

Schedule 4 – Procedures relating to members *in statu pupillari*

Required by Ordinance 25

4.1 Student Disciplinary Appeal Procedure

- (a) A student may appeal in writing to the Principal within three working days against any decision made by the Dean. The Principal may ask the Dean for a written report and may discuss the matter with the student concerned and with any other party with a view to resolving the appeal.
- (b) If the matter remains unresolved, the Principal shall ask the Senior Tutor to convene, at the earliest opportunity, an Appeal Panel of the Council to hear the student's appeal.
- (c) The Appeal Panel shall consist of three Fellows from list B as set out in Schedule 3.1 to these ordinances (Procedure for the Constitution of Panels for Hearings) and a Junior Member, none of whom shall have any previous involvement in the case, or with the appellant in either an academic or a social capacity. The Homerton Union of Students shall nominate the Junior Member.
- (d) At the same time as notice is delivered of the meeting of the Panel a copy of these procedures shall be delivered to the appellant.
- (e) At the earliest opportunity, the Senior Tutor shall deliver to the appellant all relevant documents concerning the case including any report from the Dean or the Principal with notice of the meeting of the Appeal Panel and shall allow three full working days between the delivery of the notice and documents and the meeting of the Panel.
- (f) The appellant shall be invited to submit a statement in writing to the Panel, in support of his or her appeal against the decision of the Dean.
- (g) Following due notice, the Appeal Panel shall meet and the appellant shall be invited to present his or her case. He or she may be accompanied by either a Tutor, or a Senior Tutor or Junior Member of the College, or by a member of the Cambridge University Students' Union.
- (h) The Senior Tutor and the Dean shall be invited to attend the meeting to answer any questions arising from the presentation by the appellant of his or her case. The appellant shall have the right to reply. The appellant, any person accompanying them, the Senior Tutor and the Dean shall then withdraw.
- (i) The Appeal Panel may:
 - (i) allow the appeal;
 - (ii) uphold the decision of the Dean;
 - (iii) modify the decision of the Dean.
- (j) The Appeal Panel shall make a record of its decision, which shall be delivered in writing to the appellant within three working days of the hearing and communicated also to the Principal and the Council. The decision of the Appeal Panel shall be final.
- (k) On request the student shall be issued with a completion of procedures notice in compliance with the requirements of the Independent Adjudicator.