

Manchester Metropolitan University

# Academic Misconduct Procedure

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## Introduction

Manchester Metropolitan University seeks to operate a framework for academic Integrity. Academic Integrity involves the application, by all members of the academic community, of the positive values and behaviours that underpin good academic practice. All students will be given information, guidance and education about academic integrity, and will be required to develop good academic practice throughout the duration of their studies.

Academic Misconduct occurs when a student does not follow good academic practice in an assessment, thereby gaining unfair advantage and undermining academic standards.

The University takes academic misconduct very seriously. It has mechanisms to identify when it may have taken place. Where academic misconduct is suspected it will be investigated in all cases. When a student is found guilty penalties will be applied, ranging from a mark of zero for the assessment to expulsion from the University.

This procedure sets out how the University deals with cases where academic misconduct has been identified: how it will be investigated; how it will be penalised; and how students can appeal.

A high-level flowchart of the procedure can be found at Appendix 1.

## Scope

The Academic Misconduct procedure applies to all registered students, including postgraduate researchers who have been referred for plagiarism or collusion<sup>1</sup>. This includes students studying on programmes at partner institutions, except where it has been formally agreed that the partner's procedures will apply.

All disciplinary aspects of this procedure apply solely in relation to academic misconduct which has taken place within summative assessment (assessment that evaluates learning and counts towards academic credit, level progression and final awards). When academic misconduct is identified within formative assessment (which takes place in-year as part of the learning process and does not count towards academic credit) it will not be penalised: however, it may lead to developmental engagement, as described in the section on Minor Cases.

## Definition of Academic Misconduct

Assessment, in any form, is a core element of academic practice. It is the means by which the University tests whether a student has achieved the learning outcomes of their programme of study and the standards of an award. It is a fundamental principle that students are assessed fairly and on equal terms. Academic Misconduct occurs when a student does not follow good academic practice in an assessment, thereby gaining unfair advantage and undermining academic standards.

Academic Misconduct covers a spectrum of behaviours. A minor example might involve a lack of rigour e.g. sub-standard referencing. More serious examples of academic misconduct include:

- **plagiarism** – unacknowledged incorporation in your work of substantial amounts of material derived from another person's work, whether published or unpublished
- **collusion** – collaboration between two or more students, resulting in the submission of work as if it is solely their own (N.B. collusion includes allowing other students to look at your work)
- **cheating** – usually takes place in an examination context e.g. copying from another candidate in an examination, bringing unsanctioned materials or devices into the examination room, gaining access to unauthorised materials prior to an examination
- **contract cheating** – commissioning a third party to do some or all of a piece of work. (This does not apply to third parties such as Studiosity that have been sanctioned by the University to provide guidance and assistance to students in specific assessment situations.)
- **self-plagiarism** – submitting all or part of a piece of work for which you have already received credit.
- **falsification of data**
- **non-compliance with ethics procedures** – for instance, proceeding with the collection of data without ethical approval, failure to secure appropriate consent to carry out research, etc

Detailed definitions and examples of academic misconduct are shown in Appendix 3.

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<sup>1</sup> Postgraduate Research and Postgraduate Taught students who have committed offences other than plagiarism or collusion (e.g. ethics breaches) will be dealt with under the Procedure for Investigating Allegations of Research Misconduct.

## Elements of the Procedure

**Investigations** establish facts. Investigations do not take into account contextual factors such as a student's intention, history of academic misconduct, level of study or mitigation. However, mitigation will be collected as part of the investigation process so that it may be considered when setting penalties.

**Standard of Proof:** All cases will be considered on the basis of evidence. The standard of proof at any stage of the investigation is that the University is satisfied that, on the evidence available, the student's responsibility for the academic misconduct is more likely than not.

**Penalties** are calculated using a points system which takes into account the extent and severity of the academic misconduct, a student's prior record of academic misconduct, and level of study. Penalties may also be adjusted in the light of mitigating circumstances.

**Appeals** can take into account intention, mitigation, and a student's prior record. There may also be a reconsideration of facts if new evidence is brought forward.

**Reviews** will take account of all factors i.e. findings, context and mitigation. Reviews will also examine the way in which the investigation was conducted and the extent to which other factors were taken into consideration when allocating penalties and considering appeals.

**Mitigation:** students will be invited to provide evidence of mitigating circumstances as part of their appeal against a penalty. If mitigating circumstances are raised at the investigation stage they will be discounted for the purposes of the investigation, but a note should be taken and supplied to Student Case Management for reference in the event of an Appeal or Review.

**Timescales:** Manchester Metropolitan University seeks to complete procedures within the maximum timescale of 90 days advised by the Office of the Independent Adjudicator, and to operate within the timescales outlined in these procedures. However, there may be circumstances (e.g. complex, strongly contested cases) which cause these guidelines to be exceeded. In these cases, the Student Case Management team will advise the student of the delay and the reasons for it.

