Resolution No 272 of 2012
[CODE OF PRACTICE ON STUDENT DISCIPLINE (ACADEMIC)]

After consultation with the Senatus Academicus, the University Court of the University of Aberdeen, at its
meeting on 26 March 2013, passed the following Resolution:

1. The procedures to be followed in the exercise of the Senatus’ powers in regard to student discipline
   in academic matters shall be as set out below.

2. This Resolution shall come into force on the date on which it is passed by the University Court.

CODE OF PRACTICE ON STUDENT DISCIPLINE (ACADEMIC)

1. PURPOSE OF THIS CODE

The University is a community dedicated to the advancement and dissemination of knowledge through
research, teaching and learning. Those objectives can be achieved only if the members of the University
community can live and work beside each other in conditions of safety and security and with respect for the
norms of academic behaviour. This Code is intended to support these objectives by prescribing sanctions
against academic misconduct by students. It is expected that students will have been made aware of what is
meant by “academic misconduct”. This Code should be read and applied in the light of the above.

2. ACADEMIC MISCONDUCT

2.1 Cheating

Cheating in any assessment, whether formative or summative, can result in disciplinary action being
taken under this Code. For these purposes “Cheating” includes but is not limited to:

(a) Possession in an examination of material or electronic device which has not been authorised
    in writing by the relevant Course Co-ordinator. Students whose first language is not English
    may, however, refer to a dictionary where this is approved by the Head of the School
    responsible for the examination;
(b) Copying from another student in an examination;
(c) Removing an examination book from an examination room;
(d) Impersonating another candidate in relation to any assessment;
(e) Permitting another person to impersonate oneself in relation to any assessment;
(f) Paying or otherwise rewarding another person for writing or preparing work to be submitted
    for assessment;

1 The role of the internal and external examiners shall be restricted to the presentation of evidence; they shall
have no role in deciding whether a student is guilty of cheating.
2 Throughout the Code there are instances where the Head of School is stipulated as responsible for dealing
with alleged cases of academic misconduct. Heads of School may however elect to delegate authority to
another member of academic staff to undertake the task of investigating cases and meeting with students.
The final decision in regard to whether academic misconduct may or may not have taken place must rest with
the Head of School. In the case of research misconduct the Investigating Officer will normally be the Vice-
Principal with responsibility for research.
(g) Colluding with another person in the preparation or submission of work which is to be assessed. This does not apply to collaborative work authorised by the relevant course coordinator.

(h) Plagiarism. Plagiarism is the use, without adequate acknowledgment, of the intellectual work of another person in work submitted for assessment. A student cannot be found to have committed plagiarism where it can be shown that the student has taken all reasonable care to avoid representing the work of others as his or her own.

2.2 Research Misconduct

2.2.1 ‘Research misconduct’ is defined by the University as:

The fabrication, falsification, plagiarism or deception in proposing, carrying out or reporting results of research, or deliberate, dangerous or negligent deviations from accepted practices in carrying out research. It includes failure to follow established protocols if this failure results in unreasonable risk or harm to humans, other vertebrates, or the environment, and facilitating of misconduct in research by collusion in, or concealment of, such actions by others. It also includes financial impropriety in accounting for research funds, intentional unauthorised use, disclosure or removal of, or damage to, research-related property of the University or of another, including apparatus, materials, writings, data, hardware or software or any other substances or devices used in or produced by the conduct of research.

2.2.2 It does not include honest error or honest differences in the design, execution, interpretation or judgement in evaluating research methods or results, or misconduct unrelated to the research process. Similarly it does not include poor research unless this encompasses the intention to deceive.

