Dumfries and Galloway College
One step ahead

STUDENT DISCIPLINARY PROCEDURE

Responsibility: Director of Learning and Teaching

Issue Date: 9th September 2025

Equality Impact Assessment: 28th July 2025

Version: 4

Table of Contents

Student Disciplinary Procedure 2

1. Purpose 2
2. Scope 3
3. References 4
4. Definitions 4
5. Responsibility 6
6. Procedure 7
7. Distribution 12
8. Revision Log 12

Appendix 2 – Student Disciplinary Procedure 16
Appendix 3 – Student Disciplinary Procedure 17
Appendix 4a – Student Disciplinary Procedure 19
Appendix 4b – Student Disciplinary Procedure 20
Appendix 5a – Student Disciplinary Procedure 22
Appendix 5b – Student Disciplinary Procedure 23
Appendix 5c – Student Disciplinary Procedure 24
Appendix 6 – Student Disciplinary Procedure 25

Student Disciplinary Procedure

1. Purpose

The College promotes an ethos of learning together where every member of staff and all students are expected to work together to achieve a supportive and mutually respective learning environment. All staff have a responsibility to promote and maintain a safe and secure environment and to correct behaviour where there are minor breaches and report behaviour where there are serious breaches. Teaching staff must establish and maintain a safe, supportive, respectful and disciplined learning environment.

Dumfries and Galloway College expects that all students will behave considerately at all times and treat other students, staff and members of the public with respect, regardless of background, both on and off campus. We also encourage support seeking behaviours to support ongoing learning and development.

The Student Disciplinary Procedure is designed to provide an open and fair process for dealing with student misconduct, student misbehaviour or course related student performance. The College has the right to report any offence it believes to be criminal to the Police.

2. Scope

All College staff have a responsibility to challenge students acting in a way that is in breach of the Positive Student Behaviour Policy, is disruptive or causes a nuisance to others.
This procedure applies to:

2.1 All students while studying at or registered with Dumfries and Galloway College and while on College premises, on work placement, on College Trips including residential, at College events off-campus, while travelling on College transport, when using Social Media and at any time or place which directly relates to being a College student.

2.2 In circumstances where students have a physical, mental or other disability, which may manifest itself in behaviour, which in usual circumstances would be misconduct, reasonable adjustments will be made, and appropriate support provided.

2.3 In circumstances where students have a language or communication difficulty, for example where English is not their first language, additional support may be provided and where appropriate reasonable adjustment made.

2.4 It is the College's normal practice to notify a student's employer, managing agent and school if studying via any of these routes.

2.5 If the student is under 16, a looked after young person or classed as a Vulnerable Adult, the legal parent or guardian must also be copied in on all formal correspondence and invited to attend discussions (Stage 2 and 3).

2.6 Disciplinary records will be kept live on the student's file for the remainder of their course. If the student is excluded beyond the end of this time the record will be kept on file in accordance with the offence.

3. References

- Student Charter
- Positive Student Behaviour Policy
- Learner Support and Guidance Procedure
- ICT Acceptable Use Policy
- Malpractice and Maladministration of Assessment Procedure
- Safety on Study Trips Procedure

4. Definitions

GDPR	General Data Protection Regulation
SDPREC	Student Disciplinary Procedure Record (Appendix 2)
DGC	Dumfries and Galloway College

This list is not exhaustive:

Minor Misconduct – in the first instance, this will be dealt with by all staff to try to support students to achieve on their course.

- Failure to be prepared for class.
- Disruptive behaviour in class.
- Failure to follow reasonable instructions of staff.
- Unacceptable language.
- Failure to complete and submit work on time.

- Poor timekeeping.
- Breach of attendance requirements.
- Smoking or vaping out with designated areas (all staff)
- Repeated inappropriate use of mobile phones.
- Misuse or unauthorised use of College premises, property or services.

