6. DIAGRAMMATIC SUMMARY OF THE PROCESS

Stage 1: Supporting at Point of Disclosure

Disclosure from one student (the complainant) about another (the respondent)

If disclosure comes through **Complaints** channel, gets rerouted into this process within 24 hours (by Student Community Conduct Officer)

Early Investigation form completed by the claimant (with Student Community Conduct Officer where possible)

Immediate precautionary measures imposed on respondent if deemed necessary (risk assessed)

Support to report to the police offered

Stage 2: Investigating

Investigation undertaken

Investigatory prerogative:
Has the respondent potentially acted in a way that constitutes an irreparable breach of trust between the respondent and the RCS?

All investigatory evidence collated

Stage 3: Disciplinary Hearing (if indicated by the investigation)

Disciplinary hearing gross misconduct panel constituted

Student respondent invited to disciplinary hearing

Panel puts evidence before the student respondent, who then presents their position

Gross misconduct panel considers the evidence & establishes outcome and sanctions

Gross misconduct panel informs student respondent of outcome

Gross misconduct disciplinary hearing panel is formed of:

- Director of School of the respondent
- Another Director of CSMT not previously involved in the case
- Head of programme/ Head of department from the School in which the respondent is not a student
- A note-taker

Stage 4: Appeals

Respondent submits an appeal to the Academic Board Appeals Committee

Head of ASS or their equivalent arranges Academic Board Appeals Committee

This committee is formed of:

- Director of CSMT not previously involved in the case
- A lay governor

Secretary

- A note taker (Assistant Registrar, Secretariat)

Academic Board Appeals Hearing

Second Appeal to the Board of Governors Appeal Board

This committee is formed of:

Principal

Head of ASS or their equivalent and

2 x lay governors