3 PROCEDURES IN CASES OF ALLEGED ACADEMIC MISCONDUCT

3.1 Preliminary Investigation: General

3.1.1 Where there is reason to believe that academic misconduct may have taken place, the Head of School shall follow the appropriate procedure dependent upon the nature of the allegation and in the case of plagiarism the student’s level and programme year:

<table>
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<tr>
<th>Allegation</th>
<th>Section of Code</th>
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<tr>
<td>Plagiarism Undergraduate (programme year 0-2)</td>
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<tr>
<td>All other forms of cheating (all levels and programme years)</td>
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3.1.2 Where an allegation of plagiarism is made against a student registered as “off campus” and distance means that students and designated staff cannot readily travel to meetings, the student concerned should be contacted and given the opportunity to respond to the School’s concerns in writing or by other means of communication. The cost of an overseas teleconference shall be borne by the student whose conduct is under scrutiny.

3.2 Alleged Plagiarism by Students Registered in Undergraduate Programme Year 0-2
3.2.1 Where an allegation of plagiarism is made against a student registered in undergraduate programme years 0-2 the Head of School shall immediately notify the Academic Registrar of the allegation in writing.

3.2.2 On receipt of this notice, the Academic Registrar will ascertain whether the student concerned has been the subject of any previous finding of plagiarism or has received a formal written warning in respect of plagiarism in accordance with paragraph 3.2.6 below and shall notify the Head of School accordingly.

3.2.3 The Head of the School shall investigate and dispose of the allegation in accordance with the following procedures. The Head of the School must:

(a) meet with the student concerned no later than 10 working days from receipt of the allegation;
(b) inform the student in writing of the reasons for the meeting, clearly stating the allegation, and that he or she may be accompanied by one person if they wish. At the same time the student must be provided with copies of all evidence supporting the allegation of plagiarism;
(c) arrange for another member of staff, normally a member of academic staff, who is not already involved in the matter to be present at the meeting. A further member of staff must also be present for the purpose of taking a record of the meeting and
(d) send the student a copy of that record no later than 5 working days after the meeting.

3.2.4 The Head of the School, having considered all of the evidence submitted, including any statement or explanation by the student, may:

(a) decide that plagiarism has not occurred, or
(b) decide that plagiarism has occurred.

3.2.5 If the Head of the School decides that plagiarism has not been committed, he or she shall, no later than 5 working days after the meeting:

(a) inform the student in writing that no further proceedings will be taken;
(b) inform the student that the mark awarded for the assessment in question will reflect the amount of independent work of the student and appropriately referenced work of the student, and
(c) provide to the student, in writing, the University definition of plagiarism and guidance on its avoidance, including how to reference material correctly.

3.2.6 If the Head of School decides that plagiarism has been committed a formal written statement to that effect shall be communicated to the Academic Registrar who shall issue a formal written warning to the student that any future allegation of plagiarism will be dealt with under the Code of Practice on Student Discipline. The finding of plagiarism shall be recorded in the Registry.

3.2.7 Where the student has not previously been found guilty of plagiarism and has not previously received a formal written warning in respect of plagiarism the Head of School shall inform the student, in writing, that the mark awarded for the assessment component in question shall be zero. The Head of School shall remind the student, in writing, of the University definition of plagiarism and guidance on its avoidance, including how to reference material correctly.
3.2.8 Where:

(a) the student has previously been found to have committed plagiarism, or
(b) the student has allegedly committed plagiarism in more than one piece of assessment

the Head of School shall refer the matter to the Academic Registrar who will arrange for a Disciplinary Hearing to take place in accordance with the procedures set out under section 3.5. The Head of School must inform the student in writing that the matter is being referred to the Academic Registrar and will be investigated under this Code.

3.3 Alleged Plagiarism by Students Registered in Undergraduate Programme Year 3 and above excluding postgraduate level, but including students registered for the Professional Graduate Diploma in Education

3.3.1 Where an allegation of plagiarism is made against a student registered in undergraduate programme years 3 or above the Head of the School shall investigate and dispose of the allegation in accordance with the following procedures. The Head of School must:

(a) meet with the student concerned no later than 10 working days from receipt of the allegation;
(b) inform the student in writing of the reasons for the meeting, clearly stating the allegation, and that he or she may be accompanied by one person if they wish. At the same time the student must be provided with copies of all evidence supporting the allegation of plagiarism;
(c) arrange for another member of staff, normally a member of academic staff, who is not already involved in the matter to be present at the meeting. A further member of staff must also be present for the purpose of taking a record of the meeting and
(d) send the student a copy of that record no later than 5 working days after the meeting.