**Concurrent Cases:** if multiple cases are identified in the same round of assessments they will be dealt with as one and will not count as a "history" of academic misconduct. However, the overall volume of misconduct will be taken into account when calculating penalty points.

**Student History of Academic Misconduct:** when calculating penalty points the Student Case Management Team will refer to the student's formal record to see whether they have been penalised for academic misconduct in the past. In this specific context, "penalised" includes developmental engagement (see the procedure for Minor Cases).

**Group Cases:** in cases where academic misconduct has been conducted by a group (e.g. collusion), the investigation may be undertaken at group level. However, penalties will be applied at an individual level. Appeals can be made by individuals or by the group. When it emerges that individual cases are related to each other evidence from one case can be used in another, and the severity of the case may also be impacted (for instance, group collusion or falsification may increase the severity of the offence).

**Professional, Statutory or Regulatory Bodies (PSRBs):** where a PSRB has particular procedures and penalties for academic misconduct, Manchester Metropolitan University procedures and penalties shall take precedence. The only exceptions to this are when variance has been approved by

Academic Quality and Standards Committee: in these cases, the PSRB procedures and penalties should be communicated clearly to students and fully documented in the Programme Specification.

## The Procedure

### *Identification*

Academic Misconduct may be identified or suspected in a number of ways, including:

- Turnitin is the University's default mechanism for identifying plagiarism, collusion and poor academic practice.
- Some programmes use subject-specialist detection software to detect academic misconduct in assessments.
- The academic staff who mark assessments are experts in their field and will often be able to identify plagiarism from published works. They have also been trained to identify other forms of academic misconduct.
- Invigilators are trained to detect cheating in examinations. In addition, the academic judgement of markers, assisted in some cases by detection software, can identify potential academic misconduct in examination scripts.
- In some cases e.g. breaches of ethics procedures, the investigation may be triggered by a complaint (internal or external).
- The University will keep abreast of changes in the area of academic misconduct e.g. monitoring changes in anti-detection software, testing new detection software, participating in professional networks that share information about e.g. new essay mills, trends in academic misconduct.

### *Investigation and Interaction*

**What** Investigations establish the following:

- has academic misconduct taken place?
- what type(s) of academic misconduct has taken place?
- is the academic misconduct minor, major or severe?
- what proportion of the assessment is affected by the academic misconduct?

Investigations do **not** take the following into account:

- whether there was an intention to commit academic misconduct
- a student's prior record of academic misconduct
- a student's level of study
- mitigating circumstances: however, students are able to submit mitigating circumstances during the investigation process, and can also discuss mitigation when meeting with the investigating member of staff. The mitigation plea, along with supporting evidence, will be passed to the Student Case Management team, who may take it into account when setting penalties.

**Who** The Programme Leader will normally have overall responsibility for the investigation stage. The Programme Leader will assign a member of academic staff, with the necessary subject expertise, to undertake the investigation (this could include the original marker).

When the investigation is completed, the investigator sends the outcome form and evidence to the Programme Leader, who will review it.

Departments can make alternative arrangements (e.g. have a named individual as a departmental reviewer) provided they enable both robust investigation and review. Alternative arrangements should be notified to, and approved by, Student Case Management.

In exceptional cases the investigation may be undertaken by a more senior member of local academic staff, such as the relevant Programme Leader or the Head of Department. In some cases it may be appropriate to allocate the investigation to someone from outside the department.

For Postgraduate Research Students, the Graduate School will identify the most appropriate person to undertake the investigation.

A student who is accused of academic misconduct should be involved in the investigation process. The investigator should meet with the student, and the student may bring a representative to the meeting, normally an advisor from the Student Union Advice Centre.

**When** The investigation should commence as soon as reasonably possible after the academic misconduct has been identified or suspected.

**How** The member of staff (usually one of the assessment's markers) who suspects academic misconduct has taken place should notify the Programme Leader.

The Programme Leader will allocate a member of staff with necessary subject knowledge to undertake the investigation.

The core of the investigation will be the evidence collected at the point of identification e.g. Turnitin report, chief invigilator's report. This may be supplemented by further evidence such as e.g. marker's comments, contextual extracts from the documents that have been plagiarised, etc. Interviews may take place with e.g. secondary markers, invigilators, witnesses, other students accused of collusion, etc.

The student accused of academic misconduct should be given every opportunity to take part in the investigation. However, if the student does not make themselves available, it may be necessary for the investigation to proceed in their absence. The student should be made aware of the allegation, given an overview of the investigation process, provided with copies of any evidence collected, and given the opportunity to provide additional factual evidence.

The student should be informed that mitigation and intention are not taken into account at this stage of the process. However, they can provide a plea of mitigation (with evidence) to the investigator, who will forward it to Student Case Management at the conclusion of the investigation.

