Alleged Academic Misconduct reported by Module Leader (ML) to Academic Standards Team (AST) Reg. 10.46

Casework is assessed according to Table of Penalties (Appendix 1)

**Category 1**
- Student's 1st or 2nd offence.
  - Table of Penalties indicates Category 1 offence. AST and ML determine penalty
  - AST writes to student giving details of offence and options to proceed (see Reg 10.48)
  - Student has 10 working days to respond

  - Student admits allegation and accepts penalty
    - Case closed
    - No right of Appeal

  - Student admits offence but contests penalty.
    - Case moves to Academic Misconduct Meeting

  - Student denies allegation
    - Case moves to Academic Misconduct Meeting

  **Academic Misconduct Meeting**
  - Considers all evidence and determines outcome and/or penalty
  - Student and ML informed in writing (normally within 10 working days)

  - Student has right of Appeal (Reg 10.73)

**Category 2**
- Table of Penalties indicates Category 2. e.g. 3rd or subsequent offence, or following Academic Misconduct Meeting

  **Academic Misconduct Panel Hearing** convened by AST. AST writes to student explaining requirements/options

  Once Hearing date is confirmed, panel booked and evidence gathered, AST writes to student again confirming details as per Reg 10.63

  **Hearing meets, considers all evidence and determines outcome and/or penalty**
  - Student and ML are informed of outcome (normally within 10 working days)

  **Student has right of Appeal (Reg 10.73)**