

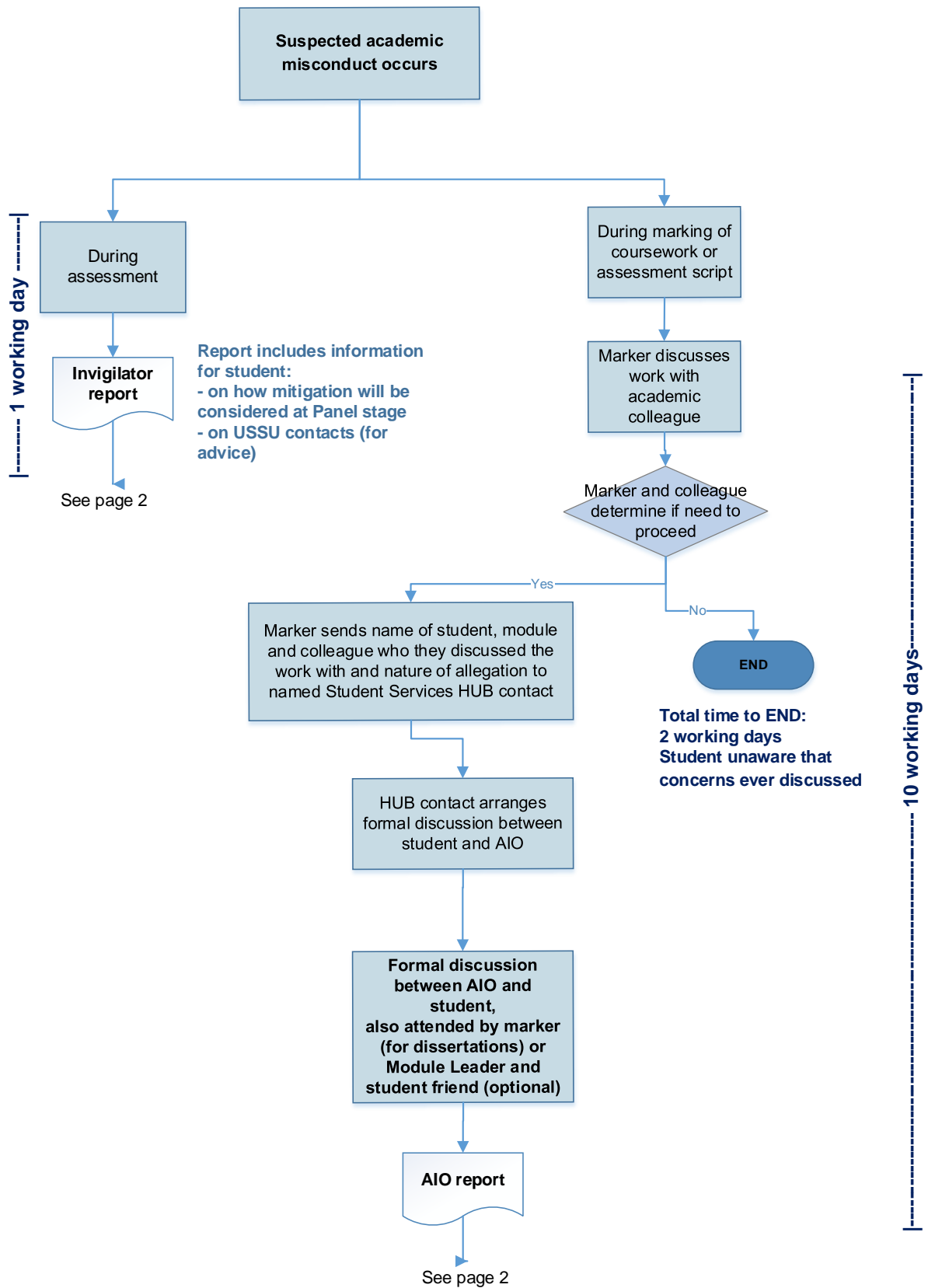
B2: Regulations for academic integrity

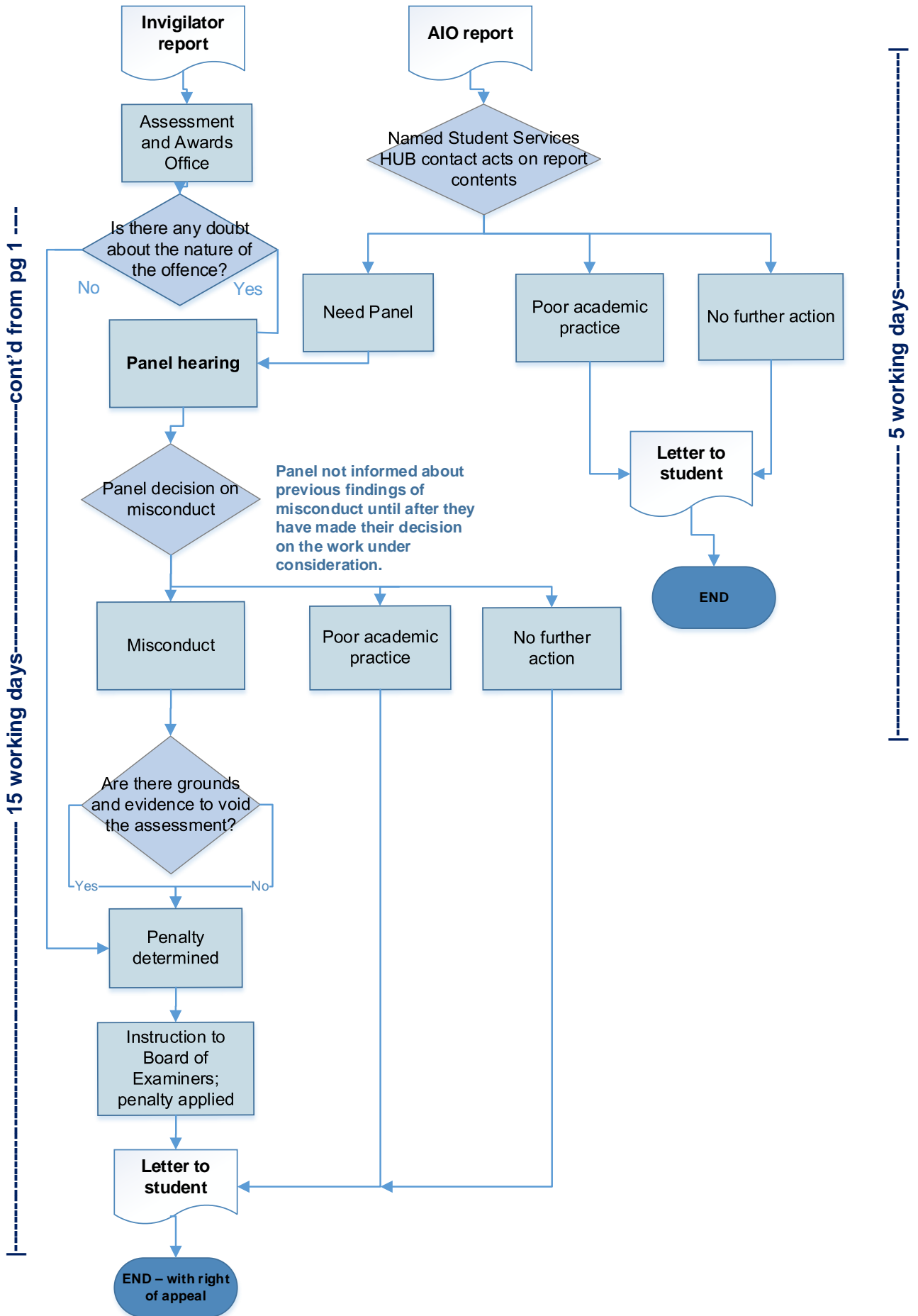
Academic year 2019/20

Contents

Figure 1: Academic misconduct procedures.....	1
Introduction and scope.....	3
Students registered with another higher education institution	3
Former students	3
Academic misconduct identified following the award of credits.....	3
Reasonable adjustments.....	3
Exceptional circumstances	3
Responsibilities	4
Academic misconduct and cross-Faculty studies	4
Academic integrity.....	4
Declaration of originality	4
Poor academic practice.....	5
Definition of Academic misconduct.....	5
Plagiarism	5
Other forms of academic misconduct	6
Making false claims	6
Research management	6
Burden of proof	7
Standard of proof	7
Confidentiality and General Data Protection Regulations	7
Support to study and fitness to practise considerations.....	8
Instances of possible academic misconduct.....	8
Instances of possible academic misconduct during assessment	10
Academic Misconduct Panels	10
Membership of an Academic Misconduct Panel	10
Procedure	10
Attendance of the student at an Academic Misconduct Panel	11
Representation of students in academic misconduct hearings, including legal representation	11
Evidence	12
Students who commit more than one form of academic misconduct	12
Findings and outcomes of an Academic Misconduct Panel	12
Appeal against the findings and outcomes of an Academic Misconduct Panel.....	15

Figure 1: Academic misconduct procedures





Introduction and scope

1. These *Regulations for academic integrity* apply to the following students:
 - those registered on the Foundation Year and award-bearing undergraduate and taught postgraduate programmes delivered by the University, including Degree Apprenticeship programmes
 - those registered on undergraduate and taught postgraduate programmes with one of the University's Associated and Accredited Institutions (AIs) to study for an award of the University¹
 - those registered to study for the award of academic credit delivered by the University
 - registered postgraduate research students taking taught units of assessment as part of their research degree programme. For all other areas of their programme, postgraduate research students are subject to the provisions of the [Code of practice for handling allegations of research misconduct](#).
2. Students who are subject to academic misconduct proceedings will find it helpful to seek advice and support from the University of Surrey Students' Union, or its equivalent for the Associated and Accredited Institutions.

