliance with any recommendations or mandatory requirements.
- balance the requirement to maintain consistency with previous decisions made in similar cases concerning other students, alongside your individual circumstances.
- agree that the outcome is appropriate and proportionate for the circumstances of the case and give reasons for the decision.

If the appeal panel decides that there is not sufficient evidence to call into question the original decision, your appeal will be rejected and the original decision upheld.

If the appeal panel upholds the appeal and decides there is sufficient evidence to question the original decision – whether in full or in part – they will consider the appropriate course of action. They may substitute the original decision with any other decision that could have been made by the original panel or make any other recommendations it considers reasonably necessary to address the issues.

If the panel is unable to decide on the outcome, for example, where a significant amount of new information has been brought to light, they may decide that your case should be considered in full by a new non-academic misconduct panel.

Where there is any dispute about facts within the case, the standard of proof applied will be the balance of probability.

The appeal panel will aim to reach a full outcome by unanimous decision, based on the evidence provided. Where this is not possible, a majority decision may be accepted.

The Student Casework team will notify you of the outcome, in writing, within five working days of the decision being made. This letter will give detailed reasons about

why the panel came to its decision and explain that the University's internal procedures have now been completed.

There is no further right of appeal within the University following consideration by an appeal panel.

If you are the reporting party

We understand your need to know the outcome of any incident you have reported and been impacted by.

We prioritise the wellbeing and safety safeguarding of all parties involved in the misconduct process and ensure compliance with current UK data protection legislation. This means we may not be able (or permitted) to fully disclose the details of an investigation outcome.

However, we will provide you with enough detail to reassure you that the matter has been dealt with appropriately and in line with the University's policies and procedures.

Office of the Independent Adjudicator for Education (OIA)

If you remain dissatisfied with the outcome of your appeal, you have the right to refer the matter to the OIA, provided your referral meets the OIA's rules and requirements. Please note, the OIA will normally only review issues that have been dealt with through the University's internal procedures and where a Completion of Procedures letter has been issued.

11. Cases subject to criminal or external investigation

Where a criminal investigation is being undertaken in relation to an incident, the University may suspend the misconduct process (at any stage) until the criminal investigation and any legal proceedings have been concluded. You are required to notify the University if you are subject to a criminal investigation, and you must keep the University informed of any updates throughout the investigation.

If subject to a criminal investigation the university reserves the right to conduct a risk assessment, as outlined in Section 5 of this procedure.

A conviction in a criminal court will be taken as conclusive evidence that the offence has occurred and no further investigation of the facts will be required. The University may still take action under this procedure and/or may refer the case for consideration under Appendix 18 - Procedure for Considering Criminal Convictions.

If you are convicted of a criminal offence that will likely result in a custodial sentence of 12 months or more, a Risk Assessment Panel will present the facts of

the case to a member of the University's Executive. They may make an exceptional decision to withdraw you from the University without a formal investigation process.

Where a decision is taken by the police or the Crown Prosecution Service not to pursue a criminal case against you, or where you have been acquitted of a criminal offence, the University will consider your behaviour under this procedure and may still take misconduct action.

Please note, non-disclosure of an existing criminal investigation/conviction before beginning a programme of study with us breaches this procedure. The level of disclosure you need to make will depend on the nature of the conviction, whether it is spent or unspent, and the type of course you are studying on.

For the University to make decision relating to any criminal investigations/convictions, we will usually require the following information:

- The offence(s) under investigation or the offence you have been convicted of
- The date and location relating to the offence(s)
- Any police or court bail conditions
- Any bail or court dates
- If the offence involves any other registered Edge Hill University Students.

If you are on a professionally regulated course, you may also be required to confirm your good character on an annual basis. However, you must disclose any new criminal investigations or convictions during your period of study and not wait for the annual declaration. Failing to do this means you are breaching these and any associated professional regulations. This may have serious consequences for your career.

Please refer to Appendix 18: Procedure for Considering Criminal Convictions for more details regarding disclosures.

12. Timeframes

This procedure specifies timeframes for us and you to provide or respond to information.

We understand that misconduct proceedings can be concerning for you and we always aim to conduct all investigations, meeting and appeals as quickly as possible.

Sometimes, circumstances beyond our control may impact on the timeframe or alter the process somehow – for example where external investigations need to be concluded. Where this happens, we will communicate with you regularly to keep you updated and ensure you are able to access any support you require. We will also

communicate such changes to the other parties involved. We expect you to update us regularly and communicate any changes to your situation in a timely manner.

Please note, our timeframes do not include public holidays or University closure days.

13. Support for you

Reasonable adjustments

If you decide to share information about a disability or condition, we can talk about any reasonable adjustments which may make it easier for you to participate fully in this process.

The kinds of reasonable adjustments we can made include, for example:

- Extending a deadline or changing a panel date if your condition prevents you from meeting the original commitments.
- Holding a meeting (including a panel meeting) online rather than in person.
- Accepting a written statement from you instead of attending a meeting.
- Pausing the process and re-starting it when you are well.
- Providing documents to you in your preferred format, font, colour or size.

If you wish to request any reasonable adjustments, you must do so by emailing the Head of Student Casework with your request at least five working days the meeting takes place. We cannot guarantee that all requests will be met.

