

REGULATIONS ON ACADEMIC MISCONDUCT
SUMMARY OF REGULATORY AMENDMENTS AND/OR ADDITIONS FOR ACADEMIC YEAR
2023/24

The wording in bold reflects the changed wording.

Section number	Relevant paragraph(s)	Page (s)
Section 1 (2) (b)	<p><i>The wording of our definition of an assessment offence has been strengthened to reflect potential new challenges to academic integrity from artificial intelligence tools.</i></p> <p>Commissioning, which is requesting or engaging another person or artificial intelligence tool (whether paid or unpaid) to write or rewrite work in order to obtain an unfair advantage for oneself. This would include the use of software designed to generate responses, third parties such as family, friends, students, providers of essay writing services or providers of proofreading services not authorised by the institution.</p>	1
Section 2 and 3	<p><i>The wording of the regulations have been simplified by combining the procedure for minor and major offences into one section, to avoid duplication and possible confusion.</i></p> <p>Remove section 2 Investigations into and outcomes of alleged minor offences and renumber accordingly throughout the regulations.</p> <p>Amend the current section 3 as shown in bold below:</p> <p>MINOR AND MAJOR OFFENCES PROCEDURE</p> <p>2. Investigations into allegations of academic misconduct</p> <p>(1) Allegations that an assessment offence has occurred will be investigated as follows:</p> <p>(a) Where the allegation relates to a formal examination, whether organised by Student Administration, the School (including in-class tests) or by a collaborative partner, and is of a practical or procedural nature, rather than being a matter arising from the academic assessment of the student's work, the investigation will be conducted by an investigating officer in Student Administration. All such offences are deemed to be major offences.</p> <p>(b) In all other cases, with the exception of (c) below, the investigation will be conducted by the Academic Misconduct Panel of the department or school, chaired by an academic member of staff.</p> <p>(c) If the examiners for a research degree student identify a</p>	4-6 <i>Renumbering throughout the regulations</i>

suspected assessment offence the investigation will be conducted by the School Director of PGR Education. **All such offences are deemed to be major offences.**

- (2) Normally all allegations will be investigated in accordance with these regulations, even where the student has already been issued with a final outcome for the assessment, or is no longer registered at the College, subject to the procedures for the [Ratification and Revocation of Awards](#).
- (3) A student's final module result, progression status or award outcome may not be finalised and released whilst an allegation against him/her is under investigation.

3. Procedure for investigations into alleged major offences

- (1) A member of staff or an examiner who suspects that **an** assessment offence has occurred with respect to either formative or summative work, 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.**
- (2) **The member of staff shall** immediately submit a '**Request to Investigate**' of the case to an investigating officer in Student Administration or equivalent at a partner institution in the case of collaborative provision. The **Request** will specify the grounds on which the allegation is made and any supporting evidence. Where the allegation is made 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.
- (3) **An investigating officer in Student Administration will liaise with the Chair of the department Academic Misconduct Panel or the School Director of PGR who will determine whether the allegation may constitute an offence and should be pursued.**
- (4) 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 3 (5) 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 3 (6)-(16) below will be followed. This decision is a matter of the Chair's academic judgement.
- (5) The Chair of the Academic Misconduct Panel will provide the student with a copy of the '**Request to Investigate**' which sets out the allegation, including the relevant evidence. The Chair will set out the