Concerning Misconduct

- Repeated minor misconduct.
- Breach of agreement set following minor misconduct.
- Individual incident of cheating or plagiarism in academic course work or in examinations.
- Failure to disclose personal details to a member of staff of the College in circumstances in which it is reasonable to require that such information is given.
- Derogatory name-calling related to protected characteristics.
- Threatening, intimidating, or abusive like behaviours, including cyber incidents.
- Certain breaches of the colleges ICT Acceptable Use Policy.
- Being under the influence of alcohol or illegal substances.
- Breach of a learning agreement.

Gross Misconduct - will be dealt with at Stage 3 and may result in a final warning or exclusion from the College for the remainder of the academic year or longer depending on the nature of the incident.

- Repeated concerning misconduct.
- Breach of agreement for concerning misconduct..
- Any conduct which constitutes a criminal offence.
- Violent, indecent, disorderly, threatening, intimidating or offensive behaviour or language.

- Sexual or racial harassment or any bullying of any kind of any student, member of College staff, or visitor to the College.
- Fraud, deceit, deception or dishonesty in relation to the College or its staff, students or visitors
- Theft, misappropriation or misuse of College property, or the property of the College's staff, students or visitors, including computer misuse.
- Damage to College property, or the property of the College's staff, students or visitors, caused intentionally or recklessly.
- Action likely to cause injury or impair safety on College premises.
- Discrimination against any student, member of College staff or any visitor to the College on grounds of disability, ethnicity, gender, age, culture, sexual orientation, religion or any other protected characteristics.
- Drug related incidents - DGC operates a zero tolerance towards drugs and the following will result in immediate removal from campus and potentially exclusion from College and any College related activities for the remainder of the academic year. This includes:
  - The possession and/or consumption of alcohol, drugs or illegal substances on the College premises or other related areas/activities (unless being used strictly in accordance with a valid prescription).
  - Participation in any College activity under the influence of illegal or controlled drugs and alcohol.

5. Responsibility

At Dumfries and Galloway College, we believe that maintaining a positive, inclusive, and respectful learning environment is a collective responsibility shared by all members of our college community. As a student, you play a crucial role in upholding the standards and values that contribute to a productive and harmonious educational experience as well as support seeking behaviours. Additionally, college staff are responsible for upholding and enforcing these policies, providing a supportive and fair learning environment, and addressing any concerns promptly and effectively. Staff will demonstrate trauma informed approaches at all times to understand potential contributing issues first.

6. Procedure

6.1 Absence

Students who have been absent for 3 consecutive days or demonstrates erratic attendance patterns should be contacted by the relevant Personal Tutor to check the welfare of the student and their anticipated return to college. If the student returns and continues to attend consistently, no further action would be required.

Where there are persistent attendance issues or the student intimates challenges in staying on course a Stage 1 – On Track meeting should be set up and recorded in the first instance (Appendix 4a). It may necessary that additional support is put in place and/or Learning Agreement is put in place. The Personal Tutor will conduct the meeting and load the Learning Agreement and any additional notes on AdminNet on the Personal Learning Plan.

Where the college is unable to contact the student an initial e-mail should be sent to the student from their personal tutor encouraging them to reach out and discuss any challenges they may be having around attendance. If there has been no contact with the student within 5 days then a formal a 5-day withdrawal letter (see Appendix 3) will be issued to the student. The student is given 5 working days to appeal the decision to withdraw them. Appeals should be made to a Curriculum Manager who does not have direct line management of the associated curriculum area. The Curriculum Manager to hear the appeal for the Curriculum Areas will be agreed at the start of each Academic Year.

Students should be made aware that absence and non-engagement may have implications of funding as per the Student Funding Absence, Engagement Policy and Procedure.

6.2 Misconduct

Any stage of the procedure for misconduct may be invoked immediately, depending on the nature and severity of the behaviour. It does not need to be

progressive. It is expected that most cases of misconduct may be dealt with informally or through the Stage 1 – On Track meetings.

In certain circumstances, a student may be sent home at the discretion of the Curriculum Manager. This is not a formal suspension but a short-term step to allow consideration of whether further action is appropriate or and to allow a 'cooling down period' of reflection for all parties. (See Positive Student Behaviour Policy).