Students registered with another higher education institution

3. A student studying with the University may be registered for the award of another higher education institution. In any case of possible academic misconduct by the student, the University follows the procedures set out in the formal agreement between the parties.

Former students

4. In cases where a former student of the University is found to have achieved their award through academic misconduct, Senate may resolve to rescind the award by the powers conferred on it by University of Surrey Ordinance 6.3.1.1(d). In such a case, and following the relevant meeting of Senate, the University inserts a notice in The London Gazette stating that the student's award has been rescinded.

Academic misconduct identified following the award of credits

5. Where academic misconduct is discovered or suspected in work for which credits have already been awarded but before a final award has been made, the Vice-Provost (Education) will consult with the Academic Registrar to determine the process to be followed. The outcome of this could result in the removal of credits.

Reasonable adjustments

6. Reasonable adjustments to the processes within these *Regulations*, including the extending of deadlines for student responses, will be made upon the production by the student of relevant third party evidence which demonstrates the need for those adjustments.

Exceptional circumstances

7. In exceptional circumstances it may be appropriate to amend the procedures set out in these *Regulations*, for example, where strict application of the *Regulations* would result in substantial unfairness to the student or the student is in some way at risk

¹ Staff titles at the AIs may not necessarily be the same as those used in the University but the activities described in these *Regulations* are carried out at the AIs by staff with similar responsibilities.

because of health or disability. Such cases will be rare and each will be treated on their own merits.

Responsibilities

8. Senate, on behalf of the University has delegated the responsibility for managing academic integrity and academic misconduct procedures to the Executive Deans of the Faculties advised by, among others, the University's Academic Integrity Officers (AIOs)² and the Associate Deans (Education).
9. Faculties deal with cases of possible academic misconduct through the work of the AIOs and cases of possible academic misconduct are heard by Academic Misconduct Panels. These Panels are convened at Faculty level under the authority of the Executive Dean of the Faculty to address possible instances of academic misconduct and issue instructions. Further information on the work of Academic Misconduct Panels can be found in Regulations 37 - 59 below.

Academic misconduct and cross-Faculty studies

10. Where a student follows a programme of studies with the University in more than one Faculty any matters to do with possible academic misconduct are initially dealt with by the AIO for the relevant subject area, even when this is not in the student's home Faculty. If the matter is subsequently referred to a hearing by an Academic Misconduct Panel, however, the Panel is conducted under the auspices of the student's home Faculty advised by the relevant AIO(s) for the student's area of studies.

Academic integrity

11. Academic integrity is fundamental to every aspect of learning and teaching at the University and concerns all academic staff and students. This concept is based on honesty, trust, fairness, respect, responsibility and courage as detailed within *The Fundamental Values of Academic Integrity* developed by the [International Center for Academic Integrity](#).

Declaration of originality

12. In order to be sure that students understand the importance of academic integrity, work submitted for assessment must be accompanied by a signed and dated 'Declaration of Originality'; the Declaration to be submitted in hard copy or digitally depending on the required medium of submission for the piece of work. The wording of this Declaration is as follows:

"I confirm that the submitted work is my own work and that I have clearly identified and fully acknowledged all material that is entitled to be attributed to others (whether published or unpublished) using the referencing system set out in the programme handbook. I agree that the University may submit my work to means of checking this, such as the plagiarism detection service Turnitin® UK and the Turnitin® Authorship Investigate service. I confirm that I understand that assessed work that has been shown to have been plagiarised will be penalised.

"In completing this work I have been assisted with its presentation by [state name and contact details of assistant] and, if requested, I agree to submit the draft material that was completed solely by me prior to its presentational improvement. [This

² Academic Integrity Officers are members of academic staff, nominated by the Faculty Executive Dean or their nominee, who are responsible for ensuring that these *Regulations* are followed correctly within their School/Department in relation to the implementation and monitoring of procedures for dealing with academic misconduct. The role also involves supporting University-wide initiatives and embedding good practice in relation to plagiarism and academic misconduct.

paragraph is to be deleted where it is not relevant.] *Note for students: you do not need to declare advice received from Academic Skills and Development or other University professional/study advisory service (eg Disability and Neurodiversity, English Language Support), the accessing of which is encouraged.*"

Poor academic practice

13. Poor academic practice involves collaboration or poor citation practice where there is evidence that the student did not appreciate the rules of academic writing for their discipline, or where the extent of copied material can be considered so slight that it does not justify a penalty.

Definition of Academic misconduct

14. Practices and actions that undermine academic integrity have the capacity to diminish the value of the University's awards to their holders and damage the University's reputation. They constitute academic misconduct.
15. The University's definition of academic misconduct is:
'Acts or omissions by a student that have the potential to give an unfair advantage in assessments.'