If a student confesses to academic misconduct in advance of the investigation, the investigation should still go ahead to collect evidence. The proactive confession should be communicated to Student Case Management, who will take it into consideration when assessing penalties.

An interview will take place with the student accused of academic misconduct. The investigator will present the full facts of the case to the student, explain the potential outcomes (see Appendix 1), which may include no case to answer, explain the potential penalties (see Appendix 2) and make it clear that the offence will be retained on the student's formal record. If it is felt that developmental engagement would benefit the student it can be offered, but it should be made clear that this will not affect the penalty. The student, or their adviser, will be given the opportunity to present their case and to table additional evidence.

In exceptional cases the student will be verbally assessed by the investigator to establish their knowledge of the subject of the assessment. This verbal assessment may be undertaken by the investigator, or by a small panel. This might, for instance, take place when it is suspected that the assessment is not the student's own work, but the plagiarised sources cannot be located. In these cases the student will be notified in advance of the form that the interview will take.

When the investigation has been concluded the investigator will complete a form which sets out their findings, the type of academic misconduct involved, its severity and magnitude. This should be supplied, along with any evidence, to the Programme Leader (or other designated reviewer).

Following scrutiny by the designated reviewer the summary form and evidence, along with any pleas for mitigating circumstances, should be sent to the Student Case Management team.

Note 1: Contract cheating will be investigated in a different way to other cases, using a central investigation and disciplinary interview panel. If contract cheating is identified or suspected, the Programme Leader should immediately contact the Student Case Management Team, who will instigate the procedure for Severe Cases.

### *Minor Cases*

**What** Poor academic practice by students who are at an early stage in their academic journey will be dealt with in a supportive, developmental way. Minor Cases are restricted to:

- Students with no previous experience of higher education – normally Level 3 or Level 4, but may include e.g. apprenticeships at Level 6
- Students with no prior history of academic misconduct
- The poor academic practice constitutes less than 25% of an assessment item. If there are multiple concurrent assessments with less than 25% poor academic practice in each one this can still be classified as Minor provided the other factors apply.

The developmental process for minor cases may also be used to address poor academic practice in formative assessment, at any level of study and irrespective of a student's history.

**Who** Minor Cases will be dealt with locally, at Programme or Department level. The Programme Leader will delegate a member of academic staff, usually from the

programme team, to undertake developmental engagement. The member of staff will meet with the student as part of this process.

**When** The developmental process will be instigated immediately in all cases which meet the criteria for Minor: there is no need to wait until an investigation is completed.

**How** The student will be invited to a meeting with the delegated member of academic staff. Prior to the meeting the student will be informed of the nature of the poor academic practice and provided with supporting information.

At the meeting the student and the academic will discuss the poor practice. The exact nature of the developmental engagement is a matter of academic judgement, but it is expected to involve advice on how to resolve the specific issues identified, broader guidance on good practice, and signposting of further information and resources.

There will be no penalty for the student: the assessment will go forward as marked. However, the case should be recorded on the student's academic record. The student should be given a summary of case and the developmental engagement recommendations. The student should be informed that the case will be placed on their academic record. It should be made clear that further cases of academic misconduct will be penalised.

Summaries of Minor Cases will be recorded in a standardised format. The information will be available to FCSM, who will use it in an anonymised format as part of the annual report to Academic Board on academic misconduct.

### *Major Cases*

**What** Major Cases include any offences that do not fall into the Severe category, including collusion, plagiarism, exam cheating, and falsification of data.

Penalties will be awarded on a points basis (see Appendix 2) taking the following factors into account:

- the type of academic misconduct
- the severity of the academic misconduct
- the proportion of assessment affected
- the size of the assessment
- a student's prior record of academic misconduct
- a student's level of study

Penalties will also take mitigation or pro-active confession into account.

**Who** Penalties are calculated and administered centrally, by the Student Case Management team.

**When** On receipt of the outcome of the Investigation stage.

**How** SCM will access the student's record to find out whether they have a prior record of academic misconduct (including Minor cases, as above) and to check on their level of study, the credit value of the unit, and size of assessment. They will combine this with

information from the investigator about the type of academic misconduct, its severity, and the proportion of assessment affected.

Each factor has a number of points associated with it. Full details of points, penalties and indicative combinations are shown in Appendix 2. The combination of factors will generate a points total, which will in turn have a fixed penalty attached, as follows:

#### *Taught Students*

250-350	Mark of zero for element of assessment. Resit/resubmission allowed, mark capped at 40 (Undergraduate) or 50 (Postgraduate).
351-450	Mark of zero for unit. Resit/resubmission of all unit assessment allowed.
451-550	Mark of zero for unit, resit/resubmission allowed, all further unit marks capped at pass mark.
551-650	Mark of zero for unit, resit/resubmission not allowed, all further unit marks capped at pass mark.