Where appropriate, suspension may be imposed on a student by the Curriculum Manager or member of the Senior Leadership Team. Suspension should only be imposed where the student presents a risk to the College's staff, students, visitors or property or where the student's presence in the College would inhibit a proper investigation of the alleged misconduct. The student will be notified immediately of the reason that this decision has been made, which will then be followed by a letter and/or electronic communication.

Any documents connected with a disciplinary or appeal hearing shall be treated as confidential, in accordance with current GDPR.

At any stage two and three of this procedure, the student may be accompanied by a friend or representative through the Student Association. Such representation will not include a legal advisor or official appointed by advocacy agencies such as Citizen's Advice Bureau. If the student is under 16, the legal parent or guardian must be copied in on all correspondence and invited to attend the meeting. A school/employer representative may also be invited to attend, as appropriate. If the student is a looked after young person or classed as a Vulnerable Adult, please check the notes in AdminNet/Student Viewer 'Requires 3rd Party Consent' section. A school/employer representative may also be invited to attend, as appropriate.

Care should be taken when involving parents especially where the student may be estranged from the family. Tutors should seek advice from their Curriculum Manager if in doubt. For College Academy Students, schools should always be immediately contacted and informed of any disciplinary issues at any stage of the procedure.

If a student has experience of care or is currently care experienced, a conversation should be had with the colleges Care Experienced Student Adviser ensuring all information has been considered before deciding what action to take.

6.2.1 Informal stage

It is expected that most instances of unacceptable behaviour may be dealt with in an informal manner, verbally. Single incidents which are dealt with do not need to be recorded however persistent misconduct or concerning behaviours should be recorded on a referral by the relevant member of staff.

6.2.2 Stage One – On Track Meeting

If the student's conduct and/or academic performance gives cause for concern the matter will be referred to the Personal Tutor.

The student will be invited to the Stage 1 – On Track meeting with their Personal Tutor using the wording in Appendix 4a confirming that the meeting is the first informal stage of the procedure. The Personal Tutor will explain the nature of the problem/concern, and that this meeting is the first stage of a process to keep the student and peers on track in their learning however there is a possibility of further stages should there not be a satisfactory outcome.

The Personal Tutor will explore possible reasons for the problem/concern and discuss ways in which the student can correct matters, with support as appropriate, within an agreed period.

The Personal Tutor will record the outcome of the discussion on the Student's Personal Learning Plan on AdminNet with agreed actions and targets for keeping the student on track.

A further referral may escalate the matter to the next stage of the procedure.

6.2.3 Stage Two - Support Meeting

If the student's conduct and/or academic performance continues to give cause for concern the matter will be referred to the Curriculum Manager.

The student will be invited to the Stage 2 meeting with their Curriculum Manager using the letter in Appendix 4b receiving electronic confirmation of the nature of the problem and confirmation that the meeting is part of the procedure.

The Curriculum Manager will explain the nature of the problem/concern, and that this meeting is the second stage of a formal procedure and there is a possibility of a further stage should there not be a satisfactory outcome.

The Curriculum Manager will explore possible reasons for the problem/concern and discuss ways in which the student can correct matters, with support as appropriate, within an agreed period.

The Curriculum Manager will record the outcome of the discussion on the SDPREC, ensuring that the student signs the SDPREC or acknowledges via email to verify the record of the interview. The SDPREC should be uploaded to the student's referral on AdminNet.

A further referral may escalate the matter to the next stage of the procedure.

6.2.4 Stage 3 – Final Meeting

If the student's conduct and/or academic performance continues to give cause for concern the matter will be referred to a Curriculum Manager out with the Curriculum Area. The Curriculum Manager will decide if it is necessary to conduct a Stage 3 meeting which may include the student being suspended.

The student will be invited to the Stage 3 meeting with the Curriculum Manager using the template by letter or email in Appendix 5a receiving a written statement of the nature of the problem and confirmation that the interview is part of the procedure. The student shall be given no less than ten working days' notice of the date, time and place of the Disciplinary meeting. The student shall be provided with copies of any relevant documentary evidence in advance of the hearing. The student may waive their right to a minimum of ten days' notice, but this should be recorded on the record of meeting on the SDPREC and is at the discretion of the Curriculum Manager. Prior to the meeting, an investigation will take place to establish facts surrounding the matter concerned.

