



ABERTAY
STUDENTS'
ASSOCIATION

DISCIPLINARY

step-by-step guide

What is a Disciplinary?

A disciplinary is something you will get if you have broken the University Codes of Conduct. It could either be Academic or Non-Academic, depending on what the disciplinary is given to you for.

You'll know you have a disciplinary if you get an email telling you so - it will tell you what kind of disciplinary you have.

If you're unsure of anything at all, feel free to talk to us:

Book a Meeting
abertaysa.com/advice

Email
SAadvice@abertay.ac.uk

Or just drop in to the Office - **Level 2 Opposite the Main Lecture Theatre**



Having your first meeting 2

Get in touch with us by email: SAadvice@abertay.ac.uk

or just come in to the office, opposite the main lecture theatre.



Outcome 4

The panel will make a decision based on your statement and the evidence.

You may have to attend a hearing, which we can accompany you to as either moral support or a representative.

We will also be able to provide support once the outcome has been decided.

1 Receiving your disciplinary

You'll get notified by email of a disciplinary if you breach the University Codes of Conduct.

Academic:

- Plagiarism
- Cheating
- Falsification
- Coercion

Non-Academic:

- Vandalism
- Anti-Social Behaviour
- Discrimination
- Misuse of Technology

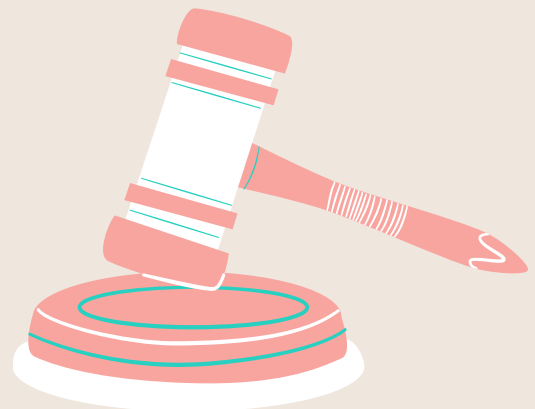


3 Writing your statement

You will have to provide a statement to the Clerk at least 2 days before the hearing.

We can help you with your statement before you send it off.

We can also help with the gathering of evidence to support your case.



Academic

Disciplinary

An academic disciplinary covers things such as:

- Plagiarism
- Falsification
- Cheating
- Coercion

Process Outline

Meeting with SCD

You may have a meeting with the Student Conduct Department to discuss your situation before the hearing.



Write Your Statement

You will have to write a statement to make your case. This statement will be considered in the panel meeting.



Outcome

The panel will make a decision based on your statement and the evidence. You may be given a date and time to attend a hearing.

We can help by attending this meeting with you and explaining the format of the meeting.

We can help by giving you advice and support when writing your statement and gathering evidence.

We can attend the meeting as either moral support or a representative.

Possible Outcomes

An academic disciplinary could lead to:

- Verbal or Written Reprimand (stays on your record until you graduate)
- Cancellation of assessment
- Discontinuation of studies

We can provide support throughout the entire process, even during the outcome.

Non-Academic Disciplinary

A non-academic disciplinary covers things such as:

- Vandalism
- Anti-Social Behaviour
- Discrimination
- Misuse of Technology

Process Outline

Investigation by SCD

The incident will be investigated by the Student Conduct Department.

We can help by attending any meetings with you and explaining the format of the meeting.

Write Your Statement

If the issue is taken further, you will have to write a statement to make your case. This statement will be considered in the panel meeting.

We can help by giving you advice and support when writing your statement and gathering evidence.

Outcomes

The panel will make a decision based on your statement and the evidence. You may be required to attend every meeting and hearing, or to send a representative.

We can attend the meeting as either moral support or a representative.

Possible Outcomes

A non-academic disciplinary could lead to:

- Verbal or Written Reprimand (stays on your record until you graduate)
- Exclusion (for no more than 28 days)
- Suspension of Studies
- Compensation of damages (if required)
- Expulsion (with no allowance for re-admittance)

We can provide support throughout the entire process, even during the outcome.