# **Student Professional Misconduct Report Form**

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| **Section A – Details of Alleged Misconduct:** | | |
| Name: | | Student ID: |
| Academic Year: | Semester: | Programme Title: |
| Level of Study: | Module Title | Module Code: |
| Description of the alleged Misconduct: | | |

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| **Section B – Informal meeting - (to be completed by the Head of School or Director of Graduate Outcomes and Enterprise):** | | | |
| Names of staff at the meeting: | | | |
| Date of meeting: |  | Did the student attend? | Yes / No |
| Did the student bring a companion? | Yes / No | Name of student companion: |  |
| Did the student admit to the misconduct described in Section A? | Yes / No | | |
| Students account of the event. |  | | |
| Did the student have Mitigating Circumstances? | Yes / No / Non-Disclosed in meeting | | |
| Has the student redeemed the situation with the employer / Professional Placements Team or other LTU stakeholder as appropriate? | Yes / No / Please add further information if required. | | |

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| **Section C** | **Declaration of Professional Misconduct:** | | | |
| I, the undersigned, admit to the allegation of misconduct described in Section A. | | | | |
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| Student name (print) | |  | Date |  |

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| **Section D** | | **Outcome: (please tick the appropriate box and add relevant information)** | | | | | | |
| * **Is this the first instance of Professional Misconduct for this student?** | | | | | | | Yes/No | |
| * As a result of the investigation the allegation was not upheld, and no formal penalty was applied: | | | | | | |  | |
| * As a result of the investigation, a penalty was applied (please put detail of penalty in the box below) | | | | | | | | |
| **Confirm Penalty:** | | | | | | | | |
| As a result of the investigation the case is being referred to the Academic and Professional Misconduct Panel. As part of the APM Panel, they may consider any other outstanding or closed misconduct cases on the student record, including non-academic misconduct cases. (The module mark should be recorded as ‘Late’ by Assessment Team until the matter has been resolved by the Panel). | | | | | | |  | |
| **Date:** |  | | | | | | | |
| Once fully completed, a copy this form should be sent to: | | | | | | | | |
| The student | | |  | Module tutor |  | Chair of the Assessment Panel | |  |
| Assessment Team | | |  | Placement Team |  | Student Conduct Office | |  |

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| **Section E** | **IMPORTANT INFORMATION FOR STUDENTS** |
| **You have been investigated for professional misconduct. If the allegation has been upheld a record will be retained on your student file for the remainder of your period of study at Leeds Trinity University and any future allegations of academic or professional misconduct that are substantiated will incur a more severe penalty.** | |
| **Right of appeal:** you have a right to appeal against the decision **within 10 working days** of the date of this notification. Please refer to the Student Professional Misconduct Procedure (see below) on how to do this. | |
| If you have any questions about the procedure, please contact [misconduct@leedstrinity.ac.uk](mailto:misconduct@leedstrinity.ac.uk) , Leeds Trinity Students’ Union or Student Support for advice. | |

This form should be used to record investigations of professional misconduct as set out in the Student Professional Misconduct Procedure.

**Section A** relates to the details of the allegation.

**Section B** is a record of the informal meeting with the student.

**Section C** should becompleted by the student if misconduct is admitted.

**Section D** records the outcome of the investigation

**Section E** provides important information for students.