A student who is suspended is prohibited from entering College premises and from participating in College activities. The student will be invited to the Stage 3 meeting with the Curriculum Manager using the letter in Appendix 5b receiving a written statement of the nature of the problem and confirmation that the interview is part of the procedure.

The Curriculum Manager will explain the nature of the problem/concern, and that this meeting is the third stage of a formal procedure.

The Curriculum Manager will explore possible reasons for the problem/concern and discuss ways in which the student can correct matters, with support as appropriate, within an agreed period.

At the start of the meeting the Curriculum Manager will explain the potential outcomes of the meeting to the student.

After discussion, a strategy with a final warning may be agreed whereby the student agrees to correct matters, with support as appropriate, within an agreed period.

The Curriculum Manager will record the outcome of the discussion on the SDPREC, ensuring that the student signs the SDPREC or acknowledges via email to verify the record of the interview. The SDPREC should be uploaded to the student's referral on AdminNet. A copy of the signed record is offered to the student.

The final decision of the Stage 3 meeting will be reviewed by the Director of Learning and Teaching for agreement before being confirmed to the student in writing using Appendix 5c by recorded delivery to the student's address that is held on the College system and, if appropriate, to their employer. Students will also be advised in writing of the appeal process and their right to appeal.

Any proposal to exclude a student will be decided by the Director of Learning and Teaching. The exclusion could be for a period of time or be permanent. Any return will be agreed by the Director of Learning and Teaching. A student who is excluded from the College will usually have no rights to participate in any College related activities. The terms of the exclusion will be notified in writing to the student.

6.3 Appeals

6.3.1 Students may appeal to the Director of Learning and Teaching if they disagree with the outcome of a Stage 3 Disciplinary meeting.

6.3.2 The complaints procedure to be followed only when the appeals procedure has not been followed correctly.

7. Distribution

All Students
All Staff
Repository

8. Revision Log

Revision Log		
Date	Section	Description
16.11.2020	5.2.2, 5.2.3, 5.2.4, Appendices 1, 3, 4a, 4b	Amendment of wording to include option for student acknowledgment email as well as student signature.
16.11.2020	Throughout the Document	Change of job title from Vice Principal, Learning, Teaching and Student Experience to Vice Principal, Learning, Skills and Student Experience.
16.11.2020	Throughout the Document	Change of job title from Head of Curriculum to Director of Curriculum Manager.
26.05.21	Distribution	Changed Quality Manual to RPP
31.8.21	Throughout the Document 5.2.4 Appendix 4a, 4b, 4c	Change of job titles ~ Director of Curriculum to Curriculum Manager ~ VP Learning, Skills and Student Experience to Director of Curriculum Amended text relating to exclusion. Change of job title of signatory from Director of Curriculum to Curriculum Manager
13.09.21	4.0 Appendices	Additional text noting how Minor Misconduct will be addressed Programme changed to course
29.11.21	5.2 Paragraph 5 and relevant Appendices	Amendment to wording to note that for students under 16 the legal parent/guardian to be copied in on all correspondence. For students who are a Looked After Young Person/Vulnerable Adult AdminNet/Student Viewer notes to be checked.
09.08.25	Substantial Changes	Substantial changes have been made in line with revised college strategic ambitions and approaches to retention and attainment.

THIS FORM TO BE UPDATED WHENEVER THERE IS A CHANGE IN ANY SYSTEM DOCUMENT				
Document Name	Document Owner	Revision Number	Date of Issue	Date of Withdraw
Student Disciplinary Procedure	Director of Curriculum	1	02.06.21	
Student Disciplinary Procedure	Director of Curriculum	2	13.09.21	
Student Disciplinary Procedure	Director of Curriculum	3	24.01.22	
Student Disciplinary Procedure	Director of Learning and Teaching	4	09.09.25	

Appendix 1 – Equality Impact Assessment

Document:	Student Disciplinary Procedure
Executive Summary:	Impacts are positive across the majority of protected characteristics and additional considerations, however there are particular positives identified related to disability.

