

Guidance for students wishing to submit a statement to the Senate Assessors for Student Conduct/Senate Student Conduct Committee

How long should my statement be?

You should keep your statement to the Senate Assessors as concise as possible – no more than two pages. The Senate Assessors may be interviewing a large number of students and have a lot of statements to read in a short time period.

For the Conduct Committee you may need to submit a longer statement as the alleged offence is likely to be more serious and/or complex and thus we may require more information from you.

When do I need to submit my statement?

For the Senate Assessors, you need to submit your statement and any other documentation two full working days before your interview (e.g. if your interview is on a Monday you need to submit by 9am on the previous Thursday).

For the Conduct Committee, you need to submit material five full working days before the Committee date (i.e., one full calendar week). The exact date for submission will be detailed in the letter sent to you with the Committee papers.

What information should I include?

You should only provide information that is relevant to the case. You should say whether or not you accept the allegation is true, and why.

If you are accepting the allegation is true, you may wish to include an explanation as to why the offence occurred, and any mitigating information (e.g. relating to illness or other personal circumstances).

If you are denying the allegation, you may explain what has happened and provide evidence that supports your case.

If you want the Assessors or the Committee to consider medical or other personal circumstances, you will need to provide relevant evidence (such as a GP's letter, a hospital appointment letter, etc). The evidence must relate to the same time period as the alleged offence. If you do not include evidence, mitigating circumstances cannot usually be considered.

Who will see my statement and other documentation?

For a Senate Assessor interview, the two Senate Assessors and the Clerk will see the material you submit.

For a Conduct Committee meeting, the members of the Committee, the Senior Senate Assessor for Student Conduct, and the Clerk will see what you submit.

Depending on the case, we may also need to show a copy of your statement to the person who has made a complaint about you so that they can respond, but this will not always be necessary.

Can I get help to write my statement?

Yes, we recommend that students seek help and advice from the SRC Advice Centre (advice@src.gla.ac.uk). They can help you to write your statement. Alternatively, you can seek help from family or friends.

Ms Helen Clegg
Senate Office

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