B2: Regulations for academic integrity

Academic year 2017/18
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Figure 1: Academic misconduct procedures

Suspected academic misconduct occurs

During assessment
Invigilator report
Report includes information for student:
- on how mitigation will be considered at Panel stage
- on USSU contacts (for advice)

During marking of coursework or assessment script
Marker discusses work with academic colleague
Marker and colleague determine if need to proceed

Yes

Total time to END:
2 working days
Student unaware that concerns ever discussed

END

No

Marker sends name of student, module and colleague who they discussed the work with and nature of allegation to named Student Services HUB contact

HUB contact arranges formal discussion between student and AIO

Attendees:
- AIO
- Student
- Student friend (optional)
- Marker (for dissertations) or Module Leader

Student attendance is recommended
Valid reasons supported by evidence are needed to move the meeting. If no valid evidence and no attendance, case proceeds to Panel stage
Discussion can take place by Skype, telephone or in person

AIO report
See page 2

Student is given 5 working days notice of formal discussion and copy of regulations; also is told can bring friend and given details of USSU contact

Student is advised that if they want to present mitigation for the misconduct, these will be considered by Panel (if case proceeds to Panel)
B2: Regulations for academic integrity

Attendees:
- Panel Member and Chair *
- Panel Member *
- Panel Member *
- Student (optional)
- Student friend (optional)
- Secretary

* 3 persons who make the decision
- Chair and one Panel member must both be AIO.
- all Panel members must be from different Department to student.
- all 3 are on list of trained Panel members and all 3 are academics

Student can attend in person, via Skype or via telephone.
Attendance is not compulsory; student can provide statement (3 days in advance) and can ask USSU to attend as observer (where they do not attend).
Panel not informed about previous findings of misconduct until after they have made their decision on the work under consideration.

For poor academic practice, letter to student also includes recommendation to attend SPLASH (UG PGT) or RDP (PGR) and ELSP. Record added to SITS. For second plus issues of poor academic practice, student also instructed to meet with their personal tutor/supervisor.

Letter to student includes notes from formal discussion. Letter copied to personal tutor, ML and AIO. For PGR copied to supervisor. Programme Administrator instructed to get work marked.

Total time to END: 15 working days

See page 3
Letter to student also includes recommendation to attend SPLASH (UG PGT) or RDP (PGR) and ELSP.
Record added to SITS.
For second plus issues of poor academic practice, student also instructed to meet with their personal tutor/supervisor.
Programme Administrator instructed to get work marked.
Student recommended to attend SPLASH (UG PGT) or RDP (PGR) and ELSP.
Student informed of right of appeal to OSCAR.
For programme covered by a PSRB the Student Services Manager is also copied into the letter, to consider if need for FtP.

Where special circumstances accepted, option to not mark the work and not record a mark for the assessment. The student name referred to Director of Student Services for fitness to study consideration.

Letter to student includes notes from Panel meeting.
Letter copied to PT, ML and AIO.
For PGR copied to Supervisor.

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Letter to student also includes notes from Panel hearing.
Letter copied to PT, ML and AIO.
For PGR copied to Supervisor.

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Total time to END: 25 working days

Are there grounds for the assessment to be voided?

No

No further action

Yes

Misconduct

Poor academic practice

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Total time to END: 15 working days

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End --- cont’d from pg 2 ---
Introduction and scope

1. These Regulations for academic integrity apply to students on undergraduate and taught postgraduate programmes delivered by the University and by the University's Associated and Accredited Institutions that lead to University of Surrey awards and to students studying individual modules or short courses for academic credit. These Regulations also apply to 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.

Academic misconduct by a student registered with another University or higher education institution

2. A student studying with the University may be registered for the award of another University or 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.

Academic misconduct committed by a former student

3. 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.

Exceptional circumstances

4. These Regulations describe the procedures that are used in dealing with instances of possible academic misconduct. In exceptional circumstances it may be appropriate to follow different procedures, 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 because of health or disability. Such cases will be rare and should each be treated on their own merits.

Responsibilities

5. 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) and it's Associate Deans (Learning and Teaching).

6. 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 make recommendations. Further information on the work of Academic Misconduct Panels can be found in Regulations 34 - 56 below.

Academic misconduct and cross-Faculty studies

7. 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

8. 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](http://www.integrity.org).

### Declaration of originality

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

### Poor academic practice

10. 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.

### Academic misconduct

11. 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.

12. 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

13. 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.
14. 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 deceive

Impersonation 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

15. 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

16. 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

17. 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 (Learning and Teaching) and the Director of Student Services and Administration 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

18. 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**

19. 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**

20. The standard of proof applied by an Academic Misconduct Panel in reaching its findings is that of the balance of probability: that it is more likely than not that academic misconduct has been committed.

**Confidentiality**

21. 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. Information collated in relation to the student’s case, including that submitted by the student, will not be shared unless an exception to data sharing and confidentiality requirements exist. For example, when individuals are at risk of harm to themselves or others. Information may also be shared in order to process other student-facing regulations. For example the Student disciplinary regulations, Regulations for academic appeals or Regulations for fitness to study. All those involved observe the requirements of confidentiality in all matters to do with academic misconduct and information to which the University, the University of Surrey Students' Union or their staff are party. A student with any concerns about confidentiality can discuss them with the Students’ Union.

**Fitness to study and fitness to practise considerations**

22. Following a proven case of academic misconduct a referral may be made as appropriate for consideration under the University's Regulations for fitness to practise or Regulations for fitness to study (see Regulations 52 and 53 below).

