



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

SE4: Format and Membership of the Disciplinary panel

1.1 The membership of a Disciplinary Panel shall comprise the following;

- A Chair: an appropriate senior member of staff
- Two other members of staff;
- An officer of the Students' Union.

The proceedings will be recorded by a person acting as Secretary to the Disciplinary Panel.

- 1.2 No member of the Discipline Panel shall have had previous involvement with the particular case or any association with the student concerned. Care will be taken that membership of the Disciplinary Panel will be appropriately balanced.
- 1.3 Where it is difficult to convene a panel of people with no previous involvement with the student, it is possible to use staff from the wider UWTSD Group or to use appropriate external panel members.
- 1.4 The officer of the Students' Union acting as a member of the Disciplinary Panel will not be able to represent any party during any stage of the disciplinary process.
- 1.5 In cases which involve alleged reputational damage to the University, the Disciplinary Panel may also include an additional member who is independent from the University, whose role will be to ensure the Disciplinary Panel adheres to the principle of impartiality in consideration of the alleged offence.
- 1.6 The panel can seek support from other external advisers.
- 1.7 The exact format of the Disciplinary Panel may vary depending on the circumstances of the case. All parties will be informed of the format of the meeting, normally not less than ten clear working days prior to the meeting of the panel.
- 1.8 Version B is used where disciplinary processes are initiated by the University.
- 1.9 The format of the Disciplinary Panel will normally take one of three forms, Form A is the standard version in cases where there is a complainant; Form B is the standard version in cases where the complainant is the University; and Form C is used where it has been decided that it is not appropriate for the student and complainant to be in the same room throughout the meeting of the Disciplinary panel;

Version A

- Disciplinary Panel members meet separately to consider the evidence and matters of process;
- The student and any accompanying person, complainant and any accompanying person and the Case Officer will join the meeting;
- The Case Officer will outline the case and findings of the investigation;
- The Disciplinary panel will question the Case Officer;
- The student will be asked to make a statement in response to the alleged offence;
- The Disciplinary Panel will question the student;
- The complainant will be asked to make a statement in relation to the alleged offence;
- The Disciplinary Panel will question the complainant;
- Any witnesses will join the meeting;
- Any witnesses will be asked to make a statement in relation to the alleged offence;
- The Disciplinary Panel will question the witness(es);
- The witness(es) will leave the meeting;
- The Case Officer will be asked to make a final statement;
- The Disciplinary Panel will hear a final statement from the student;
- The student (and any accompanying person), the complainant (and any accompanying person), and Case Officer will be asked to withdraw to allow the Disciplinary Panel to consider its decision;
- The student (and any accompanying person) will be asked to return to the meeting to be informed verbally of the Disciplinary Panel's decision;
- The student will be able to present additional representation about the penalty if the finding of misconduct is made;
- The complainant (and any accompanying person) will be asked to return to the meeting to be informed verbally of any of the Disciplinary Panel's decisions that have a direct impact on them;
- The complainant will be able to present additional representation about such a decision:

Version B

- Disciplinary Panel members meet separately to consider evidence and matters of process;
- The student and any accompanying person will join the meeting;
- The Case Officer will join the meeting and outline the case and findings of the investigation;
- The Disciplinary panel will question the Case Officer;
- The student will be asked to make a statement in response to the alleged offence;
- The Disciplinary Panel will question the student;
- Any witnesses will be asked to make a statement in relation to the alleged offence;
- The Disciplinary Panel will question the witness(es);
- The witness(es) will leave the meeting;
- The Case Officer will be asked to make a final statement;
- The Disciplinary Panel will hear a final statement from the student;
- The student (and any accompanying person) and Case Officer will be asked to withdraw to allow the Disciplinary Panel to consider its decision;
- The student (and any accompanying person) and Case Officer will be invited to re-enter the meeting to be informed verbally of the Disciplinary Panel's decision. The student will be able to present additional representation about the penalty if the finding of misconduct is made;

Version C

- Disciplinary Panel members meet separately to consider the evidence and matters of process;
 - The student and any accompanying person and Case Officer will join the meeting;
 - The Case Officer will outline the case;
 - The Disciplinary panel will question the Case Officer;
 - The student will be asked to make a statement in response to the alleged offence;
 - The Disciplinary Panel will question the student;
 - The complainant and any accompanying person will join the meeting;
 - The student will leave the meeting but their accompanying person will remain in the meeting;
 - The complainant will be asked to make a statement in relation to the alleged offence;
 - The Disciplinary Panel will question the complainant;
 - The complainant and accompanying person will leave the meeting and the student re-enters the meeting;
 - Any witnesses will join the meeting;
 - Any witnesses will be asked to make a statement in relation to the alleged offence;
 - The Disciplinary Panel will question the witness(es);
 - The witness(es) will leave the meeting;
 - The Case Officer will be asked to make a final statement
 - The Disciplinary Panel will hear a final statement from the student;
 - The student (and any accompanying person), the complainant (and any accompanying person), and Case Officer will be asked to withdraw to allow the Disciplinary Panel to consider its decision;
 - The student (and any accompanying person) will be asked to return to the meeting to be informed verbally of the Disciplinary Panel's decision;
 - The student will be able to present additional representation about the penalty if the finding of misconduct is made;
 - The complainant (and any accompanying person) will be asked to return to the meeting to be informed verbally of any of the Disciplinary Panel's decisions that have a direct impact on them.
 - The complainant will be able to present additional representation about such a decision.
- 1.10 Although witnesses may be part of the process, it is normally expected that all witnesses are consulted as part of the investigative process as outlined in the Student Disciplinary Policy so that at the Disciplinary Panel meeting all evidence is available to the panel to consider the case in detail. Where witnesses are involved all parties will be informed of the names of the witnesses attending prior the meeting of the panel. All parties will be asked whether they intend to call witnesses to the panel meeting.
- 1.11 Meetings will be able to be held bilingually. This can be requested by all parties.
- 1.12 All parties will be informed formally in writing of the outcome of the case within five clear working days of the date of the Disciplinary Panel.