#### *Postgraduate Research Students*

Penalty points calculated – penalty considered on a discretionary basis in consultation with Graduate School.
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Student Cases Management will inform the student of the penalty. The student will also be provided with the summary of the case outcome and details of how the penalty has been calculated. The student will be provided with information on how to appeal, and on what grounds.

SCM will also consider any claims for mitigation and any pro-active confession. They will seek additional evidence from the student if required. If mitigation is accepted, SCM will reduce the penalty in consultation with the Programme Leader.

The penalty decision will be communicated to the relevant Assessment Board, for incorporation in the student's overall results.

Information on investigation outcomes and penalties will be used in anonymised format as part of the annual report to Academic Board on academic misconduct. The points-based penalty framework will be reviewed annually to ensure that penalties remain proportionate across cases.

#### **Severe Cases**

**What** The main type of Severe Case is contract cheating, where a student commissions a third party to do some or all of a piece of work. Other types of Severe cases could include large-group collusion and cheating, and large-scale falsification of data.



The default penalty for a Severe offence is expulsion, although mitigation can be applied at the Appeal stage.

**Who** The procedure for Severe Cases will be coordinated centrally by the Student Case Management team. In the case of PGR students, SCM will liaise with the Graduate School. The investigation of the case will include a disciplinary interview with the student, undertaken by a panel. The Disciplinary Interview Panel (DIP) will be selected to give the following combination of elements:

- a Standing Chair, who will be suitably senior and have appropriate experience/knowledge of academic misconduct
- academic expertise in the subject (usually local academic staff)
- expertise on the specific type of academic misconduct e.g. contract cheating
- student representation (usually Students Union, but could be e.g. a course representative)

A student who is accused of Severe academic misconduct will be invited to attend the disciplinary interview and to be accompanied by a representative, usually an advisor from the Students' Union Advice Centre. If the student does not make themselves available, it may be necessary for the case to be heard in their absence.

**When** The procedure for Severe Cases can be instigated at an early stage if, for instance, contract cheating is discovered or suspected, or if there has been major disruption of an examination. There is no need to await the completion of local investigations before e.g. establishing a Disciplinary Interview Panel.

There may be other circumstances where a case is classified as Severe at a later stage in the process e.g. following local investigation(s), or when Student Case Management become aware of a number of concurrent collusion cases that indicate a possible conspiracy.

**How** FCSM will immediately inform the student that a Severe case has been instigated, and give details of the procedure, next steps, contacts, and sources of advice/representation. The default penalty for Severe offences should be made clear.

FCSM will liaise with the Standing Chair of the DIP. Evidence from the local team will be scrutinized. FCSM and the Chair may decide that further investigation is required e.g. further documentary evidence, interviews with witnesses and/or accomplices, external expert statements. This will be undertaken in advance of the disciplinary interview.

The DIP will be selected, and the disciplinary interview convened.

The student will be invited to the disciplinary interview. The student will be given a minimum of 5 working days' notice of the interview. The student, who should already be aware of the allegation, will be given an overview of the investigation process, provided with copies of any evidence collected, and given the opportunity to provide additional factual evidence. The student will be informed that mitigation and intention will not be taken into account, although they may be used as an admission of guilt and they will be considered when setting penalties.

At the disciplinary interview, the student will be allowed to make a statement and present any additional evidence. The panel will then question the student.

The DIP may conclude that an offence has been committed but is not severe – for instance it may be a case of plagiarism. In these cases, the DIP will complete a standard investigation outcome form and will pass it to SCM, who will apply a standard points-based penalty.

A full record of the DIP will be kept, including the rationale for its decision.

The decision of the DIP will be notified to the Student Case Management team, along with details of any pleas for mitigation. SCM, will liaise with the Chair of the DIP to decide on an appropriate penalty in the light of mitigation.

The penalty decision will be passed to the student, along with details of how to appeal.

The decision will be communicated to the relevant Assessment Board who will make adjustments to the student's results and, if appropriate, give final and formal ratification of the withdrawal decision.

The information from the cases will be used in anonymised form in the annual report to Academic Board on academic misconduct.

## *Appeals*

**What** Appeals will be considered by an Appeals Panel. The Appeals Panel can take the following factors into account:

- facts (including new evidence if made available)
- whether there was an intention to commit academic misconduct
- mitigating circumstances
- a student's prior record of academic misconduct
- a student's level of study

The grounds on which a student can appeal are:

- That a decision made at any stage of the process was unreasonable  
or
- That there was a material and/or procedural irregularity in either the investigation (or DIP) or the penalty setting, which has prejudiced the student's case  
or
- Additional evidence has come to light since the investigation or DIP which could not have been expected to have been produced at the time of investigation of the case.

