

**SUMMONS LETTER TO STUDENT TO ATTEND THE INSTITUTE DISCIPLINARY BOARD (IDB) HEARING**

Date: Click or tap to enter a date.

*(Note : The Director shall fill in this Form to notify a student to appear before the Institute Disciplinary Board (IDB). A copy of this form shall be sent to the student’s parents/guardians if the student is under 18 years of age.)*

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| **Institute Name:**       |
| **Student Name and Surname:**       | **I.D. Number:**       |
| **Student Address:**       |
| **Course title:**       |
| **Date of disciplinary hearing:** Click or tap to enter a date. | **Venue:**       |
| **Circumstances leading to the disciplinary summons:**      |

**Important**: Kindly note that you are entitled to be accompanied by a person of trust of your choice or witness/es that can support your case, provided that you inform the Institute Director at least 24 hours before the start of the hearing.

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**Director of Institute**