



## **The Academic Regulations 2014/15** **(investigation stage)**

Instances classified as a First Minor or more serious offence require the student to be invited to attend a departmental meeting and for the department to adhere to the following procedure;

- i)** The student should be invited to attend a meeting with the Module or Programme Leader and the first marker. In exceptional circumstances the meeting may proceed in the absence of these specific members of staff providing there are at least two members of academic staff in attendance that are fully conversant with the case details.
- ii)** The student should be given sufficient prior notice of this meeting and must be advised of the purpose for the meeting and of their right to be accompanied by a 'friend.' (this includes an adviser from the SU)
- iii)** Where reasonably possible, any departmental artefacts of evidence should be presented to the student in advance of the meeting.
- iv)** The Chair of the meeting should advise the student of their suspicions, provide a copy of any evidence in support of the case and allow for the student to respond to the allegations. Note that the department should provide the student with a sufficient amount of time to digest the case information at the meeting prior to expecting a response.
- v)** The student should be informed that they will be written to and provided with an outcome which might be a sanction applied/invoked by the department or a referral to a formal University Panel of Inquiry.
- vi)** The student should be informed that if they are dissatisfied with any locally agreed sanction they may refer the matter directly to a Panel of Inquiry.
- vii)** A record of the meeting should be documented by one of the members of staff.

**viii)** If the student does not attend, and does not ask for the meeting to be adjourned, the meeting may go ahead in their absence. Equally so, if the student does not give a reasonable explanation for non-attendance or in the view of the department unreasonably attempts to delay or further delay the meeting, the meeting may proceed providing this has been authorised directly by the Head of Department.

**ix)** The Faculty Assistant Registrar has right of attendance at any such departmental meeting to provide advice on the Academic Regulations.