3.3.2 The Head of the School, having considered all of the evidence submitted, including any statement or explanation by the student, may:

(a) decide that plagiarism has not occurred, or
(b) decide that there are good reasons for believing that plagiarism may have occurred.

3.3.3 If the Head of the School decides that plagiarism has not been committed, he or she shall, no later than 5 working days after the meeting inform the student in writing that no further proceedings will be taken.

3.3.4 If the Head of School decides that there is good reason to believe that plagiarism may have occurred the Head of School shall refer the matter to the Academic Registrar in accordance with the procedures set out under section 3.5. The Head of School must inform the student in writing that the matter is being referred to the Academic Registrar and will be investigated under this Code.

3.4 Alleged Plagiarism by Students Registered in Postgraduate Level (Taught)

3.4.1 Where an allegation of plagiarism is made against a student registered at postgraduate level relating to a piece of work submitted as part of the assessment for the taught component of the programme the Head of School shall immediately notify the Academic Registrar of the allegation in writing.

3.4.2 On receipt of this notice, the Academic Registrar will ascertain whether the student concerned has been the subject of any previous finding of plagiarism or has received a formal written warning in
respect of plagiarism in accordance with paragraph 3.4.8 below and shall notify the Head of School accordingly.

3.4.3 Where the student has not previously been found to have committed plagiarism the Head of School shall investigate and dispose of the allegation in accordance with the procedures set out under paragraphs 3.4.5 – 3.4.9).

3.4.4 Where:

(a) the student has previously been found to have committed plagiarism, or
(b) the student has allegedly committed plagiarism in more than one piece of assessment, or
(c) the allegation relates to the Dissertation or any element of assessment contributing one-third or more towards the Grade Spectrum

the Head of School shall proceed according to the procedures set out under paragraphs 3.4.10 – 3.4.12.)

3.4.5 The Head of School must:

(a) meet with the student concerned no later than 10 working days from receipt of the allegation;
(b) inform the student in writing of the reasons for the meeting, clearly stating the allegation, and that he or she may be accompanied by one person if they wish. At the same time the student must be provided with copies of all evidence supporting the allegation of plagiarism;
(c) arrange for another member of staff, normally the Head of the Graduate School, to be present at the meeting. A further member of staff must also be present for the purpose of taking a record of the meeting and
(d) send the student a copy of that record no later than 5 working days after the meeting.

3.4.6 The Head of the School, having considered all of the evidence submitted, including any statement or explanation by the student, may:

(a) decide that plagiarism has not occurred, or
(b) decide that plagiarism has occurred.

3.4.7 If the Head of the School decides that plagiarism has not been committed, he or she shall, no later than 5 working days after the meeting:

(a) inform the student in writing that no further proceedings will be taken;
(b) inform the student that the mark awarded for the assessment in question will reflect the amount of independent work of the student and appropriately referenced work of the student, and
(c) provide to the student, in writing, the University definition of plagiarism and guidance on its avoidance, including how to reference material correctly.

3.4.8 If the Head of School decides that plagiarism has been committed a formal written statement to that effect shall be communicated to the Academic Registrar who shall issue a formal written warning to the student that any future allegation of plagiarism will be dealt with under the Code of Practice on Student Discipline. The finding of plagiarism shall be recorded in the Registry.
3.4.9 The Head of School shall inform the student, in writing that the mark awarded for the assessment component in question shall be zero. The Head of School shall also provide to the student, in writing, the University definition of plagiarism and guidance on its avoidance, including how to reference material correctly.

3.4.10 Where paragraph 3.4.4 applies the Head of the School, having considered all of the evidence submitted, including any statement or explanation by the student, may:

(a) decide that plagiarism has not occurred, or
(b) decide that there are good reasons for believing that plagiarism may have occurred.

