

**Dealing with Matters Summarily: Resolution Form (Further Education)**

*Section 14: Dealing with Matters Summarily referenced in the UCB Code of Discipline*

*Prior to commencing this meeting, ensure that the student is advised that a parent or guardian is invited to attend if they are under 18. If a student chooses to proceed without a parent or guardian in attendance, this must be noted below.*

**Part A: Student Details**

- **Student Name:** \_\_\_\_\_
- **Student ID:** \_\_\_\_\_
- **Programme of Study:** \_\_\_\_\_
- **Contact Information:** \_\_\_\_\_
- **Parent/Guardian Attendance:**
  - Parent/Guardian Attending: Yes/No
  - If “No”, student must sign here to confirm they wish to proceed without parental/guardian attendance: \_\_\_\_\_

**Part B: Admission of Misconduct**

- **Date of Admission:** \_\_\_\_\_
- **Description of Misconduct:** (Provide a brief summary of the admitted offence)

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**Part C: Manager's Preliminary Actions**

- **Manager's Name:** \_\_\_\_\_
- **Position:** \_\_\_\_\_
- **Date of Discussion with Student:** \_\_\_\_\_

**Actions Taken:****1. Explanation of Potential Consequences:**

- Explained to the student the potential consequences of dealing with the matter summarily, including possible penalties as outlined in Section 15 of the Code of Practice on Discipline and below.

**2. Outline of Possible Penalties:**

- Discussed the range of penalties (outlined below) that may be imposed for the offence in question, excluding suspension or expulsion as these are not applicable in summary proceedings.

**3. Student's Consent:**

- Obtained the student's consent to proceed with the process to deal with matters summarily.

**Part D: Student's Written Consent**

I, [Student Name] \_\_\_\_\_, hereby:

- Admit to the misconduct as described above.
- Acknowledge that I have been informed of and understand the potential consequences of this admission under the UCB Code of Practice on Discipline.
- Agree to the disposal of the disciplinary process without a formal disciplinary meeting or hearing.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature (if under 18:)** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Part E: Manager's Decision**

- **Review of Evidence:** (Summarise the evidence considered)

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- **Mitigating Circumstances:** (Note any mitigating factors presented by the student)

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- **Decision:** (Select one)

- Whilst the allegation was admitted, a penalty is not appropriate
- Penalty imposed as detailed below.

**Part F: Penalty Imposed**

(Select one or more penalties as appropriate, in accordance with Section 15 of the Code of Practice on Discipline)

- Final written warning
- Removal of student privileges (specify): \_\_\_\_\_
- Requirement to carry out specified voluntary work at UCB or in the community
- Restitution or payment of all costs incurred (in cases involving damage to property)
- Behaviour agreement with conditions for improvement of conduct
- Requirement to provide a written apology
- Formal written warning
- Payment of compensation equivalent to the financial estimate of any damage or loss caused (specify amount): £\_\_\_\_\_ (This must be issued only if approved by a member of SMT)
- Requirement to attend relevant training
- Partial suspension from certain facilities at UCB (specify): \_\_\_\_\_

**Details of Penalty:** (Provide specifics of the penalty imposed)

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**Part G: Notification and Records**

- **Date of Notification to Student:** \_\_\_\_\_
  - **Method of Notification:** (e.g., email, in-person)
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- **Right of Appeal:** Informed the student of their right to appeal under Section 16 of the Code of Practice on Discipline.

**Manager's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_