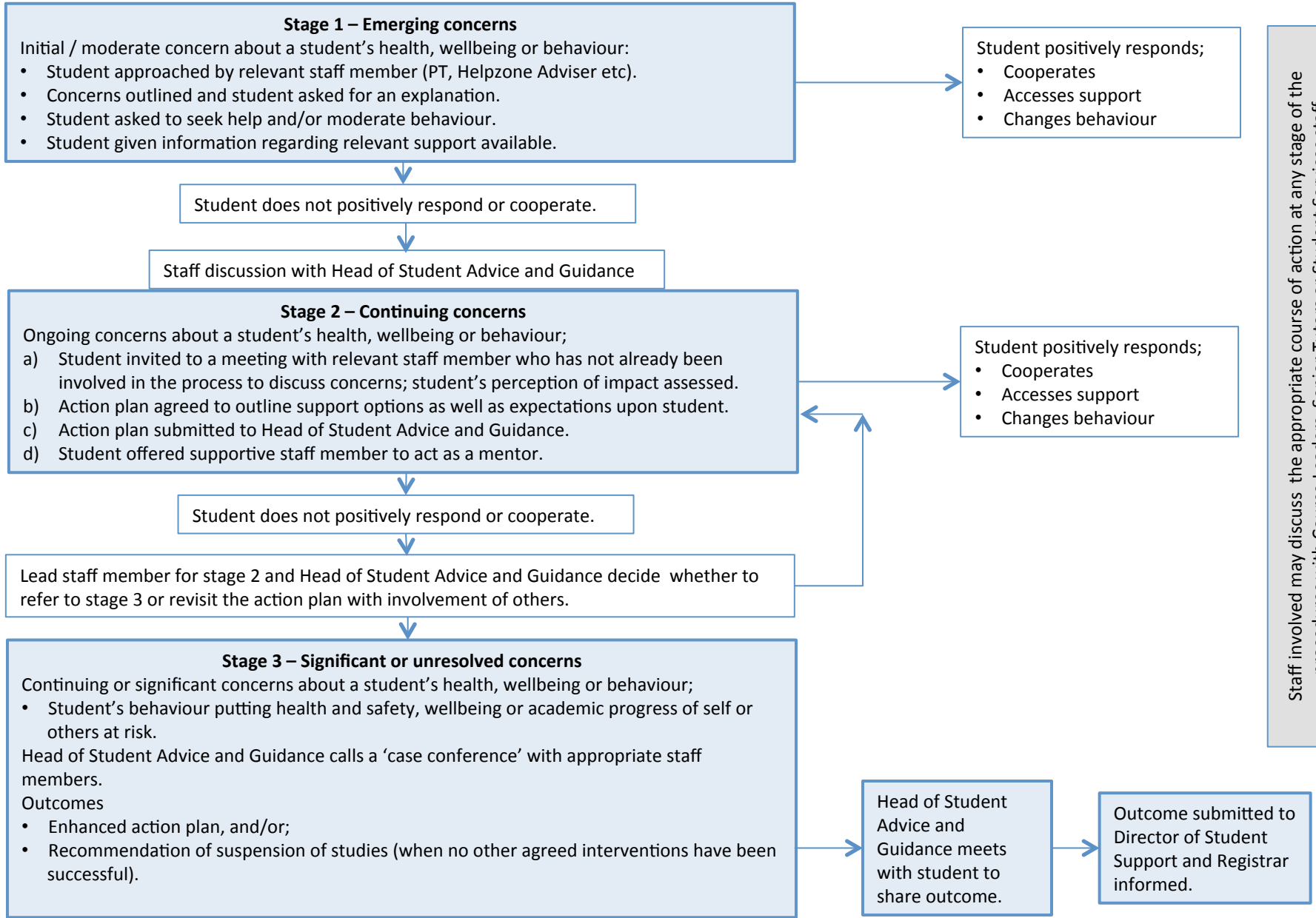


A student may be referred directly in to any stage of the procedures based upon their situation.

Staff involved may discuss the appropriate course of action at any stage of the procedures with Course Leaders, Senior Tutors or Student Services staff.



Student’s right to appeal to Pro-Vice Chancellor (Operations). Appeals must be made in writing within 14 working days.

Possible lead staff for stage 2

- Head of Student Housing and Welfare
- Disability Services Manager
- Helpzone Manager
- Mental Health and Wellbeing Adviser
- Student Achievement Manager
- Senior Tutor

Possible case conference (stage 3) attendees

To include at least 4 of the following;

- Head of Student Advice and Guidance
- Faculty Dean (or nominee)
- Head of School
- Head of Student Housing and Welfare (as appropriate)
- Disability Services Manager (as appropriate)
- Helpzone Manager (as appropriate)
- Medical Officer (as appropriate)
- Mental Health and Wellbeing Adviser (as appropriate)