

Student Investigation and Disciplinary Procedure

For use within

BANGOR UNIVERSITY STUDENTS' UNION

as approved by the Trustee Board 29 June 2026

Student Investigation & Disciplinary Procedure

Purpose and Scope

Undeb Bangor works hard to ensure our services, activities and spaces are safe and promote a positive experience for all who use them. In order to protect this, we have this Disciplinary Procedure in place to investigate and address issues of alleged misconduct by:

- Undeb Bangor members
- Undeb Bangor Student Opportunities Groups
- Undeb Bangor Associate Members undertaking Undeb Bangor activity or using Undeb Bangor spaces.

If an allegation of misconduct is upheld and you or your group are found to have behaved inappropriately then you will be given a warning or a penalty. In cases where this Procedure is being applied to a Student Opportunities Group, the group leader will represent the group and any penalty will be applied directly to the group or the group leader in their position as lead member and not against individual students.

This procedure should not be used if the actions being investigated relate to:

- Alleged breaches of Undeb Bangor Elections or Referenda rules and regulations (these are dealt with through the Undeb Bangor Elections and Referenda Complaints Procedure)
- Undeb Bangor / Bangor University salaried or student staff (these are dealt with through the Bangor University HR Procedures)
- Undeb Bangor Sabbatical Officer Trustees or Student Trustees in their role as Trustees
- Undeb Bangor External Trustees

To find out more and read associated policies and procedures, including our Member Code of Conduct, visit our website www.undebbangor.com

Support

Being the subject of a disciplinary investigation can be a difficult time for those involved. We'll make sure that any investigation will be undertaken with appropriate discretion, care and consideration. Undeb Bangor will ensure all steps in the process remain fair and in line with Undeb Bangor policy and procedures.

Process

The decision to start this procedure is made by a relevant Undeb Bangor staff member, usually following:

- The receipt of an incident report from a Undeb Bangor Sabbatical Officer or member of staff
- The receipt of a complaint
- The outcome of a formal Undeb Bangor Complaint Procedure
- A referral from Bangor University
- A referral from another University or Students' Union
- Some other reasonable route.

The process is split into informal and formal stages. All reasonable efforts will be made to resolve complaints informally, where appropriate.

Early Resolution (informal stage)

At this initial stage, as outlined in our Complaints Policy the aim is to resolve complaints informally, swiftly and amicably.

- Complainants are encouraged to raise any concerns directly with the individual(s) where appropriate and depending on the nature of the complaint. This is to allow individuals to work towards amicable dispute resolution together.
- A relevant member of staff will look at the complaint and will attempt to address the issue through early resolution.
- This stage should ideally be completed within 10 working days.
- If the complaint is unresolved at the informal stage or is of a serious nature, it progresses to the formal stage as outlined below.

Stage One – Initial Assessment

At stage One an initial assessor (see appendix 1), will review the complaint, the evidence received, and desired outcomes. They will then determine the appropriate course of action which will be one of the following:

- No case to answer and no further action will be taken.
- Further investigation is needed.
- Refer to the University.

The complainant will be made aware of any course of action taken as appropriate.

Stage Two – Detailed Investigation

At stage two a lead investigator (see appendix 1), will be appointed to undertake a detailed investigation as outlined below:

- **Investigation:** The investigator will review all evidence, conduct interviews with relevant parties and gather additional information as necessary.
- **Notification:** The subject of the complaint will be notified of the complaint against them confirming the following:
 - The nature of the complaint against them.
 - The name and contact details of the lead investigator.
 - That they will have the opportunity to respond to the formal complaint, and whether this opportunity will be in writing, in person or online.
 - Whether or not they will be required to meet the investigator in person or online – a minimum of two working days notice will be given for any meetings. If they are asked to attend a meeting, they will be entitled to bring a friend or representative with them, not acting in a legal capacity.
- **Non engagement:** If the subject of the complaint does not respond to communications or refuses to engage with the investigation process, they will be deemed to have nothing to add to the investigation.
- **Outcome:** Based on the investigation, the investigator will then determine the appropriate course of action, which will usually be one or more of the below:
 - No case to answer and no further action will be taken.
 - Require an apology.
 - Participate in mandatory training.
 - A probation period where any further misconduct may result in immediate referral to stage 3, a disciplinary panel.
 - A warning and/or reminder of expected behaviours
 - Refer to Stage 3 – a disciplinary panel.
 - Refer to the University.

