

Student guidance on attending Committee Hearings

The Committee Hearing Process

1. You and any other parties (eg KCLSU, College representative) will be directed into the Hearing room at the same time
2. The Chair of the Committee will introduce the Committee members, explain the Hearing process, and confirm that the Hearing will be audio recorded to provide an accurate record.
3. All parties will be asked by the Chair to make their representations.
4. The Committee members may ask question of all parties.
5. You will be invited to make a final statement for the Committee's consideration before they deliberate on your case.
6. The Chair will confirm when you will receive your outcome; this is normally sent in writing within seven days.
7. All parties who are not Committee members will be asked to leave the Hearing room at the same time.

Attendance

You are expected to attend the Hearing, however your case may proceed in your absence. You may request attendance via Skype, or a deferral of your Hearing date. You can also alert the university to any reasonable adjustments you require prior to, or during, the Hearing.

Representation

You may be represented by another member of the university or KCLSU or, if you are registered on a programme with professional registration, a member of your professional organisation.

In addition, you may be accompanied by a family member or friend in a supportive capacity. They will not normally be able to speak on your behalf, unless this is a reasonable adjustment, such as a sign language communicator or interpreter.

Who will be sitting on the Committee?

The Committee will normally comprise of at least three members; a Chair, one or two members of staff and/or a student member from a Department other than the one which has submitted your case.

Additional documentation & Witnesses

You may present documentary evidence (including a written statement) in your defence or as mitigation. It is your responsibility to obtain and provide any evidence you wish to be submitted for the consideration at the Hearing.

If you need advice on documentary evidence please contact KCLSU Advice as detailed below.

Support Available

KCLSU Advice are highly experienced in supporting students going through a Committee process, and can accompany and represent you to a Hearing; you are recommended to contact them using the contact details below:

KCLSU Advice Service	Tel: 0207 848 4588	Web: kclsu.org/adviceform/
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The university also has numerous branches of support which are available to you:

King's NHS Health Centre	Tel: 0207 848 2613	Web: kclnhshealthcentre.com/
Counselling & Mental Health Support	Tel: 0207 848 7017	Email: counselling@kcl.ac.uk
Disability Support Team	Tel: 0207 848 7018	Email: disability@kcl.ac.uk
Student Services	Tel: 0207 848 1234	Web: self-service.kcl.ac.uk/

In case of emergency or if you are in crisis:

<https://www.kcl.ac.uk/campuslife/services/counselling/needhelpnow>

Further information about student support services is available on the university's website

kcl.ac.uk/campuslife/services/Student-Services.aspx.

Further information can also be found on SCA's webpage, including Frequently Asked Questions, here:

kcl.ac.uk/aboutkings/orgstructure/ps/acservices/conduct/FAQs.aspx