Duties:
1: Eliminate discrimination, harassment and victimisation
2: Promote equality of opportunity
3: Promote good relations
* Human Rights to privacy and family life, freedom of thought and conscience, education, employment

PSED Impacts

<table>
<tr><th></th><th>Commentary</th></tr>
<tr><td>Disability</td><td>The procedure makes it very clear that where unacceptable behaviour is the result of a physical or mental disability, or a language or communication difficulty, this will be taken into account before the discipline procedure is invoked.

This flexibility and clarity should ensure that discrimination, harassment and victimisation are minimised, that students experience equal opportunities and that, because disabled students can contribute to and participate in class with minimal disruption to the class as a whole, will promote good relations.</td></tr>
<tr><td>Age</td><td rowspan="8">The procedure makes it very clear that where unacceptable behaviour is the result of a physical or mental disability, or a language or communication difficulty, this will be taken into account before the discipline procedure is invoked.

This flexibility and clarity should ensure that discrimination, harassment and victimisation are minimised, that students experience equal opportunities and that, because disabled students can contribute to and participate in class with</td></tr>
<tr><td>Gender</td></tr>
<tr><td>Gender Based Violence</td></tr>
<tr><td>Gender identity/ reassignment</td></tr>
<tr><td>Marriage/civil partnership</td></tr>
<tr><td>Pregnancy/maternity</td></tr>
<tr><td>Religion or Belief</td></tr>
</table>

Race	minimal disruption to the class as a whole, will promote good relations.
Sexual Orientation	

Additional Considerations

Mental Health	The procedure makes it very clear that where unacceptable behaviour is the result of a mental health condition this will be taken into account before the discipline procedure is invoked.
Care experienced	The procedure should discourage the incidence of harassment and discrimination (in the form of disruption) related to difference in respect of the additional considerations groupings, which in turn will encourage all students to attend and enjoy College
Carers	
Socio-economic status	
Veterans	
Human Rights*	The Human Rights to ***Education*** and ***Employment*** are positively progressed by this procedure, as a safe and appropriate environment for learning will ensure immediate needs are met during education, and successful completion of courses will increase the chance of securing employment in the longer term.

Lead Officer:	Executive Director of Student Experience		
Facilitator:			
Date initiated:			
Consultation:	This procedure is related to the Positive Student Behaviour Policy, Learner Support and Guidance Procedure, ICT Policy, Malpractice and Maladministration of Assessment Procedure, and Safety on Study Trips Procedure		
Research:			
Signature	P. Storrier	Date	28.07.25

Appendix 2 – Student Disciplinary Procedure

RECORD OF INTERVIEW (SDPREC) **Stage 2 3 (circle as appropriate)**

Date:	Time:	Room or Via Microsoft Teams
Student Name:		
Course Code:		
Name of other attendees:		
Inform Employer (circle if required)	Inform Managing Agent	Inform school if under 16
Nature of Problem:		
Outcome:		
Staff signature: Personal Tutor/Curriculum Manager delete as appropriate)		
Student signature/Acknowledgement email:		

Appendix 3 – Student Disciplinary Procedure

If phoning please ask for:
Direct Dial: 01387 734000
E-mail: ?@dumgal.ac.uk

Dear

Continued Absence

We have tried to contact you or may have spoken to you to discuss your absence, but this continues to be a cause for concern. We appreciate there can be many reasons for non-attendance, but as we have not been able to make contact, we have been unable to consider the offer of support. As a result, we have made the decision to withdraw you from your course. Please return any college issued clothing or equipment and your ID card. We will also inform funding staff of this decision.

You may wish to contact your local office of Skills Development Scotland where you can be provided with further details of career or training opportunities. Details are as follows:

Skills Development Scotland
Loreburne Shopping Centre
High St
Dumfries
DG1 2BD

Tel: 01387 272500

If you feel that this decision is unfair or unreasonable, you have 5 working days in which to appeal this decision to the Curriculum Manager – ***(insert name and contact email)***. If you proceed with an appeal, you should note that you are able to attend classes until your appeal hearing.