- **Communication:** The outcome will be communicated in writing and/or in person usually within 10 days of the completion of the investigation.
- **Records:** Secure records of the investigation and outcome will be kept.

Stage 3 – Disciplinary Panel

If the issue remains unresolved or has been recommended following a Stage Two investigation, a complaint may be referred to a disciplinary panel, as outlined below:

- **Composition:** An Undeb Bangor Disciplinary Panel will usually be made up of three people. These will be selected from the following groups of people, and will usually include at least one elected student officer:
 - Undeb Bangor senior staff members
 - Undeb Bangor Officer Trustees
 - Undeb Bangor Student Trustees
 - Undeb Bangor External Trustees
 - Sabbatical Officers from other Students' Unions
- **Notification:** A minimum of 5 working days' notice will be given before any disciplinary panel hearing. A summary of the case and evidence to be used will be provided. The subject of the complaint will have the right to bring a fellow Bangor University student with them to the hearing, not acting in a legal capacity.
- **Hearing:** The case and evidence will be usually presented by the chair of the panel. In some cases the lead investigator may be invited to present the evidence. The subject of the complaint will have the right to respond to the case and they may submit a statement to the panel before the hearing if they wish. The panel will have the opportunity to ask questions.
- **Decision and outcome:** The panel will make a decision on whether the allegation is upheld and on the appropriate course of action, including any sanctions or penalties, which will usually be one or more of the below:
 - No case to answer and no further action will be taken.
 - Formal or final written warning.
 - Require an apology.
 - Mandatory restorative action or training.
 - Suspension of privileges.
 - Extended or permanent suspension from Undeb Bangor activities or spaces.
 - Expulsion from opportunities group activities.
 - Financial penalty or compensation – only to cover damages or financial losses due to their actions.
 - Expulsion or suspension from leadership positions within Undeb Bangor or Opportunities groups and activities.
 - Permanent or temporary expulsion from all Undeb Bangor activity.
 - A probation period where any further misconduct may result in further sanctions
 - Referral to the University.
 - Referral to external authorities and/or bodies
 - Any other reasonable courses of action and/or courses of action available at previous stages.
- **Communication:** The outcome will be communicated in writing usually within 3 working days of the conclusion of the disciplinary hearing (which will be taken to be concluded when the Panel have finished its deliberations).

Appeals:

Subjects of complaints have the right to appeal the decisions on one or more of the following grounds:

- A wholly unreasonable decision (i.e. one which falls outside the range of possible reasonable decisions that could have been taken).
- There is evidence of a significant procedural error in the investigation of the complaint, which significantly contributed to the outcome.
- Significant new evidence has come to light which could not have been made available during the initial investigation.
- Perceived bias or unfair treatment.

Appeals should be made in writing to the Undeb Bangor Director within 10 working days of notification of the decision being communicated, clearly stating the grounds for appeal. The Undeb Bangor Director, or their nominee, will determine the most appropriate method of conducting the review, and communicate in writing the result of the appeal and the reasons for the decisions taken, within 28 working days. Appeals will be reviewed by someone who has had no prior involvement in the investigation or disciplinary decision, where reasonably practicable.

Possible outcomes of an appeal are:

- The appeal is rejected and the original decision is upheld.
- Order a re-investigation and subsequent referral to a Stage 3 Disciplinary Panel – this is only available if this stage was not reached.
- The appeal is upheld and the disciplinary sanction is removed or modified.

If the appeal is not upheld, the subject has the right to raise the complaint with Bangor University.

