*Letter B should be copied to the Academic Registry in electronic format and emailed to* uapstaff@aber.ac.uk

**LETTER B – Initial letter to student (Investigation by Faculty/University Panel)**

Dear

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

I write to notify you formally that you are suspected of Unacceptable Academic Practice (UAP) in relation to the following module [insert details]

Details of the allegation are enclosed in the UAP Investigation Form (section 1), and the University’s Regulation is available online <https://www.aber.ac.uk/en/academic-registry/handbook/regulations/uap/>. The University takes UAP very seriously and the allegation must be investigated to determine whether UAP has taken place. We need to establish what has happened, to give advice on how to avoid any repeat, or to impose appropriate penalties where necessary. It may of course be that the allegation will not be proved.

We also recognise that a referral to the Unacceptable Academic Practice process is often preceded by and/or accompanied by other adversity and an escalation in distress. We therefore urge you to seek confidential support from [Wellbeing](https://www.aber.ac.uk/en/studentservices/), which does not disclose its work with the wider university except where there is a serious safeguarding risk.

Following initial consideration of the nature of the allegation by the Chair of the Examination Board, a Faculty/University Panel will be convened to investigate the case, according to section 8 (section 11 for university panels) of the Regulation. The panel members will be:

Dr ABC (chair)

Dr XYZ

Admin Name (panel secretary)

The panel will be meeting to consider the suspected case on [add date and location]. We encourage you to attend this meeting, and to submit written evidence, including special circumstances in advance of the meeting. You are also welcome to arrange representation by an advisor from the Students’ Union (<https://www.abersu.co.uk/advice/>). If you fail to attend the panel meeting, without good reason, the meeting will still need to go ahead, and you will be informed of the outcome in writing.

Yours sincerely

**cc. Academic Registry** **uapstaff@aber.ac.uk**