

“ I want to complain about a staff member ”

What to do...

In the Disciplinary Procedure

1.

If you are brought under the Disciplinary Procedure, you will be notified by a staff member who will want to meet with you to discuss initial concerns. If the matter is considered serious, you may be excluded from attendance while the investigation is pending. You will be able to make a representation, which entails you, a friend or Representative from the Students' Union giving an account of why you should not be excluded. At this point you and the staff member leading on your case will make a decision to either continue to investigate this themselves, or refer it to a Disciplinary panel. In the case of the latter, skip to step 2. If chosen to continue, a Summary Discipline meeting will be held. You can ask to be accompanied in this meeting, either by a friend or a Students' Union Representative. You will either be found 'guilty' or 'not guilty' as a result of this meeting. If found guilty, you will be told what disciplinary outcome there is and you can choose to accept this decision, or to appeal it. If you choose to appeal it, it is then passed forward to the Disciplinary panel.

2.

The panel will meet to discuss the evidence, and you will be required to attend. You can ask to be accompanied at this panel, either by a friend or a Students' Union Representative. Part of that evidence will be a written submission of your defence to the allegations. Include the names of any witnesses there may have been to support your statement. Other evidence may include other witness statements which will be also questioned by the panel and you or your chosen Representative will be allowed to ask your own questions. You and your Representative will then be asked to leave the room and the panel will discuss their decision. Following the hearing, the details of the decision will be communicated to you, along with a full report of the panel's findings. You will then need to decide whether to accept the outcome, or appeal the decision of the panel. This begins the review stage.

3.

You can undertake the Review Stage by writing to the Registrar and Secretary (anne.jackson@bishopg.ac.uk). If they deem the request for Review valid, they will assign it to a senior staff member who will chair a Review panel to investigate. If they deem the request to be invalid, they will close the investigation. In both circumstances, you will be notified of the outcome.

