

**Student Discipline Referral Form**

Students may be referred for disciplinary action via [Regulation XVII](http://documents.manchester.ac.uk/display.aspx?DocID=6530) (Conduct and Discipline of Students):

1. Serious misconduct – [University Disciplinary Panel](http://documents.manchester.ac.uk/display.aspx?DocID=42774). This may include repeat offences, offences that might result in exclusion or expulsion, malpractice offences based on the case handling table in the [Academic Malpractice Procedure](https://documents.manchester.ac.uk/display.aspx?DocID=639) or that may require the downgrading of a student’s award etc. UDP cases are coordinated by the Division of Campus Life.
2. Less serious misconduct – [Summary Disciplinary Panel](http://documents.manchester.ac.uk/display.aspx?DocID=42773). This may include isolated incidents of low impact misconduct, offences that require a warning up to voluntary tasks, or malpractice offences based on the case handling table in the Academic Malpractice Procedure. SDP cases can mostly be handled locally within the area which detected the misconduct e.g. Schools, halls etc. This form may not be necessary to administer cases locally, but may be required if referring a case to another area e.g. Faculty.

Confidentiality

Care should be taken to ensure the form contains information that is relevant to the handling of the case i.e. it is information that a panel might need to see to reach an informed decision and for a student to prepare for a hearing. The form may be shared in full with a panel and a student subject to an allegation. However, where this form contains sensitive information relating to another person (e.g. the email address of a witness), or is only necessary for administrative purposes, sections of this form may be redacted before circulation to the panel/student.

Processing of the form

Please send this form in Word format, together with all the required evidence (all in electronic format) and any other relevant documentation for the case, to the relevant email address listed below:

* **Faculty of Biology, Medicine and Health:** **FBMHappealsandcomplaints@manchester.ac.uk**
* **Faculty of Humanities:** **humsacm@manchester.ac.uk**
* **Faculty of Science and Engineering:** **fseappealsandcomplaints@manchester.ac.uk**
* **Division of Campus Life (i.e. UDPs):** **conductanddiscipline@manchester.ac.uk**

It is recommended that this form and any other sensitive materials are password-protected with the student’s ID number.

**Section One (student information)**

1. Student details

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| **Student full name** |  |
| **ID number** |  |
| **University email address** |  |
| **Personal email address** |  |
| **Is the student in attendance? Are they on campus or distance learning?**  |  |

1. Programme details

|  |  |
| --- | --- |
| **Faculty, School and Department** |  |
| **Programme of Study** |  |
| **UG/PGT/PGR** |  |
| **Current year of study e.g. first year** |  |
| **Is the student on a programme of study that may lead to a professional qualification, eligibility for registration to practise or right to practise a particular profession?** *In other words, could there be fitness to practice implications from this case that a panel might need to be aware of or that might otherwise result from a disciplinary hearing?* |  |
| **Is the student already registered with a professional body whom the University might be under an obligation to disclose this matter to?** |  |

**Section Two (administrative arrangements)**

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| --- | --- |
| **Who is this referral being made to e.g. Faculty?** |  |
| **Reasons for referral e.g. seriousness of case, to align with malpractice procedure.** |  |
| **Referring member(s) of staff - name and position.**  |  |
| **Date Referred** |  |
| **For UDP hearings, a Case Presenter with knowledge of the case is expected to attend the disciplinary hearing. Please confirm the name of the Case Presenter.**Information for the Case Presenter is available at: <http://documents.manchester.ac.uk/display.aspx?DocID=42779>  |  |
| **To help with scheduling the hearing, are there any dates over the next month which the Case Presenter is unable to attend.** |  |

**Section Three (case details)**

In the case of multiple allegations e.g. 2x malpractice, then this section may need to be completed for each separate allegation.

1. Overview

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| **Please state nature of allegation i.e. which definition(s) of Regulation XVII has allegedly been breached (see section two of the Regulation).** |  |
| **Date(s) of alleged misconduct/submission date of assessment in contention.** |  |
| **Who initially detected/reported the alleged misconduct or academic malpractice?** ***Note:*** *this person should not be a member of the disciplinary panel.*  |  |
| **Outline of the academic malpractice/general misconduct allegation – why is it felt that the student has committed an offence?*****Note:*** *this statement should be sufficiently detailed to help students/the Panel understand why a case is being referred for disciplinary action.**Where there are multiple types of misconduct, it is helpful to separate each one out.****For example:****It is considered that the student may have committed plagiarism in the dissertation component of their final year. Turnitin returned a 50% similarity match to multiple other sources. In reviewing the report, the main sources of concern are 1, 2 and 3 which account for approximately 20% of the similarity index. Examples of malpractice can be seen on paragraph 2 page 3 of the dissertation which fully matches paragraph 4, page 5 of source 1, and paragraph 5 page 4 of the dissertation which fully matches paragraph 6, page 7 of source 2. The student has failed to use quotation marks to identify the source material and the sources are not included in footnotes or in the bibliography. It is therefore not possible to discern the student’s work from that of the authors from the 3 sources. Malpractice was a subject covered as part of the unit and is referred to in the programme handbook.* |  |
| **Has the student been seen for this incident as part of a disciplinary/investigatory process leading to this referral?** *If so, please provide any associated notes from that meeting or outline the date of the meeting and a summary of what was discussed.*  |  |
| **Has the student been informed of the referral?** *If so, please provide the email/letter informing them.* |  |
| **For academic malpractice** | **Unit code and title** |  |
| **Credit weighting** |  |
| **Weighting of assessment** |  |
| **Was the assessment marked? If so, what mark was ascribed?** |  |
| **Is the unit formed of any other assessments? If so, what is their weighting and what mark(s) has the student obtained (if applicable)** |  |
| **Proportion of work subject to malpractice** |  |

