Flowchart of Academic Disciplinary Process

To be read in conjunction with the
Academic Disciplinary Procedure and
Policy on Academic Standing and Academic Performance

Stage One: First Formal Warning

Student in an Academic Disciplinary Situation (ref ADP 2.2)

Stage One
First Formal Warning
Issued by a designated Tutor (ref ADP 4.1)

Opportunity for Student to respond (ref ADP 4.4)

First Formal Warning Cancelled by Tutor (ref ADP 4.4)

Improvement

Leapfrog to stage two (ref ADP 4.2)

Stage Two
Second Formal Warning
Issued by Senior Tutor (See page 2)

Leapfrog to stage three (ref ADP 4.3)

Stage Three
Disciplinary Measures (See page 3)
Stage Two: Second Formal Warning

Stage Two
Second Formal Warning (ref ADP 5.1)

Representations to Senior Tutor by Student (ref ADP 5.5)

Second Formal Warning Issued with conditions included (ref ADP 5.7 & 5.8)

Breach of Conditions (ref ADP 5.9)

ADP 5.9 (a) Referral back to Senior Tutor for consideration whether case should be referred to Academic Committee for progress to Stage Three (See page 3)

ADP 5.9 (b) Referral to Academic Committee for progress to Stage Three (See page 3)

Conditions met

Leapfrog to stage three (ref ADP 5.2)
Stage Three: Disciplinary Measures

Stage 3
Academic Disciplinary Panel (ADP) Convened (ref ADP 6.1 – 6.4)

Opportunity for Student to object to the appointment of one or more members of the ADP (ref ADP 6.4)

Investigation Conducted (ref ADP 6.6)

Opportunity for Student to make representations (ref ADP 6.7)

Report and determination with recommendations for the disposal of the case (ref ADP 6.9 & 6.10)

Student accepts disposal of the case

Stage Four
Student appeal (See page 4)
Stage Four: Appeal

Stage Four
Student appeals against determination of Disciplinary Panel (ref ADP 7.1) OR Student appeals against coming into effect of consequences (ref ADP 7.2)

Academic Disciplinary Appeal Committee (ADAC) constituted by the Master (ref ADP 7.3 – 7.6)

Opportunity for Student to object to the appointment of one or more members of the ADAC (ref ADP 7.7)

Academic Committee to nominate a representative to make case in favour of disciplinary measure (ref ADP 7.8)

ADAC Hearing held (ref ADP 7.9 – 7.16)

Report and determination with recommendations for the disposal of the case (ref ADP 7.17 – 7.20)