**Instances of possible academic misconduct**

23. Where a tutor identifies that work submitted for assessment appears to contain the products of academic misconduct as described in Regulations 13 - 18 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®. 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.

24. 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, the AIO will meet with both/all students concerned.

25. 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. 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 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.

26. 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. 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.

27. 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 34 - 56 below).

28. 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

29. 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 for postgraduate research students the supervisor. Marking of the work in question is resumed and processed in the normal way.

30. 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 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 the Student Personal Learning and Study Hub (SPLASH), 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.

31. 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.

32. 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 practice and if so will refer the matter to the relevant Authorised Person.

Instances of possible academic misconduct during assessment

33. 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 15 (iv) and (v) above, the tutor, invigilator, or other person who has identified the possible academic misconduct reports the matter to the Student Administration (Assessment and Awards) Office who will, convene an Academic Misconduct Panel and will also determine whether the matter is to be dealt with through the University’s Student disciplinary regulations.

Academic Misconduct Panels

34. 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 University’s Regulations for hearings by panels.

Membership of an Academic Misconduct Panel

35. The membership of an Academic Misconduct Panel comprises of 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
   - an academic member of staff
   The Panel is supported by a secretary from the Student Administration (Assessment and Awards) Office.

36. Members of an Academic Misconduct Panel should have no current academic or personal connection with the student (or students) who come before the Panel.

Procedure

37. Not less than five working days before a proposed Academic Misconduct Panel hearing the Student Administration (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
(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.

38. Valid evidence in relation to special circumstances in (iii) above will be: a signed and dated letter from a medical practitioner (GP, clinical specialist or registered health professional) that states the dates when the illness affected the student and how, without breaching confidence, the circumstances affected or are likely to affect:
   - the student’s ability to prepare, submit or attend for an assessment or other event
   - the student’s ability to recognise and deal with their circumstances

All other extenuating circumstances requests by the student in relation to the assessment in question will be ceased.

Attendance at an Academic Misconduct Panel

39. A student can attend the Panel in person, or via Skype or telephone. 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 USSU 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.

40. Where a student is unable to attend the Panel meeting on the specified date and time they can request an alternative provided there valid reasons supported by appropriate evidence.

41. 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

42. 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.

43. 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

44. 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 Regulations 28 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.

45. An Academic Misconduct Panel will normally expect the tutor who marked the work that has been identified as possibly the product of academic misconduct, and/or the relevant AIO, to attend the hearing to explain to the Panel and to the student what has given rise to doubts about the authenticity of the work. The Panel may also ask the tutor or the relevant AIO (as appropriate) to ask the student, in its presence, how the work was completed, including the resources used and the approach taken.

Students who commit more than one form of academic misconduct

46. Where a student appears to have committed academic misconduct in more than one of the different ways described in Regulations 13 - 18 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.

47. 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

48. 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
   (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
       • possession of unauthorised materials and/or devices in an assessment venue or ancillary area
       • breach of agreed ethical protocol

49. 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.

50. 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 for postgraduate research students the supervisor. Marking of the work in question is resumed and processed in the normal way.

51. 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 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 the Student Personal Learning and Study Hub (SPLASH), 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.

52. 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 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 the Student Personal Learning and Study Hub (SPLASH), 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 Student Services Manager for consideration, if necessary, under the *Regulations for fitness to practice*.

53. 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 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 the Student Personal Learning and Study Hub (SPLASH), the English Language Support Programme (ELSP) and the Researcher Development Programme (RDP). The student’s name is also referred to the Director of Student Services for consideration, if necessary, under the *Regulations for fitness to study*.

54. Where the finding is that the academic misconduct is deemed to be of the highest severity 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**

<table>
<thead>
<tr>
<th>Instances of academic misconduct (Penalties are cumulative)</th>
<th>Scale of penalties where academic misconduct is found to have taken place during a first assessment attempt</th>
<th>Scale of penalties where academic misconduct is found to have taken place during a reassessment attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>First instance</td>
<td>Mark of zero for the unit of assessment AND If the module is passed overall – the module mark is capped at the pass mark</td>
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</tr>
<tr>
<td></td>
<td>If the module is failed – reassessment is allowed. Reassessment penalty is applied to the re-assessed unit(s) of assessment. In cases, where following the reassessment attempt, the</td>
<td></td>
</tr>
</tbody>
</table>

Regulations for taught programmes apply.
module is passed, the module mark is capped at the pass mark.

| Second instance | Mark of zero for the unit of assessment AND If the module is passed overall – the module mark is capped at zero and module credits are awarded (for credit bearing modules) If the module is failed – 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) | Mark of zero for the unit of assessment AND If the module is passed overall – the module mark is capped at zero and module credits are awarded (for credit bearing modules) If the module is failed – no further reassessment is allowed. The module mark is capped at zero. No module credits are awarded. Regulations for taught programmes apply. |
| Third instance | Termination of registration. Regulations for taught programmes apply | Termination of registration. Regulations for taught programmes apply. |

55. 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.

56. 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, regulation 51). Where the credits the student has accrued are sufficient to entitle them to an intermediate award they may take the award but may not receive it at a University award ceremony.

**Appeal against the findings of an Academic Misconduct Panel**

57. The student may appeal against the Panel's findings through the University’s Regulations for academic appeals; the Regulations include the grounds for appeal.