**Who** For students on Taught Programmes the Appeals Panel will normally consist of:

- A Faculty Head of Education who will be Chair (any Faculty)
- A Principal Lecturer or Head of Department (any Faculty, but not involved with the teaching or assessment of the student)

- A student representative nominated by the Students' Union who shall not be from the same programme as the student appealing
- A member of Academic Services staff

For Postgraduate Research students, the Appeals Panel will consist of:

- A Faculty Head of Research Degrees who will be Chair (any Faculty)
- A Principal Lecturer or Head of Department who is a core research member of a University Centre for Research and Knowledge Exchange (any Faculty, but not involved with the supervision of the student)
- A student representative nominated by the Student's Union (preferably a research student, but this is not essential)
- A member of Graduate School staff

The student who has appealed may be invited to attend the meeting of the Appeals Panel. The student can bring a representative with them.

**When** If a student appeals against a Fixed Penalty decision, or if a student appeals against the outcome of the Disciplinary Interview Panel in a Severe Case. In both cases the Appeal should be made within 2 working weeks of the date on which the decision is sent.

The Appeal stage should normally be completed within 30 days of receipt of the appeal.

**How** The Panel will be scheduled to meet on a regular basis and will deal with any cases as they arise. It is not essential for the student to attend the meeting. However, the Panel may decide to invite a student who has appealed to one of the scheduled meetings, and the student may request to attend. If the student is unable to attend the offered meeting the case will be pended to another scheduled meeting. Whilst every attempt will be made to enable the student to attend, there will not normally be any unscheduled meetings of the Appeals Panel.

The Appeals Panel will consider the available evidence, including mitigation and intention. Panel members will use their academic judgement in considering the extent to which the appeal makes a case for an adjustment to the penalty. The Appeals Panel is empowered to amend the fixed penalty for Major cases or the default penalty for Severe cases.

The Appeals Panel will produce a report of its deliberations and the rationale for its decisions. This will be made available to the student when notifying the student of the Panel's decision. (Appendix 5 includes elements required in the report.)

The student should also be given details of the Review stage.

If the penalty is amended, the relevant Assessment Board will be informed.

Both the original penalty and the revision made by the Appeals Panel should be recorded and both should be included, in anonymised format, in the annual report to Academic Board on academic misconduct.

## Reviews

**What** Reviews will take account of all factors i.e. findings, context and mitigation. Reviews will also examine the way in which the investigation was conducted and the extent to which other factors were taken into consideration when allocating penalties and considering appeals.

Grounds for Review are the same as the Grounds for Appeal.

**Who** For Taught Students, the Review will be undertaken by a Faculty Head of Education who has had no prior involvement with the case.

For Research Students, the Review will be undertaken by the Chair of the Research Degrees Committee, or their nominee who has had no prior involvement in the case.

**When** If a student requests a Review within 2 working weeks of sending the results of the Appeals stage.

The Review stage will normally be completed within 20 days of the receipt of the request for Review.

**How** FCSM will compile a full case file for the Reviewer including all evidence received at all stages of the case. The Reviewer may, at their discretion, request further evidence or investigation. The Reviewer may, if they see fit, interview any person who has been involved in the case, in any role: however, there is no requirement for the Reviewer to do this if they feel that the documentary evidence is sufficient.

On the basis of this holistic analysis the Reviewer will reach a judgement as to whether:

- Procedures were followed correctly
- All evidence was taken into consideration, including mitigation at the Appeal stage
- Judgement was applied impartially and consistently
- The penalty was proportionate to the offence

The Reviewer will then advise on whether the case outcome should stand or whether it should be re-considered by the Appeals Panel.

If the Appeals Panel re-considers the case it will do so in the absence of attendance by the Student.

The Reviewer will, with the assistance of Student Case Management, produce a summary of the rationale for their decision.

