

Student Discipline – Approved Standard Forms and Correspondence

UPR SA13 Appendix VI, version 12.0

Policies superseded by this document

This document replaces version 11.0 of UPR SA13 Appendix VI, with effect from 1 September 2025.

Summary of significant changes to the previous version

Minor updates to references throughout this document.

Glossary

A glossary of approved University terminology can be found in [UPR GV08](#).

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Section	Letter	To be used in relation to
2.1	Letter of Allegation	See, as appropriate, section 9.3, UPR SA13 section 10.2, UPR SA13
2.2	Letter of Decision	(section 3, Appendix II, UPR SA13) (section 3, Appendix III, UPR SA13) (section 5, Appendix II, UPR SA14) (section 5, Appendix III, UPR SA13) (section 2, Appendix IV, UPR SA13)
2.3	Letter of Suspension	(section 1.4, Appendix IV, UPR SA13)
2.4	Letter of Exclusion	(section 1.5, Appendix IV, UPR SA13)
2.5	Letter of Acknowledgement - request for a review by the Deputy Vice-Chancellor	As appropriate, section 5, Appendix II, UPR SA13 section 5, Appendix III, UPR SA13
2.6	Letter of Acknowledgement – request for a review by a Review Committee of the Board of Governors	Appendix IV, UPR SA13
2.7	Review Hearing Letter – arrangements for a Review Hearing by a Review Committee of the Board of Governors	Section 2, Appendix IV, UPR SA13

2.8	Completion of Procedures Letter	As appropriate, section 5, Appendix II, UPR SA13 section 5, Appendix III, UPR SA13 section 2, Appendix IV, UPR SA13
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1 General

- 1.1 The term '**Letter**' is defined in section 3.5, [UPR SA13](#) and means the **Letter** approved by the Secretary and Registrar for use at a specific point in the process described in [UPR SA13](#).
- 1.2 **Letters** must be sent to the email address that the student has provided to the University for all correspondence.
- 1.3 The standard letters and forms approved from time-to-time by the Secretary and Registrar are to be used at the relevant stage of the student disciplinary process in order to communicate with students and other individuals involved in matters being considered under these procedures.
- 1.4 This document (Appendix VI, UPR SA13) lists the standard forms and letters approved by the Secretary and Registrar for use in conjunction with [UPR SA13](#).
- 1.5 Members of staff are required to use the current versions of the approved standard forms and letters published within the University's Document Management System or *relevant SharePoint area*.
- 1.6 Associate Deans of School (Academic Quality Assurance) and/or the Dean of Students will ensure that only the current version of the relevant standard **Letter** or form is used (see section 15, [UPR SA13](#)).
- 1.7 Schools are not permitted to use forms and letters created locally. Where a change to an existing form or letter, or an additional form or letter is thought necessary, a request should be made in the first instance to the Student Procedures *Team*.

2 Approved standard letters

2.1 Letter of Allegation

(Note:

Where an allegation(s) of Academic Misconduct or Non-Academic Misconduct is made, the case will be heard within ten (**10**) working days of the date on which the allegation(s) was made or as soon as possible thereafter.)

(As appropriate, see section 9.3, [UPR SA13](#); section 10.2, [UPR SA13](#))

2.1.1 Any allegation(s) of Misconduct will be made in writing by means of a **Letter of Allegation** which will:

- a give a full explanation of the allegation(s);
- b give the day, date, time and venue for the Hearing;
- c give an explanation of the student's right to be accompanied by a Student's Adviser;
- d invite the student to submit any witness statements to the Secretary and Registrar (or nominee), not less than five (5) working days before the Hearing, where they have not already done so;
- e advise the student that the University expects that they will bring forward to the Panel all relevant evidence that is available at the time of the Hearing;
- f advise the student of their entitlement to bring to the Hearing any witness and of the requirement that they must inform the Secretary and Registrar (or nominee) not less than five (5) working days beforehand of their intention to do so and of the name of any witness who is to attend;
- g advise the student that should they fail to give notice that, for good reason, they are unable to attend the Hearing, the matter may be heard in their absence;
- h advise the student that failure to attend a Hearing is in itself a disciplinary offence, the penalties and fines for which are listed in [Appendix I, UPR SA13](#).
- i Included with the letter will be:
 - 1 copies of all the documents to be relied upon at the Hearing, including the Case Officer's report;
 - 2 a copy of the relevant version of [UPR SA13](#) and all of its appendices – the letter will stipulate the version of [UPR SA13](#) under the provisions of which the matter is being dealt with.

2.2 **Letter of Decision**

(Note:

Within five (5) working days of a Hearing (see section 2.2, i) or the conclusion of a Review (see section 2.2, ii and section 2.2., ii), or as soon as possible thereafter, the decision will be communicated to the student in writing by means of a Letter of Decision.)