Academic misconduct can take a number of forms as detailed below.

Plagiarism

16. The University defines plagiarism as:
- inserting words, concepts, or images or other content from the work of someone else into work submitted for assessment without acknowledging the originator's contribution and
 - representing the work of another as one's own, whether purchased or not, or taken with or without permission. This could include work submitted for assessment by current or former students of the University
17. Plagiarism can take a number of forms including the following:
- (i) collusion - where two or more students work together on an assignment which is to be assessed on an individual basis. This means sharing materials and/or findings and/or using the same wording;
 - (ii) personation and impersonation - personation is defined in the context of academic misconduct as:
 - assuming the identity of another in order to mislead or deceive
 - allowing another to assume your identity in order to mislead or deceiveImpersonation is where the appearance of a first person is assumed by a second person. Personation may or may not involve impersonation;
 - (iii) acquiring work to pass off as one's own (also known as contract plagiarism) that may have been acquired or bought from services and individuals that provide essays, papers, reports, graphics, compositions, program-code, and programs;
 - (iv) providing work for another to pass off as their own (whether that person is a student of the University or another institution);
 - (v) passing off work as original that has already been assessed whether by the University or another institution and whether in a different module or programme (also known as self-plagiarism).

Other forms of academic misconduct

18. Other forms of academic misconduct include:
- (i) failure to declare third party assistance in the presentation of assessed work (other than assistance by a department of the University), including language, syntax, spelling and layout or failure to provide the draft material submitted to the third party to proof-read and/or correct;
 - (ii) assistance in the completion of assessed work from third parties through proof-reading and correcting English or a target language (not including use by the student of dictionaries, thesauruses and spell-checkers) where the learning outcomes for a module include a specific requirement to demonstrate facility with written English or a target language;
 - (iii) fabricating results from laboratory or other work or misrepresenting data;
 - (iv) introducing unauthorised textual materials into an assessment venue or ancillary area such as cloakroom or toilets. This can include not only notes clearly relevant to the assessment but any form of written material, either on paper or on a student's body;
 - (v) having an unauthorised mechanical or electronic device on one's person within an assessment venue or ancillary area, such as a cloakroom or toilets. Where such devices, including mobile phones and smart watches, are permitted to be brought into an assessment venue, they must be switched off and placed in the container provided for this purpose. The container must then be placed on the floor in full view of the invigilators before the start of the assessment and for the duration of the assessment.

Making false claims

19. Academic misconduct can also take the form of misrepresentation, such as falsely claiming:
- qualifications that are not validly held or experience, including practice-based or performance experience, that has not been acquired
 - to have undertaken work, including empirical investigations, research, and interviews
20. Where a student appears to have falsely claimed to have qualifications that they do not hold, experience they have not acquired, or to have undertaken work when they have not done so, the relevant AIO will consult with the Associate Dean (Education) and the Chief Student Officer in order to determine whether to refer the matter to the University's [Student disciplinary regulations](#), its [Regulations for fitness to practise](#), or these *Regulations*.

Research management

21. For students registered for taught postgraduate awards who engage in research and research management the University identifies the following acts, omissions and behaviours as academic misconduct related to research management:
- (i) mismanagement or inadequate preservation of data and/or primary materials, including failure to:
 - keep clear and accurate records of the research procedures followed and the results obtained, including interim results
 - hold records securely in paper or electronic form

- make relevant primary data and research evidence accessible to others for reasonable periods after the completion of the research: data should normally be preserved and accessible for ten years, but for projects of clinical or major social, environmental or heritage importance, for 20 years or longer;
 - manage data according to the research funder's data policy, and all relevant legislation
 - wherever possible, deposit data permanently within a national collection;
- (ii) breach of duty of care, which involves deliberately, recklessly, or by gross negligence:
- disclosing improperly the identity of individuals or groups involved in research without their consent, or other breach of confidentiality
 - placing any of those involved in research in danger, whether as subjects, participants or associated individuals, without their prior consent, and without appropriate safeguards even with consent; this includes reputational danger where that can be anticipated
 - not taking all reasonable care to ensure that the risks and dangers, the broad objectives, and the sponsors of the research, are known to participants or their legal representatives, to ensure appropriate informed consent is obtained properly, explicitly and transparently
 - not observing legal and reasonable ethical requirements or obligations of care for animal subjects, human organs or tissue used in research; or for the protection of the environment;
- (iii) cheating or otherwise disclosing information with the intent of gaining for oneself or for another an unfair advantage;
- (iv) intentional damage to, or removal of, the research-related property of another;
- (v) intentional non-compliance with the terms and conditions governing the award of external funding for research or with the University's policies and procedures relating to research, including accounting requirements, ethics, and health and safety regulations.

Burden of proof

22. In academic misconduct matters it is for the University to show that it is more likely than not that the relevant assessed work was the product of, or contained the products of, academic misconduct.

