

## Disciplinary Roles Checklists

### **Name of Role: Disciplinary Investigating Officer**

#### Checklist

1. Have you received all of the paperwork?
2. Discuss the case with the relevant University staff (as necessary).
3. Arrange a meeting with the student (if necessary and possible) to discuss the allegation.
4. After gaining all information, produce a concise and transparent Investigation Outcome Report, including appropriate recommendations. Keep to the facts, be careful of tone, don't give opinions where you are not qualified to do so.
5. Keep a record of the investigation and all materials and communications.

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### Name of Role: Disciplinary Appeal Panel

#### Checklist

1. Have you received all of the paperwork?
2. Review documents and information from the initial investigation and disciplinary hearing.
3. Discuss the case with relevant University staff as necessary, including the Investigating Officer and Hearing Officer.
4. Provide all documentation upon which the appeal hearing will be relying to the student at least seven calendar days before the date of the appeal hearing, along with details of the date and time of the appeal hearing.
5. Meet with the student to review the case.
6. Reach an independent decision on the outcome of the case.
7. Produce a concise and transparent Appeal Outcome Report, including appropriate recommendations. Keep to the facts, be careful of tone, don't give opinions where you are not qualified to do so.
8. Provide the Appeal Outcome Report to [academic.registry@law.ac.uk](mailto:academic.registry@law.ac.uk) within seven calendar days of the appeal hearing.
9. Provide all documentation of meetings and evidence to [academic.registry@law.ac.uk](mailto:academic.registry@law.ac.uk).

#### Version History

Version	Amended by	Revision summary	Date
1.0			October 2017
1.1	Senior Quality Officer	Change to the document coding convention	March 2020
1.1	Quality Assurance Team Leader		