

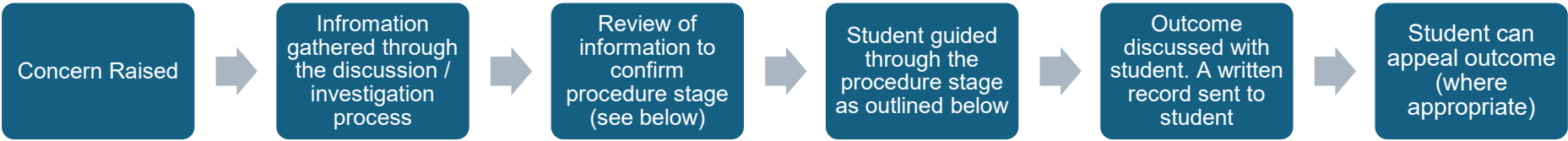
Student Disciplinary Procedure Guide

If there is a concern that a student may not have followed the Student Code of Conduct, UHI Inverness may investigate the situation through the Student Disciplinary Procedure. The aim is to understand what happened, encourage positive behaviour, and help maintain a safe and respectful environment for everyone to learn and work in. Students will always have the opportunity to explain their side of the situation and access support throughout the process. Being part of a disciplinary process does not mean a decision has already been made. The process is there to gather information, listen to everyone involved, and make sure that any outcome is fair and reasonable.

Student Rights throughout the Process

- Throughout the disciplinary process students have the right to:
- Be treated fairly and respectfully.
 - Be told about the concerns raised.
 - Explain their side of the situation.
 - Provide evidence.
 - Bring a supporter to meetings (e.g. a friend, family member, PDA/PAT, HISA representative or another appropriate person)
 - Request reasonable adjustments if needed.
 - Access support from the PDA/PAT or the **HISA Advice Service**.
 - Appeal decisions where applicable.

Overview:



Stage	When is it used?	What could happen?
INFORMAL Early Intervention	Less serious or one-off concern	+ Lecturer, PDA or PAT will normally have an informal discussion with the student. + Possible outcome: No Action, Informal Warning and/or a Behaviour Action Plan. + Details of an Informal Warning are normally kept on the student's record for 3 months. + Failure to improve may lead to Formal Stage 1.
FORMAL Stage 1	More serious concerns or repeated behaviours	+ A formal investigation is carried out. + Students will be invited to a disciplinary investigation meeting, can provide evidence and bring a supporter. + Possible outcome: No Action, A Less Formal Sanction, Written Warning and/or a Behaviour Action Plan. + Details of a Written Warning are normally kept on the student's record for 6 months. + Further or repeated misconduct may lead to Formal Stage 2.
FORMAL Stage 2	Continued concerns or serious incident	+ A formal investigation is carried out. + Students will be invited to a disciplinary investigation meeting, can provide evidence and bring a supporter. + Possible outcome: No Action, A Less Formal Sanction, Final Written Warning and/or Behaviour Action Plan. + Details of a Final Written Warning are normally kept on the student's record for 12 months. + Further misconduct may lead to Formal Stage 3 proceedings and a disciplinary hearing.
FORMAL Stage 3	Repeated misconduct or a possible incident of gross misconduct	+ A formal investigation is carried out. + Students will be invited to a disciplinary investigation meeting, can provide evidence and bring a supporter. + In some cases, a temporary suspension may be used while an investigation takes place. This is not a disciplinary outcome and does not mean a decision has been made + Possible outcome: No Action, A Less Formal Sanction, Final Written Warning, alternative disciplinary outcomes or referral to a disciplinary hearing. + Details are normally kept on the students record for 12 months.
FORMAL Stage 3 Disciplinary Hearing	Most serious cases of gross misconduct	+ Students will receive notice when serious sanctions are being considered. + A panel reviews all the evidence gathered + Students can see the evidence, submit any new evidence and bring a supporter. + Possible outcomes range from no action to permanent exclusion and possible removal of a university award + Outcomes are confirmed in writing within 3 working days. + Gross misconduct findings may remain permanently on record.

Appeals

- Students can appeal a disciplinary outcome if:
- The procedure wasn't followed correctly.
 - There was bias or unfairness.
 - The outcome was disproportionate.
 - New evidence has become available.

Appeals must normally be submitted within **5 working days**.

What we ask from Students

- **Check and respond to messages from us**, including emails or letters about the process.
- **Attend meetings when invited**. Where attendance is not possible, students should inform the person who issued the invitation as soon as possible so that alternative arrangements can be considered.
- **Be open and honest**. Students should provide their account of events and share any information or evidence that may be relevant to the matter being considered.
- **Treat everyone involved with kindness and respect**, even when conversations are difficult or you disagree with what is being said.
- **Ask if something is unclear**. Questions are encouraged if any aspect of the process is unclear.
- **Tell us if support or reasonable adjustments are needed**. Students do not have to manage the process alone and support is available throughout.