Dear NAME,

**Invitation to attend an assessment meeting**

Introduce yourself *(e.g. I work in the University’s Division of Campus Life. The Division’s responsibility includes student support as well as conduct and discipline.)*

Explain why you are making contact *(e.g. I am contacting you as last week the University was made aware of an allegation of academic malpractice, specifically that you...)*

I would like to set out the context in which the University is acting. Disciplinary matters are governed by [Regulation XVII (Conduct and Discipline of Students)](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=6530). The information we have received could be considered as a potential disciplinary matter under the Regulation.

In the first instance I would like to discuss this with you in order to get your response to the allegation, and for me to assess whether any further action may be required by the University. It is also an opportunity to make sure you have any support in place. I am also happy to receive any email response you wish to submit at this stage. Prior to our meeting, please consider the following:

* This meeting is informal but will help to establish whether any further investigation or action may be required under the University’s disciplinary procedures.
* The meeting will be private and you are expected to keep the meeting confidential. For example, I will not be informing your School ahead of this meeting.
* You can access support from the [University](https://www.studentsupport.manchester.ac.uk/), the [Counselling & Mental Health Service](https://www.counsellingservice.manchester.ac.uk/) or the [UMSU Advice Service](https://manchesterstudentsunion.com/advice) as well as other individuals or groups that you may be connected with as a student.

**The meeting will not be a disciplinary hearing and no penalties will be applied. It is an opportunity for us to discuss what has happened, talk about what might happen next, and for you to ask questions.**

I expect to discuss the following at the meeting:

* Introductions and the purpose of the meeting.
* Explore matters that have given rise to allegation.
* Talk through any support the University may be able to offer you.
* Discuss possible next steps.
* Any further questions.

The meeting would be attended by ATTENDEE(S). It will take place via Zoom and the details are as follows:

**Date**

**Time**

**Zoom link**

**Passcode**

The meeting will be recorded only for the purpose of producing an accurate record of the meeting, which will be sent to you afterwards. The recording will be deleted once the notes have been produced.

You may be accompanied to the meeting by a fellow student, a member of the University of Manchester [Students’ Union](https://manchesterstudentsunion.com/advice) or member of staff of the University of your own choice. This person is permitted to accompany you to provide support, and would not be there to speak on your behalf.

I would be grateful if you could now do the following:

* Confirm whether you will be attending the meeting by emailing….
* If you are attending, please confirm who you will be accompanied by (if anyone).

Yours sincerely,