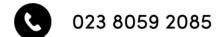


# Student discipline statement writing guide

# **How This Guide helps**

The following step by step guide provides you with basic information and advice on how to write a statement to support you during the student discipline process. If you would like additional support, you can contact us using the details below. Please note that an Adviser will not be able to predict the outcome of any Student Discipline meetings.

# **Contact Details**





The Advice Centre - SUSU

susu.org/support

# Wellbeing

It is important to recognise that it is normal and natural to feel some anxiety when you are following a formal process and that the University has support in place to help you with your wellbeing. You can contact the Universities Wellbeing Team on studenthub@soton.ac.uk or by calling 023 80 599 599. They are available 24 hours a day, 7 days a week.





### Reasons for a student discipline statement

While there is no requirement to write a student statement here is how it may help a with student discipline process. A student statement:

- Helps you focus on key points and explains the impact of your experience
- Share key points with a supporter before your student discipline meeting
- Answers the questions the investigator may have
- · Acts as a 'script' in your meeting with the investigator
- · Forms part of the official record of the meeting
- Is a written record to help the investigator consider your claim or your response to a claim

# Potential sections include:

#### Introduction

a chance to thank the Investigator and outline what you will cover in your statement.

### **Main Body**

# Claimant

an opportunity to explain your experiences and link them to any relevant policies, processes or reasonable expectations that relate directly to your experiences.

## Respondent

an opportunity to explain your experiences and counter any claims made against you, particularly focusing on those claims that are contested.

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### **Witness**

an opportunity to explain your understanding of events as a key witness.

# **Further Information**

Here is a chance for you to describe what the impact of the matters under discussion have been on you, regardless of your role within the student discipline process. If you have been accessing support resulting from the issues under discussion this may be an opportunity to disclose this to the Investigator.

# Summary/desired outcome

While a student discipline meeting provides ample opportunity to present key facts you may wish to finish with a sentence summarising the key message for the investigator.

#### Disclaimer:

While care has been taken to ensure that information contained in The Advice Centre publications is true and correct at the time of writing, changes in circumstances after the time of publication may impact on the accuracy of this information. The Advice Centre and SUSU cannot accept responsibility for any actions taken as a result of advice given in this publication.

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