

Other leaflets in this series:

Academic:

I disagree with my marks  
I've been accused of plagiarism  
I hate my course

Housing:

Do I need to pay council tax?  
How can I save money on my fuel bills?  
How can I get my deposit back?  
I want to get out of my tenancy agreement  
My house is a dump

Money:

Can I get help with health costs?  
Do I have to pay tax and national insurance?  
Help I'm skint  
How can I fund my course?  
I'm really bad with money  
My boss owes me money

General:

How do I complain about the University?

**I've got a  
University  
disciplinary  
hearing.  
Help!**

Advice & Representation Centre  
1st Floor, Falmer House, Brighton, BN1 9QF  
Tel: 01273 877038 Fax: 01273 873501  
Email: [advice@ussu.sussex.ac.uk](mailto:advice@ussu.sussex.ac.uk)  
Web: [www.sussexstudent.com/advice](http://www.sussexstudent.com/advice)

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Advice & Representation

University rules on student discipline state that “students shall maintain a standard of conduct which is not harmful to the work, good order or good name of the University”. Failure to comply with this could result in being reported and action being taken.

Breaches in student discipline include:

- violent, threatening, harassing or abusive conduct towards another student or University employee.
- conduct which may lead or has led to a criminal conviction, if this conduct affects the interests or reputation of the University.

Serious breaches in discipline are referred to a Student Disciplinary Panel.

Minor breaches will be referred to a Head of School (or nominee) for further action.

### **Procedure for Student Disciplinary Panels:**

If you are accused of breaching discipline, you will be sent a letter calling you to appear before a panel and giving you at least 15 working days notice.

When this happens it is advisable to speak to one of the following:

- the Students’ Union Welfare Officer
- Student Life Advisor
- Director of Student Support
- personal tutor

A response should be sent to the letter within **5 working days** saying whether or not you will attend the hearing and if you’ll be bringing someone along to accompany/represent you (you may be accompanied by one person - we generally advise that the Students’ Union Welfare Officer is the best person to take with you).

If you have any evidence which may support your case, such as a witness statement, this may also be sent along with the letter.

At the Student Disciplinary Panel you will have the opportunity to contest the allegations against you. You will be able to ask questions to the panel and present any supporting evidence you have.

If you are found guilty and feel the decision made is unfair, don’t panic! You may have the right to appeal the decision - contact the Students’ Union Advice & Representation Centre for details.

For further information and assistance, see the resources listed on the right.

### **Talk to someone:**

Students’ Union Welfare Officer  
Tel: 01273 873354  
Email: [welfare@ussu.sussex.ac.uk](mailto:welfare@ussu.sussex.ac.uk)

To see a Students’ Union adviser contact the Advice & Representation Centre to make an appointment- details overleaf.

Secretary to the Student Discipline Committee  
Email: [S.Fahey@sussex.ac.uk](mailto:S.Fahey@sussex.ac.uk)

### **Websites:**

Student disciplinary procedure on the University’s website at [www.sussex.ac.uk/governance/1-2-17.html](http://www.sussex.ac.uk/governance/1-2-17.html)

Advice & Representation Centre [www.sussexstudent.com/advice](http://www.sussexstudent.com/advice)