

PCPS Procedure

A Union self-help guide

**Your Union of Students'
independent advice service**

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Talk to
US



At all stages of the Professional Conduct and Professional Suitability (PCPS) Procedure, you are able to have a Union Advisor present.

When PCPS procedure is used

The PCPS procedure is applicable to all students on a professional course. The purpose of the procedure is to ensure that students are professionally fit for practice. Students on professional programmes adhere to codes of conduct relevant to their own professional bodies. Any students who are suspected of breaking this code of conduct will be investigated under the PCPS procedure.

Informal Approach

The informal approach is the first step of the PCPS procedure. The Programme Leader will advise you of the concerns raised and will send you evidence before inviting you to an informal meeting. You will be given a minimum of five working days' notice.

If the concern is upheld, the case will be forwarded onto the formal procedures for further investigation.

Formal Procedure

The Programme Leader will provide a report to the Student Complaints and Conduct Team who will then forward the report to the Discipline Lead. The Discipline Lead will determine the level of meeting to hear the case based on the allegations and risk presented by the misconduct.

Step 1 meeting

A Step 1 meeting will normally occur within ten working days of referral and will be chaired by the Discipline Lead and Senior Academic. The Programme Leader and a nominated secretary from the Student Complaints and Conduct Team will also be present. You will receive copies of any written material submitted for consideration, including the report, and you are also entitled to submit a response to the allegations and any other information. This should be submitted three working days prior to the meeting.

If a decision is unable to be made or the concern is deemed more serious, the case may be referred to a Step 2 PCPS panel hearing.

Step 2 PCPS Panel

The Panel will be made up of the Deputy Dean/Head, a Senior Academic, and an Officer Trustee from the Union and a secretary and will occur within 20 working days of the Step 1 referral. You will be given ten working days' notice. Like in the Step 1, you will receive copies of written material submitted and can submit a response yourself. These should be submitted five working days prior to the meeting.

Potential outcomes of all stages of the procedure

- Dismissed, no further action required
- Not suitable to be heard under PCPS - Referred to the University Disciplinary Procedure or other appropriate University Procedure.
- Issued an advisory note.
- Referred to Occupational Health/Student Wellbeing/other appropriate support where a Health/Wellbeing related nature issue has been disclosed in relation to the conduct, if a concern is identified
- Warning
- The student may be excluded from University facility and/or Placement facilities for a defined period (penalty available at Steps 1 & 2).
- The student may incur a penalty relating to the use of University facility and/or Placement facilities (penalty available at Steps 1 & 2).
- The student may be suspended from the programme of study for a defined period (penalty available at Steps 2 only).
- Termination of registration on the programme of study with the option to use achieved credits to apply for advanced standing on a different programme (penalty available at Step 2 only).