Risk Assessment Procedures for Precautionary Measures

Upon receiving a complaint / allegation, the Undeb Bangor will make an immediate assessment of risk and where appropriate will undertake a full risk assessment including consideration of whether precautionary measures may be required.

Precautionary measures may include:

- Issuing a non-contact order to prevent the respondent(s) coming into contact with the reporting party and other relevant people;
- Temporary restriction from accessing certain Undeb Bangor spaces;
- Temporary restriction from accessing specified Undeb Bangor activities;
- Temporary restriction from accessing all Undeb Bangor spaces and activities;
- Reporting to the University, police or safeguarding agencies.

No precautionary measures will prevent a student from accessing the Undeb Bangor Advice Service, although where students are excluded from accessing our spaces, they would need to use the service remotely.

Precautionary action is not a sanction or penalty. It is to be used only where following the risk assessment process it is considered necessary to prevent harm, protect a member or members of the University community; or the property of Undeb Bangor / University.

Risk assessments (including decisions about precautionary measures) are carried out by a small panel selected from a pool that includes: Undeb Bangor Senior Leadership Team, SU Full Time Officers. Risk assessment panels will usually involve 2 people from the pool and will normally always include a member of the Leadership Team.

Where misconduct allegations are of a serious nature including serious sexual misconduct, it will usually be the case that the respondent is temporarily restricted from all Undeb Bangor activities pending

investigation (which may be carried out by the University), unless there is a clear case and evidence that the respondent would not present a risk to others. This would usually be agreed with the University.

If precautionary action is applied, a named contact in Undeb Bangor will be assigned to the responding party to maintain contact and provide updates on the case.

All precautionary measures are subject to review at the request of the respondent after four weeks. Such a review will not involve a hearing, but the member will be entitled to make written representations.

Undeb Bangor may carry out a risk assessment in cases where:

- Undeb Bangor itself is managing the complaint and investigation; or
- The University is managing the complaint and investigation but where an additional risk assessment is required because of the context or because the respondent(s) hold a leadership / representative position in the SU.

When we are communicating with reporting parties and respondents, we will ensure absolute clarity and distinction between situations in which we are enforcing or enacting precautionary actions as determined by the University and situations in which we are conducting and implementing our own risk assessment process and precautionary measures.

Protection of Confidentiality

Undeb Bangor is committed to dealing with disciplinary issues discretely, protecting the confidentiality of those involved. No Undeb Bangor Sabbatical Officer, Trustee, Staff or Trustee should comment publicly on any incident that is being dealt with under this procedure, and no formal reports will be published. Where a penalty applies that will impact on the wider student community, the method of announcement will be explained to the person/people being disciplined.

Reporting students should be aware that for reasons of confidentiality we may not be able to share the outcome of any investigation or disciplinary that follows your complaint.

Withdrawal of a complaint

An individual may choose to withdraw a complaint at any stage of the process. A decision to withdraw must be made in writing. In these circumstances Undeb Bangor will assess the information to identify any potential risks or legal responsibilities. If there are any potential risks or legal responsibilities Undeb Bangor may continue to investigate. This will be communicated to the complainant.

Recording Discipline

Accurate records will be kept detailing:

- Any breach of discipline.
- The student's defence or mitigation.
- The disciplinary sanction imposed and the reasons for it.
- Whether an appeal was lodged and its outcome.

These records are to be kept confidential and retained in line with the above Disciplinary Procedures and the Data Protection Act 1998. Copies of any meeting records will normally be given to the student concerned.

Appendix 1: Roles

Initial Assessors are usually assigned from the following pool of people:

- Coordinator level members of staff
- Lead and team leader level members of staff

Lead Investigators are usually assigned from the following pool of people:

- Lead, team leader or supervisor level members of staff
- Senior members of staff
- A member of the Senior Leadership Team

Where appropriate, an External Trustee, or external organisation may lead the investigation.

Members of staff involved in disciplinary procedures will receive in house training on the procedures.