DATE

**PRIVATE AND CONFIDENTIAL**Name and address

*Sent by email only to email address*

Dear Name,

**Summary Disciplinary Panel Decision**

Thank you for participating in the hearing today with the School/Department Summary Disciplinary Panel via Skype/in person. The hearing was established in accordance with Regulation XVII - Conduct and Discipline of Students (“**the Regulation**”)to consider an allegation of academic malpractice in course unit XXXXXXXXX (UNIT CODE) for the degree of XXXXXXX in the Department of XXXXXXX (“**the Department**”).

The Faculty Panel comprised of XXXX (Chair) and XXXXX (Academic Panel member). I attended in the capacity of the Professional Services panel member. (“**The Panel**”.)

The Panel noted that the assignment was worth XX% of this XX credit unit. The Panel also noted that you had submitted a personal statement.

The allegation was that you had taken material from a number of sources without adequate citation or referencing. Your assignment and marked up copies of the sources in contention were circulated prior to the hearing.

In your statement, you explained that…..

During our telephone discussion….

During the hearing, you explained that….

**The panel’s decision**

The Panel decided that the allegation of ALLEGATION was proven, in that EXPLAIN.

 Example:

*“The panel found that there was clear evidence of malpractice (plagiarism) in the Project, as large sections of Sources 1, 2 and 3 had been reproduced verbatim without any attempt made to reference either within the text of the assignment, or in the bibliography. There was no acknowledgement the sources in contention”*

**Mitigating Circumstances**

Detail any circumstances the student presented at the hearing and whether or not the panel considered a more lenient penalty was appropriate in light of the circumstances presented. If the circumstances did not warrant a more lenient penalty, explain why (e.g. *“At the hearing you explained how you had to meet a number of deadlines and that you were under time pressure to complete the assignment. The panel did not consider that a lack of time constituted a mitigating circumstance and did not justify academic malpractice. The panel did not consider that a more lenient penalty should be applied in light of these circumstances.”)*

**The penalty**

Explain the factors the panel took into account when determining the penalty to apply.

**Impact of the penalty**

State here the Panel’s intentions in terms of the impact of the penalty on progression/degree awarded/achievement/classification

I have to warn you that any future offence of academic malpractice would result in your case being referred to the University Disciplinary Panel, which has a wider range of penalties available to it.

The Library has a range of academic practice and study skills resources under [My Learning Essentials](http://www.library.manchester.ac.uk/using-the-library/students/training-and-skills-support/my-learning-essentials/online-resources/), which includes: [Original thinking allowed: avoiding plagiarism](https://www.escholar.manchester.ac.uk/learning-objects/mle/avoiding-plagiarism/), [Citing it right: introducing Referencing](https://www.escholar.manchester.ac.uk/learning-objects/mle/introducing-referencing/) and [Making referencing easy: Introducing EndNote online](https://www.escholar.manchester.ac.uk/learning-objects/mle/endnote-online/).

Should you feel that you require support following the outcome of your case then you may wish to consult the University’s [Student Support website](http://www.studentsupport.manchester.ac.uk/taking-care/) which provides useful information and links to sources of support, or contact the School/Department’s Student Support Officer.

**Right to Appeal**

This now concludes the Summary Disciplinary Panel’s consideration of your disciplinary case under Regulation XVII (Conduct and Discipline of Students).

You may appeal (see Regulation XVII, Section 8) against this outcome by submitting a written statement on the [Form for Appeals against Disciplinary Decisions or Decisions of a Fitness to Practise Committee](http://documents.manchester.ac.uk/display.aspx?DocID=37759).

The form should be sent for the attention of the Head of Division of Teaching, Learning and Student Development, either in hard copy to the John Owens Building, University of Manchester, Oxford Road, Manchester, M13 9PL, or electronically to appealsandcomplaints@manchester.ac.uk.  A copy of this letter should also be submitted with the appeal.

Please note that appeals can only be made on one or more of the following grounds:

1. procedural irregularity in the operation of the disciplinary process of such a nature as to cause reasonable doubt as to whether the decision might have been different had the irregularity not occurred;
2. availability of new evidence which could not reasonably have been expected to be presented at an earlier stage;
3. the disproportionate nature of the penalty

Appeals must be submitted within 10 working days from the date of this letter, and should include all of the information that you wish to be considered with the appeal.

You may wish to seek guidance on the appeals process from the University of Manchester [Students’ Union Advice Service](https://manchesterstudentsunion.com/advice).

Yours sincerely,

SIGNATURE

Name
ROLE
School/Department of NAME.

CC. Relevant contacts