Procedure for cases of alleged Academic Misconduct – FOR STAFF

If Academic Misconduct is suspected the School should:
- Plagiarism/Collusion only - confirm with Registry Student Services (discipline@abdn.ac.uk) if there are any previous findings of Plagiarism or Collusion.
- Notify the student clearly stating the allegation in writing, with a copy of the evidence to be reviewed.
- Arrange a meeting with the student within 10 working days - student can be accompanied by 1 person.
- A note taker and the Head of School (or nominee) should be present. For suspected contract cheating the interview should be audio recorded
- Head of School (or nominee) will decide following the meeting if the allegation is still suspected.
- Send the student, within 5 working days, a copy of the outcome of the meeting and the meeting notes to confirm their accuracy.

If the School still thinks that Academic Misconduct has occurred

PLAGIARISM/COLLUSION
(see 4.2)

Do any of these apply:
1. Is there a previous finding of plagiarism at any level; or
2. Is it a PGT course worth more than a third of the programme or the dissertation element; or
3. Does it relate to multiple pieces of assessment?

No

The School can apply a penalty of G3 (zero) for the component of assessment. Variation is permitted by the School where mitigation is present (see 4.2.5). You can opt to refer the case voluntarily to Registry if you wish additional investigation/mitigation to be considered

School writes to student with notice of the outcome, including guidance on how to avoid future plagiarism/collusion and referring them to the Student learning Service. Letter must be copied to Registry Student Services

Registry Student Services writes to the student issuing a formal warning and records the finding.

Yes

OTHER FORMS OF CHEATING INCLUDING CONTRACT CHEATING AND RESEARCH MISCONDUCT

Refer the case as per the Code to Registry Student Services, including full details and evidence of the allegation

A Discipline Hearing is then arranged by Registry with the Head of School (or Nominee) invited to present the School’s case

The Outcome will be communicated to the student, usually within 5 working days, copied to the Head of School (or nominee) so the School can apply the penalty.

END

Updated March 2019