

APPENDIX 6- Documentation and Minuting convention for Academic Offences Panel and Boards

General guidance

Members of the Panel or Board, the programme team representative(s) and the Student and representative (and witness as applicable) should be provided all documentation no later than 5 working days before the Panel or Board.

Documentation should include (but is not limited to):

- Copies of the applicable Policy and Procedure
- Preliminary notes
- Completed annotated coursework
- Electronic copy of the assessment under consideration (if available)
- Evidence (e.g. durable website copies of source material)
- Unit guide
- Assessment brief
- Any minutes from a previous Academic Offences Panel/Board
- Witness statement (if applicable)
- Student written explanation/ statement

Administration checklists and letter templates are available via the Academic Quality I: Drive: <I:\Academic Services\Public\Academic Quality\Academic Offences\Standard Templates>

Minuting Convention

Faculty Academic Offences Panel and University Academic Offences Board meetings should be formally minuted, with the exception of the initial private Panel or Board meeting discussion and Panel or Board consideration of the evidence in camera.

Minutes must provide an outline of the discussions and decisions made and it is imperative that they also provide a rationale for the application of the penalty.

The minutes should normally be presented to the Chair for sign off and then circulated to the Panel or Board and the student for factual accuracy.

Once the minutes have been confirmed, Faculties should update the student records system and submit the minutes to Academic Quality.

Minutes must be filed in a secure location for the University's central records.

A copy of the minutes will be placed on the student file unless there is no case to answer, in which case all evidence should be removed and no notes produced. For all 'no cases to answer' and cases of 'poor academic practice', Faculties must update their central record to enable annual reporting.

Where a suspected academic offence relates to a number of students (e.g. collusion or plagiarism in a group assignment), each student should have their own specific set of minutes which relates only to them. Specific student names involved in the case should not be included in other student's minutes, but could be referred to as Student A, Student B etc.