Standard of proof

23. The standard of proof applied by an Academic Misconduct Panel is that of the balance of probability; that on the evidence put forward it is more likely than not that something was or was not the case.

Confidentiality and General Data Protection Regulations

24. The University deals with academic misconduct matters in confidence, to the extent that this is compatible with making enquiries and holding meetings to consider the matter. The University collects and processes a variety of personal data in order to fulfil relevant student Regulations (see the [Regulations web page](#) for a list of all Student Regulations). This personal data may be provided by the student or collected from other departments within the University or taken from publicly available sources such as social media or, in the case of apprentices, provided by

the employer. The University processes personal data for this purpose in its legitimate interests. Some Regulations will require the sharing of sensitive personal data (defined as “special category” data by data protection legislation). The University processes and shares special category data in the substantial public interest and only where it is necessary to enable the University to fulfil its duties of care to the student, other students, or to safeguard third parties. More detail on the types of data collected and how it is used to meet this need can be found in the Student Regulations Privacy Notice, available at the above link. Under the conditions attached to the operation of Degree Apprenticeship programmes, the University is required by the Education and Skills Funding Agency to inform an employer about the progress and attendance of an apprentice and this may include details of any issues related to academic integrity.

Support to study and fitness to practise considerations

25. Following a case of proven academic misconduct a referral may be made as appropriate for consideration under the University's [Regulations for fitness to practise](#) or [Procedure for support to study](#) (see Regulations 55 and 56 below).

Instances of possible academic misconduct

26. Where a tutor identifies that work submitted for assessment appears to contain the products of academic misconduct as described in Regulations 16 - 21 above, they consult another academic colleague and jointly reach an initial view as to whether this is the case. Where no agreement can be reached, a third academic colleague is consulted and a majority decision is reached. In coming to this view consideration is given, where relevant, to any reports provided by testing services authorised by the University such as Turnitin® and Turnitin® Authorship Investigate. Where there is no evidence of possible academic misconduct the matter is concluded, marking of the work in question is resumed and processed in the normal way. The student is not made aware of these discussions. The time between an instance of possible academic misconduct being identified and the decision that there is no case should normally be two working days.
27. Where possible evidence of academic misconduct is identified, the details are forwarded to the named contact in the Student Services Hub who will arrange for a formal discussion between the student and the relevant AIO. Where there is suspected collusion or evidence that a student has provided work for another student to pass off as their own or possible academic misconduct in group work, the AIO will meet with both/all students concerned individually.
28. The student is given five working days' notice of the formal discussion and informed of the support provided by the University of Surrey Students' Union and that they can be accompanied at the formal discussion by a friend or an official of the Students' Union or, in the case of apprentices, by their employer or employer representative. The formal discussion is also attended by the Module Leader or, in the case of dissertations, by the first marker. The student and the AIO will receive details of the allegation and the Turnitin/Authorship Investigate report, where relevant, but the AIO will not be informed of any previous findings of either poor academic practice or academic misconduct. Where a student is unable to attend the meeting on the specified date and time they can request an alternative provided there are valid reasons supported by appropriate evidence. The formal discussion can take place in person or via Skype or telephone.
29. The formal discussion provides an opportunity for the student to explain how they approached the assessment task and for the student to be shown how the suspected academic misconduct has been identified. In cases of suspected collusion consideration will be given as to whether the assessment instructions were

sufficiently clear as to whether the work was to be undertaken singly or collectively. In cases of possible academic misconduct in group work, consideration will be given as to whether the group work was designed to produce a single piece of work with a mark in common for all members of the group or whether discrete elements were produced by individual members. The student is also given the opportunity to raise any previously undisclosed special circumstances that may have impacted upon their ability to make a rational choice at the time the work in question was produced. In such cases the student is advised that any consideration of special circumstances will be made by an Academic Misconduct Panel.

30. If the student does not attend the formal discussion and there are no valid reasons for non-attendance, the case will proceed to the Academic Misconduct Panel stage (see Regulations 37 - 59 below).
31. Following the formal discussion and normally within ten working days of the instance of possible academic misconduct being identified, the AIO produces a report which has one of the following outcomes:
 - that the work does not include material that is the product of academic misconduct
 - that the work includes material that is more likely than not to be the product of poor academic practice rather than academic misconduct
 - that the work includes material that is likely to be the product of academic misconduct
32. The outcomes of the report are actioned by the Student Services Hub contact normally within five working days of receiving the report. Where the outcome is that the work does not include material that is the product of academic misconduct, no further action is to be taken. The student is informed of this in writing and receives a copy of the notes of the formal discussion. The letter is also copied to the Module Leader, the AIO and, for undergraduate and taught postgraduate students, the personal tutor, and additionally for those on Degree Apprenticeship programmes the employer, and for postgraduate research students the supervisor. Marking of the work in question is resumed and processed in the normal way.
33. Where the outcome is a judgement of poor academic practice the student is informed of this in writing and receives a copy of the notes of the formal discussion. The letter is also copied to the Module Leader, the AIO and, for undergraduate and taught postgraduate students, the personal tutor, and additionally for those on Degree Apprenticeship programmes the employer, and for postgraduate research students the supervisor. The student is also recommended to access advice and support provided by the University's learning support services such as Academic Skills and Development, the English Language Support Programme (ELSP) and the Researcher Development Programme (RDP). Marking of the work in question is resumed and processed in the normal way. Notification of a finding of poor academic practice is recorded on the student's record in SITS. Where the poor academic practice is a second or subsequent instance the student is instructed to meet with their personal tutor or supervisor who will determine the most suitable means of helping the student to improve their academic practice.
34. Where the outcome is that the work includes material that is likely to be the product of academic misconduct the case will be submitted to an Academic Misconduct Panel. In cases of possible academic misconduct in group work referral to a Panel may involve all the students in the group or some of the students, depending on the requirements of the assessment brief and the nature of individual contributions.

