**Assessment meeting ‘script’**

1. Introduce myself and my role at the University, ask [note-taker] to introduce, ask student to confirm full name and student ID number.
2. Introduce the assessment meeting:
   1. This meeting is informal but is part of the University’s student conduct and discipline regulation.
   2. It is informal, but still part of Regulation 17 (Conduct and Discipline of Students). This outlines the rules the University expect students to follow, as well as outline behaviour expected of students while they are studying.
   3. Today I’m acting under paragraph 6.1 of Regulation XVII. That means that I’m here to talk to you about the allegation, to hear your side of things, and to make a decision about what should happen next. I have three options available to me:
      1. Dismiss the case or confirm that there’s no further action required;
      2. Refer the case to SDP – that’s a disciplinary panel for less serious misconduct issues;
      3. Refer the case to UDP – that’s a disciplinary panel for very serious misconduct issues;
   4. The meeting is private and I’ve not informed your School ahead of this meeting.
   5. We informed you in your invite letter that you were entitled to attend with a supporter today – I can see that you’re alone, are you happy to proceed? (Or ask supporter to introduce themselves.)
3. How the matter came to my attention:
   1. We received a report/referral…….
   2. As I explained in your letter, it’s alleged that …...
4. Can you talk me through this incident in your own words please [student name]?
5. Do you have any thoughts on our meeting today? Its purpose, or why we’re meeting?
6. Do you have anything else that you want to add?
7. I signposted you to support services within your letter, and would encourage you to access support if you think it would be helpful. Is there any support that you think might be helpful?
8. After the meeting, I will go away and consider what we’ve discussed and make a decision. You’ll be informed in writing of the outcome within 10 working days, though I will try to write to you much quicker than that.
9. Do you have any further questions? Or do you want to say anything else?