ACADEMIC MISCONDUCT REPORTING AND APPEALS POLICY: COURSEWORK

1. An instructor who suspects academic misconduct will give the student a written summary of the case, using an Academic Misconduct Incident Report and, where appropriate, a report from plagiarism detection software.

2. The instructor will indicate the disciplinary action to be taken if the academic misconduct is confirmed. The Academic Misconduct Flowchart which summarises the procedure will be given to the student.

3. The instructor will discuss the incident with the student, allowing the student to respond to the charge.

4. There are four possible outcomes:

   a. The instructor may accept that academic misconduct has not occurred. In this case no action is taken and the summary report is destroyed.
   b. The student may admit to the academic misconduct. In this case, the instructor notes the disciplinary action is to be taken, and both the instructor and the student sign the report, which is then sent to the Academic Registrar.
   The Academic Registrar will record the incident and take further action if this is a second incident of the academic misconduct involving the same student.
   c. The student denies the misconduct or the outcome of the meeting is inconclusive. In this case, the instructor signs and forwards the summary of the case and the discussion to the Head of School/Department in which the work was undertaken (see further steps below). The instructor retains a copy of the report. The student is invited to sign the report, but may choose not to.
   d. The student does not respond to the instructor nor challenges the grade assigned. After 5 working days, the instructor forwards the summary report to the Academic Registrar.

5. In the event where the matter is referred to the Head of School/Department, students should refer to the Academic Appeals Policy Relating to Grade Challenges.

6. The Academic Registrar formally advises any student where a case of academic misconduct is upheld against them and the associated penalty.

7. The Study Abroad Advisor or the Registrar of the home institution of a Study Abroad student will be notified in writing if a Study Abroad student has committed a proven act of academic misconduct. This information may be passed to the necessary university officials (such as student advisors or disciplinary bodies) in accordance with the home institution's policies and procedures.

8. When academic misconduct is the cause of a failing grade for a course, the student may not withdraw from the course, although the normal policy for repeating a course applies.

9. Students who commit a second confirmed case of academic misconduct will be awarded the relevant penalty for the course and will normally be dismissed from the University by the University Exam Board.

10. A student who is found guilty of academic misconduct across multiple courses will be awarded penalties for all affected courses, including ratified grades from previous semesters, and will normally be dismissed from the University by the University Exam Board.

11. A student who is found guilty of academic misconduct after an award has been ratified, will normally have that award revoked. There is no time limit placed on this action.

12. Appeals against allegations and/or findings of academic misconduct and against penalties applied, may be made through the Academic Appeals process.

13. Students who are academically dismissed from the University have the right to appeal the decision to the Office of the Provost within five working days of receiving the decision via email.

VERSION MANAGEMENT

Responsible Department: Registry Services			
Approving body: Academic Board			
Version no.	**Key Changes**	**Date of approval**	**Date of effect**
001		24 July 2018	28 August 2018
002	Amended link to Academic Appeals Policy (Non-Grade Appeals) to Academic Appeals Policy (Grade Challenges); Amended 15 working days to 5 working days in point 4d.	May 2021	
003	Formatting and job title updates, inc. Change from Provost to the Office of the Provost	May 2022	01 September 2022
	Restricted access? *Tick as appropriate* ☐ **Yes** ☒ **No**		