DATE

**PRIVATE AND CONFIDENTIAL**Name and address

*Sent by email only to email address*

Dear Name,

**Alleged Breach of University Regulation XVII**

I write on behalf of the School of SCHOOL following an allegation that there was evidence that you had committed an act of academic malpractice relating to plagiarism when completing the Unit name and code and assignment title. You submitted this work to partially fulfil the requirements of the Full title of degree.

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.

This matter has been referred to the School and a panel will convene to consider this allegation.

The Summary Disciplinary Panel (SDP) will be chaired by name chair. The Academic panel member will be name academic panel member. I will attend in the capacity of the Professional Services panel member. NAME will attend as secretary to the Panel. Any reasonable objection to the membership of any person or persons comprising the SDP must be made in writing to the SDP at least two working days before the 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](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=6530) and a copy of this Regulation is enclosed for your information.

I have included a number of documents provided to support the allegation. Please note that hard copies will not be supplied in the meeting unless specifically requested.

**The panel will be held on DATE AND TIME in ROOM of BUILDING. Please report to …..**

You will be interviewed and verbally informed of the decision of the Panel after the meeting. A letter confirming the result will be sent to you within ten working days of the hearing.

Please can you confirm whether you are registered with the University’s Disability Advisory and Support Service (“**DASS**”) and if so whether you wish to request any reasonable adjustments to this process? Any such requests will be considered by the SDP Chair in consultation with DASS as required.

Regulation XVII gives you the right to attend the hearing with a person to accompany you for support (“**Supporter**”) if you wish. You must inform me of your proposed Supporter at least two working days before the date of the hearing. The SDP will want to hear your statement(s) in your own words, and so the Supporter role does not normally extend to having a right to make statements or ask or answer questions. As SDP hearings relate to less-serious misconduct a Supporter from outside the University will not normally be permitted.

A student subject to a hearing may also call witnesses and question witnesses upon whose evidence the case against them is based, but it shall be at the SDP Chair’s discretion as to whether a witness is required for the SDP to conduct its business. A request from a student to call witnesses should be submitted to the SDP at least three working days before the date of the hearing.

Please note that the panel meeting will be audio-recorded for administrative purposes only. The recording will be deleted after the outcome letter is issued.

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/)

As per Regulation XVII, you may submit a written response to the allegation. You should submit with this statement any supporting evidence you consider relevant. For a statement to be considered by the SDP, it should be sent to me by DEADLINE (at least two working days before the hearing). Submissions after that date will only be accepted at the discretion of the SDP.

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

Yours sincerely,

Signature

Name
Job title
Faculty of Science and Engineering

Enc. Regulation XVII, Conduct and Discipline of Students.

Procedure for Summary Disciplinary Panels (“SDP”)
 Evidence provided.