**Record of the Programme/School Hearing Meeting and Decision**

*This form should be completed by the Chair of the Hearing Panel.*

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| **Date of the Hearing** | | | | | | | |
|  | | | | | | | |
| **Members of the Hearing Panel** | | | | | | | |
| *Please provide names and roles/designations* | | | | | | | |
| **In attendance** | | | | | | | |
| *Please provide names of other attendees and roles/designations*  *e.g. student, student support person, minute taker and any other staff observers.* | | | | | | | |
| **School/Off Campus Division (+ Partner Name)**  *Copy details from Module Leader’s report form* | | | | | | | |
|  | | | | | | | |
| **STUDENT DETAILS** *Copy details from Module Leader’s report form* | | | | | | | |
| **Name of Student** | |  | | | | | |
| **Student Number** | |  | | | | | |
| **Title of Programme** | |  | | | | | |
| **Level and Stage of Programme** | |  | | | | | |
| **Module Code/s & Title/s** | |  | | | | | |
| **DETAILS OF SUSPECTED OFFENCE**  *Copy details from Module Leader’s report form* | | | | | | | |
| *Nature of academic misconduct (tick as appropriate)* | | | | | | | |
| **1** | **Plagiarism** | |  | **6** | **Theft of work** | |  |
| **2** | **Collusion** | |  | **7** | **Bribery and blackmail** | |  |
| **3** | **Fabrication of data** | |  | **8** | **False declarations** | |  |
| **4** | **Duplication** | |  | **9** | **Misconduct in examination or in-course assessment** | |  |
| **5** | **Commissioning** | |  | **10** | **Other – please specify** | |  |
| **Findings of the Hearing** | | | | | | | |
| *Please include details of how the decision was reached and whether the student attended (including via telephone or internet) and/or submitted a written statement. Please also state whether the case is* ***proven*** *or* ***not proven****.* | | | | | | | |
| **State the penalty to be applied (if academic misconduct is proven)** | | | | | | | |
| *You should refer to Annex C of the Academic Misconduct Regulations and Procedures for the range of available penalties. Please ensure a copy of Annex C is attached and highlight which penalty is to be applied.* | | | | | | | |
| **Evidence and documentation** | | | | | | | |
| *Please attach any statements and/or documentation used in consideration of the case. This should include any written statements from the student.* | | | | | | | |
| **Date form completed:** | | | | | | | |
|  | | | | | | | |
| **NEXT STEPS** *tick as appropriate***:** | | | | | | | |
| **1. Case dismissed** (no further action) | | | | | |  | |
| **2. Case proven** *Please send this report and all associated documentation, including the Academic Misconduct Report Form to the Standards and Enhancement Office (*[*seo@bolton.ac.uk*](mailto:seo@bolton.ac.uk)*) and to the relevant member of administrative staff in Academic Support Services.* | | | | | | | |
| **Date documentation forwarded to SEO and Administrator** | | | |  | | | |

**ANNEX C: Range of Penalties**

**Minor**

A Programme Hearing may apply one of the following penalties (M.i.-M.iv.) for a Minor offence:

M.i. no further penalty (note that the student will still be entered onto the Academic Misconduct Register);

M.ii. to fail the student in the assessment component in question, but to permit a technical referral with no cap on the mark;

M.iii. to reduce the mark of the relevant assessment component by an amount to be determined by the Hearing (this may not reduce the student below a pass mark in this component);

M.iv. to deem the student to have failed the assessment component and to permit a refer with the mark capped at the relevant pass mark (note that if the student has no further attempts permitted by regulation they may be deemed to have failed and finished the module).

**Serious**

A School Hearing may decide to apply one of the following penalties (S.i.-S.iv.) for a Serious Offence:

S.i. to deem the student to have failed the module and to permit a refer (or repeat) in all assessment components with the mark capped at the relevant pass mark (note that if the student has no further attempts permitted by regulation they may be deemed to have failed and finished the module);

S.ii. to place a ceiling on the student’s terminal award;

S.iii. to deem the student to have failed their intended award and to make a recommendation to the Assessment Board on whether any interim credit and/or award earned prior to the offence should be granted or withheld;

S.iv. to recommend to Senate that the student be expelled from the University either permanently or for a specified length of time, with a recommendation on whether any interim credit and/or award earned prior to the offence should be granted or withheld.

Alternatively, a School Hearing may decide to downgrade the severity of the suspected academic misconduct to Minor and apply one of the penalties M.i.-M.iv.)