



Legal Representation

1. University of Salford's Procedures are not legal procedures and students should not need to have a legal representative, and would normally be better advised to seek guidance from the Students' Union or a trade union. Legal representation is also costly.
2. There is no automatic right for a student to have legal representation at meetings and hearings and legal representation is only allowed for certain meetings or hearings where the student has been granted permission.
3. The student must apply for permission in writing if they wish to be represented at any hearing under one of the relevant Procedures (see below) by an individual who is legally qualified.
4. To apply for permission, the student must give written notice to the Quality Management Office at least 5 working days before the date scheduled for that meeting or hearing giving the name of the student's proposed representative and a rationale for representation. See below for contact details for the Quality Management Office.
5. The decision to allow legal representation will be for the Chair of the Hearing or Appeal Panel (or, in very exceptional circumstances, where legal representation is felt to be required at the School hearing stage, by the Dean of School or nominee) advised by the Quality Management Office.
6. Bearing in mind the factors that will be considered in deciding whether to grant permission (see sections 9 and 10 below), the student must include in the information on why they consider that permission should be granted.
7. The meeting or hearing of the Panel or Appeal Panel at which the student wishes to have legal representation may be delayed so that it takes place no earlier than 15 working days starting on the date of receipt by the Quality Management Office of the student's notice.
8. The student's application for permission will be considered by the Chair or nominee who should consult with the Quality Management Office before reaching any decision on the application.
9. Where the Chair considers that the outcome of the hearing could deprive the student of the right to practise their chosen profession or could irretrievably prejudice that right, then they must grant permission.



10. If the Chair considers that the outcome of the hearing could neither deprive the student of the right to practise their chosen profession nor irretrievably prejudice that right, then the decision whether or not to grant permission is at the discretion of the Chair. However, in deciding whether or not to grant permission, the Chair should take into account the following relevant factors:

- the seriousness of the charge/allegation and the potential sanction/outcome for the student;
- the capacity of the student to defend/present their own case;
- the need for reasonable speed in achieving an outcome;
- the need for fairness as between students or between the student and the University;
- whether any points of law are likely to arise at the hearing (in most cases the purpose of the hearing will be to determine points of fact and not law).

The Chair may also consider other relevant factors, including any representations by the student in reaching their decision.

11. The Chair will reach a decision within 10 working days starting on the date of receipt by the Registrar or nominee of the student's notice and their decision will be notified to the student by the Registrar or nominee.

12. The decision of the Chair on the student's application for permission is final and there is no right of appeal for the student under this Procedure against this decision.

13. Where permission is granted, then the University may also be represented at the meeting or hearing by an individual who is legally qualified. The notification to the student will confirm whether or not the University will have its own legal representation and, if so, whether this will be a member of the University's in-house legal team or an external legal adviser.

14. Where permission is not granted, the hearing may be delayed so that the student has a period of at least 15 working days starting on the date of that notification and ending on the date of the hearing within which to find alternative representation. For the hearing to be delayed the student must submit a request to the Quality Management Office nominee within 5 working days starting on the date of the notification to the student that permission for legal representation has not been granted.

15. The student will be responsible for paying the costs of their representation (including legal costs) and the University will not reimburse any of them.



16. Applications for legal representation should be submitted with supporting evidence via the relevant email account (see below).

List of related procedures and contact emails

- Academic Appeals: academicappeals@salford.ac.uk
- Complaints: complaints@salford.ac.uk
- Fitness to Practise, Student Misconduct Procedure, Academic Misconduct: studentconduct@salford.ac.uk