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.
- YES
  - PLAGIARISM
    - Is this a first offence or a case in which the Head of School feels comfortable applying the standard penalty?
      - NO
        - 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.
      - YES
        - School issues penalty for the assessment in question (see 4.2.4). No alternative penalties are permitted.
  - 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.

**Case closed. School notifies Student, copying outcome to Registry Student Services (discipline@abdn.ac.uk), who issue a formal warning to student.**

**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)