35. There may be instances following the formal discussion when the AIO determines that the matter would be more appropriately or additionally dealt with under the University's [Student disciplinary regulations](#) or [Regulations for fitness to practise](#) and if so will refer the matter to the relevant Authorised Person. Such instances include, but are not limited to, evidence that a student has provided work for another student to pass off as their own.

Instances of possible academic misconduct during assessment

36. Where there is evidence that a student has brought unauthorised material or devices into an assessment venue or ancillary area or has them on their person and has not complied with the requirements for the storage of mechanical or electronic devices, as described in Regulation 18 (iv) and (v) above, the tutor, invigilator, or other person who has identified the possible academic misconduct reports the matter to the Assessment and Awards Office. Two staff from the Office will decide whether the evidence is such that there is no doubt about the nature of the offence and so will instruct the Board of Examiners to apply the relevant penalty listed in Table 1. Where there is any doubt and/or the student requests it an Academic Misconduct Panel will be convened. The Assessment and Awards Office will also determine whether the matter is to be dealt with through the University's [Student disciplinary regulations](#).

Academic Misconduct Panels

37. Academic Misconduct Panels are convened at Faculty level under the authority of the Executive Dean of the Faculty to address possible instances of academic misconduct. They are normally convened by the Student Administration (Assessment and Awards) Office acting on behalf of the Executive Dean. Academic Misconduct Panels conduct their business in accordance with the [Regulations for hearings by panels](#) which detail how Panels work, including the right of a student to attend a hearing and to be accompanied. It is expected that those asked to attend a hearing will acquaint themselves with the *Regulations*.

Membership of an Academic Misconduct Panel

38. The membership of an Academic Misconduct Panel comprises three academic members of staff from the pool of trained panel members as follows, all of whom are from a different school/department to the student:
- an Academic Integrity Officer (Chair)
 - a second Academic Integrity Officer
 - a member of academic staff

The Panel is supported by a member of the Assessment and Awards Office who is in attendance as Secretary to the Panel.

39. Members of an Academic Misconduct Panel should have no current academic or personal connection with the student (or students) considered by the Panel.

Procedure

40. Not less than five working days before a proposed Academic Misconduct Panel hearing the Assessment and Awards Office writes to the student to:
- (i) confirm the date, time and place for the meeting;
 - (ii) provide a copy of the material that will be considered by the Academic Misconduct Panel and of the procedures to be followed by the Panel;
 - (iii) ask the student if they wish to present their case in writing and/or submit any special circumstances in mitigation for the alleged academic misconduct

which has to be documented by third party evidence to demonstrate that the student's ability to make a rational choice was impaired at the time that they committed the misconduct;

- (iv) remind the student that they can seek advice from the Students' Union and that they may be accompanied at the Panel by a friend which may in the case of apprentices be their employer or employer representative;
- (v) remind the student of the penalties that an Academic Misconduct Panel may impose.

The Assessment and Awards Office will also confirm whether the tutor (or tutors) who marked the relevant work and the AIO are likely to attend the meeting to advise the Panel and answer its questions.

- 41. Valid evidence in relation to special circumstances in (iii) above will be: a signed and dated letter from a medical practitioner (GP or clinical specialist) that states the dates when the illness affected the student and how the circumstances affected the student's ability to make a rational choice at the time the misconduct took place. All other extenuating circumstances requests by the student in relation to the assessment in question will be ceased.

