STUDENT’S NAME

STUDENT ID NUMBER

DATE

STUDENT’S EMAIL ADDRESS

Dear STUDENT’S NAME

**Alleged Breach of University Regulation XVII**

I write following an allegation made by the Department of ENTER NAME that there was evidence of ENTER ACADEMIC MALPRACTICE within the ENTER COURSE UNIT that you recently submitted. You submitted this work to partially fulfil the requirements of the ENTER DEGREE PROGRAMME degree programme.

The matter has been referred to the Faculty and a Summary Discipline Panel (SDP) will convene to consider this allegation. The Faculty will contact you in due course with further details of the panel hearing.

The purpose of this panel is to determine whether or not there has been a breach of University Regulation XVII Conduct and Discipline of Students. You may also find the University’s Procedure for Summary Disciplinary Panels useful.

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/)
* ENTER CONTACT FOR DEPARTMENT’S STUDENT SUPPORT AND WELFARE TEAM/CONTACT

Yours sincerely