



# Student Conduct and Disciplinary Document Pack

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Student-facing templates aligned to Roehampton and Bradford routes

Academic year 2026/27

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|--------------------|--------------------------------------------------------------------------------------|
| Document owner     | Quality Team                                                                         |
| Approval authority | UHE(UK) Academic Board                                                               |
| Status             | Operational template pack - use only with the approved policy                        |
| Effective from     | July 2026                                                                            |
| Review date        | July 2027                                                                            |
| Applies to         | Roehampton- and Bradford-validated taught provision                                  |
| Operational lead   | Academic Services Team                                                               |
| Precedence         | The applicable policy, validator regulation and approved programme variation prevail |

## How to use this pack

- Select the correct template and delete all drafting instructions before issue.
- Confirm the student's validator, programme, cohort and any approved variation.
- State whether the decision is a final UHE(UK) local decision or a recommendation requiring validator approval.
- Attach or provide secure access to all evidence relied upon.
- Insert exact dates, not only a number of days.
- Use the appeal route and deadline that match the type of decision.

## Template 1 - Stage 1 invitation

Subject: Stage 1 conduct meeting

Dear [Student name],

We are writing because a concern has been reported about your conduct. This is an early, informal stage. No finding has been made.

Your validating university: [Roehampton / Bradford]

Concern: [clear factual summary]

Meeting: [date, time, place/online link]

At the meeting you can explain what happened, provide information and ask questions. You may bring an eligible supporter. Please tell us by [date] whether you will attend and whether you need reasonable adjustments.

Possible next steps are no further action, advice or an informal warning, an agreed action, or referral to a formal stage.

Contact: [name/email].

## Template 2 - Stage 2 investigation notice

Subject: Formal Stage 2 conduct investigation

Dear [Student name],

A formal investigation has been opened. No decision has been made.

Route: [ROEHAMPTON ROUTE / BRADFORD ROUTE]

Allegation: [precise allegation, date and policy provision]

Evidence enclosed or securely available: [list]

Possible outcomes: [list only outcomes within Stage 2 authority; identify any possible validator referral]

Meeting: [date/time/location], giving at least five working days' notice unless a justified exception applies.

Please send your written response and evidence by [exact date]. You may identify witnesses, be accompanied and request reasonable adjustments. If you do not respond or attend without a good reason, the investigation may proceed using the available evidence.

## Template 3 - Stage 2 outcome

Subject: Stage 2 conduct outcome

Route: [ROEHAMPTON ROUTE / BRADFORD ROUTE]

Finding: [not proven / proven in whole or part]

Standard of proof: balance of probabilities

Reasons and evidence: [clear explanation]

Outcome: [local final sanction OR recommendation to validator]

Effective date, duration and conditions: [details]

Academic-status effect: [none / not yet final - awaiting validator decision / authorised decision attached]

Appeal: [UHE(UK) local appeal within 14 calendar days OR validator route and exact deadline].

Support and contact: [details].

## Template 4 - Stage 3 panel invitation

Subject: Stage 3 Disciplinary Panel hearing

Route: [ROEHAMPTON ROUTE / BRADFORD ROUTE]

Hearing: [date/time/location or link]

Panel members and roles: [names]

Allegation and possible outcomes: [details]

Evidence pack: [attached/secure link]. Papers should normally be provided at least five working days before the hearing.

By [date], please confirm attendance, supporter, witnesses, written statement, documents requested and reasonable adjustments.

The panel may proceed in your absence if proper notice was given and no adequate reason is provided.

## Template 5 - Stage 3 outcome

Subject: Disciplinary Panel outcome

Route: [ROEHAMPTON ROUTE / BRADFORD ROUTE]

Finding and reasons: [details]

Evidence considered: [list]

Local sanction: [details, authority, effective date and duration]

Validator-reserved recommendation: [if applicable, clearly state this is not final]

Next authority and expected process: [Roehampton or Bradford body]

Appeal route and exact deadline: [local or validator-specific].

Record retention and any lawful notification: [details].

## Template 6 - Precautionary action notice

Subject: Temporary precautionary action

This is not a finding of misconduct or a penalty.

Reason and current risk: [details]

Temporary restriction: [scope]

Start date and review date: [dates]

Study and support arrangements: [details]

How to request a review: [route and deadline]

Any academic-registration action requires separate Roehampton or Bradford authority unless expressly delegated.

## **Template 7 - Appeal acknowledgement/invitation**

Subject: Your conduct appeal

We received your appeal on [date].

Decision appealed: [details]

Grounds identified: [new evidence / procedural error / unreasonable or disproportionate outcome]

Reviewer or panel: [name(s), independent status]

Meeting: [date/time/location], if applicable

Please submit any final evidence by [date]. You may be accompanied and request reasonable adjustments.

## **Template 8 - Appeal outcome and Completion of Procedures**

Subject: Conduct appeal outcome

Outcome: [upheld / partially upheld / not upheld / remitted / decision set aside]

Reasons: [details]

Revised sanction or next action: [details]

Effective date: [date]

This completes the UHE(UK) conduct procedure [or state remaining validator stage].

Where eligible, you may complain to the Office of the Independent Adjudicator within the applicable time limit, normally 12 months from the Completion of Procedures Letter.