

## Academic Offence Meeting Minutes

**Date and Time:** \_\_\_\_\_ **Room number:** \_\_\_\_\_

**Student name/number:** \_\_\_\_\_ **Course:** \_\_\_\_\_

**Dean's Designate:** \_\_\_\_\_ **Instructor:** \_\_\_\_\_ **Note-taker:** \_\_\_\_\_

Dean's Designate (DD) introduced herself/himself as the Dean's Designate for academic offences. DD explained that this interview was being conducted at the Decanal level, according to the *Code of Behaviour on Academic Matters*, to examine the allegation(s) of \_\_\_\_\_ that were brought forward by \_\_\_\_\_. DD explained that we would record the discussion that was taking place at this meeting.

DD continued by explaining the process of the interview to the student.

DD stated:

Stage 1 of the interview:

- to ensure the student understood the process and knows the procedures
- to ensure the student understood the nature of the allegations
- to explain possible outcome of this meeting

Stage 2 of the interview: The formal interview OR to cover the facts of the case.

- DD asked student whether they had received a copy of the *Code of Behaviour on Academic Matters*
- Student replied yes/no
- DD asked student whether they had read the *Code* and if they had any questions
- Student replied they had/had not read the *Code* and they did/did not have any questions
  
- DD then read from paragraph 6 (The Dean's Warning) of the *Code* Section C.I.(a) to the student
- DD asked if student understood that they could be accompanied by someone
- Student said they understood/did not understand
  - Name of representative (if any): \_\_\_\_\_
- DD emphasized that a student does not have to say anything at this meeting
- DD told them:
  - anything that was said today would be recorded
  - anything said at a prior meeting could not be used
  - student understood and agreed
  
- DD explained:
  - there are a number of sanctions that could be imposed if guilt was admitted
  - the penalties they could face if guilt was admitted at the Divisional level and if s/he chose to impose a sanction could be: \_\_\_\_\_
  
- DD has the right to send case to the Tribunal and may choose to do so and/or DD could dismiss the charge