



## **PROCEDURE FOR STAGE 1: CAUSE FOR CONCERN**

### **Initial consideration of a concern**

1. Concerns raised about alleged breaches of professional standards or conduct will be considered by appropriate members of staff from within the subject area in which you are studying. A decision will be made on whether there is a case to answer and if so, whether:
  - a) supportive action is required;
  - b) your case should be referred to the Dean of Faculty (or nominee) (see paras 5 to 9 below);
  - c) your case should be referred directly to the Student Casework Unit, that will consider next steps under the Fitness to Practise Procedure.
2. A recommendation may be made that you are suspended from your placement or area of practice learning.
3. Where a safeguarding issue is identified in relation to you attending classes, or your case is very serious and/or criminal in nature, this will be referred to the Risk Assessment Panel for consideration.

### **Supportive action**

4. Where supportive action is deemed appropriate, one or more of the following actions will be agreed:
  - a) recommend that an action plan is put in place;
  - b) require you to write a reflective account;
  - c) require you to attend internal or external support sessions;
  - d) that another, appropriate supportive action be put in place.

### **Consideration by the Dean of Faculty (or nominee)**

5. If your case has been referred for consideration by the Dean of Faculty (or nominee), you will be called to a meeting within five working days of the referral. You will be able to bring someone with you to this meeting to support you, for example a friend or an officer of the Students' Union.
6. The Dean of Faculty (or nominee) is able to issue sanctions as defined in the Non-Academic Misconduct Regulations, Section Two: Regulatory Principles, paras 2.32 to 2.35:

### Written apology

*The Responding Student may be required to write a written apology; this could be to the relevant individual, or to the University. If the University is dissatisfied with the apology, the Responding Student may be asked to re-write it or the case may be referred back for further action under the Student Conduct Procedure.*

### Warnings

*There are three categories of formal warnings that may be issued depending on the seriousness of the misconduct.*

- *Verbal warning*
- *Written formal warning – will remain on record for a specified period, normally one year. Any repeated occurrence of a similar offence may result in the Responding Student being referred to a Disciplinary/Fitness to Practise Committee.*
- *Final written warning – any further cases of misconduct may be dealt with directly by a Disciplinary/Fitness to Practise Committee, and the proven offence will be taken into consideration when determining a sanction.*

### Charges

*The Responding Student may be required to make good any damage they have caused at their expense, up to £1000. The charges will be paid to the owner or possessor of the property damaged. Consideration will be given to the means of the Responding Student, and they may be allowed time to pay the sum or be allowed to pay the sum in prescribed instalments.*

### Restrictions/conditions

*Restrictions or conditions may be imposed on the Responding Student. Examples are: support to be sought from Student Services; no direct contact to be made with another student (No Contact Order (NCO)). Where it is deemed in the student's best interests, a referral may be made to an educational programme.*

7. The Dean of Faculty (or nominee) is also able to:
  - a) refer the concern back to the subject team to consider supportive action, or
  - b) request an investigation into the concerns raised if this is deemed necessary.
8. The outcome will be provided to you in writing within five working days of the meeting.
9. If you do not agree with the outcome and the sanction imposed by the Dean of Faculty, you are able to request that your case is referred to Stage 2 of the Fitness to Practise Regulations, and an Investigating Officer will be appointed.

### Related Regulations and Procedures

Non-academic Misconduct Regulations  
Procedure for Disciplinary Investigations  
Procedure for Disciplinary/Fitness to Practise Hearings  
Procedure for Requests for Review  
Procedure for the Consideration of Legal Representation  
Risk Assessment Procedure  
Guidelines for Application of Sanctions

Mae'r ddogfen hon ar gael yn Gymraeg / This document is available in Welsh

Extenuating Circumstances Regulations and Procedure  
Support to Study Regulations and Procedure