Yours sincerely

(Insert name of Curriculum Manager)
Curriculum Manager
(Insert name of Curriculum Area)

If phoning please ask for:

Direct Dial: 01387 734000

E-mail: ?@dumgal.ac.uk

Absence / Concerning Misconduct e-mail/Teams message to students – this should be issued directly by the Personal Tutor by e-mail / MS Teams.

Subject: Let's get back on track together!

Dear [Student's Name],

I hope this email finds you well. I wanted to reach out to you because I noticed that you have [not been attending classes] /[been displaying minor misconduct issues recently]. I understand that sometimes life can throw unexpected challenges our way, making it difficult to keep up with college commitments.

My main goal is to offer my support and see how we can work together to get you back on track with your studies. Your success and well-being are important to us, and we want to ensure that you have all the resources and support you need.

Let's get together to arrange a meeting to discuss any difficulties you might be facing and explore solutions together. This meeting is a chance for us to talk about how you're doing, what obstacles you might be encountering, and how we can help you navigate through them.

Please let me know a time that works for you in the 5 working days (Mon-Fri), and we can set up a meeting either in person on campus or virtually, whichever is more convenient for you.

[Personal Tutor Name]

Appendix 4b – Student Disciplinary Procedure

If phoning please ask for:
Direct Dial: 01387 734000
E-mail: ?@dumgal.ac.uk

Stage Two – Support Meeting Invite

Continued absence / continued concerning misconduct / breach of previous learning agreement. This should be issued by CM for the curriculum area by e-mail / MS Teams.

Dear [Student's Name],

Stage 2 – Support Meeting

I hope this letter finds you well. I am writing to invite you to a meeting to discuss some important matters regarding your recent experiences at college. Our goal is to ensure you have the support you need and to collaboratively address any concerns but also to ensure you are able to take responsibility for your own learning and your contribution to the learning environment of your peers.

This meeting is part of our disciplinary procedure, known as Stage 2 – Support Meeting, which aims to provide a formal yet supportive environment to talk about specific incidents and work together towards positive outcomes. I want to emphasise that this meeting is not intended to be punitive, but rather an opportunity for us to understand your perspective and to explore ways we can assist you moving forward.

Details of the meeting are as follows:

Date: [Date]
Time: [Time]
Location: [Meeting Location/Room Number]

During the meeting, we will review the Student Charter and go on to discuss the following points:

- Your view of the recent events and any contributing factors.
- Any challenges or difficulties you have been facing.
- Possible steps we can take to support you better.

- The potential outcomes and next steps in our procedure.
- What specific actions you need to take responsibility for.

Use either A or B
A If the student is under 16, a looked after young person or classed as a Vulnerable Adult – You may wish to bring someone with you for support such as your primary carer, guardian or nearest relative but such representation will not include a Legal Advisor or Official appointed by Advisory Agencies such as Citizens Advice Bureau***. The Student Association can also support representation.***
B If the student is 16 or over, not a looked after young person or classed as a Vulnerable Adult - You may wish to bring someone with you for support, but such representation will not include a Legal Advisor or Official appointed by Advisory Agencies such as Citizens Advice Bureau. ***The Student Association can also support representation.***

We understand that discussions like these can be stressful, but we are committed to conducting the meeting in a respectful and understanding manner. Our primary focus is on your well-being and success at Dumfries and Galloway College.

Please confirm your attendance by [Confirmation Date] by contacting [Contact Person] at [Contact Email/Phone Number]. If you have any questions or concerns before the meeting, do not hesitate to reach out.

Thank you for your attention to this matter. We look forward to working with you to find constructive solutions.

Yours Sincerely,

[Your Name]
[Your Title]
[School/Institution Name]

Encs.
Copy of referrals
Student Disciplinary Procedure

Appendix 5a – Student Disciplinary Procedure

If phoning please ask for:
Direct Dial: 01387 734000
E-mail: ?@dumgal.ac.uk

Dear

Notice of Stage 3 Disciplinary Meeting

You are asked to attend a Stage 3 Disciplinary Meeting as part of the investigation into ***enter allegation*** on ***enter date/time/place/via an online Teams meeting***

Use either A or B

A If the student is under 16, a looked after young person or classed as a Vulnerable Adult – You may wish to bring someone with you for support such as your primary carer, guardian or nearest relative but such representation will not include a Legal Advisor or Official appointed by Advisory Agencies such as Citizens Advice Bureau***.***

Or

B If the student is 16 or over, not a looked after young person or classed as a Vulnerable Adult - You may wish to bring someone with you for support, but such representation will not include a Legal Advisor or Official appointed by Advisory Agencies such as Citizens Advice Bureau.