1. Evidence

Consider what information has been reviewed and what has led to this referral. Please include any evidence as a separate attachment.

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| **Please list and attach the material which accompanies the allegation. For example:*** Witness statements.
* Photographs.
* Minutes from meetings.
* Any correspondence informing the student of the disciplinary referral.

**For academic malpractice the material should include the:** * Turnitin Report (where available),
* assessment cross-referenced to the source material.
* source material.
* student’s current academic transcript.
 |  |
| **Is there anything in the material that might need to be redacted e.g. email addresses, full names, phone numbers etc.** ***Note:*** *in relation to complaints, unless there has been an accepted request for anonymity, it is expected that the complainant will be identifiable in some way to the respondent e.g. first name, initials etc.* |  |
| **Is there anything from the material that the student may not have already seen or be aware of? Please list in the adjoining box.*****Note:*** *for the purpose of malpractice paperwork, you do not need to list a Turnitin Report or source material here.* |  |

1. Behaviour awareness

As a minimum students are expected to comply with Regulation XVII from the point of registration. Regulation XVII is available online as linked to earlier in this document.

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| **How was the student made aware of the behaviour expectations around the issue in contention? Was there any extra training or awareness raising? Please, list in the adjoining box.***For example, referenced in handbook, detailed online, incorporated into units, standalone e-learning unit (e.g. on malpractice), accommodation contract, discussed in supervisory meeting etc.**It may be helpful to attach with the paperwork, screenshots, extracts or links showing the above.****Note****: in some cases, the expectations might be self-evident e.g. a student found stealing from a shop should already know this to be wrong.* |  |

1. Other parties involved

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| --- | --- |
| **Is there anyone who may need to be contacted in the capacity of a witness?**If so, please provide their name, student ID number, email address etc. in the adjoining box.How are they related to / involved in this case?***Note:*** *it is often the case that a hearing can proceed based on an overview from a Case Presenter rather than having further witnesses involved. If there may be witnesses, it is recommended that their input is sought as part of an assessment (case investigation/review) prior to the disciplinary referral as this will minimise the need for witness involvement at the hearing.*  |  |
| **Is this a joint case of misconduct i.e. are multiple students being accused of the same allegation?**If so, please provide their name, student ID number, email address etc. in the adjoining box. |  |
| **Has the student’s alleged misconduct impacted on anyone else?**If so, please explain who this is and how they’ve been affected. |  |

**Section Four (other factors to be aware of)**

Some of these factors may not necessarily be relevant to the case finding (i.e. whether misconduct has occurred) but could influence the penalty that a panel decides to apply and any recommendations made e.g. for a student to be referred to a support service.

1. Mitigating circumstances / support

A disciplinary panel considers support issues in the context of an offence. However, a panel does not apply academic mitigation in the traditional sense.

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| **Has the student recently made a formal request for mitigation that the panel might need to be aware of?**Please insert details, including whether it was accepted and what mitigation was recommended. |  |
| **Are there any other wellbeing concerns relating to the student that the panel might need to be aware of?**  |  |
| **To your knowledge has the student accessed support services at the University?** This may include Counselling, DASS etc |  |
| **Does the student have an Academic Advisor, Supervisor, ResLife Advisor or someone in a similar role who has been available for pastoral or academic issues within the Department making the referral?**If so, in this box, please name the advisor and provide an overview as to the student’s engagement with them.  |  |

1. Previous offences

Previous offences are normally only relevant when determining a penalty, rather than a finding. Previous offences, particularly when of a similar nature, are likely to be an aggravating factor. Previous offences may be relevant to a finding when a previous penalty has a bearing on the allegation e.g. if a student has been accused of breaching an undertaking then a panel will need to be made aware of the previous offence to inform its finding about whether the student has/has not complied.