Adjustments we cannot make or which we deem to be unreasonable include, for example:

- Exempting you from adhering to any element of the procedure which fundamentally changes the procedure or challenges its validity.
- Altering any element of the existing procedure which fundamentally changes the procedure or challenges its validity or which sets a precedent that may disadvantage other students now or in the future
- Deviations from the procedure which would invalidate the procedure itself.

Sources of support

Support is available to you when concerns arise and at all stages of the non-academic misconduct process. University sources of support include the following:

- Edge Hill Students' Union Advice Centre (SU). The SU can help you navigate the non-academic misconduct process and can also accompany you to panel meetings. Please read Role of the Student's Friend for more details and information regarding on the University's position on legal representation during an internal process.

- Mental Health and Wellbeing team, who can support you emotionally during this process.
- Student Support team
- Inclusion team or SpLD if you require any reasonable adjustments throughout the process.
- Student Services can also provide money advice and careers support.
- Disability support services/Occupational health services.
- Your personal tutor.
- Immediate, confidential and professional support is also available from the Edge Well 24/7 student assistance programme.

Key to Relevant Documents

Documents most commonly linked to this misconduct procedure include:

- Bullying, Harassment and Hate Crime Policy
- Domestic Abuse Policy
- Team Edge Hill Sports Clubs Code of Conduct
- Sexual Misconduct Policy
- Counter Fraud Anti-Bribery and Corruption Policy
- Student Charter
- Appendix 8: Academic Misconduct Procedure
- Appendix 16: Support to Study Procedure
- Appendix 17: Fitness to Practise Procedure
- Appendix 18: Operation of Criminal Conviction Panels
- Various codes of conduct of professional, statutory and regulatory bodies (PSRBs)

Appendix A –Student Misconduct Panel Agenda

Prior to the meeting, panel members and regulations secretary will meet to discuss matters of process.

1. The Chair will call for you (the responding party) and the Presenting Officer to join the hearing. The Presenting Officer may be the SCPI or their nominee. The Chair will
   - welcome you and the Presenting Officer and introduce each member of the panel
   - outline the panel's remit and the procedure that will be followed
   - confirm there is no conflict of interest between yourself and any panel member

2. The Chair will ask the Presenting Officer to outline the University's case. The Chair will then
   - invite you to ask the Presenting Officer any questions
   - invite the panel to ask the Presenting Officer any questions

3. The Chair will then invite the Presenting Officer to call upon any witnesses (one at a time) to provide relevant evidence. For each witness, the Chair will
   - introduce panel members and outline the panel's remit
   - invite the witness to present their evidence
   - then invite questions from the Presenting Officer, yourself and panel members. Please note, your questions must be directed to the Chair.

4. When the witness' evidence has been presented, the Chair will thank them for attending and ask them to leave the room. Witnesses should remain outside the room in case any further information is required during the meeting.

5. The Chair will invite you to outline your case in response to the Presenting Officer.

6. The Chair will then invite questions from the Presenting Officer and panel members

7. The Chair will invite you to call upon any witnesses (one at a time) to provide relevant evidence. For each witness, the Chair will follow the process outlined in points x and y above.

8. When the Chair is satisfied that all relevant information has been provided, they will ask if you have anything further to add. The Chair will then ask whether you feel you have had a fair opportunity to present your case to the

panel and explain the next steps to you. That is, panel members will now deliberate in private and you will be notified of the outcome in writing within five working days of the panel meeting taking place.

9. The Chair will then ask you and the Presenting Officer to leave the room and advise that you can both release your witnesses.

10. The meeting will close.

Appendix B –Student Misconduct Appeal Panel Agenda

Prior to the meeting, panel members and regulations secretary will meet to discuss matters of process.

1. The Chair will call for you (the responding party) and the Chair of the Student Misconduct Panel (CSMP) to join the hearing and will
   - welcome you and the CSMP and introduce each member of the panel
   - outline the panel's remit and the procedure that will be followed
   - confirm there is no conflict of interest between yourself and any panel member

2. The Chair will ask the CSMP to outline the University's case. The Chair will then
   - invite you to ask the CSMP hair any questions
   - invite the panel to ask the CSMP any questions

3. The Chair will then invite the CSMP to call upon any witnesses (one at a time) to provide relevant evidence. For each witness, the Chair will
   - introduce panel members and outline the panel's remit
   - invite the witness to present their evidence
   - then invite questions from the CSMP, yourself and panel members. Please note, your questions must be directed to the Chair.

4. When the witness' evidence has been presented, the Chair will thank them for attending and ask them to leave the room. Witnesses should remain outside the room in case any further information is required during the meeting.

5. The Chair will invite you to outline your case in response to the CSMP.

6. The Chair will then invite questions from the CSMP and panel members

7. The Chair will invite you to call upon any witnesses (one at a time) to provide relevant evidence. For each witness, the Chair will follow the process outlined in points 13 and 14 above.

8. When the Chair is satisfied that all relevant information has been provided, they will ask if you have anything further to add. The Chair will then ask whether you feel you have had a fair opportunity to present your case to the panel and explain the next steps to you. That is, panel members will now deliberate in private and you will be notified of the outcome in writing within five working days of the panel meeting taking place.

9. The Chair will then ask you and the CSMP to leave the room and advise that you can both release your witnesses.

10. The meeting will close.

End matter

Title	Non-Academic Misconduct Procedure
Policy Owner	Head of Academic Registry
Policy Manager	Head of Student Casework
Approved by	Academic Board
Date of Approval	July 2025
Date for Review	July 2026