**Appendix 3: Flow chart for university panel route**

Academic and AIL consider whether there is a case to answer

Registry send formal notification of outcome to student and programme, and make any necessary adjustments to student record

If student does not attend, the matter can be considered in their absence

If student attends, the outcome is given to the student on the day

Meeting takes place

Registry notify student and programme of the arrangements for the meeting with the panel

Registry ensure that all the necessary information has been included, and convene panel

Academic completes a referral form setting out concerns about the work , and notifies student of their concerns