

Summary of procedural timescales* in the Non-Academic Misconduct Policy

*All timescales indicated constitute calendar days, excluding bank holidays and statutory closure days.

Regulatory Procedure	Responsibility	Stage of respective procedure	Timescale	Relevant Paragraph
Preliminary Enquiry (PE) Section 4	School	Completion of Preliminary Enquiry	Normally within 14 days of receipt of an allegation, including notification in writing of the PE outcome (where an interview is requested under this procedure and/or in sensitive circumstances, this may prolong completion of this process).	4.15
	Student	Preliminary Enquiry interview: notify Preliminary Enquiry Investigator of accompanying party	Normally provide the School with at least 24 hours' notice of anyone expected to accompany student to interview	4.10
	Student	Complaint/disagreement concerning a Preliminary Enquiry Outcome	Normally within 7 days of receiving formal written notification of the Preliminary Enquiry outcome	4.16
Misconduct Panel Sections 5 & 6				
Misconduct Panel Sections 5 & 6	School	Notification to student that a Misconduct & Professional Conduct Panel Hearing will take place	Normally at least 10 days' notification of a Hearing, and in any case at least 7 days' notification	6.9
	School	Notification to student of the exact date of a Misconduct & Professional Conduct Panel Hearing	At least 7 days' notification of the exact date of the Hearing together with all relevant documentation	6.10
	Student / School	Requesting witness(es) for attendance at a Hearing	At least 48 hours in advance of the Hearing	5.3 & 6.12
	Student	Notification of being accompanied to Panel Hearing	At least 48 hours in advance of the Hearing	5.3 & 6.13
	Student	Submission of documentation for consideration by a Panel	At least 48 hours in advance of the Hearing	6.11
	School	Postponement or adjournment of a Hearing prior to a Hearing commencing	Not normally to exceed 21 days , except in unavoidable circumstances	Appendix 3 Guidance on Hearings

Misconduct Panel Section 5 (continued)	Student	Request for deferral of Hearing prior to Hearing commencing	At least 48 hours in advance of the Hearing	5.7
	School	Notification to a student of the adjournment of a Hearing after the Hearing has commenced	The student will be notified of the adjournment normally within 24 hours of the decision to adjourn	6.14 7)
	School	Adjournment of a Hearing after the Hearing has commenced	The Panel will normally reconvene to continue its deliberations, reach a decision and agree its findings, within 10 working days of the original hearing date.	Appendix 3 Guidance on Hearings
	School	Misconduct Panel Hearing Outcome Letter	The Secretary to the Misconduct Panel will send a Hearing Outcome letter to the student, normally within 7 days of the date of the hearing.	6.14 8) & 6.27
	Student	Making an appeal submission against a decision/finding(s) of the Misconduct Panel	Normally within 14 days of the date of the Misconduct Hearing Outcome Letter	6.26 & 7.2
Appeal not forwarded to Misconduct Appeals Panel; Section 7	School	Appeal Outcome Letter issued (unsuccessful; no Misconduct Appeals Panel appointed)	Appeal Outcome letter will be sent normally within 21 days of receipt of the appeal submission, and either simultaneously or shortly after, the student will be issued with a Completion of Procedures Letter, normally no more than 14 days after the date of the Appeal Outcome Letter.	7.8
Completion of Procedures Section 7	School / CDD	Completion of Procedures Letter is issued		7.8
Misconduct Appeals Panel Sections 5 & 8	School	Notification to student that a Misconduct Appeals Panel Hearing will take place	Normally at least 10 days' notification of a Hearing, and in any case at least 7 days' notification	8.10-8.11
	School	Notification to student of the exact date of an MPC Appeals Panel Hearing	At least 7 days' notification of the exact date of the Hearing together with all relevant documentation	8.11
	Student	Notification to School of being accompanied to Panel Hearing	At least 48 hours in advance of the Hearing	8.12

Misconduct Appeals Panel Section 7 (Continued)	Student / School	Requesting witness(es) for attendance at a Hearing	At least 48 hours in advance of the Hearing	8.15
	Student	Submission of documentation for consideration by a Panel	At least 48 hours in advance of the Hearing	8.15
	School	Postponement or adjournment of a Hearing prior to a Hearing commencing	Not normally to exceed 21 days , except in unavoidable circumstances	Appendix 3 Guidance on Hearings
	School	Notification to a student of the adjournment of a Hearing after the Hearing has commenced	The student will be notified of the adjournment normally within 24 hours of the decision to adjourn	8.16 7)
	School	Adjournment of a Hearing after the Hearing has commenced	The Panel will normally reconvene to continue its deliberations, reach a decision and agree its findings, within 10 working days of the original hearing date.	Appendix 3 Guidance on Hearings
	School	Misconduct Appeals Panel Hearing Outcome Letter	The Secretary to the Misconduct Appeals Panel will send a Hearing Outcome letter to the student, normally within 7 days of the date of the hearing.	8.26
Completion of Procedures Section 7	School / CDD	Completion of Procedures is issued	MPC Appeals Hearing Outcome letter will be sent normally within 21 days of receipt of the appeal submission, and either simultaneously or shortly after, the student will be issued with a Completion of Procedures Letter, normally no more than 14 days after the date of the Appeal Outcome Letter.	For additional guidance see the OIA website.