**Format and Membership of the Formal Panel**

* 1. Formal Panels are associated with the following policies:
		1. Appeals Policy
		2. Complaints Policy
		3. Academic Misconduct Policy
		4. Non-Academic Misconduct Policy
		5. Support for Study
		6. Fitness to Practice
	2. The membership of a Formal Panel shall comprise the following;
* A Chair: an appropriate senior member of staff;
* At least two other members of staff;
* External representation (as appropriate);
* An officer of the Students’ Union

The proceedings will be recorded by a person acting as Secretary to the Formal Panel.

* 1. With the exception of Support for Study and Fitness to Practise panels, no member of the Formal Panel shall have had previous involvement with the particular case or any association with the student concerned. Care will be taken that membership of the Formal Panel will be appropriately balanced and that there is appropriate professional knowledge on the panel. In Support for Study and Fitness to Practise panels, the Chair will not have had any previous involvement with the particular case or any association with the student involved.
	2. Where it is difficult to convene a panel of people with no previous involvement with the student, it is possible to use staff from the wider UWTSD Group or to use appropriate external panel members.
	3. The officer of the Students’ Union acting as a member of the Formal Panel will not be able to represent any party during any stage of the appropriate process.
	4. In cases which involve alleged reputational damage to the University, the Formal Panel may also include an additional member who is independent from the University, whose role will be to ensure the Formal Panel adheres to the principle of impartiality in consideration of the case.
	5. Professional Bodies may have their own requirements for a Formal Panel in which case the above membership may be varied to meet those requirements.
	6. The panel can seek support from other external advisers or an external representative as appropriate.
	7. The exact format of the Formal Panel may vary depending on the circumstances of the case. All parties will be informed of the format of the meeting. In cases where the panel meets in person, all parties will be informed normally not less than ten clear working days prior to the meeting of the panel. Depending on the Policy and its associated procedures, the presence of the student(s) may or may not be required.
	8. All decisions of the panel will be majority decisions. In cases where there is no majority, the chair will be the deciding vote.
	9. Formal panels associated with some procedures may normally meet electronically.
	10. Meetings can be held bilingually. This can be requested by all parties.
	11. All parties will be informed formally in writing of the outcome of the case within five clear working days of the date of the Formal Panel.
1. Special Considerations for Formal Panels that meet with a student.
	1. The format of a Formal Panel where students are invited will normally take one of three forms:
		1. Version A is the standard version in cases where there is no reporting student, or the case is brought by the University;
		2. Version B is the standard version in cases where there is a reported and reporting student;

* + 1. Version C is used where it has been decided that it is not appropriate for the reported and reporting student to be in the same room throughout the meeting of the Formal panel.
	1. Although witnesses may be part of some processes, it is normally expected that all witnesses are consulted as part of the investigative process as outlined in the relevant policy so that at the Formal Panel meeting all evidence is available to the panel to consider the case in detail. Key witnesses may be invited, and where witnesses are involved all parties will be informed of the names of the witnesses attending prior to the meeting of the panel. All parties will be asked whether they intend to call witnesses to the panel meeting.
	2. Normally, any accompanying representative will not be expected to contribute to the discussion.

**Version A**

* Formal Panel members meet separately to consider evidence and matters of process;
* The student and any accompanying person will join the meeting;
* The Case Officer will join the meeting and outline the case and findings of the investigation;
* The Formal panel will question the Case Officer;
* The student will be asked to make a statement in response to the case;
* The Formal Panel will question the student;
* Any witnesses will be asked to make a statement in relation to the case;
* The Formal Panel will question the witness(es);
* The witness(es) will leave the meeting;
* The Case Officer will be asked to make a final statement;
* The Formal Panel will hear a final statement from the student;
* The student (and any accompanying person) and Case Officer will be asked to withdraw to allow the Formal Panel to consider its decision;
* The student (and any accompanying person) and Case Officer will be invited to re-enter the meeting to be informed verbally of the Formal Panel’s decision. The student will be able to present additional representation about the penalty if the finding of misconduct is made.

**Version B**

* Formal Panel members meet separately to consider the evidence and matters of process;
* The reported student and any accompanying person, reporting student and any accompanying person and the Case Officer will join the meeting;
* The Case Officer will outline the case and findings of the investigation;
* The Formal panel will question the Case Officer;
* The reported student will be asked to make a statement in response to the alleged offence;
* The Formal Panel will question the reported student;
* The reporting student will be asked to make a statement in relation to the alleged offence;
* The Formal Panel will question the reporting student;
* Any witnesses will join the meeting;
* Any witnesses will be asked to make a statement in relation to the alleged offence;
* The Formal Panel will question the witness(es);
* The witness(es) will leave the meeting;
* The Case Officer will be asked to make a final statement;
* The Formal Panel will hear a final statement from the reporting student;
* The Formal Panel will hear a final statement from the reported student;
* The reported student (and any accompanying person), the reporting student (and any accompanying person), and Case Officer will be asked to withdraw to allow the Formal Panel to consider its decision;
* The reported student (and any accompanying person) will be asked to return to the meeting to be informed verbally of the Formal Panel’s decision;
* The reported student will be able to present additional representation about the penalty if the finding of misconduct is made;
* The reporting student (and any accompanying person) will be asked to return to the meeting to be informed verbally of any of the Formal Panel’s decision as appropriate;
* The reporting student will be able to present additional representation about such a decision.

**Version C**

* Formal Panel members meet separately to consider the evidence and matters of process;
* The reported student and any accompanying person and the reporting student’s accompanying person and Case Officer will join the meeting;
* The Case Officer will outline the case;
* The Formal panel will question the Case Officer;
* The reported student will be asked to make a statement in response to the alleged offence;
* The Formal Panel will question the reported student;
* The reported student will leave the meeting but their accompanying person will remain in the meeting;
* The reporting student will join the meeting;
* The reporting student will be asked to make a statement in relation to the alleged offence;
* The Formal Panel will question the reporting student;
* The Formal Panel will hear a final statement from the reporting student;
* The reporting student will leave the meeting and the reported student re-enters the meeting;
* Any witnesses will join the meeting;
* Any witnesses will be asked to make a statement in relation to the alleged offence;
* The Formal Panel will question the witness(es);
* The witness(es) will leave the meeting;
* The Case Officer will be asked to make a final statement;
* The Formal Panel will hear a final statement from the reported student;
* The reported student (and any accompanying person), the reporting student’s accompanying person, and Case Officer will be asked to withdraw to allow the Formal Panel to consider its decision;
* The reported student (and any accompanying person) will be asked to return to the meeting to be informed verbally of the Formal Panel’s decision;
* The reported student will be able to present additional representation about the penalty if the finding of misconduct is made;
* The reported student (and any accompanying person) will leave the meeting;
* The reporting student (and any accompanying person) will be asked to return to the meeting to be informed verbally of any of the Formal Panel’s decisions as appropriate.
* The reporting student will be able to present additional representation about such a decision.