



Communication with Third Parties Policy

1. Introduction

- 1.1 This policy outlines De Montfort University's expectations in relation to communicating with people other than registered

- 2.2.3 Exceptional circumstances where a Student is temporarily prevented from being able to communicate directly for themselves, for example, on medical grounds or being abroad without reasonable access to email. Evidence must be provided to demonstrate that the student is not able to act on their own behalf and the length of time this is expected to last. The University will usually require written permission from the Student to liaise with a third party due to the above exceptional circumstances. If this is not possible, due to incapacitation of the Student, the University may agree discuss matters with a third party. This decision will be taken by the Head of Welfare (or nominee). It is expected that one person be nominated as point of contact for the student and this will be agreed by the University.
- 2.3 Students and anyone exceptionally communicating on behalf of a Student are expected to behave reasonably and with respect at all times. Where a student or third party's behaviour is considered to be unacceptable the University has the right to apply the procedures outlined in the Unacceptable Behaviour Policy.
- 2.4 This policy should be read in conjunction with [The General Regulations & Policies Affecting Students](#).

3. Legal representation

- 3.1 Requests to accept representations via a legal representative will not normally be considered. Complaint and conduct procedures are not judged against law but against the internal regulations of the University. As such, legal representation is unlikely to be necessary or appropriate for a student. It should be noted that legal representation in complaint and conduct proceedings is only usually permitted in cases where there is satisfactory evidence that it would be a reasonable adjustment to make for disability reasons or at Fitness to Practise panels in the case of a student registered on a professionally accredited programme. Where requests of this nature are approved, the University will normally appoint legal counsel to act on its behalf.

