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 one person at the meeting if they wish

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

PLAGIARISM/COLLUSION

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

Yes

School issues penalty for the assessment in question (see 4.2.5). No alternative penalties are permitted

No

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

END

OTHER FORMS OF CHEATING INCLUDING CONTRACT CHEATING AND RESEARCH MISCONDUCT

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

Disciplinary 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, the University’s Appeals and Complaints process applies

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