Student Conduct: Checklist for the Student Discipline Officer

Before the meeting

1. You will receive the case from the Conduct Investigator who has decided that the student has committed a misconduct offence, or offences, as set out in paragraph 12 of the Code of Student Conduct. **You do not reinvestigate the case.** Your role is to take disciplinary action and decide what penalties should be imposed. When you receive the case, remind yourself of the Code of Student Conduct. It is important to act promptly but do take the time to reflect. Remember that your decision must be based on the evidence presented in the case.

2. You may consider that, due to the gravity or nature of the case, it is more appropriate for the Student Discipline Committee to take disciplinary action, for example, for very complex cases or cases which involve criminal action. You should discuss this with the Secretary of the Student Discipline Committee, Academic Services, and, if this is agreed, refer the case to the Committee. You need to write to the student to let them know that disciplinary action will be taken by the Student Discipline Committee. You then take no disciplinary action.

3. You may impose penalties without meeting the student, in which case you adopt the interview aspects of this checklist in your correspondence with the student. This may be done in routine cases, for example offences against the Accommodation regulations where well-established and consistent procedures and penalties apply. Alternatively you may require the student to attend a meeting.

4. When you receive the misconduct case from the Conduct Investigator, inform the student in writing as soon as possible of whether or not you require him/her to attend a meeting. Email is an acceptable communication method.

5. Confirm to the student the category of the offence (paragraph 12 in the Code of Student Conduct), including a link to information about the Code of Student Conduct. http://www.ed.ac.uk/academic-services/staff/discipline/code-discipline

   a. Let the student know if s/he is required to attend an interview.

   b. If the student is asked to attend, tell the student that s/he has the right to be accompanied and/or represented at the interview by a member of the University community, including a member of EUSA.

   c. Let the student know that s/he can get independent support and advice at any stage in the process from the Advice Place: www.eusa.ed.ac.uk/adviceplace/.

6. Invite the student to provide a statement – either in writing or at the interview to explain or to extenuate the misconduct or to mitigate any possible penalty.
7. You need to have a note-taker who will take a record of the meeting.

At the meeting with the student
8. Introduce yourself, the note-taker and anyone else who is present. Tell the student that a record of the meeting will be taken and that you will write to the student after the meeting.

9. Ask the student to identify him/herself. If the student is accompanied, ask the individual to identify him/herself and to state their relationship to the student.

10. Ask the student if s/he is willing to speak for her/himself or if they are to be represented.

11. Check that student has read and understands the Code of Student Conduct.

12. Explain the context of the meeting, which is to decide what penalties to apply to the student (paragraph 51 of the Code of Student Conduct).

13. If the student does not appear and you know that the student has been given due notice to attend you may deal with the misconduct and impose a penalty in the student’s absence.

Start of the interview
14. Inform the student of the misconduct offence. Give the student and/or the person representing the student an opportunity to respond and follow up with questions.

15. Invite the student and anyone accompanying the student to make a statement to explain or to extenuate the misconduct, or to mitigate any possible penalty. Ask the student if any special circumstances apply.

16. Advise the student that you will inform him/her within three working days of the penalties that will be imposed.

17. Make sure that the student knows about the right of appeal from decisions of the Student Discipline Officer (paragraphs 81-85 of the Code of Student Conduct).

18. Conclude the interview.

Student leaves
19. Ask the student and his/her representative to leave once you have sufficient information.

20. Come to a decision about what penalties to impose, taking into consideration the evidence, the student’s statement, and the student’s disciplinary record. Remember students should not be penalised simply for maintaining their innocence.

21. Any sentence or order pronounced by a court may be taken into account in the imposition of any disciplinary penalty by the Student Discipline Officer or Student Discipline Committee.

22. You may impose penalties in line with those established by the relevant Senate Committee. The penalties are outlined in paragraph 51 of the Code.
After the interview

23. Write to the student within three working days to inform him/her of the penalties that are being imposed. Record in the meeting notes the consideration of any special circumstances. Include information about the student’s right of appeal (paragraphs 81-85 of the Code of Student Conduct).

24. Follow up your outcome: send a record of the offence and the penalties imposed the Secretary of the Student Discipline Committee. This is used for annual reporting purposes. Invite the Secretary of the Student Discipline Committee to report any assessment penalty to any relevant Board of Examiners.

Academic Services
www.ed.ac.uk/schools-departments/academic-services/staff/discipline
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