


## Summary of Procedural Timescales\* in the Non-Academic Misconduct Policy



Central  
School  
of Ballet

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

<b>Regulatory Procedure</b>	<b>Responsibility</b>	<b>Stage of respective procedure</b>	<b>Timescale</b>	<b>Relevant Paragraph</b>
<b>Preliminary Enquiry (PE) Section 4</b>	School	Completion of Preliminary Enquiry	Normally within <b>14 days</b> 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 this process).	<b>4.15</b>
	Student	Preliminary Enquiry interview: notify Preliminary Enquiry Investigator of accompanying party	Normally provide the School with at least <b>24 hours</b> ' notice of anyone expected to accompany student to interview	<b>4.10</b>
	Student	Complaint/disagreement concerning a Preliminary Enquiry Outcome	Normally within <b>7 days</b> of receiving formal written notification of the Preliminary Enquiry outcome	<b>4.16</b>
<b>Misconduct Panel Sections 5 &amp; 6</b>				
<b>Misconduct Panel Sections 5 &amp; 6</b>	School	Notification to student that a Misconduct & Professional Conduct Panel Hearing will take place	Normally at least <b>10 days</b> ' notification of a Hearing, and in any case at least <b>7 days</b> ' notification	<b>6.9</b>
	School	Notification to student of the exact date of a Misconduct & Professional Conduct Panel Hearing	At least <b>7 days</b> ' notification of the exact date of the Hearing together with all relevant documentation	<b>6.10</b>
	Student / School	Requesting witness(es) for attendance at a Hearing	At least <b>48 hours in advance</b> of the Hearing	<b>5.3 &amp; 6.12</b>

<b>Misconduct Panel Section 5  (continued)</b>	Student	Notification of being accompanied to Panel Hearing	At least <b>48 hours in advance</b> of the Hearing	<b>5.3 &amp; 6.13</b>
	Student	Submission of documentation for consideration by a Panel	At least <b>48 hours in advance</b> of the Hearing	<b>6.11</b>
	School	Postponement or adjournment of a Hearing prior to a Hearing commencing	<b>Not normally to exceed 21 days</b> , except in unavoidable circumstances	Appendix 3 Guidance on Hearings
	Student	Request for deferral of Hearing prior to Hearing commencing	At least <b>48 hours in advance</b> of the Hearing	<b>5.7</b>
	School	Notification to a student of the adjournment of a Hearing after the Hearing has commenced	The student will be notified of the adjournment <b>normally within 24 hours of the decision to adjourn</b>	<b>6.14 7)</b>
	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 <b>10 working days</b> 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, <b>normally within 7 days</b> of the date of the hearing.	<b>6.14 8) &amp; 6.27</b>
	Student	Making an appeal submission against a decision/finding(s) of the Misconduct Panel	<b>Normally within 14 days</b> of the date of the Misconduct Hearing Outcome Letter	<b>6.26 &amp; 7.2</b>
<b>Appeal not forwarded to Misconduct Appeals Panel;  Section 7</b>	School	Appeal Outcome Letter issued (unsuccessful; no Misconduct Appeals Panel appointed)	Appeal Outcome letter will be sent <b>normally within 21 days</b> of receipt of the appeal submission, and either simultaneously or shortly after, the student will be issued with a <b>Completion of Procedures Letter, normally no more than 14 days after</b> the date of the Appeal Outcome Letter.	<b>7.8</b>
<b>Completion of Procedures  Section 7</b>	School	Completion of Procedures Letter is issued		<b>7.8</b>

<b>Misconduct Appeals Panel</b> <b>Sections 5 &amp; 8</b>	School	Notification to student that a Misconduct Appeals Panel Hearing will take place	Normally at least <b>10 days'</b> notification of a Hearing, and in any case at least <b>7 days'</b> notification	<b>8.10-8.11</b>
	School	Notification to student of the exact date of an MPC Appeals Panel Hearing	At least <b>7 days'</b> notification of the exact date of the Hearing together with all relevant documentation	<b>8.11</b>
<b>Misconduct Appeals Panel</b> <b>Section 7</b> <b>(Continued)</b>	Student	Notification to School of being accompanied to Panel Hearing	At least <b>48 hours in advance</b> of the Hearing	<b>8.12</b>
	Student / School	Requesting witness(es) for attendance at a Hearing	At least <b>48 hours in advance</b> of the Hearing	<b>8.15</b>
	Student	Submission of documentation for consideration by a Panel	At least <b>48 hours in advance</b> of the Hearing	<b>8.15</b>
	School	Postponement or adjournment of a Hearing prior to a Hearing commencing	<b>Not normally to exceed 21 days</b> , except in unavoidable circumstances	Appendix 3 Guidance on Hearings
	School	Notification to a student of the adjournment of a Hearing after the Hearing has commenced	The student will be notified of the adjournment <b>normally within 24 hours of the decision to adjourn</b>	<b>8.16 7)</b>
	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 <b>10 working days</b> 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, <b>normally within 7 days</b> of the date of the hearing.	<b>8.26</b>
<b>Completion of Procedures</b> <b>Section 7</b>	School	Completion of Procedures is issued	MPC Appeals Hearing Outcome letter will be sent <b>normally within 21 days</b> of receipt of the appeal submission, and either simultaneously or shortly after, the student will be issued with a <b>Completion of Procedures Letter, normally no more than 14 days after</b> the date of the Appeal Outcome Letter.	<b>For additional guidance see the OIA website.</b>

