**Summary of procedural timescales\* in the Non-Academic Misconduct Policy**

**\***All timescales indicated constitute calendar days, excluding bank holidays and statutory closure days.

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| ***Regulatory Procedure and Section of Policy*** | ***Responsibility*** | ***Stage of respective procedure*** | ***Timescale*** | ***Relevant***  ***Paragraph*** |
| **Preliminary Enquiry (PE)**  **Section 4** | School | Completion of Preliminary Enquiry | Normally within **14 days** of receipt of an allegation, including notification in writing of the PE outcome (where an interview is requested under this procedure and/or in sensitive circumstances, this may prolong completion of the Preliminary Enquiry process and it may take longer than 14 days). | **4.23** |
| Student | Preliminary Enquiry interview: notify Preliminary Enquiry Investigator of accompanying party | Normally provide the School with at least **24 hours’** notice of anyone expected to accompany student to interview | **4.21** |
| School | Circulation of Notes of Preliminary Enquiry Interview to student for agreement of the record and any factual corrections | Normally no later than 2 working days after the interview has been held | **4.21** |
| School | Issue of Preliminary Enquiry Outcome Letter and Preliminary Enquiry Report | Normally within 48 hours of the conclusion of the Preliminary Enquiry | **4.23** |
| Student | Complaint/disagreement concerning a Preliminary Enquiry Outcome (including where the Preliminary Enquiry Officer recommends early termination of contract) | Normally within **7 days** of receiving formal written notification of the Preliminary Enquiry outcome | **4.28, 4.29** |
| Student | Request for a Review of a decision to terminate the student contract following a Preliminary Enquiry | Normally within **7 days** of receiving formal written notification of the Preliminary Enquiry outcome | **4.30** |
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| **Misconduct Panel**  **Sections 5 & 6**  **Misconduct Panel**  **Section 5**  **(continued)** | School | Notification to student that a Misconduct Panel Hearing will take place, plus documentation | Normally at least **10 days’** notification of a Hearing, and in any case at least **7 days’** notification | **6.10** |
| School | Notification to student of the exact date of a Misconduct Panel Hearing | At least **7 days’** notification of the exact date of the Hearing together with all relevant documentation | **6.11** |
| Student | Submission of written statements and documentation for consideration by a Misconduct Panel | At least **48 hours in advance** of the Hearing | **5.4 & 6.12** |
| Student / School | Requesting witness(es) for attendance at a Misconduct Panel Hearing | At least **48 hours in advance** of the Hearing | **5.5 & 6.13** |
| Student | Notification of being represented and/or accompanied for support to a Misconduct Panel Hearing | At least **48 hours in advance** of the Hearing | **5.5 & 6.14** |
| School | Postponement or adjournment of a Hearing prior to a Hearing commencing | **Not normally to exceed** **21 days**, except in unavoidable circumstances | Appendix 3 Guidance on Hearings |
| Student | Request for deferral of Hearing prior to Hearing commencing | At least **48 hours in advance** of the Hearing | **5.9** |
| School | Notification to a student of the adjournment of a Hearing after the Hearing has commenced | The student will be notified of the adjournment **normally within 24 hours of the decision to adjourn** | **6.15 10)** |
| School | Adjournment of a Hearing after the Hearing has commenced | The Panel will normally reconvene to continue its deliberations, reach a decision and agree its findings, within **10 working days** of the original hearing date. | Appendix 3 Guidance on Hearings |
| School | Misconduct Panel Hearing Outcome Letter | The Secretary to the Misconduct Panel will send a Hearing Outcome letter to the student, **normally within 7 days** of the date of the hearing. | **6.15 11) & 6.28** |
| Student | Making an appeal submission against a decision/finding(s) of the Misconduct Panel | **Normally within 14 days** of the date of the Misconduct Hearing Outcome Letter | **6.27 & 7.2** |
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| **Appeal not forwarded to Misconduct Appeals Panel;**  **Section 7** | School | Appeal Outcome Letter issued (unsuccessful; no Misconduct Appeals Panel appointed) | Appeal Outcome letter will be sent **normally within 21 days** of receipt of the appeal submission. When this letter is issued, this will constitute the end of Northern School of Contemporary Dance’s internal Non-Academic Misconduct Procedures. The student will then be issued with a **Completion of Procedures Letter by the School normally no later than 28 days after the date of the Appeal Outcome Letter**. | **7.10 & 7.11** |
| **Completion of Procedures**  **Section 7** | School | Completion of Procedures Letter is issued | **7.11** |
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| **Misconduct Appeals Panel**  **Sections 5 & 8**  **Misconduct Appeals Panel**  **Sections 5 & 8**  **(Continued)** | School | Notification to student that a Misconduct Appeals Panel Hearing will take place | Normally at least **10 days’** notification of a Hearing, and in any case at least **7 days’** notification | **8.8-8.9** |
| School | Notification to student of the exact date of an Misconduct Appeals Panel Hearing | At least **7 days’** notification of the exact date of the Hearing together with all relevant documentation | **8.9** |
| Student | Notification to School of being accompanied to Panel Hearing | At least **48 hours in advance** of the Hearing | **8.12** |
| Student / School | Requesting witness(es) for attendance at a Hearing | At least **48 hours in advance** of the Hearing | **8.13** |
| Student | Submission of documentation for consideration by a Panel | At least **48 hours in advance** of the Hearing | **5.4 & 8.12** |
| Student | Request for deferral of Hearing prior to Hearing commencing | At least **48 hours in advance** of the Hearing | **5.9** |
| School | Postponement or adjournment of a Hearing prior to a Hearing commencing | **Not normally to exceed** **21 days**, except in unavoidable circumstances | Appendix 3 Guidance on Hearings |
| School | Notification to a student of the adjournment of a Hearing after the Hearing has commenced | The student will be notified of the adjournment **normally within 24 hours of the decision to adjourn** | **8.14 & 10** |
| School | Adjournment of a Hearing after the Hearing has commenced | The Panel will normally reconvene to continue its deliberations, reach a decision and agree its findings, within **10 working days** of the original hearing date. | Appendix 3 Guidance on Hearings |
| School | Misconduct Appeals Panel Hearing Outcome Letter | The Secretary to the Misconduct Appeals Panel will send a Hearing Outcome letter to the student, **normally within 7 days** of the date of the hearing. | **8.25** |
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| **Completion of Procedures**  **Section 9** | School | Completion of Procedures is issued | The student will be issued with a **Completion of Procedures Letter, normally no later than 28 days after** the date of the Misconduct Appeals Panel Hearing Outcome Letter. | **9.2**  ***For additional guidance see the OIA website.*** |