

# Information for friends and representatives

## Introduction

This information sheet is intended for students or staff of the University who have been asked to act as a 'friend' or representative during the investigations associated with the following procedures:

- Academic engagement and fitness to study;
- Academic misconduct;
- Fitness to practise;
- Student discipline;
- Student appeals arising from these processes, or appeals in relation to examination results; and
- Student complaints

## What is a 'Friend' or Representative?

Any student, who has been invited to an investigatory meeting/hearing under the procedures listed above, has the right to be accompanied by a 'friend' or representative.

### **This is defined as:**

- A student currently registered with the University, a current member of University staff, or a RSU Student Officer or Advice Service Adviser.
- Students with a disability may also be accompanied by a support worker, where appropriate to their needs.

## What does the 'friend'/representative do?

- They may support the student in preparation for the meeting and/or accompany the student at the hearing.
- They have the right to be present during the investigation meeting, and may give advice to the student, unless asked to withdraw by the meeting Chair. They can attend in person, even if the student is attending by telephone or videoconference call (e.g., via Microsoft Teams).
- They may speak on the behalf of a student, comment, or ask questions, provided that the content is relevant to the case and with the permission of the Chair. They will normally also be given the opportunity to add any information they think relevant at the end of the meeting.

- **It is NOT their role to present the student's case on their behalf**, except in the most exceptional circumstances (the Chair's permission should be obtained before the meeting).
- The investigation panel may ask the 'friend'/representative a question during the investigation meeting, where this is felt to be necessary to the case.

## Confidentiality

Remember that any discussions you have with the student or hear during the investigation meetings are confidential. Details of the case must not be shared with others without explicit consent from the student being investigated and the Chair of the investigation.

## Further Information

Further information and support can be obtained from the Students' Union.

The relevant policies and procedures can be found at the websites listed below:

- [Academic engagement and fitness to study](#)
- [Academic misconduct](#)
- [Appeals on examination results](#)
- [Fitness to practise](#)
- [Student Discipline](#)
- [Student complaints](#)
- [RSU Advice Service](#)