

**University of Worcester Student Disciplinary Procedure**

**Notice of Complaint: Breach of Student Disciplinary Procedure**

**Part One**

Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member of Staff/Student reporting the allegation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Number (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**N.B.** Please include **as much detail as possible** about the incident, i.e. names, dates, places or any other pertinent information.

**This form should be sent to the Head of School in which the student is studying (or one of the Schools in the case of joint honours students). At the same time a copy should be sent to the Office of the Pro Vice Chancellor Students (**[**pvcstudents@worc.ac.uk**](mailto:pvcstudents@worc.ac.uk)**).**

**Date of Incident/s:**

**Details of Incident/s (continue on to another sheet if necessary):**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Part Two**

1. **Action taken by the Head of School:**

Investigation undertaken by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Report received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Decision of the Head of School:

1. No further action
2. Proceed himself/herself
3. Refer to the Pro Vice Chancellor Students
4. **In the case of proceeding himself/herself (as per Decision 2, above):**

Para 4.1, Student Disciplinary Procedures

An allegation of Minor Misconduct will normally be considered by the relevant Head of Institute at which the student is studying (and in the case of joint honours students, by one Head of Institute), or in the case of UWIC, by the College Director/Principal (referred to as “Head of Institute” for the purposes of this section) unless the Pro Vice Chancellor Students nominates another member of University staff.

Date of Minor Misconduct Disciplinary Hearing with the student/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minor Misconduct (Para 3.4, Student Disciplinary Procedures)

The University may impose any one or more of the following sanctions where a finding of Minor Misconduct has been made:

1. No further action
2. A written warning to be placed on the student’s record for the maximum duration of their studies or a shorter period as the University may decide
3. A behavioural contract or undertakings from the student relating to their behaviour
4. A suspended fine not exceeding £200 (in the case of a suspended fine the University will

advise the student of the circumstances in which the fine would become payable)

1. A fine not exceeding £200
2. Compulsory attendance at an appropriate workshop
3. Restitution of damage
4. Restorative justice, including voluntary work for the University or community
5. A requirement to submit a written apology
6. Temporary or permanent exclusion from the use of specific University facilities or services

Please give full details of the Minor Misconduct sanction:

**Include details of how long a warning will remain on file, any workshops the student will attend, the monetary amount to be fined etc. and the date that this should be completed.**

I confirm that this sanction for Minor Misconduct or no further action (where applicable) has been communicated to the student.

**Signed by Head of School:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A copy of the completed form should be sent to the Pro Vice Chancellor Students ([pvcstudents@worc.ac.uk](mailto:pvcstudents@worc.ac.uk)).

Student disciplinary documents should be handled under the guidance in the [RECORDS AND DOCUMENT RETENTION SCHEDULE](https://www.worcester.ac.uk/discover/university-policies.html#d).

1. **In the case of referring the matter to the Pro Vice Chancellor Students (as per Decision 3, above):**

Para 5.1, Student Disciplinary Procedures

An allegation of Gross Misconduct will normally be considered by the Pro Vice Chancellor Students, unless the Vice Chancellor or Pro Vice Chancellor Students nominates another member of University staff.

Para 5.2

The Pro Vice Chancellor Students will ensure that a fair and balanced picture of the relevant information has been obtained prior to calling the student to a hearing. He/she will appoint an investigating officer to produce an investigation report…

Investigating Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Investigation report received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Para 5.3

If the Pro Vice Chancellor Students decides there is no disciplinary case to answer, he/she will write to the student within 10 working days to inform them of the fact that no further action is to be taken.

I confirm that the disciplinary procedures have been completed and no further action will be taken. This decision has been communicated to the student.

**Signed by Pro Vice Chancellor Students:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Para 5.4

If the Pro Vice Chancellor Students decides there is a disciplinary case to answer, he/she will write to the student inviting them to a hearing, giving at least 10 working days’ notice of the date and time…

Date of Gross Misconduct Disciplinary Hearing with the student/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gross Misconduct (Section 3.6, Student Disciplinary Procedures)

The University may impose any one or more of the following sanctions where a finding of Gross Misconduct has been made:

1. A final written warning to be placed on the student’s record for a period that the University may decide
2. A behavioural contract or undertakings from the student relating to their behaviour
3. A suspended fine of not less than £50 but not exceeding £500 (in the case of a suspended fine the University will advise the student of the circumstances in which the fine would become payable)
4. A fine of not less than £50 but not exceeding £500
5. Compulsory attendance at an appropriate workshop
6. Restitution of damage
7. Restorative justice, including voluntary work for the University or community
8. A requirement to submit a written apology
9. Temporary exclusion from the University for a period that the University may decide
10. Temporary or permanent exclusion from the use of specific University facilities or services
11. Permanent exclusion from the University

Please give full details of the Gross Misconduct sanction:

**Include details of how long a warning will remain on file, any workshops the student will attend, the monetary amount to be fined, length of temporary exclusion etc. and the date that this should be completed.**

I confirm that this sanction for Gross Misconduct or no further action (where applicable) has been communicated to the student.

In the event of permanent exclusion from the University of Worcester, I confirm that I have sought permission from the Vice Chancellor under para 5.6 of the Student Disciplinary Procedures.

**Signed by Pro Vice Chancellor Students:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A copy of the completed form will be stored by the Office of the Pro Vice Chancellor Students.

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