**School/Dept of NAME**

**Report of Non-Academic Summary Disciplinary Panel**

**Name of Student:**  x

**Registration Number: x**

**Date of Panel Hearing: x**

**Staff Present:**  x (Chair)

x (Panel member)

x (Panel member)

**Student Present:** Submitted a written statement/and attended in person/via Skype.

**Notes of Meeting**

Include here a record of the discussion between the panel and the student.

**The Panel’s Decision**

State whether or not the panel found the allegation proven/that there was evidence of misconduct, and explain why/how.

*e.g. “The panel decided that there was clear evidence of misconduct in that…… “*

**Factors taken into account in determining the penalty to apply**

Detail the panel’s discussion of any mitigating circumstances and whether or not these circumstances resulted in a more lenient penalty – if they didn’t, explain why.

Detail the panel’s discussion of the factors taken into consideration when deciding on an appropriate penalty.

In applying penalties the Panel must ensure that it is fully aware of the impact of the penalty on the student’s ability to progress/final degree result and intended career if appropriate, and that it is proportionate to the offence committed. If the panel needs more information, a decision on the case can be postponed.

How did each of these factors contribute to the penalty the panel finally agreed? For example, did the panel consider a subsequent offence/student at an advanced level to be significant and warrant a stringent penalty?

**State the penalty the panel agreed on.**

**Impact on Progression**

*“In applying x penalty the panel understood that x”*

Explain what the panel intended in terms of how the penalty would impact on the student’s overall progression/status.

Explain why more lenient penalties were not deemed appropriate

*e.g. “Given the nature and seriousness of the misconduct, the Panel did not consider that a more lenient penalty was appropriate in this case. The panel discounted the option of only applying a reprimand and warning or XYZ as it considered that, etc.….”*

Explain which factors acted in the student’s favour.

*e.g. “The Panel noted his/her honesty at the hearing and accepted that s/he had not set out to deceive/was sorry for his/her behaviour and had offered to apologise, etc…..”*

State what the implications will be (if any) for the student’s progression/classification.

**Date:**