Should you fail to attend or contact me to rearrange your interview, I will assume you do not wish to discuss this issue and will withdraw you from the course. Please return any college issued clothing or equipment and your ID card. We will also inform funding staff of this decision.

Yours sincerely

Curriculum Manager

Encs.
Copy of referrals
Student Disciplinary Procedure

Appendix 5b – Student Disciplinary Procedure

If phoning please ask for:
Direct Dial: 01387 734000
E-mail: ?@dumgal.ac.uk

Dear

Notice of Stage 3 Disciplinary Meeting following your suspension from College

You are asked to attend a Stage 3 Disciplinary Meeting as part of the investigation into ***enter allegation*** on ***enter date/time/ via an online Teams meeting.***

You should report to Reception when you arrive in College and should not be on the premises until you attend your meeting.
Or
You should have received your Teams Meeting Invitation and you will not be able to join any Teams Classes or be on the College premises prior to your meeting or until after you have received the outcome of your meeting.

You may bring someone with you for support, but such representation will not include a Legal Advisor or Official appointed by Advisory Agencies such as Citizens Advice Bureau.

Should you fail to attend or contact me to rearrange your interview, I will assume you do not wish to discuss this issue and will withdraw you from the course. Please return any college issued clothing or equipment and your ID card. We will also inform funding staff of this decision.

Yours sincerely

Curriculum Manager

Encs.
Copy of referrals
Student Disciplinary Procedure

Appendix 5c – Student Disciplinary Procedure

If phoning please ask for:
Direct Dial: 01387 734000
E-mail: ?@dumgal.ac.uk

Dear

Decision of Disciplinary Meeting

The Stage 3 Disciplinary Meeting held on (enter date/time), the following decision has been made

_____.

You have the right of appeal within 5 working days of receipt of this notification to **insert name of Senior Leadership Team member**, Dumfries and Galloway College, Bankend Road Dumfries, DG1 4FD.

Yours sincerely

Curriculum Manager

Appendix 6 – Student Disciplinary Procedure

Appeals Committee Process

1. Purpose of Appeals Committee
The Appeals Committee is convened to decide whether the College has acted fairly and reasonably in the imposition of any disciplinary action it has taken against a student, whether the penalty that has been imposed is fair and reasonable and whether the provisions of this Disciplinary Procedure have been properly applied.

2. Composition
The Senior Leadership Team member who has received the appeal, will appoint the members of the Appeals Committee, and act as its Chair. The Committee will have four members. The members will include the member of staff presenting the reason for the decision, a member of College Management Team who has not had any involvement in the case, a member of the Student Association. A school representative will be invited to attend if the student is still at school.

The finding of the panel will be communicated in writing within 5 working days of the final panel meeting.
Further appeal can be made to the Appeal Committee of The Board of Management, by writing to the Secretary to the Board, only on the ground that College Management has not complied with the Student Disciplinary Procedure.

3. Representation for the student
The student may be present at all disciplinary hearings, and may be represented by an adviser, friend or other representative (but such representation will not include a legal advisor or official appointed by advocacy agencies such as Citizen's Advice Bureau). If a student is represented, should it become necessary to ensure good order in the hearing, the Committee may stipulate that the student may speak only when called upon to give evidence by his or her representative.

4. Assistance to the Committee
The Chair will arrange for a note of the proceedings to be taken.

5. Process

The Chair of the Committee will direct the order of proceedings. Members of the Committee may ask questions of any party by agreement with the Chair.

6. Presentation of the case

The Chair will ask the member of staff responsible for the decision made at the Stage 3 to present the allegation against the student. This will be presented orally.