

Student Advocacy.

Free, confidential
& independent.

Need
advice?

APPEAL

What to do if you're facing a general misconduct allegation

Find out what action you can take if you've received a general misconduct letter.

Step 1

Read the letter, review any evidence and prepare some notes

Make sure you understand what you're being accused of. If no evidence is provided for the allegation, or the evidence appears unclear or incomplete, you can reply to the email to ask questions and request further evidence.

If you're being accused of something that relates to potentially illegal behaviour under civil or criminal law, it's important you seek external legal advice before trying to defend yourself as anything you write or say can be used in further legal proceedings.

You should also think about the allegation and penalty. You may disagree with the allegation altogether and want to challenge it. Or maybe you were facing difficult circumstances that you think haven't been taken into account and should be reflected in a lower penalty.

Step 2

Book an appointment with Student Advocacy

Student Advocacy can:

- help you understand what you're being accused of
- help with your response by offering advice, reviewing a draft and giving you feedback before you submit it
- help you prepare for a hearing
- attend the hearing with you as a support person.

Book an appointment.

Step 3

Write a response

Remember, if the matter refers to potential illegal behaviour under civil or criminal law, you should seek external legal advice as anything you say or write may be used in further legal proceedings.

Your response should describe the incident from your point of view. Explain why you do or don't agree with the allegation and/or the evidence presented. There may also be additional information that you would like the committee to consider.

Not sure how to start? Use our **letter template**.

Step 4

Attend a hearing

A hearing is similar to an interview and will be conducted by a single staff member or a committee of relevant staff. Its purpose is to discuss the allegations, review the available information, and give you an opportunity to respond.

The hearing Chair will explain the allegation, and you will be asked questions by them and any other panel members present. You have the right to answer their questions (or not), make extra points and ask questions.

We encourage you to take a support person to your hearing. This can be a friend, family member, or someone from Student Advocacy. Your support person shouldn't be legally trained (or, if they are, they mustn't act in a legal capacity). They can't speak on your behalf unless invited to do so by the Chair, but they may take notes and debrief with you afterwards.

The outcome of your hearing will be emailed to you.