**Notes for students attending a Major Malpractice Panel of Inquiry**

Your case will be considered in line with the Academic Regulations, Procedures and Processes as stated [here](https://my.cumbria.ac.uk/media/MyCumbria/Documents/3d.pdf).

You have the right to appear before the Panel as per your email invitation:

1. you may be accompanied by a friend, or member of the [Students’ Union](https://www.ucsu.me/support)
2. only one person may accompany you;
3. you may call up to a witness to support your position, but you must inform the Secretary of the Panel of the names of your witness, prior to the meeting (at least 24 hours before the meeting)
4. If you are unable to attend because of ill health or exceptional circumstances, the Panel may be reconvened on another date. However, if you fail to attend without significant cause, the Panel will proceed to investigate the matter in your absence.
5. If you wish to acknowledge that malpractice has occurred you may do so in writing (on the above pro-forma) to the Secretary of the Panel. If you do so, you may still appear before the Panel for the formal presentation of evidence and for examination of the evidence by the Panel. If such correspondence is not received, the panel will assume that you do not acknowledge that malpractice has occurred (7.6.3(viii))
6. If you wish to contest that malpractice has occurred, you should do so in writing to the Secretary of the Panel.
7. You will be entitled at the meeting to make an opening statement, to give evidence, to call witnesses and to address the Panel.
8. The Panel may hear evidence in any way it sees fit. This includes the testimony of witnesses and the production of documents or other relevant material evidence.
9. Following the meeting a report and recommendations will be compiled for the Module Assessment Board. The outcome of the Panel’s considerations and recommendations will be communicated to you in writing as soon as possible after the meeting.
10. If malpractice has been found, the Module Assessment Board of Examiners has the responsibility for determining the penalty. A plea of mitigation may be sent to the Chair of the Panel, but there are no further rights of personal representation.
11. Recommendations of the Module Assessment Boards of Examiners shall be subject to endorsement by the University Assessment Board.
12. You have the right to appeal against the decision if you believe there may have been administrative error or procedural /regulatory irregularity under the University’s Academic Appeals procedure [here](https://my.cumbria.ac.uk/Student-Life/Your-Studies/Assessment-and-Exams/Appeals/).
13. You may wish to consult with the [Students’ Union](http://www.ucsu.me/support) or your Personal/Academic Tutor for further advice and guidance.

If you have any further questions regarding this process, more information may be found [here](https://my.cumbria.ac.uk/Student-Life/Your-Studies/Assessment-and-Exams/Malpractice/).

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