3.4.11 If the Head of the School decides that plagiarism has not been committed, he or she shall, no later than 5 working days after the meeting inform the student in writing that no further proceedings will be taken.

3.4.12 If the Head of School decides that there are good reasons for believing that plagiarism may have occurred the Head of School the Head of School shall refer the matter to the Academic Registrar who will arrange for a Disciplinary Hearing to take place in accordance with the procedures set out under section 3.5. The Head of School must inform the student in writing that the matter is being referred to the Academic Registrar and will be investigated under this Code.

3.5 Disciplinary Hearing

3.5.1 Full details of the allegation should be sent to the Academic Registrar with a covering letter and a copy of the record of the Head of the School’s meeting with the student.

3.5.2 The Head of the School shall ensure that a copy of the assessment and of any alleged source material is sent to the Academic Registrar. The Head of the School shall ensure that the nature and extent of the alleged plagiarism are clearly identified. As a minimum the documentation sent to the Academic Registrar must include:

- the original copy of the piece(s) of work with the alleged plagiarised sections clearly identified together with the source of the plagiarised material also clearly marked to identify the corresponding section(s) and, if available, the Turnitin report
- copies of relevant Student Handbook(s), Course Handbook(s) and any other written material routinely provided to students drawing their attention to the University’s definition of plagiarism
- details of information and support provided to students on how to avoid plagiarism.

3.5.3 The Disciplinary Hearing will be conducted in accordance with the procedures set out in Appendices A and B.

4 Procedures for Dealing with Other Forms of Cheating

4.1 Cheating is defined in paragraph 2.1 above.

4.2 Where there is reason to believe that cheating may have taken place the Head of the School shall investigate in accordance with the following procedures. The Head of School must:

(a) meet with the student concerned no later than 10 working days from receipt of the allegation;
(b) inform the student in writing of the reasons for the meeting, clearly stating the allegation, and that he or she may be accompanied by one person if they wish. At the same time the student must be provided with copies of all evidence supporting the allegation of plagiarism;

(c) arrange for another member of staff, normally a member of academic staff, who is not already involved in the matter to be present at the meeting. (In the case of postgraduate students, excluding those registered for the PGDE, the member of staff will normally be the appropriate Head of Graduate School.) A further member of staff must also be present for the purpose of taking a record of the meeting and

(d) send the student a copy of that record no later than 5 working days after the meeting.

4.3 The Head of the School, having considered all of the evidence submitted, including any statement or explanation by the student, may:

(a) decide that cheating has not occurred, or
(b) decide that there are good reasons for believing that cheating may have occurred.

4.4 If the Head of the School decides that cheating has not occurred, he or she shall no later than 5 working days after the meeting inform the student in writing that no further proceedings will be taken.

4.5 If the Head of School decides that cheating may have occurred the Head of School shall refer the matter to the Academic Registrar who will arrange for a Disciplinary Hearing to take place in accordance with the procedures set out under section 3.5. The student must be informed in writing that the matter is being referred to the Academic Registrar and will be investigated under this Code.

4.6 Full details of the allegation should be sent to the Academic Registrar with a covering letter and a copy of the record of the Head of the School’s meeting with the student.

4.7 The Head of the School shall ensure that a copy of the assessment and of any alleged source material is sent to the Academic Registrar. The Head of the School shall ensure that the nature and extent of the alleged plagiarism are clearly identified. As a minimum the documentation sent to the Academic Registrar must include

- the original copy of the piece of work and any evidence relating to the allegation, eg unauthorised material taken into the examination hall
- written reports from individuals, Tutors or Invigilators present at the time that the alleged offence took place
- copies of relevant Student Handbook(s), Course Handbook(s) and any other written material routinely provided to students drawing their attention to the rules regarding cheating.

4.8 In the case of cheating in an examination the Invigilators present at the time that the offence took place may be called upon to give oral evidence at the hearing.

