

Understanding of Rights Form

RESIDENT NAME	
APARTMENT NUMBER	
NATURE OF CHARGE	
PRESENT	
<p>Please circle the appropriate answer to the questions below:</p> <p>Have you read and understood <u>your rights</u> as outlined in the 'Residents rights' document? Yes No</p> <p>Do you request an <u>adjournment</u> of these proceedings to review your rights as outlined in this document? Yes No Please note these rights are reproduced on the back of this page</p> <ul style="list-style-type: none"> • Have you chosen to be legally represented at this hearing? Yes No • Have you chosen a parent/guardian or friend to accompany you to this hearing? Yes No • Do you wish to call any witnesses to this hearing? Yes No 	
<p>If you <u>do not</u> wish to contest the charge the Management Board of the Halls of Residence asks that you assure us that you have sought independent and/or legal advice.</p> <ul style="list-style-type: none"> • Please indicate that you have sought such advice: Yes No 	
NOTES	
DISCIPLINARY HEARING CHAIRPERSON SIGNATURE	DATE:
RESIDENT SIGNATURE	DATE:

Resident Right of Attendance and Representation at a Disciplinary Hearing and Appeal Hearing

- 1 A resident who is the subject of disciplinary proceedings is entitled prior to the disciplinary hearing, to a clear statement of the alleged misconduct.
- 2 A resident who is the subject of disciplinary proceedings or who has requested an appeal hearing has in relation to the hearing to be convened for the purpose of adjudicating the complaint or appeal, the right to attend, to be represented, to request sight prior to the meeting of evidence to be presented at the relevant hearing, to hear and see the evidence presented, to challenge the evidence on cross-examination and to present his / her own evidence
- 3 A representative at a hearing may be a fellow resident, a staff member, a relative, a friend, an adviser or a legal representative¹
- 4 A representative may speak on behalf of the resident
- 5 A resident may choose to be accompanied by a translator²
- 6 A resident who chooses the right not to be represented shall be requested at the hearing to confirm in writing that he /she has been informed of his / her right of representation and has declined to exercise it.
- 7 If a resident fails to attend the hearing, the hearing shall proceed in the absence of the resident.

¹ Any costs associated with legal representation of the resident shall be borne by the resident unless the Disciplinary Board so otherwise determines.

² Any costs associated with the appointment of a translator by the resident (other than one provided by the College) shall be borne by the resident unless the Disciplinary Board so otherwise determines.