

## ***Disciplinary Regulations***

### **1. Policy**

These regulations are drawn up with regard to dealing with written complaints about student behaviour within the Union facilities. They will at all times be subordinate to the University's Disciplinary Code, and action under these regulations cannot preclude action by the University.

### **2. Responsibilities**

Upon receipt of a written complaint the Union Secretary-Treasurer, or in his/her absence the Academic Affairs Officer are to convene a Disciplinary Group comprising of three officers, one of whom will always be female, one of whom will always be male to decide whether the matter can be reasonably dealt with themselves or whether the issue should be referred on to:

- a) The Union Disciplinary Committee or
- b) The University Registrar and Secretary.

### **3. Summary Hearing**

If the Disciplinary Group decide to deal with the matter themselves they are to select one of their number to act as Chairperson to the group. The Chair shall then summon the student(s) to attend a hearing, giving reasonable notice, and shall at the same time inform the student of:

- i. His/her right to be accompanied by one other person of his/her own choice
  - ii. The allegation made against him/her
  - iii. The penalties that they are empowered to impose should the student admit or be found guilty of the alleged offence.
- a) At the hearing the Group Chair shall ask if he/she admits or denies the alleged offence.
  - b) If the student denies the offence the conduct of the hearing shall be as the whole Group consider fair and reasonable ensuring that the student has an opportunity of presenting his/her case.
  - c) If the student admits or is found guilty of the offence(s) the student shall be allowed to make a statement in mitigation in relation to the penalty.
  - d) The Group Chair shall confirm the groups' decision in writing to the student within 4 working days of the hearing and advise him/her of the right to appeal to the Union Disciplinary Committee against the decision, if the student has denied the offence and had been found guilty, and/or against the penalty.

#### **4. Penalties**

The Disciplinary Group can resolve to:

- a) Require the accused to pay, within a stipulated period, for any damages or cost of repairs caused by their action.
- b) Suspend the accused from using Union facilities for a period not exceeding one month.

Approved by Union Council 4 December 1997

**Appendices**  
**Disciplinary Regulations**

**Appendix I**  
**Notice of Disciplinary Group Hearing**

**UNIVERSITY OF BRADFORD UNION**

To:

From: Chairperson Disciplinary Group

Date:

**Notification of Disciplinary Group Hearing**

The Union Disciplinary Group have received the following written allegations against you:

.....  
.....  
.....  
.....

The Group will consider the complaint on ..... at ..... in  
the..... Your attendance is requested.

You have the right to be accompanied at the hearing by another person of your choice.

Should you admit or be found guilty of the offence(s) the Group is empowered to impose  
the following penalties:

- a) Payment, within a given period for any damages or cost of repairs caused by your actions.
- b) Suspension from use of Union facilities for a period not exceeding one month.

You have the right to request that the allegation be heard by a full Union Disciplinary  
Committee and not the group, but you must notify me by ..... if you  
wish to exercise that right.

Approved by Union Council 4 December 1997

**Appendix II**  
**Notice of Findings of Disciplinary Group Hearing**

To:

From: Chairperson Disciplinary Group

Date:

**Notification of Findings of Disciplinary Group Hearing**

1. At a disciplinary Group hearing held on.....  
you admitted/were found guilty of an offence. The findings of the Group were:

.....  
.....  
.....  
.....  
.....  
.....  
.....

2. You have the right to appeal against these findings and the matter will then be referred on to the Union Disciplinary Committee. Please notify me by..... if you wish to exercise the right.

Approved by Union Council 4 December 1997