ACADEMIC MISCONDUCT PROCEDURE
work submitted for marking

Work shows **minor instances of poor academic practice**
e.g. poorly phrased paragraph

Work assessed normally with reference to
departmental marking schemes, highlighting poor
practice and deducting marks as appropriate

**End of process**

**Marker suspects offence**
Regulations on Academic Misconduct:
s1(2) for definition of types of offences
s1(7)-(8) explains minor/major offence

Request to investigate submitted detailing reasons
for suspicion and supporting evidence

Academic Misconduct Panel Chair decides how to
proceed

**Panel required**
Academic Investigations send out invitation to
Academic Misconduct Panel
(at least 7 days’ notice)

Academic Misconduct Panel meeting
takes place. Panel decides, based on
evidence, if academic misconduct proven

**No academic misconduct found**

**End of process**

**Minor academic misconduct found.**
(s1(7) regs)

Penalty may be imposed
(s2(7) and in addition
student required to
complete a package of
support, including
Moodle ‘Avoiding
Plagiarism’ course

**Major academic misconduct found**
(s1(8) regs).

Penalty imposed (s6(4))
and student notified/
penalty applied

**Major academic misconduct found**
And **implications are ‘grave’** (s6(4)(c)

Referred to Senior Vice-
Principal for decision on
penalty

Investigating Officer will
notify referral to student,
and ask for response/
mitigating circumstances

Senior Vice-Principal
decides appropriate
penalty based on evidence
and investigating officer’s
report

**Student notified:**
End of process
(Appeal deadline 15 working days)

**Panel not required**
Chair decides to impose penalty and
student informed

Student does not accept or asks for
information to be considered

Student accepts