

Student Guidance on Examinations Misconduct Committee and Disciplinary Committee Hearings

For students who have been called to a Committee Hearing under the College's B3 Misconduct Regulations

This guidance should be read in conjunction with the College's B3 Misconduct Regulations, and the Student Guide to the Misconduct Regulations, which are both available on the College's Policy Zone.

The Committee Hearing Process

1. You and any other parties (eg KCLSU, Board of Examiners' representative) will be ushered into the Hearing room at the same time.
2. The Chair of the Committee will introduce the Committee members, and explain the Hearing process. Committee Hearings are normally recorded so as to provide an accurate record of proceedings.
3. All parties will be asked by the Committee to make their respective representations.
4. The Committee members will ask questions of all parties.
5. You will be invited to make a final statement for the Committee's consideration before it deliberates on your case.
6. You will be advised as to whether or not you will receive your Hearing outcome on the day. If so, you will be invited to wait for this outcome; if not, you will be advised accordingly of when you will receive the outcome.
7. All parties who are not Committee members will be asked to vacate the Hearing room.

Frequently Asked Questions and Issues Raised

- *Do I have to attend the Hearing?*
Attendance at a Hearing is not compulsory, but it is in your interests to attend a Hearing and the College would strongly encourage you to do so if you are able. The KCLSU will usually accompany you to Hearings if you request it, and may represent you at a Hearing if you are unable to attend. To arrange this you should contact the KCLSU on advice@kclsu.org or telephone 0207 848 1588.
- *I cannot attend the Hearing. Can I have the Hearing on another date?*
If you are unable to attend the Hearing you should e-mail the Student Conduct & Appeals Office on appeals@kcl.ac.uk immediately. If you would prefer to attend the Hearing but are unable to do so on the scheduled date you should e-mail the Student Conduct & Appeals Office and request a deferral of your Hearing, stating the reason(s) why you are unable to attend on the scheduled date. On receipt of this request consideration will be given as to whether a deferral may be granted. Please note however that Committee Hearings are complex to organise and deferrals are normally only granted in exceptional circumstances.
- *Can I bring my parents/friends to the Hearing?*
You may be accompanied to the Hearing by a family member or a friend (either from inside or outside the College) but that person will not be allowed to speak on your behalf. However, the Chair of the Committee will have the discretion to consider representations from you for your friend/family member to make a statement at the Hearing.

- Who will be sitting on the Committee?*

The Committee will comprise of a Chair, at least one (usually two) academic members of staff from a Department other than the one which has submitted your case, and a student member. In Examinations Misconduct Committee Hearings, a member of the Board of Examiners will normally attend the Hearing to present the case to the Committee. In Disciplinary Committee Hearings, a member of the College (usually the Student Conduct & Appeals Manager) will present the case to the Committee.
- How long should my Hearing last?*

Typically an EMC Hearing is expected to last between 10-20 minutes, however disciplinary and complex cases are often allocated up to an hour, and very occasionally longer.
- Is mine the only Hearing?*

It is usual for more than one Hearing to be scheduled at any one Committee sitting, although sometimes a Committee will meet to consider one case. Unfortunately, sometimes Hearings overrun, which can mean that your Hearing is unable to start at the scheduled time. You will be advised of where you can wait for your Hearing in your Committee Hearing documentation. You should endeavour to arrive at least 5 minutes before your scheduled Hearing time.
- What is the likelihood of expulsion from the College?*

It is impossible to determine the outcome of any case before the Committee has met and considered it, therefore it is not appropriate for the College to comment upon the likely outcome of any case. However, you may discuss your case with the KCLSU who can assist you with preparing for your Hearing and help you with any statement/points you wish to make at it.
- I have received the Committee documentation via e-mail. Am I supposed to print it out?*

No. The Student Conduct & Appeals Office will usually send you a hard copy of the Committee documentation, unless instructed otherwise.
- I am waiting for a Committee Hearing. I've been accused of plagiarism. I have other assignment deadlines coming up and I'm not sure whether to submit this work.*

If you have other assignments due pending a Committee Hearing you should continue to submit these as normal. If you have concerns about being able to complete the work you should discuss this with your Personal Tutor and/or Module/Programme leader.
- I am really worried about my Hearing and don't know what to do.*

The KCLSU are on hand and are highly experienced in supporting students who are going through a misconduct process. The KCLSU will accompany you to a Hearing should you wish, and may also represent you at a Hearing in the event that you are unable to attend. In addition, the College has a number of support services, including the Compass, Counselling Services and your Personal Tutor. You should avail yourself of some or all of these support systems.
- I have examinations coming up but I've been invited to a Hearing. What should I do?*

If you have been invited to a Committee Hearing which is to be held on a date on or around an examination you should contact the Student Conduct & Appeals Office to discuss your situation.