4.9 Where there is an allegation of collusion, as a minimum the documentation sent to the Academic Registrar must include:

- the original work with alleged colluded sections clearly identified
- copies of the instructions given to students regarding the piece of work
- written reports from individuals, Tutors or Invigilators present at the time that the alleged offence took place
copies of relevant Student Handbook(s), Course Handbook(s) and any other written material routinely provided to students drawing their attention to the rules regarding the boundaries for collaborative working
• details of information and support provided to students on how to avoid collusion.

5 **Penalties for Academic Misconduct**

5.1 **General**

5.1.1 The penalties which shall be imposed by an Head of School or Investigating Officer if an allegation of cheating is admitted or, following a hearing, proved are as set out in sections 5.2 to 5.6. However, the Investigating Officer or Disciplinary Committee may choose to impose a lesser penalty where it is thought appropriate to do so.

5.1.2 If the penalty imposed means that the student fails the course, the normal rules for resits for that course shall apply.

5.1.3 An assignment in which plagiarism or collusion has been found cannot be resubmitted (i.e., the student must submit a different assignment if it is permitted under the rules for resits.)

5.1.4 Where a reassessment diet arises before the disciplinary hearing takes place, the student should be allowed to submit for reassessment, but the grade withheld until the outcome of the disciplinary hearing is known and applied.

5.2 **Cheating in undergraduate programme years 0-2**

5.2.1 The student shall be awarded zero marks for the component of assessment (for example, a written examination or in-course assessment) in which he or she is judged to have cheated.

5.2.2 Where a student is judged to have cheated in any component of assessment for more than one course, or more than one component within one course, the student shall be awarded zero marks for the course(s).

5.3 **Cheating in undergraduate programme years 3-5 and the PGDE**

5.3.1 The student shall be awarded zero marks / CGS G3 for the component of assessment (for example, a written examination or in-course assessment) in which he or she is judged to have cheated, and the student can attain no higher than CAS 9/CGS D3 for the overall assessment for the course.

5.3.2 If the imposition of a penalty under paragraph 5.3.1 means that the student fails the course and a resit is permitted, the CAS mark attainable following reassessment will be restricted to a maximum of CAS mark 9.

5.3.3 Where a student is judged to have cheated in any component of assessment for more than one course, or more than one element within one course, in undergraduate programme years 3 or above, the student shall be awarded zero marks for the course(s) and shall be expelled. Expulsion is the termination of matriculated student status involving a total prohibition on attendance at or access to the University and on any participation in University activities. A student who has been expelled will not normally be eligible for re-admittance to the University.
5.3.4 If the student had already satisfied the requirements for an award prior to the offence(s) being committed, the student would be allowed to graduate with that award.

5.4 Cheating in Taught Postgraduate Programmes: Taught Element

5.4.1 The student shall be awarded zero marks / CGS G3 for the component of assessment (for example, a written examination or in-course assessment) in which he or she is judged to have cheated, and the student can attain no higher than CAS 9 / CGS D3 for the overall assessment for the course.

5.4.2 If the imposition of a penalty under paragraph 5.4.1 means that the student fails the course and a resit is permitted, the CAS mark / CGS Grade attainable following reassessment will be restricted to a maximum of CAS mark 9 / CGS D3.

5.4.3 Where a student is judged to have cheated in any component of assessment for more than one course, or more than one component within one course, the student shall be awarded zero marks for the course(s) and shall be expelled. Expulsion is the termination of matriculated student status involving a total prohibition on attendance at or access to the University and on any participation in University activities. A student who has been expelled will not normally be eligible for re-admittance to the University.

5.5 Cheating in Taught Postgraduate Programmes: Dissertation or Element of Assessment Contributing one-third or more to the Grade Spectrum

5.5.1 The student shall be awarded zero marks for the course (or equivalent unit of assessment) in the assessment of which he or she is judged to have cheated.

5.5.2 No resit examination, re-submission of assessed work or other re-assessment shall be permitted, nor can any other course be substituted for that which has been failed under that section.

