**Academic Misconduct Committee: Example Agenda**

1. Welcome members (introduce new panel members if required)

2. Chair to provide a summary/details of the case;

• Student

• Module

• Type of assessment

• First offence or repeat offence

3. Where the student is in attendance, they should be invited to make their statement or provide additional evidence.

4. Panel discussion (individual views of each panel member) The student being investigated should not be present for this discussion.

5. Chair to summarise panel discussion and propose appropriate penalties (using Appendix A and B exemplars). Panel to agree.

6. Close meeting