**School/Dept of NAME**

**Report of Academic Summary Disciplinary Panel**

**Name of Student:**  x

**Registration Number: x**

**Date of Panel Hearing: x**

**Staff Present:**  x (Chair)

 x (Academic panel member)

 x (Professional Services panel member)

**Student Present:** Submitted a written statement / and attended in person/via Skype.

**Course unit(s):** x

**Notes of Meeting**

Include here a record of the discussion between the panel and the student.

**The Panel’s Decision**

State whether or not the panel found the allegation proven/that there was evidence of malpractice, and explain why/how.

*e.g. “The panel decided that there was clear evidence of academic malpractice (plagiarism / collusion / self plagiarism) in that…… “*

**Factors taken into account in determining the penalty to apply**

Detail the panel’s discussion of any **mitigating circumstances** and whether or not these circumstances resulted in a more lenient penalty – if they didn’t, explain why.

Detail the panel’s discussion of the factors taken into consideration when deciding on an appropriate penalty.

In applying penalties the Panel must ensure that it is fully aware of the impact of the penalty on the student’s ability to progress/final degree result and intended career if appropriate, and that it is proportionate to the offence committed. If the panel needs more information, a decision on the case can be postponed.

How did each of these factors contribute to the penalty the panel finally agreed? For example, did the panel consider a subsequent offence/student at an advanced level/heavily plagiarised assignment to be significant and warrant a stringent penalty?

State the penalty the panel agreed on.

**Impact on Progression**

*“In applying a mark of x penalty the panel understood that x”*

Explain what the panel intended in terms of how the penalty would impact on the student’s overall progression and classification. If the student’s future progression is dependent upon his / her performance in other units, say so.

Explain why more lenient penalties were not deemed appropriate

*e.g. “Given the extent of malpractice in the piece of work (approx.50%) the panel decided that a mark of 0% had to be applied to the assignment in contention. The panel did not consider that a more lenient penalty was appropriate in this case. The panel discounted the option of only applying a reprimand and warning or directing that the work should be marked and the final mark reduced by a specified amount as it considered that there was very little of X’s own work in the assignment which could be marked. (i.e. it was considered to be impossible to mark the piece of work, given that approximately 50% of it had been copied/contained evidence of plagiarism).”*

Explain which factors acted in the student’s favour.

*e.g. “Noting his/her honesty at the hearing and accepting that s/he had not set out to deceive, the panel decided that the penalty should be applied “without loss of credit”, rather than the more stringent penalty of “with loss of credit” which would have resulted in XX not being able to progress to an Honours Degree.”*

State what the implications will be for the student’s progression/classification:

**Examples**

*E.g. Final Year UGs: “The panel was aware that the application of the above penalty would result in XX’s overall average being reduced, but by directing that the penalty should be applied “without loss of credit” he would still potentially be able to progress on the path of Honours Degree (subject to his satisfactory future performance in other course units).”*

*“The panel decided to apply the only penalty available to it which will potentially allow XX the opportunity to progress. The panel made its decision aware of the potential consequences of this penalty (i.e. a significantly reduced overall average and that this may impact upon his/her overall degree classification). The panel did not consider the penalty to be disproportionate or that there were any unintended consequences of the penalty applied. X’s final degree classification would be dependent upon his /her future performance in other course units”*

*PGT (old regs)* ***“****In applying this penalty the panel has given you an opportunity to resubmit and progress to the award of XXXXX. Your final mark for the XXXX will be capped at 50%. As you will be undertaking a reassessment, the regulations dictate that you will not be eligible for the overall degree classification of Merit or Distinction. The panel made its decision aware of the consequences of this penalty. The panel did not consider the penalty to be disproportionate or that this was an unintended consequence of the penalty applied. “*

*Eg. No reassessment – exit award**­“The panel was aware that, as a result of this penalty, XX will not be able to progress to the award of xxxx and that s/he will exit with a Postgraduate Diploma. Taking all of the above factors into account, the panel did not consider that this would be an unintended consequence or that the penalty was disproportionate given the severity of the offence. The panel did not consider that it would be appropriate to apply a more lenient penalty, i.e. allowing XX the opportunity of reassessment as this would allow him/her to the opportunity to obtain a Masters degree.*

*As the panel viewed this as a serious case, consideration was also given to referring the matter to the University Student Disciplinary Panel, which has more stringent penalties available to it (i.e. potentially a penalty which would result in MO leaving the University without any award). However, noting that this was a first offence the panel decided that s/he should be allowed to exit with a Postgraduate Diploma”.*

**Date:**