Attendance of the student at an Academic Misconduct Panel

- 42. A student can attend the Panel in person, or via Skype or telephone. In cases of possible academic misconduct in group work students will attend the Panel separately. Where a student responds in writing that they do not wish to attend the Panel they can provide a written statement in advance of the Panel meeting and can ask a friend or the Students' Union to attend as an observer. The written statement and the name and contact details of the friend must be provided three working days in advance of the Panel. In such cases of confirmed absence the student may not later cite their absence from the Panel hearing as cause to reject its findings and/or outcomes. Where a student does not acknowledge receipt of the letter and/or email that invites them to attend a hearing by an Academic Misconduct Panel within three working days, the Assessment and Awards Office will issue a reminder. If the student fails to respond to these communications the hearing by an Academic Misconduct Panel will proceed in the student's absence.
- 43. Where a student is unable to attend the Panel meeting on the specified date and time they can request an alternative provided there are valid reasons supported by appropriate evidence.
- 44. In cases where it is proposed to convene a hearing by an Academic Misconduct Panel outside the University's published semester dates, and the student states in writing that they are unable to attend the Panel hearing either in person or virtually, the University will offer to defer the hearing until the next available opportunity within its published semester dates. The student is informed of the possible impact of such a delay on their ability to progress to the next stage or level of their programme.

Representation of students in academic misconduct hearings, including legal representation

- 45. In any Academic Misconduct Panel meeting a student's friend accompanies them in a supportive role. They may speak to the student during the Panel and may speak for the student (with their permission) to the Panel however it is the normal expectation that the student will answer any questions from the panel for themselves. The friend may also ask questions of the Panel and those providing advice or evidence with the permission of the Chair.

46. The University's academic misconduct procedure is not a legal process but an academic procedure. Where a student insists on legal representation in a hearing by an Academic Misconduct Panel the University will also require legal representation. In these circumstances it may take longer to convene the Panel.

Evidence

47. Prior to the meeting of an Academic Misconduct Panel the Assessment and Awards Office provides for the Panel, the student, and any accompanying friend, copies of:
- the work in question that was submitted by the student for assessment, together with any earlier drafts of the work that were requested and have been provided, and the results of any analyses that the tutor who marked the work and the AIO have undertaken, and copies of sources (or extracts from sources) that might have been plagiarised
 - any evidence that the student has provided
 - the report compiled by the AIO of the outcomes of the formal discussion (see Regulation 31 above)

The Panel will not be informed about any previous findings of poor academic practice or academic misconduct against the student until after they have made their decision and, if relevant, are determining the penalty.

48. An Academic Misconduct Panel may invite the tutor who marked the work that has been identified as possibly the product of academic misconduct, and/or the relevant AIO, and/or an independent subject specialist to attend the hearing to provide any further details deemed necessary for the Panel to carry out their work.

Students who commit more than one form of academic misconduct

49. Where a student appears to have committed academic misconduct in more than one of the different ways described in Regulations 16 - 21 above within a short space of time (normally less than one calendar month) it is possible to submit all the instances to a single Academic Misconduct Panel. In such cases the Panel will decide whether to deal with them as a single instance of academic misconduct, or as a series of instances, and to recommend any penalties accordingly.
50. Where an Academic Misconduct Panel chooses to deal with several instances of academic misconduct as one instance, and the student's records show that they have previously been penalised for academic misconduct, the penalties available to the Panel include recommending to the Executive Dean of Faculty that the student's registration be terminated.

Findings and outcomes of an Academic Misconduct Panel

51. An Academic Misconduct Panel may come to one of five findings:
- (i) that the work does not include material that is the product of academic misconduct;
 - (ii) that the work includes material that is the product of poor academic practice;
 - (iii) that the work includes material that is the product of academic misconduct. In cases of group work the Panel will decide whether the academic misconduct applies to all or some of the students in the group depending on the requirements of the assessment brief and the nature of individual contributions;
 - (iv) that the work includes material that is the product of academic misconduct and there is evidence of special circumstances. This finding is a two stage

decision making process. A finding of academic misconduct should be made independently of and prior to consideration of special circumstances;

- (v) that in addition to either (i), (ii), (iii) or (iv) above the academic misconduct is deemed to be of the highest severity in the following circumstances:
- personation or impersonation at assessment
 - contract plagiarism
 - failure to store unauthorised materials and/or devices in the designated spaces within an assessment venue or ancillary area
 - breach of agreed ethical protocol.
52. The findings are normally reported to the student at the end of the Academic Misconduct Panel meeting, together, if relevant, with the penalty that the Panel will instruct the Board of Examiners to implement and the student's right to appeal. The findings are subsequently confirmed in writing to the student by the Assessment and Awards Office.
53. Where the finding is that the work does not include material that is the product of academic misconduct no further action is to be taken. The student is informed of this by letter and receives a copy of the notes of the Panel meeting. The letter is also copied to the Module Leader, the AIO and, for undergraduate and taught postgraduate students, the personal tutor, and additionally for those on Degree Apprenticeship programmes the employer, and for postgraduate research students the supervisor. Marking of the work in question is resumed and processed in the normal way.
54. Where the finding is a judgement of poor academic practice the student is informed of this by letter and receives a copy of the notes of the Panel meeting. The letter is also copied to the Module Leader, the AIO and, for undergraduate and taught postgraduate students, the personal tutor, and additionally for those on Degree Apprenticeship programmes the employer, and for postgraduate research students the supervisor. The student is also recommended to access advice and support provided by the University's learning support services such as Academic Skills and Development, the English Language Support Programme (ELSP) and the Researcher Development Programme (RDP). Marking of the work in question is resumed and processed in the normal way. Notification of a finding of poor academic practice is recorded on the student's record in SITS. Where the poor academic practice is a second or subsequent instance the student is instructed to meet with their personal tutor or supervisor who will, determine the most suitable means of helping the student to improve their academic practice.
55. Where the finding is that academic misconduct has been committed, and there are no special circumstances, or the special circumstances submitted are not accepted by the Panel, the student is informed of this by letter and receives a copy of the notes from the Panel meeting, the penalty that the Board of Examiners will be instructed to implement and information about their right to appeal. The letter is also copied to the Module Leader, the AIO and, for undergraduate and taught postgraduate students, the personal tutor, and additionally for those on Degree Apprenticeship programmes the employer, and for postgraduate research students the supervisor. If appropriate, the student is also recommended to access advice and support provided by the University's learning support services such as Academic Skills and Development, the English Language Support Programme (ELSP) and the Researcher Development Programme (RDP). For programmes that are accredited by a Professional, Statutory or Regulatory Body (PSRB) the letter is also copied to the relevant Academic