2.2.1 A **Letter of Decision** will be issued:

- i following a Hearing by:
 - a Student Disciplinary Panel (see section 3, [Appendix II, UPR SA13](#)) or
 - an Academic Misconduct Panel (see section 3, [Appendix III, UPR SA13](#))
- ii following consideration by the Deputy Vice-Chancellor (or nominee) of a request for a review of a decision of:
 - a Student Disciplinary Panel (see section 5, [Appendix II, UPR SA13](#)), or

- an Academic Misconduct Panel (see section 5, [Appendix III, UPR SA13](#));
- iii following consideration by a Review Committee of the Board of Governors of a request for a review of the Vice-Chancellor’s decision to Suspend or Exclude a student from the University (see section 2, [Appendix IV, UPR SA13](#)).
- iv **Letters of Decision** will:
- a give the decision and the reasons why the decision was taken;
- b explain any further rights of review that the student might have.
- c **SUSPENSION OR EXCLUSION FROM THE UNIVERSITY BY THE VICE-CHANCELLOR**
Where a Panel has recommended that the student should be suspended or excluded from the University by the Vice-Chancellor, the **Letter of Decision** will, in addition to 2.2, iv, a and b, make clear that the matter has been referred for final decision by the Vice-Chancellor.
- d **DECISION OF A REVIEW COMMITTEE OF THE BOARD OF GOVERNORS**
Where the decision of the Review Committee is to refer a matter for further consideration by the Vice-Chancellor, the **Letter of Decision** will include the following statements:

“No further review by the Board will be allowed in the case and the student will not, therefore, be permitted a further review by the Board against any final decision taken by the Vice-Chancellor as a result of any re-consideration of the matter.

The suspension or exclusion remains in place unless the Vice-Chancellor decides to rescind it or to vary the sanction”.

A copy of the **Letter of Decision** will be provided to the Dean of Students who will be responsible for instigating any consequent action, including, as appropriate, providing copies of the **Letter of Decision** to other relevant members of staff.

2.3 Letter of Suspension

(See section 1.4, [Appendix IV, UPR SA13](#).)

2.3.1 Letters of Suspension will:

- a state that the student has been suspended from the University by or on the authority of the Vice-Chancellor;
- b give the reasons why the decision was taken;
- c stipulate the period of the suspension;
- d notify the student concerned that they must make a written request to the Vice-Chancellor, via the Dean of Students, to have the suspension lifted temporarily so that the student may take any assessment;
- e confirm the intervals at which the suspension will be reviewed by the Vice-Chancellor;
- f inform the student that the *relevant University staff and departments* will be informed *to ensure the appropriate adjustments to the Student Record are actioned accordingly*, and will be advised that it is the student’s responsibility to request the Vice-Chancellor to lift the suspension temporarily so that the student

- g may take any assessment;
- g explain any further rights of review that the student might have;
- h be signed by the Vice-Chancellor or their deputy designated under the provisions of section 6.1, [UPR SA13](#).

2.4 Letter of Exclusion

(See section 1.5, [Appendix IV, UPR SA13](#).)

Letters of Exclusion will:

- a state that the student has been excluded from the University by or on the authority of the Vice-Chancellor;
- b give the reasons why the decision was taken;
- c advise the student that the University considers that fourteen (14) calendar days' notice has been given of the termination of any agreement/license for the provision by the University to the student of *Halls of Residence*;
- d inform the student that the *relevant University staff and departments* will be informed;
- e explain any further rights of review that the student might have.
- f be signed by the Vice-Chancellor or their deputy designated under the provisions of section 6.1, [UPR SA13](#).

2.5 Letter of Acknowledgement - request for a review by the Deputy Vice-Chancellor

(See, as appropriate, section 5, [Appendix II, UPR SA13](#); section 5, [Appendix III, UPR SA13](#).)

Letters of Acknowledgement will:

- a acknowledge receipt of the Request for a Review by the Deputy Vice-Chancellor made in the form referred to in section 3.1;
- b for the avoidance of doubt, stipulate the version of [UPR SA13](#) under the provisions of which the matter is being dealt with;
- c be signed by the Deputy Vice-Chancellor or their nominee.
- d Included with the letter will be:
 - 1 a copy of the relevant version of [UPR SA13](#) and all of its appendices.

2.6 Letter of Acknowledgement – request for a review by a Review Committee of the Board of Governors

(See section 2, [Appendix IV, UPR SA13](#).)

