

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



023 8059 2085



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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.

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:

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