

Procedure at a Halls Disciplinary Hearing

The first step in the formal Disciplinary procedure is the student receiving a letter from the Halls Office calling him/her to the Hearing. The Hearing overrides all other appointments, and it is imperative that the student attends. If it is not possible for the student to be present, then he/she should inform the Halls Office as soon as possible before the time and date of the Hearing.

The Hearing will be in either Welsh or English, and translation will be provided as required. The panel will usually include an Assistant Head Warden or Senior Warden presenting the case and one other Assistant Head Warden or Senior Warden, who will have no prior involvement with the case, the latter will chair the hearing. A Students Union representative may be present if the Student has made prior arrangements with the Students Union. A Student Mentor will also be present as a note-taker only. The procedure will be as follows:

1. The Chairperson will introduce all who are present.
2. The student will be given the opportunity to introduce their SU representative if they have been asked to attend.
3. The Chairperson will explain the Disciplinary procedure to the student.
4. The Senior Warden will explain why the student has been called before the Hearing and explain which rules and conditions he/she has allegedly broken. The student will be asked to respond, denying or admitting to the allegation.
5. If the student denies the allegations, then the Senior Warden will detail the case against him/her. This may include the reading of Security reports, Mentor Reports, and witness statements. The Senior Warden may then question the student about the incident. If the student accepts responsibility, he/she may still be questioned about the incident if additional clarity surrounding the events is needed.
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