**LETTER D – Confirmation of penalty by Academic Registry**

Dear

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

I write to inform you of the outcome of an investigation to consider an allegation of Unacceptable Academic Practice. The [Faculty or University panel] found that the allegation had been substantiated, and the following penalty has been imposed:

[add details of the penalty here]

A report of the investigation is enclosed, and I advise you to contact your department for further advice on the consequences of this decision. The University also requests that you refer to the resources that are available to all Aberystwyth students and complete any training provided: <https://libguides.aber.ac.uk/referencing>.

We 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.

You may wish to request a review of this decision under the University’s Final Review Procedures. Further information and a copy of the Final Review 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

**cc. Chair of Faculty Panel**

**Chair of Examination Board**

**Academic Registry Manager/Officer – [Faculty]**