DATE

**PRIVATE AND CONFIDENTIAL**Name and address

*Sent by email only to email address*

Dear

**Alleged Breach of** **University Regulation XVII**

I write on behalf of the Department of ENTER DEPARTMENT following an allegation that there was evidence that you had committed an act of academic malpractice relating to contract cheating when completing the Unit ENTER UNIT. You submitted this work to partially fulfil the requirements of the ENTER PROGRAMME.

The allegation is that you have taken material from a number of sources without adequate citation or referencing. Your assignment(s) and marked up copies of the source(s) in contention are attached.

The Department would like you to attend a *viva voce* to allow you an opportunity to demonstrate that the work is your own; it will not contribute to any mark obtained for the piece of work.

The *viva voce* will be conducted by NAME as JOB TITLE and NAME as JOB TITLE. I will attend as secretary. Any reasonable objection to the membership of any person or persons attending the *viva voce* must be made in writing to EMAIL CONTACT at least two working days before the *viva voce*.

The *viva voce* is held in order to determine whether or not there has been a breach of University Regulation XVII, Conduct and Discipline of Students. A copy of this Regulation is available at

<http://documents.manchester.ac.uk/display.aspx?DocID=6530>

The purpose of the *viva voce* is to give you the opportunity to demonstrate that you produced the work in question, that you undertook the reading and research yourself, that you undertook the preparatory work yourself, and that you understand what you have written. Intensive questions are expected; the questions asked should provide you with the opportunity to demonstrate that the work is your own.

In the case that the evidence is accepted, the staff conducting the *viva voce* will confirm that no further action will be taken. If the staff conducting the *viva voce* remain doubtful of the authorship of the work in question, the case will be referred for disciplinary action.

The *viva voce* will be held on **DATE at TIME**. **Zoom link:**

You will be informed of the decision of the Panel after the meeting by email and a letter confirming the result will be sent to you within ten working days.

Failure to attend the *viva voce* will result in the case being referred for disciplinary action.

You may be accompanied by a person of your choice for support only (normally a fellow student, member of staff or Students’ Union representative). Any individual accompanying you should under no circumstances participate in the *viva voce*.

If you have any access or support needs or requests for reasonable adjustments for the *viva voce*, please submit details to EMAIL CONTACT at least two working days before the viva voce.

You may wish to seek support and/or guidance from the following:

* [Students’ Union Advice Service](https://manchesterstudentsunion.com/advice)
* [MyManchester Guidance to students on plagiarism and other forms of academic malpractice, including the procedure for the handling of cases](http://www.regulations.manchester.ac.uk/guidance-to-students-on-plagiarism-and-other-forms-of-academic-malpractice/)

I would be grateful if you could respond to this letter to confirm your attendance by ENTER DATE at the latest.

Yours sincerely,

Kathy Morgan

Kathy Morgan
Appeals, Complaints, and Discipline Coordinator
Faculty of Science and Engineering

Enc. Regulation XVII, Conduct and Discipline of Students.

Available Support

Evidence provided by the School