

**Student Academic Misconduct Outcome**

This form is to be completed by the Panel secretary and forwarded to the Departmental Tutor, the Departmental Panel, or the Academic Misconduct Panel where applicable under the Adjudication process set out under Sections 9.3 and 9.4 of the Student Academic Misconduct Procedure.

A complete copy of this form should be sent to the student, UCL Casework, and the student’s Department and Faculty Tutor.

**Student details**

1. Name of Student:      

2. Student Number:      

3. Student Email:      

4. Programme student is registered on:

5. Alleged offence (Component/Module/Allegation):

**Panel details**

6. Date of Panel:

7. Panel members and attendees:

8. Summary of Student statement:

9. Summary of Panel hearing:

**Outcome**

The Panel, having considered all the written and oral evidence presented before it, found that the student had / had not committed Academic Misconduct.

10. Penalty decided:

11. Reasons for Penalty:

*Reasons should be given for decisions reached and any penalty imposed, and the reasons given should be sufficiently detailed to enable the student to understand the rationale for the decision and for any penalty applied. Where there is a range of penalties available it should be explained why any lesser penalty was not suitable.*

*Where there are mitigating circumstances, these should also be noted. The OIA’s ‘Good Practice Framework – Disciplinary Procedures’ paragraph 77 suggests the following may be applicable in determining the penalty:*

*• It is a first offence;*

*• The student admitted the offence at the earliest opportunity;*

*• The student has expressed remorse;*

*• The student was found in possession of unauthorised material in an exam but did not intend to gain an advantage;*

*• The student has compelling personal circumstances that affected their judgment.*

12. Mitigating factors noted by the Panel:

13. Contributing factors noted by the Panel:

14. Nominated Academic contact within the Department to discuss Academic Misconduct issues:

Signed (Panel Chair):

Date:

**Appealing an Academic Misconduct Decision**

Students have a right to appeal an Academic Misconduct decision, and the arrangements for doing so are set out in Chapter 6, Section 9, Subsection 9.5 of the UCL Academic Misconduct Procedure, which can be found at:

<https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework/section-9-student-academic-misconduct-procedure>

**Wellbeing Support**

If you would like to talk to someone about how you are feeling or to discuss support you may need, please contact Student Support and Wellbeing via [askUCL](https://www.ucl.ac.uk/students/askucl).

In the moment support is available via the UCL 24/7 Student Support Line on +44 (0) 808 238 0077. Find out more about [this service](https://www.ucl.ac.uk/students/support-and-wellbeing/mental-health-and-wellbeing/ucl-247-student-support-line).

For further information on services available via Student Support and Wellbeing please visit their [website](https://www.ucl.ac.uk/students/support-and-wellbeing/mental-health-and-wellbeing/ucl-247-student-support-line).

You can also contact [Students' Union UCL](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fstudentsunionucl.org%2F&data=05%7C01%7Cdarren.j.b.payne%40ucl.ac.uk%7C760a86b143de4860915c08da37213948%7C1faf88fea9984c5b93c9210a11d9a5c2%7C0%7C0%7C637882913073343085%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=sJeHBwdCHTjSRdmr1EnTvEL3gjJ43ifFKq1jurYnsNE%3D&reserved=0) for more general support.