	<p>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 working 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 10 working 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 3 (6)-(16) below will be followed.</p> <p>(6) In the case of Section 3 2(1b) or (1c) of these regulations the Chair of the Academic Misconduct Panel, or School Director of PGR Education shall provide the student with a copy of the ‘Request to Investigate’ 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.</p> <p>(7) The purpose of the meeting will be to ensure that the student understands the allegation, is aware of these regulations and of the process to be followed, and is given a fair opportunity to respond to the allegation. The following provisions and principles will apply to the meeting:</p> <p>a. The student may be accompanied at the meeting by another student or staff member of the College to provide support to the student, with respect to observing the meeting and providing clarification on questions to the student, for example, but not to represent him/her by responding directly to the questions of the panel.</p> <p>b. The student may not be accompanied by another student currently under investigation for an assessment offence.</p> <p>c. Students are not permitted to record the meeting.</p> <p>d. In the case of an allegation relating to group work, it is at the discretion of the Chair following initial investigation which students in the group will meet with the Panel. The Chair reserves the right after meeting with one or more students, to decide that meetings with further members of the group are required.</p> <p>e. The meeting will be chaired by the Chair of the Academic Misconduct Panel in the department or school. The Chair will be accompanied by at least one, but not more than two other academic member(s) of staff, and an administrative member of staff as a note taker.</p> <p>f. Neither the Chair nor the academic member(s) of staff should have been involved in the marking or moderation of the piece of assessment which is under investigation.</p> <p>g. Member(s) of staff who have reported a suspected assessment offence may be invited by the Chair to attend to clarify certain aspects of the allegation contained in the report but should not be present for the discussion and judgement of the outcome and penalty to be</p>	
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	<p>applied.</p> <p>h. A brief written note of the meeting will be produced, and a copy sent to the student, shortly after the meeting with an indication of the penalty. The student may submit a written note to correct any perceived inaccuracies in the notes of the meeting.</p> <p>(8) In the case of Section 2 (1a) of these regulations an investigating officer in Student Administration will provide the student with a copy of the written report which sets out the allegation, including the relevant evidence, as well as details of the relevant regulations and the process to be followed. The student will be given not less than seven days later to respond to the allegation in writing. The investigating officer may in exceptional circumstances decide to hold a meeting with the student if the facts set out in the written report are not sufficiently clear.</p> <p>(9) The Chair of the Academic Misconduct Panel/ investigating officer/ School Director of PGR Education may interview or request written evidence from any other person that s/he deems appropriate in order to establish the facts of the matter.</p> <p>(10) If the student does not respond to the allegation in writing or attend the meeting with the investigating officer, if invited to do so, or with the Chair of the Academic Misconduct Panel, or with the School Director of PGR Education, it will be assumed that s/he does not wish to contest the allegation.</p> <p>(11) The Chair of the Academic Misconduct Panel / investigating officer / School Director of PGR Education investigating the case will contact each department in which the student has studied as necessary in order to establish whether or not the student has committed a minor or major offence on their current course of study. The Chair of the Academic Misconduct Panel / investigating officer will also check all other modules being taken in the current year of study to establish whether there are further instances of minor or major assessment offences.</p> <p>(12) A third minor offence should be investigated as a major offence.</p> <p>(13) Following the meeting the Chair of the Academic Misconduct Panel will determine whether a minor or major offence has occurred.</p> <p>(14) The Chair of the Academic Misconduct Panel will determine the outcome and penalties in line with section 5(4) of these regulations. The Chair may also, where appropriate, require the student to attempt the assessment again by a set deadline to address issues of poor academic practice but without any additional changes to the substance of the work.</p> <p>(15) The student will be required to complete the Moodle Academic Integrity module and may be required to complete an additional package of support.</p>	
Section 5 (4) (d)	<i>The wording of the regulations has been amended to remove the automatic referral of cases to the Senior Vice Principal where a student has denied a major offence.</i>	8

