

APPENDIX 7- Additional Guidance for cases that involve witnesses

General guidance

Either party may call witnesses. A witness would provide evidence either on behalf of the University or the student. A member of University staff should not normally support a student as this may be considered a conflict of interest.

Informing the Panel or Board support staff about a witness

If the programme team wish to call a witness this should be confirmed with the relevant support staff member (either within the Faculty or Academic Quality) as early as possible in the procedure. The name and contact information for the witness must be provided.

If a student wishes to call a witness this should be confirmed in writing via response to the initial communication regarding the convening of a Panel or Board. The name and contact information for the witness must be provided.

Documentation

Witnesses for either party will be asked to submit a written statement which will be included within the documentation presented to Panel or Board members, the student and the representative if there is one.

The witness will be informed of the arrangements and provided a copy of the relevant Policy and Procedure. Assuming the details have been provided in a timely manner this information will be provided to the witness at least 5 working days in advance of the Panel or Board.

Arrangements for the Panel or Board

The Chair will inform the witness of the appropriate time for them to present their statement on behalf of either the Programme team or the student. This will usually be as part of the presentations of the case.

The Panel or Board members will be given the opportunity to ask questions of the witness and the Chair will also allow the other party to question the witness via themselves.

Once the statement has been made and all questions asked and answered the witness will be asked to withdraw from the proceedings.