Letters of Acknowledgement will be issued by the Head of Governance Services (or nominee) and will:

- a on behalf of the Board, acknowledge receipt of the **Request for a Review by the Board of Governors** made in the form referred to in section 3.1;
- b for the avoidance of doubt, stipulate the version of [UPR SA13](#) under the provisions of which the matter is being dealt with;
- c be signed by the Head of Governance Services (or nominee).
- d Included with the letter will be:
 - 1 a copy of the relevant version of [UPR SA13](#) and all of its appendices.

2.7 **Review Hearing Letter – arrangements for a Review Hearing by a Review Committee of the Board of Governors**

(See section 2, [Appendix IV, UPR SA13](#).)

The Head of Governance Services will write to the student concerning the arrangements for the review by a Review Committee of the Board of Governors.

The **Review Hearing Letter** will give:

- a the names of any individuals who are to appear at the Review Hearing;
- b the day, date, time and venue for the Hearing;
- c advise the student of their entitlement to bring to the Hearing any witness and of the requirement that they must inform the Secretary and Registrar (or nominee) not less than five (5) working days beforehand of their intention to do so and of the name of any witness who is to attend;
- d invite the student to submit any witness statements to the Secretary and Registrar (or nominee), not less than three (3) working days before the Review Hearing, where they have not already done so;
- e advise the student that any documents to be considered at the Hearing that are not available at the time that the **Review Hearing Letter** is issued will be provided to them before the Review Hearing;
- f advise the student that should they fail to give notice that, for good reason, they are unable to attend the Hearing, the matter may be heard in their absence;
- g advise the student that failure to attend a Hearing is in itself a disciplinary offence, the penalties and fines for which are listed in [Appendix I, UPR SA13](#).
- h for the avoidance of doubt, stipulate the version of [UPR SA13](#) under the provisions of which the matter is being dealt with;
- i Included with the letter will be copies of all of the documents to be considered by the Review Committee and a copy of the relevant version of [UPR SA13](#) and all of its Appendices.

2.8 **Completion of Procedures Letter**

(See, as appropriate, section 5, [Appendix II, UPR SA13](#); Section 5, [Appendix III, UPR SA13](#); section 2, [Appendix IV, UPR SA13](#).)

Having exhausted the University internal procedures and subject to the provisions of legislation, the student has the right to request the Office of the Independent Adjudicator to review their case. Completion of Procedures Letters are issued by the Office of the Dean of Students.

3 Approved standard forms

3.1 Request for a Review by the Deputy Vice-Chancellor or by a Review Committee of the Board of Governors – form

(See, as appropriate, section 4, [Appendix II, UPR SA13](#); section 4, [Appendix III, UPR SA13](#); section 2, [Appendix IV, UPR SA13](#).)

3.1.1 The form will include the following advice

‘The student must complete all of the fields within the form. Incomplete forms and forms submitted without the required supporting documents/material, as set out in this section, will not be considered and will be returned, un-processed, to the student.’

3.1.2 The form will require that the student provides the following information:

- a the grounds for review;
- b the new documents/material that support the grounds being cited for a review,
- c identifying clearly how they support the grounds being cited;
- d all of the documents/material provided by the student at previous stages of the process;
- e the postal address to which all correspondence is to be sent;
- f the e-mail to which all communications are to be sent;
- g the telephone numbers on which the student can be contacted (mobile and where applicable, landline).

3.2 Request for a suspension from the University to be lifted temporarily for the purposes of assessment – form

(See section 1.4, [Appendix IV, UPR SA13](#).)

3.2.1 The form will include the following advice:

‘The student must complete all of the fields within the form. Incomplete forms and forms submitted without the required supporting documents/material, as set out in this section, will not be considered and will be returned, un-processed, to the student.’

3.2.2 The form will include the following advice:

‘Where a student submits an assessment or attends an examination (or similar) without first having their suspension lifted temporarily by the Vice-Chancellor, the student will be considered not to have submitted or attended and the work will not be considered (see section 1.4.5, [Appendix IV, UPR SA13](#)).’

3.2.3 The form will require that the student provides the following information:

- a the grounds for review;
- b the new documents/material that support the grounds being cited for a review,
- c identifying clearly how they support the grounds being cited;
- d all of the documents/material provided by the student at previous stages of the process;

- e details of the assessment for which a temporary lifting of a suspension is being sought including the module title, module code, type of assessment, dates and times relevant to the assessment;
- f the postal address to which all correspondence is to be sent;
- g the e-mail to which all communications are to be sent;
- h the telephone numbers on which the student can be contacted (mobile and where applicable, landline).

Signed: Date: **1 August 2025**

Sharon Harrison-Barker
Secretary and Registrar

Alternative format

If you need this document in an alternative format, please email us at governanceservices@herts.ac.uk or telephone us on +44 (0)1707 28 6006.