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 the Senior Warden of the Hall and one other Senior Warden, who will have no prior involvement with the case, the latter will chair the hearing. A Students Union representative must be present for observational purposes only. A Student Warden will also be present as a note taker. The procedure will be as follows:

1. The Chairperson will introduce all who are present.
2. The student should be given the opportunity to confirm or object to the presence of the SU representative in attendance. The representative will be asked by the Chairperson to withdraw if the student so wishes.
3. The procedure will be explained to the student by the Chairperson.
4. The Chairperson 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 to the allegations.
5. If the student denies the allegations then the Chairperson will ask the presenting senior warden to detail the case against him/her. This may include the reading of Security reports, Warden reports, and witness statements. Both the Chairperson and the presenting 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.
6. The student will be invited to ask questions or comment upon the evidence or relevant matter.
7. Following the period of questioning, the Chairperson will ask the student to withdraw. The Panel will then deliberate and decide whether any sanction is required. It may be necessary to postpone the Hearing in order to gather further information.
8. After deliberating, the student will be invited back to hear the result. He/she will be informed of the decision and any sanction imposed.
9. A formal letter will be sent to the student detailing the result and explaining the appeal procedure.