	<p>Where it is the view of the Academic Misconduct Panel that the implications of the offence are grave, including cases of a repeat major offence by the student, e.g. multiple instances of plagiarism/ collusion or other assessment offences identified more or less simultaneously across a number of modules, cases where data has been falsified, cases where substantial parts of the assessment or the entire assessment are not the student’s own work and have been copied, and that a more severe penalty is merited, they will refer the matter to a Senior Vice-Principal or nominee under the provisions of Section 8 (1) of these regulations. They will write to Student Administration, with a recommendation for one of the penalties set out in Section 7 (7) of these regulations. In cases where a student denies a major offence and the Panel believes there is a prima facie case, the Panel may refer the matter to a Senior Vice-Principal or nominee under the provision of Section 7 (1) of these regulations. In cases where the Panel has agreed that there is prima facie evidence of commissioning as described in Section 1 (2b) of these regulations, the case will automatically be referred to a Senior Vice-Principal or nominee following departmental investigation.</p>	
Section 7 (3)	<p><i>The regulations have been amended to allow the Senior Vice- Principal to refer the case back to the academic misconduct panel for further consideration when additional evidence has been submitted by the student to the Senior Vice-Principal.</i></p> <p>Based on the evidence set out in Section 7 (1) and any further material submitted by the student, a Senior Vice-Principal or nominee will:</p> <ul style="list-style-type: none"> (a) refer the matter back to the Academic Misconduct Panel/ investigating officer/ School Director of PGR Education either for consideration of any further evidence submitted by the student or on the grounds that the correct procedure was not followed; or (b) conduct a further investigation, which in exceptional circumstances may include a hearing with the student; or (c) reach a decision based on the evidence already available. 	9
Section 7 (7)	<p><i>The penalty options available to the Senior Vice-Principal have been amended to include the option which is available to the academic misconduct panel namely to award a mark of zero for the component.</i></p> <p><i>The regulations have been amended to provide a penalty option for the Senior Vice Principal to terminate registration outright with no exit award in the most serious of cases.</i></p> <p>For all students, with the exception of research degree students, who will be subject to Section 7 (8) of these regulations, if a Senior Vice-Principal or nominee decides that a major offence has occurred, s/he will impose one or more of the following penalties. The penalty for a repeat offence will normally be more severe, on the grounds that it is reasonable to assume that the student was acting in awareness of the</p>	10

	<p>possible consequences.</p> <ul style="list-style-type: none"> (a) Reduce mark for piece of assessment by 10 percentage marks; (b) Cap the mark for the piece of assessment at a minimum pass; (c) Award a mark of zero for the component; (d) A mark of zero for the piece of assessment; (e) Where the implications of the offence are grave, the student will be deemed to have failed the module overall. For modules which carry a percentage mark, the mark will be set to zero. The student will normally be afforded the opportunity to resit the module. A Senior Vice-Principal or nominee may, however, decide to recommend that the student repeat the module in attendance or not be permitted either of these options, bearing in mind relevant progression and award requirements. If the offence occurs in a module which the student is taking as a second attempt, no further opportunities to resit or repeat the module will be given unless there are documented extenuating circumstances accepted by a Senior Vice-Principal or nominee. (f) Where the implications of the offence are grave, the student will be deemed to have failed the module overall. For modules which carry a percentage mark, the mark will be set to zero. A Senior Vice-Principal or nominee may decide to recommend that the student be given an exit award and not be permitted to complete the degree for which s/he was registered; (g) Where the gravity of the offence warrants such a course of action, a Senior Vice-Principal or nominee may decide to suspend the student's registration with the College for one year and will set the marks for the modules in question to zero. The student would normally have to take resits in all such modules unless the requirements of the module were such that it had to be repeated in attendance; (h) Where the gravity of the offence warrants such a course of action, a Senior Vice-Principal or nominee may decide to terminate permanently the student's registration with the College and will set the marks for the modules in question to zero. A Senior Vice-Principal or nominee may decide that the student will not be permitted to receive an exit award, even if eligible. Students who have their registration terminated would not normally be permitted to reapply to the College for any course. 	
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Section 8 (1)	<p><i>The regulations have been amended to make clear that students cannot appeal against academic judgement.</i></p> <p>A student may appeal against a decision made under these regulations only on one or more of the following grounds:</p> <ul style="list-style-type: none"> (a) that there is evidence of a failure to follow the procedures set out in these regulations or administrative errors which might cause reasonable doubt as to the fairness of the decision; (b) that fresh evidence can be presented which the student could not with reasonable diligence have disclosed before the decision was made and which might cause reasonable doubt as to the fairness of that decision; (c) that the decision was perverse given the evidence which was available at the time. <p>A student cannot appeal against academic judgement. This includes a determination by an academic misconduct panel that misconduct has occurred based on evidence such as (but not limited to) plagiarism detection software, knowledge of sources and subject area, and other examples of a student’s work.</p>	11
As relevant	References to College have been updated to University throughout the regulations	Throughout the regulations