

Appendix 5- ORDER OF PROCEEDINGS FOR ACADEMIC OFFENCES PANEL/BOARD

Indicative Order of Proceedings for Academic Offences Panel / Board

For cases involving a group of students, the Panel/ Board must decide, in advance, the most appropriate way to conduct the proceedings in terms of meeting with individuals or a group of students and the rationale for this must be clearly recorded in the minutes

1.	Panel/ Board members attend a pre-meeting to discuss initial thoughts, set the agenda and to agree any specific questions to raise during proceedings. This part of proceedings is not minuted.
2.	The Student (and representative where applicable) and the Programme Leader / Faculty representative are invited into the room. The Chair welcomes attendees to the Academic Offences Panel/Board and introductions are made
3.	Chair invites Programme Leader / Faculty representative to present the evidence (normally no more than 10 minutes)
4.	If Applicable, the Faculty witness enters meeting at this point The Chair invites Faculty witness to present their evidence The Chair invites the Academic Offences Panel/Board to question the Faculty witness (if necessary) The Faculty witness leaves the meeting
5.	The Chair invites the Academic Offences Panel/Board members to question the Programme Leader / Faculty representative The Chair invites the Student and/or the student representative to question, through the Chair, the Programme Leader/Faculty representative
6.	Chair invites the Student and/or student representative to make their presentation (normally no more than 10 minutes)
7.	Where Applicable, the Student witness enters meeting at this point. The Chair invites the Student witness to present evidence The Chair invites the Academic Offences Panel/Board members to question the student witness (if necessary) The Student witness leaves the meeting
8.	The Chair invites the Academic Offences Panel/Board members to question the Student and/or student representative The Chair invites the Programme Leader/ Faculty Representative to question, through the Chair, the Student and/or student representative
9.	The Chair invites the Programme Leader / Faculty representative to sum up (5 minutes). New evidence is not admissible at this time
10.	The Chair invites the Student and/or student representative to sum up (5 minutes). New evidence is not admissible at this time
11.	Adjournment – The Student and/or student representative and the Programme Leader / Faculty representative shall withdraw while the Academic Offences Panel/Board considers the evidence. This part of proceedings is not minuted.

	The Student and/or student representative and the Programme Leader / Faculty representative must remain available near the room and may be required to provide further information or clarification to the Panel/Board. If the Panel/Board needs further information or clarification, both parties shall be recalled.
12	Where the Academic Offences Panel/Board reaches a decision within one hour of adjoining, the Student and/or student representative and the Programme Leader / Faculty representative will be recalled and informed verbally of the decision of the University Academic Offences Board. The decision shall also be confirmed in writing to both parties within 5 working days .
13	<p>All students who are found to have committed a minor or major academic offence, or where poor academic practice is evident in their work, will be referred to the learning resource information held in the Student Learning Guide and this will be recorded in the minutes (unless the decision is to withdraw the student).</p> <p>Faculties are responsible for ensuring any student found guilty of an academic offence is provided with additional guidance and support to reinforce their understanding of academic offences and how to avoid them - the outcome of this process is to be recorded in the student's record.</p>
14	<p>Where it proves impossible to reach a decision within one hour the student and the Programme Leader/Faculty representative shall be informed and allowed to depart.</p> <p>The Chair should confirm to Panel/Board members how to conclude and the decision of the Panel/Board will be communicated in writing to all parties, normally within 5 working days.</p> <p>Students should always be asked whether they would like to receive a copy of the minutes of the meeting (unless there is 'no case to answer').</p>