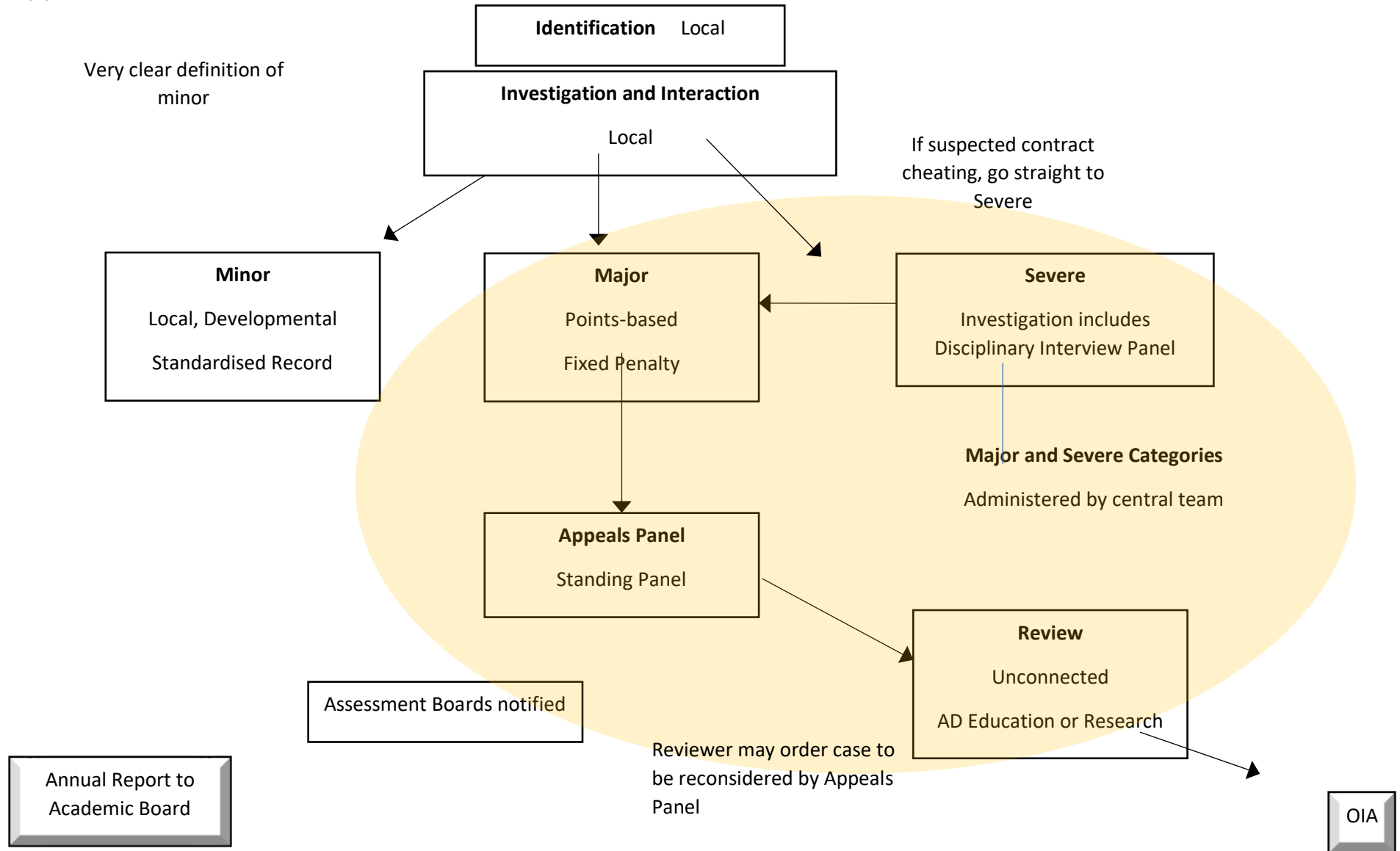
The student will be informed of the Reviewer's decision and the rationale for it (or the Appeals Panel's decision if the case has been referred back to them). The student will be advised of their right to appeal to the Office for the Independent Adjudicator.

Numbers of Review applications, and their outcomes, will be included in the Annual Report to Academic Board on academic misconduct.

*Office of the Independent Adjudicator*

At the conclusion of the University's internal processes under this Procedure, the student shall be issued with a Completion of Procedures letter, as prescribed by the Office of the Independent Adjudicator for Higher Education (OIA). A student who is dissatisfied with the outcome of their case may submit a complaint to the OIA under the rules of its scheme within 12 months of the issue of the Completion of Procedures letter. Information on the process may be obtained directly from the OIA at <http://www.oiahe.org.uk>.

### Appendix 1: Outline Flowchart



## Appendix 2: Points-Based Penalties

### Penalty Points

Level	Level 3, 4 or no previous HE experience	50
	Levels 5, 6	100
	Levels 7,8	150
History	First	100
	Second	150
	Third or more	200
Size	Standard	50
	Large (e.g. dissertation)	100
Offence	Collusion or Plagiarism 1-25% of an assessment element	50
	Collusion or Plagiarism 26-50% of assessment element	100
	Collusion or Plagiarism 51-75% of assessment element	150
	Collusion or Plagiarism 76% - 100% of assessment element	200
	Cheating in an Exam (Individual)	200
	Falsification of data	200
	Other types of misconduct (not including contract cheating)	200

*Note: whilst the percentage of assessment will normally be based on the Turnitin report, it may not be the same, based on the academic judgement of the investigator.*

*Note: points are applied to a specific offence – they are not applied cumulatively for multiple offences, although the points for history will increase as above.*

### Min/Max Examples of Points Totals

		Level Points	History Points	Size Points	Offence Points	Total Points
Min Offence	L3,4	50	100	50	50	250
Min Previous	L5,6	100	100	50	50	300
Standard Size	L7,8	150	100	50	50	350
Min Offence	L3,4	50	200	50	50	350
Max Previous	L5,6	100	200	50	50	400
Standard Size	L7,8	150	200	50	50	450
Max Offence	L3,4	50	100	50	200	400
Min Previous	L5,6	100	100	50	200	450
Standard Size	L7,8	150	100	50	200	500
Max Offence	L3,4	50	150	50	200	450
Max Previous	L5,6	100	200	100	200	600
Large Size	L7,8	150	200	100	200	650
Research Min	L8	150	100	100	50	400
Research Max	L8	150	200	100	200	650

