Procedure for cases of alleged Academic Misconduct - FOR STAFF

If Academic Misconduct is suspected the School should:
• Plagiarism only - confirm with Registry Student Services if there are any previous findings of Plagiarism.
• Notify the student of the allegation in writing, with a copy of the evidence to be reviewed.
• Arrange a meeting with the student within 10 days - student can be accompanied by 1 person.
• A note taker and the Head of School (or nominee) should be present.
• Head of School (or nominee) will decide following the meeting if the allegation is still suspected.
• Send the student, within 5 days, a copy of the outcome of the meeting and the meeting notes to the student to confirm their accuracy.

If the School still thinks Academic Misconduct has occurred:

PLAGIARISM

- 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 Grade Spectrum or 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. No variation is permitted by the School. You can opt to refer the case voluntarily to Registry if you wish additional investigation/mitigation to be reviewed.

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

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

- Yes

OTHER TYPES OF ACADEMIC MISCONDUCT

- Refer the case as per the Code to Registry Student Services, in The Hub 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