



Advice &
Support at
Keele SU

ATTENDANCE AT UNIVERSITY MEETINGS

An ASK Adviser has agreed to attend a Keele University meeting with you on:

Date / Time / Location / Type of Meeting

Your ASK Adviser is Name / Email

Please read carefully through the information in this leaflet. It contains important information about the role of the ASK Adviser in your meeting.

It is your responsibility to inform the organiser of your meeting that the ASK Adviser is attending and to provide their email address (see above).

ASK Advisers attend University meetings in a supportive capacity, we do not provide representation. It is important to understand that there are limitations on the ASK Adviser role. If you have any questions about the support ASK will provide in your meeting, please email su.ask@keele.ac.uk.

The information in this leaflet applies to **all university meetings**, including:

- Academic Conduct Officer meetings,
- Academic Misconduct Committee meetings,
- Risk Assessment Panel meetings,
- Discipline investigation meetings,
- Discipline Committee meetings,
- Complaints meetings,
- Health and Conduct Committee meetings (including investigations),
- Fitness to Practise Committee meetings (including investigations),
- Support to Study (all levels)

Your ASK Adviser **will** be able to do the following in your meeting:

- Attend the meeting with you as moral support,
- Advise on how your meeting will be conducted, including advising on any regulations and guidance that govern the meeting,
- Read a draft statement and offer feedback on areas that don't make sense or where your meaning is unclear.
- Highlight to you any procedural irregularities in the conduct of your meeting,

- Help you to understand the outcome and its implications.
- Offer advice and support in any appeal application.

Your ASK Adviser **will not** be able to do the following in your meeting:

- Attend meetings where you are not present (either in person or by Microsoft Teams),
- Write statements on your behalf,
- Present or argue your case on your behalf,
- Answer questions on your behalf,
- Question witnesses or university staff on your behalf,

Please remember that:

- ASK staff do not provide professional legal advice and are not legally qualified,
- ASK staff do not have any decision-making capacity and cannot tell you what the outcome of your case or meeting will be,
- ASK staff do not have knowledge of any PSRB codes of practice or professional obligations that may apply to your case,
- ASK Advisers do not advise on criminal law.
- ASK does not attend non-university meetings¹.

ASK attendance at university meetings is subject to staff availability and the timing and nature of the meeting. ASK does not attend meetings as a matter of course and our attendance at this meeting does not represent that we will always attend future meetings.

Please ensure that any changes to the time or date of your meeting are communicated to your ASK Adviser as soon as possible. Short notice requests are unlikely to be able to be accommodated.

The Advocacy & Advice Manager's decision is final on ASK attendance at university meetings.

¹ ASK will attend university meetings at University of Staffordshire under the Reciprocal Agreement.