**LETTER A – Confirmation of UAP following investigation by the Chair of the Examination Board**

Dear

**Allegation of Unacceptable Academic Practice: Module** [please insert details]

I write to inform you that the Chair of the Examination Board [add department] has received details of suspected Unacceptable Academic Practice in relation to module [please insert details]. Following consideration of the evidence, the Chair has concluded that the allegation of Unacceptable Academic Practice had been substantiated, and the following penalty has been imposed:

[add details of the penalty]

I would remind you that Unacceptable Academic Practice is taken very seriously by the University as a breach of the Regulation on Unacceptable Academic Practice. If a further case of Unacceptable Academic Practice was substantiated, the resulting penalty would have potentially serious consequences.

In accordance with section 6.2 of the Regulation on Unacceptable Academic Practice, you are entitled to request that this case is referred to the Faculty Panel for investigation, by sending a formal request by email to [uapstaff@aber.ac.uk](mailto:uapstaff@aber.ac.uk) no more than three working days after receiving this confirmation.

A report of the investigation is enclosed, and I would advise you to contact your Department for further advice on the consequences of this decision. You are entitled to request a Review of this decision under the University’s Final Review Procedures. Further information and a template Application Form can be found at: <https://www.aber.ac.uk/en/academic-registry/handbook/fr/>. Should you decide to request a final review, your form, with supporting documentation, must be submitted within 10 working days from the date of this letter.

Yours sincerely

Academic Registry