

Formal Academic Conduct Meeting Agenda



1. The Academic Conduct Panel will meet privately to discuss the case.
2. When the Academic Conduct Panel is ready to begin, the student and representative and the Investigating Officer will be invited into the room at the same time.
3. When all parties are present at the Academic Conduct Panel, the Chair will confirm that the Panel is being held in accordance with the Academic Conduct Procedure. The student will be asked to confirm that they have received the documentation and have been advised of their rights to representation.

4. Consideration of Case

- a) The Investigating Officer will be invited to present the case/evidence, following which the Panel and student may ask questions.
- b) The student will be invited to comment and make their case, following which the Panel may ask the student a range of questions.
- c) The Investigating Officer will be invited to make any further comments.
- d) The student will be invited to make a closing statement.
- e) The Investigating Officer identifying the misconduct and student asked to leave the meeting while the Panel make a decision.

The student may be informed of Panel's decision at the end of the meeting, if the Chair feels this is appropriate. Alternatively, the student will be informed that the decision will be sent to their university and personal email account within 1 week (excluding bank holidays).

5. Panel Discussion

- a) The Panel will establish if misconduct has or has not occurred
- b) If misconduct has occurred, the Panel will establish if a major or serious instance has occurred.
- c) The Panel will determine the sanction to be applied.