**Flowchart 2: Academic Misconduct process for Panel**

**Misconduct Panel Meeting scheduled**

Misconduct Panel to include:

Chair plus two Misconduct Panel members (may, but not required, include one from the designated officers of the Students’ Union)

Student + Member of Faculty/Student’s Union Advice and Representation Team

Presenter: Module Convenor (or appropriate nominee)

Secretary: AR/AQP Representative

Academic Misconduct (AM) team organise Misconduct Panel Meeting. See **Flowchart 3** for exam misconduct cases where the student has not previously been considered by the Panel.

AM

AM informs Academic Advisor (UG) / Course Convenor (PG), Marker and PAB

AM invites student and Module Convenor (or appropriate nominee)

Misconduct P*a*nel held, the Chair confirms whether the case is upheld and any penalty.

AR/AQP provides AM with Misconduct Panel Report

AM

Misconduct Panel Report sent to relevant PAB

Penalty applied to student record, where confirmed

Formal notification of outcome sent to student, student representative, Academic Advisor (UG) / Course Convenor (PG), Module Convenor, Marker and Investigating Officer.

Updated December 2023