

A STUDENT'S GUIDE TO

DISCIPLINARY

GET IN TOUCH

0121 204 4848

advice@aston.ac.uk

10:00am - 4:00pm

DROP IN

10:30am - 12:30pm weekdays

No appointment needed at this time

LOCATION

Ground floor of Students' Union building



DISCIPLINARY BOARD



Understanding disciplinary offences and the procedures involved is essential for every student at Aston University. This comprehensive guide helps you navigate disciplinary matters.

BREACHES OF STUDENT DISCIPLINE

The University expects all students to uphold acceptable standards of behaviour within the University community. Any behaviour falling below these standards and breaching the Student Code of Conduct may lead to investigation and disciplinary matters.

EXAMPLES OF UNACCEPTABLE BEHAVIOUR

These examples are not exhaustive:

- Violent, offensive, or inappropriate behaviour.
- Attempts to gain unfair advantage in assessments (e.g. plagiarism).
- Disruption of University activities.
- Harassment, assault, or damage to University property.
- Fraud, including identity and student finance fraud.
- Misuse of University intellectual property.
- Behaviour bringing the University into disrepute.

MAKING A COMPLAINT ABOUT ANOTHER STUDENT

If you wish to complain about student's conduct, seek advice from your Personal Tutor or Aston Student Advice in the Students' Union. If you decide to proceed formally, provide information to the Student Discipline Team for investigation.

RESPONDING TO CONCERNS ABOUT YOUR CONDUCT

If concerns are raised about your conduct, seek advice promptly from the Students' Union. Request detailed information about the allegations and prepare a draft statement for any meetings or hearings.

BEFORE RESPONDING TO CONCERNS OR CHARGES

Think carefully before responding to charges. Seek advice first from the Students' Union or relevant support services. Review the evidence provided and evaluate your options.

ATTENDING MEETINGS AND HEARINGS

Attend any scheduled meetings to discuss the allegations. If precautionary exclusion is imposed, follow University instructions and seek advice from the Students' Union.

If charged, respond appropriately and engage in the disciplinary process.

IF ACCEPTING THE CHARGES

Acknowledge the allegations, express regret, and provide a clear and honest account, accepting responsibility. Reflect on the incident, express remorse, and outline steps taken to prevent recurrence. Reaffirm your commitment to upholding university standards and participating in any necessary actions for resolution.

IF DENYING THE CHARGES

Clearly state your denial with supporting reasons. Present evidence or witnesses that support your position, highlighting any discrepancies. Offer a detailed timeline of events, emphasising any misunderstandings or external factors. Express willingness to cooperate with further investigations while maintaining your innocence.

UNIVERSITY DISCIPLINARY BOARD HEARING PROCESS

If your case proceeds to a University Disciplinary Board hearing, understand the process thoroughly:

Pre-Hearing Preparation

- **Invitation:** You will receive a formal invitation to the hearing at least **15 days** in advance.
- **Response:** Respond to the charges in writing at least ten days before.
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WE CAN HELP...

Please visit: astonsu.com/support

EXPLAIN THE DISCIPLINARY PROCESS. PROVIDE GUIDANCE ON WHAT TO EXPECT. PROVIDE SUPPORT AND REPRESENTATION IN MEETINGS AND HEARINGS. HELP YOU DETERMINE YOUR NEXT STEPS. AND MORE.

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During the Hearing

- **Composition of the Board:** The Disciplinary Board typically comprises a Chair, and academic representative, and a student representative from the Students' Union.

If you Accept the Charge

- a) **Presentation of Case:** The hearing begins with introductions. If you don't accept the charge, the University Presenter will present the case against you.
- b) **Mitigating Factors:** You can present mitigating circumstances before the penalty is determined.

If you Deny the Charge

- a) **Presentation of Case:** The hearing begins with introductions. If you don't accept the charge, the University Presenter will present the case against you.
- b) **Your Defence:** You will have the opportunity to present your defence and respond to the allegations. Both parties can be questioned after presenting their cases.
- c) **Closing Statements:** Both you and the University Presenter may make closing statements before the Board deliberates.

DECISION AND PENALTY DETERMINATION

- **Finding of Charge:** If you deny charge and the Board finds the charge unproven, the case will be dismissed.
Mitigating Factors: If the charge is proven or admitted, you can present mitigating circumstances before the penalty is determined.
- **Consideration of Factors:** The Board considers the severity and other relevant factors.
- **Range of Penalties:** Penalties range from warnings to expulsion, depending on the offense's severity and other relevant factors.

OUTCOME NOTIFICATION

- **Immediate Notification:** You may be informed of the outcome on the day of the hearing.
- **Written Notification:** Alternatively, the outcome may be communicated in writing, usually within five working days.

RIGHT TO APPEAL

- You have the right to appeal against a decision or penalty imposed on you within 10 days of receiving the notification. If you don't appeal within this timeframe, the penalty will stand.
- If you admitted the charge during the proceedings, you can only appeal the penalty imposed, not the finding of guilt.

HOW CAN WE HELP YOU?

The Students' Union Advice Service is here to support you throughout the disciplinary process. Have a look below at how we can help:

- Explain disciplinary processes and their implications for you.
- Help you report another student's behaviour.
- Support you in responding to concerns or charges brought against you.
- Provide guidance on what to expect and how to prepare for meetings and hearings.
- Provide support and representation in meetings and hearings.
- Discuss the results of disciplinary proceedings and help you determine your next steps.

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