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| **What was the nature of previous offence and when did it take place?** Please include the associated decision letter with the referral. |  |
| **Please confirm the staff that comprised the disciplinary panel.** This is to avoid them being asked to form part of the future panel. |  |
| **Date of decision** |  |
| **Penalty applied** |  |
| **Was there any follow-up completed/expected with the student following the outcome of the hearing?** *For example, was the student expected to complete some further training, did anyone speak with the student afterwards etc.* |  |

1. Academic impact

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| --- | --- |
| **For academic malpractice cases, the disciplinary panel will need to be aware of the likely effect a penalty may have on a student’s progression/award, or at least the likely impact.** For this type of case, please complete the Penalty Consequences Form included at Appendix 1.**For general misconduct cases, a penalty may similarly affect a student’s progression.** Please describe here how exclusion, suspension or expulsion may affect the student. For example, have they accumulated enough credits for an exit award, how long is the Programme set to run, can they complete the Programme with limited access to the University, are they on a Tier 4 visa etc. |  |

**Appendix 1**

**Penalty Consequences Form**

For academic malpractice cases, it is important that panels try to take account of the consequences which a penalty may have for the academic progress of the student concerned. Most academic penalties will have the effect of depressing a unit and degree average. The Guidance on Applying Student Disciplinary Penalties is available [here](http://documents.manchester.ac.uk/display.aspx?DocID=42772).

Completion of this form helps a disciplinary panel to be aware of the actual, or at least potential, effect of the penalties available. Some penalties are self-explanatory e.g. warning, expulsion, and are included below for completeness.

|  |  |  |  |
| --- | --- | --- | --- |
| **Regulation penalty reference** | **Penalty Text** | **Available to** | **Effect of the penalty** |
| 1.1. | A reprimand and warning about future behaviour. | School, Faculty, Campus Life and University Disciplinary Panel (UDP) |  |
| 1.2. | A requirement upon the student to apologise for the misconduct to those who may have been affected by it. | School, Faculty, Campus Life and UDP |  |
| 1.3. | A requirement for the student to undertake appropriate training related to the misconduct. | School, Faculty, Campus Life and UDP |  |
| 1.4. | For any penalty to be deferred and only imposed should a future breach of the Regulation occur. | School, Faculty, Campus Life and UDP |  |
| 1.5. | The examining authority will be informed the mark for the piece of work or assessment should be reduced. | School, Faculty, Campus Life and UDP |  |
| 1.6. | A recorded mark of zero for the examination paper or other assessed work in which unfair practice occurred. Should a re-assessment/resubmission opportunity be available or required this will, if passed, be capped at the lowest compensatable fail mark. | School, Faculty, Campus Life and UDP |  |
| 1.7. | A recorded mark of zero for multiple components of assessed work (to be specified by the panel) within the unit where unfair practice occurred. Should a reassessment/resubmission opportunity be available or required this will, if passed, be capped at the lowest compensatable fail mark. | School, Faculty, Campus Life and UDP |  |
| 1.8.  | A recorded mark of zero for the course unit in which the unfair practice occurred, with the allowance for a student to retain credit subject to their compensation limit not being exceeded. Should a re-assessment/resubmission opportunity still be required for programme requirements it will, if passed, be capped at the lowest compensatable fail mark | School, Faculty, Campus Life and UDP |  |
| 1.9.  | A recorded mark of zero for the course unit in which the unfair practice occurred, with the student losing credit. Should a re-assessment/resubmission opportunity be available it will, if passed, be capped at the lowest compensatable fail mark, and the student can regain the lost credit. | Faculty, Campus Life and UDP |  |
| 1.10. | In conjunction with any other penalty, an opportunity for resubmission or re-assessment shall only be permitted for the purpose of obtaining credit. | Faculty, Campus Life and UDP |  |
| 1.11. | Not allowing the student an opportunity for re-assessment in, or resubmission for, the piece of work or course unit(s) in which the unfair practice occurred.  | Faculty, Campus Life and UDP |  |
| 1.12. | A recorded mark of zero for all examination papers and other assessed work taken during the examination period (e.g. end of first semester (January); end of second semester (May/June); resit (August/September)) in which unfair practice occurred.  | UDP |  |
| 1.13. | A recorded mark of zero for all examination papers and other assessed work taken during the academic year.  | UDP |  |
| 1.14. | Require the examining authority to reduce the class of degree by one or more classes from that which would have been awarded on the basis of the student’s academic progress, or to award a lesser qualification. | UDP |  |
| 1.15. | The student being required to exit the University early following a final opportunity at assessment, in order to accumulate the credits, or meet the academic requirements, for a specified exit award.  | UDP |  |
| 1.16. | A requirement that a student repeats a component, or components, of their studies, with or without attendance, in a subsequent academic year. | UDP |  |
| 1.17. | Exclusion from the University (or part thereof). This is a time-limited sanction which allows the student to remain a member of the University. | UDP |  |
| 1.18. | Expulsion from the University, which means the student shall have their registration terminated and will lose all rights and privileges of that registration and of any future relationship with the University. | UDP |  |

**Is there any other assessment information pertaining to this student that a disciplinary panel should be made aware of or any penalty comments that the referring body wishes to make?**