### 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.

#### 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.
  - **NO**
    - Student must raise any mitigating or extenuating circumstances with the School in advance of the Discipline Hearing.
- Case closed. School notifies student, copying outcome to the Registry, who issue a formal warning to student.

#### 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 is reminded that the Students' Association Advice Centre can give advice, support and representation.
- Discipline Hearing takes place in accordance with the Code.

- **YES**
  - 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.
- **NO**
  - Student decides whether to appeal. If so University’s Appeals and Complaints process applies www.abdn.ac.uk/infohub/study/appeals-and-complaints-procedures