## **Supporters, Representatives and Witnesses.**

You can be accompanied by one person at all meetings and hearings arranged through one of the University’s student procedures. This person can either be a ‘supporter’ or a ‘representative’.

**Supporter.**

A supporter can take notes, offer you support and guidance, but cannot make representations or ask or answer questions on behalf of you.

The name of the supporter must be provided to the University at least 24 hours before any meeting. It is your responsibility to provide your supporter with all relevant information and notification of meetings. The University is unable to cover any costs incurred by supporters.

A supporter must not be someone who has been suspended or excluded/expelled from the University for any reason.

**Representative.**

A representative may make representations or ask questions on your behalf, although you may also be asked to directly answer some questions, and can take notes and offer you support and guidance.

The name of the representative must be provided to the University at least 24 hours before any meeting. It is your responsibility to provide your representative with all relevant information and notification of meetings. The University is unable to cover any costs incurred by representatives.

A representative must not be someone who has been suspended or excluded/expelled from the University for any reason.

Guidance about legal representation is available here: <https://www.salford.ac.uk/sites/default/files/2020-07/Legal-Representation.pdf>.

**Witnesses.**

Witnesses are only called for formal hearings and only into a meeting for part of the hearing. Deadlines for notification of witnesses are 10 working days prior for those bringing the case and 5 working days prior for those responding.

Witnesses will be normally invited to make a short oral statement on the specific matter(s) they are called for, and then answer questions. In some limited instances, a witness may attend only to make a statement, but not to answer questions. This would only happen in cases where there is an acknowledged need to avoid the possibility of a vulnerable witness being ‘cross-examined’.

In some instances, a witness may attend only to make a statement, but not to answer questions. This would only happen in cases where there is an acknowledged need to avoid the possibility of a vulnerable witness being ‘cross-examined’ and permission for this should be applied for form the Chair at least five working days prior to the hearing.

Where there is a formal investigation, such as in Fitness to Practise and Student Misconduct Procedure cases, then the Investigator will be invited to attend the whole hearing alongside the presenter (Dean’s nominee) and may be called to answer questions as well as the Dean’s nominee. For Academic Misconduct Procedure cases involving Postgraduate Research students a member of the supervisory team will be invited to attend the whole hearing alongside the presenter (Dean’s nominee) and may be called to answer questions as well as the Dean’s nominee.

Where, because of a Reasonable Adjustment Plan (RAP) or other specific circumstance a hearings is being held in person, witnesses may still attend hearings virtually.

Witnesses may request to appear behind a screen or with their camera turned off. Such requests should normally be made at the time of notification of the witness to the hearing.

Quality Management Office, April 2023