



ABERTAY SA

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

Telephone
01382 308 513

Email
SAadvice@abertay.ac.uk

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



Chat to us!



at [Facebook.com/AbertayAdvice](https://www.facebook.com/AbertayAdvice)

We now have Facebook and Twitter channels that you can get in touch with us via.





Having your first meeting **2**

Get in touch with us by
email: SAadvice@abertay.ac.uk
phone: **01382 308513**
book a meeting: AbertaySA.com/advice
or just come in to the office, opposite the
main lecture theatre.



Attending your hearing **4**

You will have to attend your 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 ADO

You **may** have a meeting with the Academic Disciplinary Officer to discuss your situation before the hearing.

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

Write Your Statement

→ You will have to write a statement to make your case. This statement will be made in the hearing.

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

Attend Your Hearing

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

An non-academic disciplinary covers things such as:

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

Process Outline

Investigation by ACM/ADO

The incident will be investigated by the Academic Disciplinary Officer and the Academic Curriculum Manager of your school.

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 made in the hearing.

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

Attend Your Hearing

→ You are required to attend every meeting and hearing, or to send a representative. The board will make a decision based on your statement and the 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)
- 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.