

Appendix 7 NCCA Non-Academic Misconduct Policy
Summary of procedural timescales* in the Non-Academic Misconduct Policy

*All timescales indicated constitute calendar days, excluding bank holidays and statutory closure days.

<i>Regulatory Procedure and Section of Policy</i>	<i>Responsibility</i>	<i>Stage of respective procedure</i>	<i>Timescale</i>	<i>Relevant Paragraph</i>
Preliminary Enquiry (PE) Section 4	School	Completion of Preliminary Enquiry	Normally within 14 days of receipt of an allegation, including notification in writing of the PE outcome (where an interview is requested under this procedure and/or in sensitive circumstances, this may prolong completion of the Preliminary Enquiry process and it may take longer than 14 days).	4.23
	Student	Preliminary Enquiry interview: notify Preliminary Enquiry Investigator of accompanying party	Normally provide the School with at least 24 hours' notice of anyone expected to accompany student to interview	4.21
	School	Circulation of Notes of Preliminary Enquiry Interview to student for agreement of the record and any factual corrections	Normally no later than 2 working days after the interview has been held	4.21
	School	Issue of Preliminary Enquiry Outcome Letter and Preliminary Enquiry Report	Normally within 48 hours of the conclusion of the Preliminary Enquiry	4.23
	Student	Complaint/disagreement concerning a Preliminary Enquiry Outcome (including where the Preliminary Enquiry Officer recommends early termination of contract)	Normally within 7 days of receiving formal written notification of the Preliminary Enquiry outcome	4.28, 4.29
	Student	Request for a Review of a decision to terminate the student contract following a Preliminary Enquiry	Normally within 7 days of receiving formal written notification of the Preliminary Enquiry outcome	4.30
Misconduct Panel Sections 5 & 6	School	Notification to student that a Misconduct Panel Hearing will take place, plus documentation	Normally at least 10 days' notification of a Hearing, and in any case at least 7 days' notification	6.10

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Misconduct Panel Section 5 (continued)	School	Notification to student of the exact date of a Misconduct Panel Hearing	At least 7 days' notification of the exact date of the Hearing together with all relevant documentation	6.11
	Student	Submission of written statements and documentation for consideration by a Misconduct Panel	At least 48 hours in advance of the Hearing	5.4 & 6.12
	Student / School	Requesting witness(es) for attendance at a Misconduct Panel Hearing	At least 48 hours in advance of the Hearing	5.5 & 6.13
	Student	Notification of being represented and/or accompanied for support to a Misconduct Panel Hearing	At least 48 hours in advance of the Hearing	5.5 & 6.14
	School	Postponement or adjournment of a Hearing prior to a Hearing commencing	Not normally to exceed 21 days , except in unavoidable circumstances	Appendix 3 Guidance on Hearings
	Student	Request for deferral of Hearing prior to Hearing commencing	At least 48 hours in advance of the Hearing	5.9
	School	Notification to a student of the adjournment of a Hearing after the Hearing has commenced	The student will be notified of the adjournment normally within 24 hours of the decision to adjourn	6.15 10)
	School	Adjournment of a Hearing after the Hearing has commenced	The Panel will normally reconvene to continue its deliberations, reach a decision and agree its findings, within 10 working days of the original hearing date.	Appendix 3 Guidance on Hearings
	School	Misconduct Panel Hearing Outcome Letter	The Secretary to the Misconduct Panel will send a Hearing Outcome letter to the student, normally within 7 days of the date of the hearing.	6.15 11) & 6.28
	Student	Making an appeal submission against a decision/finding(s) of the Misconduct Panel	Normally within 14 days of the date of the Misconduct Hearing Outcome Letter	6.27 & 7.2

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<p>Appeal not forwarded to Misconduct Appeals Panel;</p> <p>Section 7</p>	<p>School</p>	<p>Appeal Outcome Letter issued (unsuccessful; no Misconduct Appeals Panel appointed)</p>	<p>Appeal Outcome letter will be sent normally within 21 days of receipt of the appeal submission. When this letter is issued, this will constitute the end of National Centre for Circus Arts’s internal Non-Academic Misconduct Procedures. The student will then be issued with a Completion of Procedures Letter by the School normally no later than 28 days after the date of the Appeal Outcome Letter.</p>	<p>7.10 & 7.11</p>
<p>Completion of Procedures</p> <p>Section 7</p>	<p>School</p>	<p>Completion of Procedures Letter is issued</p>		<p>7.11</p>
<p>Misconduct Appeals Panel</p>	<p>School</p>	<p>Notification to student that a Misconduct Appeals Panel Hearing will take place</p>	<p>Normally at least 10 days’ notification of a Hearing, and in any case at least 7 days’ notification</p>	<p>8.8-8.9</p>
<p>Sections 5 & 8</p>	<p>School</p>	<p>Notification to student of the exact date of an MPC Appeals Panel Hearing</p>	<p>At least 7 days’ notification of the exact date of the Hearing together with all relevant documentation</p>	<p>8.9</p>
	<p>Student</p>	<p>Notification to School of being accompanied to Panel Hearing</p>	<p>At least 48 hours in advance of the Hearing</p>	<p>8.12</p>
	<p>Student / School</p>	<p>Requesting witness(es) for attendance at a Hearing</p>	<p>At least 48 hours in advance of the Hearing</p>	<p>8.13</p>
	<p>Student</p>	<p>Submission of documentation for consideration by a Panel</p>	<p>At least 48 hours in advance of the Hearing</p>	<p>5.4 & 8.12</p>
	<p>Student</p>	<p>Request for deferral of Hearing prior to Hearing commencing</p>	<p>At least 48 hours in advance of the Hearing</p>	<p>5.9</p>
	<p>School</p>	<p>Postponement or adjournment of a Hearing prior to a Hearing commencing</p>	<p>Not normally to exceed 21 days, except in unavoidable circumstances</p>	<p>Appendix 3 Guidance on Hearings</p>

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Misconduct Appeals Panel Sections 5 & 8 (Continued)	School	Notification to a student of the adjournment of a Hearing after the Hearing has commenced	The student will be notified of the adjournment normally within 24 hours of the decision to adjourn	8.14 10)
	School	Adjournment of a Hearing after the Hearing has commenced	The Panel will normally reconvene to continue its deliberations, reach a decision and agree its findings, within 10 working days of the original hearing date.	Appendix 3 Guidance on Hearings
	School	Misconduct Appeals Panel Hearing Outcome Letter	The Secretary to the Misconduct Appeals Panel will send a Hearing Outcome letter to the student, normally within 7 days of the date of the hearing.	8.25
Completion of Procedures Section 9	School / CDD	Completion of Procedures is issued	The student will be issued with a Completion of Procedures Letter, normally no later than 28 days after the date of the Misconduct Appeals Panel Hearing Outcome Letter.	9.2 <i>For additional guidance see the OIA website.</i>