5.5.3 Where a student is judged to have cheated in any component of assessment for more than one course the student shall be awarded zero marks for the course(s) and shall be expelled. Expulsion is the termination of matriculated student status involving a total prohibition on attendance at or access to the University and on any participation in University activities. A student who has been expelled will not normally be eligible for readmittance to the University.

5.5.4 If the student had already satisfied the requirements for an award prior to the offence(s) being committed, the student would be allowed to graduate with that award.

5.6 Research Degrees

5.6.1 The student shall fail the degree in respect of which the cheating is established, and shall not be permitted to submit work for this or any other research degree of the University. The student shall be expelled. Expulsion is the termination of matriculated student status involving a total prohibition on attendance at or access to the University and on any participation in University activities. A student who has been expelled will not normally be eligible for readmittance to the University.

5.6.2 If the student had already satisfied the requirements for an award prior to the offence(s) being committed, the student would be allowed to graduate with that award (eg a Postgraduate Certificate or Postgraduate Diploma in Research Methods, appropriately designated).
6 RIGHTS OF APPEAL

6.1 A student has the right of appeal against any decision made under this Code using the University's Policy and Procedures on Student Appeals but only if there are valid grounds to appeal. Appeals will only be considered on grounds where:

(i) the University’s procedures were not followed;

or

(ii) the person or body making the decision did not have the authority to do so;

or

(iii) the person or body making the decision did not act impartially

or

(iv) the penalty imposed was unreasonable, that is, that it is one which no reasonable person, properly advised, would have imposed in light of this Code of Practice

and

(v) the student has suffered, or could suffer, a material disadvantage as a result of the decision.

6.2 An appeal against a decision of a Head of School or Investigating Officer must be made in writing to the Registry by sending an email to academicservices@abdn.ac.uk, stating clearly the grounds of appeal, not more than 10 working days after the date of the Head of School’s/Investigating Officer’s written decision.

6.3 When an appeal is received by the Registry, a Case Officer for the appeal will be appointed and receipt of the appeal will be acknowledged.

6.4 On receipt of the appeal, a Grounds to Proceed Panel, composed of the Case Officer and a senior member of academic staff will review the case to determine whether there are grounds for the appeal to proceed.

6.5 If the appeal is deemed not to contain grounds to proceed, the student will be advised of this outcome within 5 working days of receipt of the appeal. The student will be informed of his or her right to seek independent review of the University’s decision by the Scottish Public Services Ombudsman.

6.6 If the Grounds to Proceed Panel consider that the appeal should proceed, the matter will be referred to an Appeal Panel in accordance with section 11.3 of the University’s Policy and Procedures on Student Appeals and Complaints.

6.7 Where an appeal is upheld the Appeal Panel can:

(a) uphold the finding of misconduct and the penalty imposed;

(b) set aside the finding of misconduct and quash any penalty imposed;

(c) in the case of an appeal against the penalty, waive, uphold or reduce the penalty imposed by the Investigating Officer or substitute a penalty which could competently have been imposed under this Code provided that it is not more severe than that which was originally imposed.
Preliminary Investigations and Disciplinary Hearings

1 Procedure Prior to the Meeting/Hearing

1.1 The student who is the subject of disciplinary proceedings shall be informed in writing of any allegations made against him or her and the date and time of the proposed meeting/hearing, normally with notice of at least seven days during term-time and fourteen days out of term.

1.2 The student shall be provided with a copy of the Code of Practice on Student Discipline (Academic) and with any other relevant Codes of Practice. The student shall also be provided with copies of all written submissions which are to be considered at the hearing, normally at least seven days before the hearing during term-time and fourteen days out of term.

1.3 The student shall be invited to respond in writing to these allegations but shall not be required to do so.

1.4 The student shall be required to confirm that they will attend the hearing on the specified date/time.

2 Representation

2.1 The student may be accompanied or represented at any hearing of the case by one person of his or her choice. The Investigating Officer has the discretion to permit other persons to accompany the student at the hearing.

2.2 The University will not provide legal or other representation for student subject to disciplinary proceedings under this Code.