Registry staff for consideration, if necessary, under the [Regulations for fitness to practise](#).

56. Where the finding is that academic misconduct has been committed and there are special circumstances which clearly demonstrates that the student's ability to make a rational choice was impaired at the time the misconduct took place, the Panel will instruct the relevant Board of Examiners to void the assessment and to allow a new attempt as if for the first time (or second time if the voided attempt was a resit). The student is informed of this by letter and receives a copy of the notes from the Panel meeting. The letter is also copied to the Module Leader, the AIO and for undergraduate and taught postgraduate students the personal tutor, and additionally for those on Degree Apprenticeship programmes the employer, and for postgraduate research students the supervisor. The student is also recommended to access advice and support provided by the University's learning support services such as Academic Skills Development, the English Language Support Programme (ELSP) and the Researcher Development Programme (RDP). The student's name is also referred to the Chief Student Officer for consideration, if necessary, under the [Procedure for support to study](#).
57. Where the finding is that the academic misconduct is deemed to be of the highest severity, as detailed in Regulation 51 (v) above, an Academic Misconduct Panel may instruct a Board of Examiners that the student's registration be terminated, regardless of whether there has been any previous instances of proven academic misconduct.

Table 1: Penalties that an Academic Misconduct Panel instructs a Board of Examiners to apply

Instances of academic misconduct (Penalties are cumulative)	Scale of penalties where academic misconduct is found to have taken place during a first assessment attempt	Scale of penalties where academic misconduct is found to have taken place during a reassessment attempt
First instance	Mark of zero for the unit of assessment AND <u>If the module is passed overall</u> – the module mark is capped at the pass mark <u>If the module is failed</u> – reassessment is allowed. Reassessment penalty is applied to the re-assessed unit(s) of assessment. In cases, where following the reassessment attempt, the module is passed, the module mark is capped at the pass mark.	Mark of zero for the unit of assessment AND <u>If the module is passed overall</u> – the module mark is capped at the pass mark <u>If the module is failed</u> – no further reassessment is allowed. Regulations for taught programmes apply.

Second instance	<p>Mark of zero for the unit of assessment</p> <p>AND</p> <p><u>If the module is passed overall</u> – the module mark is capped at zero and module credits are awarded (for credit bearing modules)</p> <p><u>If the module is failed</u> – reassessment is allowed. Reassessment penalty is applied to the re-assessed unit(s) of assessment. In cases, where following the reassessment attempt, the module is passed, the module mark is capped at zero and module credits are awarded (for credit bearing modules).</p>	<p>Mark of zero for the unit of assessment</p> <p>AND</p> <p><u>If the module is passed overall</u> – the module mark is capped at zero and module credits are awarded (for credit bearing modules)</p> <p><u>If the module is failed</u> – no further reassessment is allowed. The module mark is capped at zero. No module credits are awarded. Regulations for taught programmes apply.</p>
Third instance	<p>Termination of registration. Regulations for taught programmes apply</p>	<p>Termination of registration. Regulations for taught programmes apply.</p>

58. Should the student submit an academic appeal against the termination of their registration, the termination remains in place until the outcome of their academic appeal is known.
59. Where a student's registration is terminated following an instance of academic misconduct this is recorded on the student's record in SITS and the student will not be permitted to re-register for any award with the University (see [Regulations for taught programmes](#)). Where the credits the student has accrued are sufficient to entitle them to an intermediate exit award they may take the award but may not receive it at a University award ceremony.

Appeal against the findings and outcomes of an Academic Misconduct Panel

60. The student may appeal against the Panel's findings through the University's [Regulations for academic appeals](#); the *Regulations* include the grounds for appeal.