### REGULATIONS ON ACADEMIC MISCONDUCT

#### SUMMARY OF REGULATORY AMENDMENTS AND/OR ADDITIONS FOR ACADEMIC YEAR 2021/22

*The wording in bold reflects the changed wording.*

<table>
<thead>
<tr>
<th>Section number</th>
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| 2. Investigations into and outcomes of alleged minor offences | As a result of a decision to modify the procedures for managing allegations of academic misconduct, the wording of subsection (1) and (4) has been amended and new subsections (2) and (3) have been added to this section. The remaining subsections have renumbered accordingly.  
(1) A member of staff who suspects that an assessment offence has occurred with respect to either formative or summative work, and is of the opinion that the offence constitutes a minor offence in terms of the provisions of Section 1 (7) of these regulations, shall assess the work in the normal way with reference to departmental marking schemes provided that the student is not given credit more than once for the same work in cases where they have copied work. The member of staff shall immediately submit a factual written report of the case to the Chair of the departmental or school Academic Misconduct Panel. The report will specify the grounds on which the allegation is made and any supporting evidence. Where the work has been marked by the Chair of the Academic Misconduct Panel, it may be appropriate for a different member of academic staff to conduct the remainder of the process on his/her behalf.  
(2) The Chair of the Academic Misconduct Panel will review the report and any supporting evidence. If the Chair is satisfied that there is clear evidence of academic misconduct, and that it is appropriate to do so, they may offer the student the option of accepting a penalty to be applied to the assessment, instead of attending an Academic Misconduct Panel meeting. In this case the procedure at paragraph 2(3) below will be followed. Alternatively, if the Chair determines that the matter is sufficiently serious, complex or requires further investigation, an Academic Misconduct Panel will be convened and the procedure in paragraph 2(4)-(12) below will be followed. This decision is a matter of the Chair’s academic judgement.  
(3) The Chair of the Academic Misconduct Panel will provide the student with a copy of the written report which sets out the allegation, including the relevant evidence. The Chair will set out the rationale for their decision that academic misconduct is proven and state which penalty will be applied to the student’s assessment. The student will have 5 working days to accept the penalty or request that the case is heard. | 3-4     |
by an Academic Misconduct Panel. If the student accepts the penalty, or does not respond within seven days, the penalty will be applied to the student's assessment and the case will be closed. A record of the matter will be retained in case of future allegations. If the student denies the allegation, or provides additional evidence, or requests that the case is considered by an Academic Misconduct Panel, a Panel meeting will be convened and the procedure in paragraph 2(4)-(12) below will be followed.

(4) In cases which are to be heard by an Academic Misconduct Panel the Chair of the Academic Misconduct Panel shall provide the student with a copy of the written report which sets out the allegation, including the relevant evidence, and a letter inviting him/her to respond to the allegation at a meeting to take place not less than seven days later. While students are permitted to submit a written response to the allegation, they are expected to attend the meeting in person. Exceptionally this requirement to attend may be waived by the Chair.

4. Procedure for investigations into alleged major offences

As a result of a decision to modify the procedures for managing allegations of academic misconduct, new subsections (2) and (3) have been added to this section. The remaining subsections have renumbered accordingly.

(2) The Chair of the Academic Misconduct Panel will review the report and any supporting evidence. If the Chair is satisfied that there is clear evidence of academic misconduct, the Chair will consult with another member of academic staff, who has not been involved in marking the submission, and if they agree that it is appropriate to do so, the Chair may offer the student the option of accepting a penalty to be applied to the assessment, instead of attending an Academic Misconduct Panel meeting. In this case the procedure at paragraph 4(3) below will be followed. Alternatively, if the Chair determines that the matter is sufficiently serious, complex or requires further investigation, an Academic Misconduct Panel will be convened and the procedure in paragraph 4(4)-(9) below will be followed. This decision is a matter of the Chair’s academic judgement.

(3) The Chair of the Academic Misconduct Panel will provide the student with a copy of the written report which sets out the allegation, including the relevant evidence. The Chair will set out the rationale for their decision that academic misconduct is proven and state which penalty will be applied to the student’s assessment. The student will have 10 calendar days to accept the penalty or request that the case is heard by an Academic Misconduct Panel. If the student accepts the penalty, or does not respond within ten calendar days, the penalty will be applied to the student’s assessment and the case will be closed. A record of the matter will be retained in case of future allegations. If the student denies the allegation, or provides additional evidence, or requests that the case is considered by an Academic Misconduct Panel, a Panel meeting will be convened and the procedure in paragraph 2(4)-(9) below will be followed.
6. Outcomes of investigations conducted by the Academic Misconduct Panel

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<th>As a result of a decision to modify the procedures for managing allegations of academic misconduct, subsection (1) has been amended.</th>
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<td>(1)</td>
<td>The applicable standard of proof used in reaching a decision on whether or not an assessment offence has occurred will be the balance of probabilities. References in this section to decisions of the 'Academic Misconduct Panel' include decisions taken by the Chair of the Panel in accordance with the procedure outlined at paragraphs 2(2)-(3) and 4(2)-(3) above.</td>
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