3 Extenuating or Mitigating Circumstances

3.1 The University Policy and Procedures on Student Appeals and Complaints stipulates that if a student believes that a medical condition or other personal circumstances have affected their performance in an assessment they must notify the Head(s) of the relevant School(s) in writing not more than seven days after the date of submission of the assessment or exam concerned.

3.2 Where a student has not given notice of such extenuating or mitigating circumstances within the seven day timescale, they cannot be accepted as evidence in the disciplinary process unless a satisfactory explanation for the delay in providing the information can be given. If those circumstances are raised for the first time at the preliminary investigation stage (ie with the Head of School or their nominee) the Head of School (or their nominee) will decide whether it is appropriate to take them into account.

3.3 Medical or extenuating circumstances which have not been raised prior to a Disciplinary hearing or Disciplinary Committee meeting will not normally be accepted as evidence. If raised, or raised again, at a further stage in the disciplinary process it will be necessary for the Disciplinary hearing or Disciplinary Committee meeting to be adjourned and the evidence referred back to the Head of School to decide whether there are grounds on which to accept late notification. They will make this decision having regard to the timescale for submission of evidence and the reason for this delay. Their decision will be final.
4 Determination of the Case in the Absence of the Student

4.1 Where a student cannot attend an initial interview or hearing he/she, as an alternative, can either select another person to represent him or her, or submit further representations in writing, but shall not be required to do so. Where a student elects to select another person to represent him or her, written notification of this must be submitted to the Registry no later than two working days prior to the date of the hearing.

4.2 Where a student cannot attend an initial interview or hearing and requests that the interview or hearing be deferred to allow him/her to attend in person, the student cannot subsequently use the impact which the deferral of the interview or hearing may have on his/her academic performance as grounds for an appeal or complaint.

4.3 In the event that an initial interview or hearing is deferred at the request of the student the interview or hearing must be rescheduled to take place on a date normally within 6 weeks of the date originally notified to the student. If the student is unable to attend the rescheduled interview or hearing, the case will be considered and a decision reached in the absence of the student. Under the terms of paragraph 4.1 the student can either select another person to represent him or her, or submit further representations in writing.

4.4 Where a student has not informed the Investigating Officer in advance that they are unable to attend a hearing, the case may be considered and a decision reached in the absence of the student.
Conduct at the Disciplinary Hearing

1. The Investigating Officer will outline the procedures to be followed, after which the witness(es) will be asked to leave until called to give evidence.

2. The Investigating Officer will then outline the nature of the allegation(s) against the student and invite the student to state whether he or she admits or denies the allegations.

3. The Investigating Officer will invite the Head of the School to make a statement. The Head of School making the allegation of misconduct may at this stage present supporting evidence to the Investigating Officer. Evidence may include oral testimony of witnesses or previously submitted written evidence.

4. The Investigating Officer will invite the student to make a statement in response.

5. The student and/or the student’s representative may at this stage present supporting evidence to the Investigating Officer. Evidence may include oral evidence of witnesses or written submissions.

6. The Investigating Officer will take the opportunity to seek clarification on any points raised, both with the student and any witness(es).

7. Any oral evidence will be taken in the presence of the student or, in his or her absence, and with his or her approval, in the presence of his or her representative.

8. The student and/or his or her representative will be invited to address questions through the Investigating Officer to any witness(es) on their statement(s) and on their written submissions.

9. The student and/or his or her representative will be invited to give a concluding statement.

10. When all statements have been made, all witnesses heard and all questioning completed, all persons present other than the Investigating Officer and the Clerk must leave the room. The Clerk remains with the Investigating Officer solely for the purpose of recording the Investigating Officer’s decision and takes no part in the decision making process.

11. The Investigating Officer will consider the evidence and reach a decision, which will be communicated to the student in writing normally within five working days of the Investigating Officer reaching a decision.

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3 In some cases further clarification may be sought e.g. from the School making the allegation, leading to a delay in notifying the student of the outcome of the hearing.