



University of  
**Strathclyde**  
**Glasgow**

## **STUDENT DISCIPLINE: GUIDANCE FOR STUDENTS ON SUBMITTING EVIDENCE**

The Student Discipline Procedure is a process by which the University can ensure a safe, productive, and respectful environment for all students and staff. The University may take disciplinary action where it decides (on the balance of probabilities), that an offence has been committed.

After an allegation has been made, the University may decide to investigate. It appoints an appropriate person to determine whether the allegation has merit. For minor offences, this person has the power to impose a number of appropriate penalties.

If the case is of a more serious nature, it may be referred to the University Secretary who will determine whether there are grounds to proceed to a Senate Discipline Committee.

In both these instances, students have a right to submit evidence on their behalf, are invited to attend an interview, and have the right to appeal the outcome. This document is aimed at providing some brief guidance for students on submitting evidence relating to their case in each of these instances.

### How do we consider evidence?

- Burden of Proof

The 'Burden of Proof' determines whose responsibility it is to prove an issue. In a disciplinary case, that burden should be on the provider. This means that the provider must prove that the student has done what they have been accused of doing.

Sometimes the student will need to prove that they have not done something, or that something has happened. Students may also need to provide evidence on any mitigating or [Personal Circumstances](#) that are relevant to the case.

- Standard of Proof

The 'Standard of Proof' is the burden on the person to establish facts that support a case or accusation. At Strathclyde, the standard of proof we use is the legal concept of **on the balance of probabilities**. This means that the investigating party must be satisfied that on the evidence provided, it is more than likely that the allegation did take place.

### Submitting evidence that supports a case

It is incredibly important, therefore, that students submit all appropriate evidence to ensure that the investigating persons can consider the whole picture and all the facts. Some key principles are worth bearing in mind when you are considering whether to include a piece of evidence:

- Does the evidence relate to the case?

In order to make sure the case is resolved as quickly as possible, it's really important to submit only evidence that relates to your case.

- Is the evidence contextualised?

Make sure your evidence is contextualised. If you are submitting emails or other forms of correspondence, for example, don't only submit those emails that support your case. You should submit all correspondence between relevant parties **that also** relate to the case at hand.

- Does the evidence provide explanation for mitigating circumstances? Or does it provide a rebuttal to evidence provided against you?

If you have evidence that you think proves that you did not do something, submit it so it can be considered! The same goes for personal circumstances. If the University doesn't know about personal issues that are affecting your studies, they cannot be taken into consideration!

### Senate Discipline Committee

Any evidence which you wish to be considered by a Senate Discipline Committee must be submitted to the Senate Office at least five working days before the hearing.

This should be submitted to [senate-discipline@strath.ac.uk](mailto:senate-discipline@strath.ac.uk)

### Things to note:

- You have the option to speak with a Student Advisor, from the [Strath Union Advice Hub](#). They can provide guidance and support specific to your case.
- Evidence should be submitted via email in a single zipped folder.
- If any of the evidence is not in English, an independent translation must be provided, e.g. from a professional translation service, member of University staff, embassy etc. This translation should not be undertaken by the student, a member of their family, or friend.
- If you have personal circumstances but are not able to supply appropriate evidence, please get in touch with your departmental/ School contact to discuss this.

The following are **some** examples of acceptable forms of evidence:

- Emails and other forms of communication between relevant parties;
- Records relating to any meetings between affected parties in relation to the allegations;
- Witness statements – please ensure you have their permission to share these;
- Academic Evidence (where appropriate); and
- Proof of Personal Circumstances or other Mitigating Evidence.

The following are **not** normally accepted as forms of evidence (exceptions do apply):

- Letters from family members, friends, or other students;

- Character references that confirm the good character of the student but cannot confirm the facts of the claim; and
- Bank statements