*Note: Research includes thesis element of Professional Doctorate*

### Categories of Academic Misconduct and Penalty Ranges – Taught Students

Misconduct Category	Offences	Points	Penalty
Minor	Inadequate referencing, poor understanding of good academic practice, minor infringement of exam regulations, plagiarism which is less than 25% of assessment item. L3/4 only, no previous history.	<= 250	Developmental Engagement
Major	Includes collusion, plagiarism, exam cheating, falsification of data. Penalties awarded on points basis.	251-350	Mark of zero for element of assessment. Resit/resubmission allowed
		351-450	Mark of zero for unit, resit/resubmission of all unit assessment allowed
		451-550	Mark of zero for unit, resit/resubmission allowed, all further unit marks capped at pass mark
		551-650	Mark of zero for unit, resit/resubmission not allowed, all further unit marks capped at pass mark.
Severe	Contract Cheating Organised, large-group collusion, large scale falsification of data	n/a	If a student is found guilty of a severe offence, default penalty is expulsion, although mitigation can be applied

### Indicative Penalty Ranges – Research Students

Level	Points	Penalty
Research	400-600, with mitigation	Allow revision and resubmission
	400-600, no mitigation	Exam goes ahead with the identified sections removed (student has no opportunity to rewrite those sections)
	650+	Expulsion, although mitigation can be applied



## Appendix 3: Detailed List of Offences

### **Offences relating to assessed work include, but are not limited to:**

- unacknowledged incorporation of another person's work;
- unacknowledged summarising of another person's work;
- unacknowledged and/or unauthorised use of the ideas of another person;
- copying the work of another person with or without that person's knowledge or agreement and presenting it as one's own;
- the representation of another person's work, without acknowledgement of the source, as one's own;
- the presentation of data in reports, projects, research degree theses etc., based on experimental work falsely purported to have been carried out by the student, falsified data or data obtained by unfair means;
- the submission of collaborative work as entirely a student's own;
- the completion of work with another person which is intended to be submitted as a student's own unaided work;
- actions which enable another student to access / copy all or part of their own work and to submit it as that student's own unaided work;
- the use of third parties and/or websites to attempt to buy assessments or answers to questions set;
- gaining access to any unauthorised material relating to an assessment prior to the release date of such information;
- using materials created by others and passed off as the student's own, including all forms of contract cheating, such as the use and running of, or participation in, auction sites and essay mills;
- the inclusion in coursework of any material which is identical or similar to material which has already been submitted for any other assessment within the University or elsewhere, for example, submitting the same piece of coursework for two different units;
- the provision of falsified information that has the potential to give a student an unfair advantage.
- proceeding with data collections without ethical approval
- failures to follow accepted procedures or to exercise due care in carrying out responsibilities for avoiding unreasonable risk or harm to:
  - humans;
  - animals used in research; and
  - the environment; and
  - the proper handling of privileged or private information on individuals collected during research, including failure to seek appropriate consent and breaking of data protection regulations
- submitting all or part of a piece of work for which you have already received credit.

### **Offences relating to formal invigilated examinations may include, but are not limited to:**

- non-compliance with examination regulations;
- copying or attempting to copy from any other candidate during an examination;

- communicating during an examination with any person other than the invigilator(s) or other authorised members of staff unless expressly permitted by the examination and/or assessment regulations
- introducing into the examination room or being in possession of any written or printed material(s) or any electronically stored information unless expressly permitted by the examination and/or assessment regulations;
- being in possession of, or obtaining access to, a copy of an examination question paper in advance of the date and time for its authorised release (this covers both 'seen' and 'unseen' papers);
- disruptive behaviour in an examination;
- being party to personation, where an individual assumes the identity of another person with intent to deceive, for example, by sitting or attempting to sit an examination or test in the place of the student who should be sitting it;
- continuing to write after the invigilator has announced the end of the examination;
- the provision of information that has the potential to give a student an unfair advantage.

## Appendix 4: Exam Regulations

1. A schedule of formal, timed examinations, which will show the date and time and location of each examination, will be published at least 10 working days before the date of any examination shown in the schedule other than in exceptional circumstances (including, but not limited to, examinations being rescheduled due to evacuation, late acceptance of Appeals, etc.). Students shall be responsible for ensuring that they are aware of the assessment requirements for the programme on which they are registered, including the timing, location and venue of any invigilated examinations.
  
