**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 with all documentation no later than 5 working days before the Panel or Board. The same set of documentation would typically form the evidence considered by the Chair for a Minor Faculty investigation.

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
* Witness statement (if applicable)
* Student written explanation/ statement

Any minutes from a previous Academic Offences Panel/Board will not form part of the evidence initially considered by the Panel/Board, but must be made available to the Panel/Board when considering the penalty to be applied.

Administration checklists and letter templates are available via the Academic Quality I: Drive: [I:\Academic Services\Public\Academic Quality\Academic Offences\Standard Templates](file:///I:/Academic%20Services/Public/Academic%20Quality/Academic%20Offences/Standard%20Templates)

**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. In the case of Academic Offence Faculty investigations, the Chair produces a written summary of the discussions, the outcome and the rationale.

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, and in cases where a more severe penalty is applied, must explain why a lesser penalty was not deemed to be appropriate.

Minutes of Panels/Boards and written summaries of Academic Offence Faculty investigations should outline the reason the panel or board found that the student intended to commit the offence and indicate which evidence this was based upon.

The minutes of a Panel/Board 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 Panel/Board minutes or Academic Offence Faculty summary have been confirmed, Faculties should update the student records system and submit the minutes to Academic Quality.

Minutes/summaries 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.