Directorate for the Student Experience

Name / Role

Division of Campus Life

The University of Manchester

Oxford Road

Manchester M13 9PL

ConductAndDiscipline@manchester.ac.uk

DATE

Student name (student ID)

Student’s School/Department

**PRIVATE AND CONFIDENTIAL**

*By email only to EMAIL ADDRESS*

Dear Name,

**MEETING OUTCOME**

I am writing by way of follow-up to the assessment meeting on DATE. The reference to assessment in the context of discipline means a stage where staff might investigate and/or review information relating to alleged behavioural or conduct issues in order to determine what next steps in the disciplinary process may be appropriate.

On DATE you were invited to attend a remote Zoom assessment meeting with ATTENDEES and me. You attended unaccompanied and did not submit anything in writing beforehand. I note that you were given an extension to the original meeting date to allow you to seek support and prepare for the meeting.

As the invite noted, OUTLINE ALLEGATION(S).

The meeting was an opportunity to discuss what had been reported to the University and to see if there was any support you may need from the University. You were provided with copies of INFO GIVEN.

1. Meeting summary

Either summarise the meeting here, or refer to an attached set of notes of the meeting.

1. Conclusion

Our/my role was to look at whether you might have breached the University’s [Regulation XVII, Conduct and Discipline of Students](http://documents.manchester.ac.uk/display.aspx?DocID=6530) (the “**Regulation**”). The Regulation sets out the behavioural expectations of students at the University and what might happen if misconduct is found to have occurred.

The following information has been taken in to consideration when determining the next steps in the disciplinary process:

* You admitted to/didn’t admit to… Whilst we appreciate your transparency in this admission, we did not consider that this negated a conclusion of there having been serious misconduct contrary to the Regulation.
* You have previously been subject to disciplinary proceedings at the University for INFO HERE.
	+ On DATE a Summary/University Disciplinary Panel (SDP/UDP) found you in breach of the Regulation and imposed penalties of PENALTIES. In revisiting the letter, we note the clear messages around ADD HERE, references to support and warning that future misconduct would be viewed more seriously. It appears that you have breached the previous undertaking.
* We considered there to be a high victim impact of your behaviour on other parties. The language contained in the communications is considered to be highly offensive, extreme and threatening. Indeed at the time of writing we are aware that it has caused multiple victims to see it as necessary to make reports to the police.
* Informal resolution and a Summary Disciplinary Panel referral were discounted as this is a second serious offence. The options available at both levels do not seem proportionate to the offence. A University Disciplinary Panel has a wider array of penalties which would more appropriately address your behaviour.
* Any info on engagement with support if relevant.
* Any mit circs presented/comment on mit circs presented.

Having considered all of the above information it has been determined that it is appropriate to refer you to the University Disciplinary Panel (UDP) as our conclusion is that you have committed serious misconduct in breach of the following paragraphs of the Regulation (paragraph 2):

*List Regulation/Policy breach here.*

**Given:** REASONS HERE.

*List Regulation/Policy breach here.*

**Given:** REASONS HERE.

*List Regulation/Policy breach here.*

**Given:** REASONS HERE.

Your case will now be referred to the University Disciplinary Panel for consideration given the potential seriousness of the misconduct. In considering your case, the Panel will be adhering to the [Procedure for the University Disciplinary Panel](http://documents.manchester.ac.uk/display.aspx?DocID=42774) (“**Procedure**”).

Allowing for us to review the new material, make arrangements for the Panel and give you notice of a hearing, it may be around one month before a hearing can take place.

Should you require any confidential counselling support following receipt of this letter, then you may wish to approach the University’s [Counselling & Mental Health Service](http://www.counsellingservice.manchester.ac.uk/). Additional support information can also be found in the attached document.

A colleague from the Division of Campus life will be in touch with you to advise you of the next steps in process of your referral to the UDP. In the meantime, I would strongly recommend that you …..

Yours sincerely,

SIGNATURE

Name

Role