2. Candidates for invigilated examinations:
  - shall be present at least ten minutes prior to the starting time of examinations;
  - shall be admitted to the examination room upon instruction by the invigilator(s) and may enter at any time during the first thirty minutes of the examination;
  - shall not be permitted to enter the examination room after the first thirty minutes of the examination;
  - shall not leave the examination room during the first thirty minutes of the examination or the last fifteen minutes of the examination except in an emergency;
  - shall present their student card;
  - shall comply with any notices and/or instructions issued prior to, at the commencement of and/or during an examination relevant to their conduct;
  - Shall comply with any instructions given to them during the course of the examination(s) by the invigilator(s);
  - shall not remove any item of examination stationery from the examination room, except for the examination question paper. Where it is not permitted to remove the question paper this shall be explicitly stated on the front page;
  - shall not use any stationery other than that issued specifically for the purpose of the examination, or which they have been instructed to bring with them and is stored in a transparent pencil case only;
  - shall not bring to or use in an examination any form or type of calculator, computer, tablet, smartphone or smartwatch, except such as has been specifically permitted for the examination;
  - shall not use any unauthorised book, dictionary, manuscript or other aid;
  - shall not communicate with other students during the course of the examination;
  - shall not access any cases, bags, book or personal belongings which are not permitted for the examination, and shall place these in an area specified for this purpose by the invigilator(s);
  - shall not take any food or drink except for bottled water into examinations;
  - shall ensure all telephones or other communication devices are switched off and are expressly prohibited from keeping them on their person or accessing them in any way during the examination.
  
3. The timing of invigilated examinations shall be by a clock or clocks visible to the examination candidates and the invigilator(s); alternative arrangements shall be made for students whose disability makes this impractical.

4. Should it be necessary to evacuate the examination room for whatever reason, candidates shall do so upon the instruction of the invigilators at the time and shall leave all examination papers, scripts, answer books, equipment and any other material related to the examination on their desks or examination work areas. They shall also leave any personal belongings deposited in the area specified unless instructed otherwise by the invigilators, and they shall assemble in such place and in such manner as the invigilators shall instruct and without communicating with each other in any way on the subject of the examination.
5. The invigilators shall at all times have the authority and discretion to instruct examination candidates in such a way as they may deem appropriate having regard for the safety of the candidates under the circumstances prevailing at the time.
6. There shall be a minimum of two invigilators present for the duration of an invigilated examination at which multiple students are sitting, and in addition there shall be present at the commencement of the examination such staff as may be necessary for the purpose of verifying the accuracy of the examination question paper(s) and for issuing, orally or otherwise, any instruction with regard to any apparent error therein.
7. Invigilators shall have the authority to exclude from any examination a candidate whose conduct in the opinion of the invigilator warrants this and to refer the matter to the Assessment Disciplinary Committee.

## Appendix 5: Indicative Reporting Requirements for each stage of the process

### 1. Minor Case Summary

- Academic Year
- Student Name and ID
- Programme Title and Code
- Unit Title and Code
- Assignment Title
- Type of academic misconduct
- How the academic misconduct was identified
- Date of developmental engagement meeting
- Summary of developmental actions – advice given, guidance signposted, etc.
- Signatures of both academic and student confirming that meeting has taken place, actions accepted.

### 2. Investigation Summary

- Academic Year
- Student Name and ID
- Programme Title and Code
- Unit Title and Code
- Assignment Title
- Assignment size
- Proportion of assessment affected by academic misconduct
- Type of academic misconduct
- How the academic misconduct was identified + evidence
- Additional evidence collected during the investigation
- Short summary of meeting with student, signed by both parties
- Investigator's conclusion
- Investigator's signature + date
- Reviewer's signature + date

### 3. Report to Academic Board

Cross-tabulations could involve the following:

- Faculty, Department, Programme, Unit subject area, Level
- Student demographic characteristics aggregated according to HESA norms
- First offence, second offence, etc
- Type of academic misconduct
- Penalty points awarded
- Number of Minor, Major, Severe cases

#### **4. Record of Disciplinary Investigation Panel**

- List of everyone present, their University role and their role in the DIP meeting
- a statement of the allegation(s) against the student, which should be identical to that issued to the student previously
- a list of any items, documents or reports (which may be oral or in some other form) submitted by the student and staff members
- a short summary of the questions asked and the student's replies
- a statement as to the finding of facts by the DIP, and a declaration as to whether the student is found to have committed Severe academic misconduct
- a full account and list of any items, documents or reports submitted or made in mitigation to the DIP by or on behalf of the student
- a statement as to whether or not the plea(s) in mitigation is/are accepted or otherwise by the Committee and the weight that should be attached to them by SCM in assigning penalties
- the signature of the Chair approving the report as accurate in every respect.

#### **5. Appeals Panel Report**

- Summary of case and outcome pre-appeal, including penalty
- Summary of the appeal
- Summary of any additional evidence
- If student present, summary of discussion
- Panel decision
- Rationale for decision

#### **6. Reviewer Summary**

- Summary of case, investigation, penalties and appeal
- List of evidence considered
- Notes of any meeting(s)
- Decision
- Rationale for decision