

**SGUL Training Materials - Investigating Officer Report Template**

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| **Investigating Officer:**  *Name and job title and relevant Procedure for investigation* |
| **Student under investigation:**  *Name, programme, year and current status (i.e. suspended pending investigation)* |
| **Date of appointment by Principal:**  *Date of official appointment under the Procedure* |
| **Guidance/applicable regulations/procedures:**  *Name any guidance/policy/procedures (internal/external) reviewed as a part of your investigation. These should be included in the appendix and will be gathered by the clerk to the investigation*  *e.g.*     * *GMC’s Professional behaviour and fitness to practise: guidance for medical schools and their students document – it is likely that any investigation into a student’s Fitness to Practise or Study will require specific numerous references to this document* * *HCPC Fitness to Practise documentation* * *NMC Fitness to Practise documentation* * *Internal University Policies e.g. Assault & Sexual Assault Policy*   *Drug & Alcohol Policy*  *General Regulations for Students*   * *Programme Regulations* * *Schemes of Assessment* * *UUK Guidance* |
| **Date of report completion:**  *Opportunity to mention any delays or extensions to 15 working day timescale* |

# Background

*Provide a background/introduction to the investigation*

*It may prove useful to provide a chronology of events leading up to the investigation or a broader chronology of the student’s registration*

# Focus of investigation

*This investigation’s scope is…*

*Opportunity to note what the investigation is and isn’t considering*

# Investigation

*This section should be used broadly to discuss the method of the investigation and will be the main area of text. Should refer to any interview/conversations during the investigation etc.*

**Interview with XX**

* + 1. I met with XX on XX

**CCTV Reviewed**

* + 1. I reviewed the CCTV supplied by PP on PP

# Key findings

XXXXX

XXXXX

# Any other information

*Section can be used to discuss any mitigating circumstances, the level of insight displayed by the student and any other information which is important to the investigation*

# Conclusion

*Summary of investigations finding and how this leads to the information in the Recommendations section (conclusion document)*

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| Investigating Officer recommendation(s):  * *List recommended next action from relevant procedure:* * *Disciplinary: either referral to Hearing Committee or application of penalties in* ***paragraph 3.2.3*** * *Fitness to Study or Practise: options found in* ***paragraph 3.1.5****, how long will details on case remain on file, referral to Hearing Committee, status of suspension (if applicable)* * *Assessment Irregularity: possible penalties outlined in* ***paragraph 2.11*** *of the Procedure* * *Complaints: justified/partially justified/not justified detailed in conclusion paragraph but add here any additional recommendations in accordance with* ***paragraph 7.6*** * *Include who is responsible for actioning any recommendations and how to ensure that the recommendations are actioned (clerk will assist with this)* * *Ensure recommendations are relevant and focussed on the incident(s) under investigation and those directly involved.* |
| Reasons for recommendation(s):  * *Refer to the most important elements of the conclusion to the investigation with reference to the relevant guidance, procedures and policies. This is an opportunity to directly quote any references from the relevant guidance e.g. GMC Fitness to Practise/NMC/HCPC* * *It may sometimes be helpful to work through a list of available outcomes starting from the least severe until arriving at the most appropriate outcome* |
| Investigating Officer’s signature:Date: |