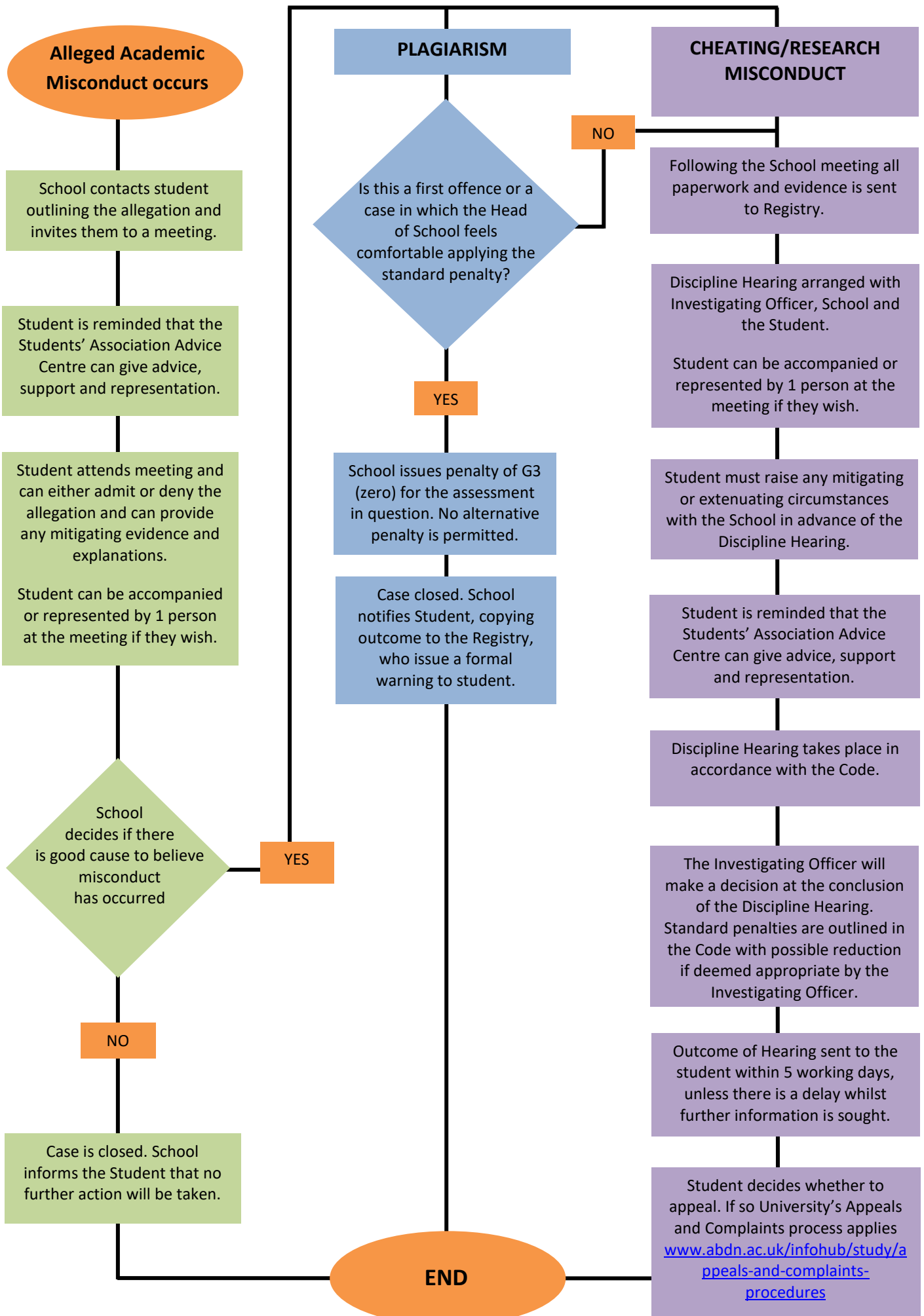


# Procedure for cases of alleged Academic Misconduct - for Students



**Alleged Academic Misconduct occurs**

School contacts student outlining the allegation and invites them to a meeting.

Student is reminded that the Students' Association Advice Centre can give advice, support and representation.

Student attends meeting and can either admit or deny the allegation and can provide any mitigating evidence and explanations.  
Student can be accompanied or represented by 1 person at the meeting if they wish.

School decides if there is good cause to believe misconduct has occurred

NO

Case is closed. School informs the Student that no further action will be taken.

**PLAGIARISM**

Is this a first offence or a case in which the Head of School feels comfortable applying the standard penalty?

YES

School issues penalty of G3 (zero) for the assessment in question. No alternative penalty is permitted.

Case closed. School notifies Student, copying outcome to the Registry, who issue a formal warning to student.

**END**

**CHEATING/RESEARCH MISCONDUCT**

Following the School meeting all paperwork and evidence is sent to Registry.

Discipline Hearing arranged with Investigating Officer, School and the Student.  
Student can be accompanied or represented by 1 person at the meeting if they wish.

Student must raise any mitigating or extenuating circumstances with the School in advance of the Discipline Hearing.

Student is reminded that the Students' Association Advice Centre can give advice, support and representation.

Discipline Hearing takes place in accordance with the Code.

The Investigating Officer will make a decision at the conclusion of the Discipline Hearing. Standard penalties are outlined in the Code with possible reduction if deemed appropriate by the Investigating Officer.

Outcome of Hearing sent to the student within 5 working days, unless there is a delay whilst further information is sought.

Student decides whether to appeal. If so University's Appeals and Complaints process applies [www.abdn.ac.uk/infohub/study/appeals-and-complaints-procedures](http://www.abdn.ac.uk/infohub/study/appeals-and-complaints-procedures)