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- Pre-Meditated Dishonesty : Deliberate or intended misconduct will normally be considered more serious than that which has arisen inadvertently.
- Previous history : A previous history of academic misconduct will normally be considered as being more serious than a first instance of academic misconduct.
- Severity of allegation : A serious instance where a student has acted in a grossly dishonest way (this might apply to academic misconduct involving theft, the falsification of work, impersonation, bribery, reference to prohibited materials in an examination and/or the attempted intimidation of an invigilator) will normally be considered more serious than an instance involving the authorised, but unattributed, use of another person's work .
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- 6.2.7 The initial meeting may take place via MS Teams. For viva voce interviews, all parties will be expected to enable their webcam
- 6.2.8 At that meeting, the student will be reminded of the Academic Integrity and Misconduct Policy (including the tariff of penalties at [Annex 2](#)), shown how they have breached the regulations and advised on how to adhere to them in the future.
- 6.2.9 The Identifier will present the evidence which could consist of the source material, a report from Turnitin, or method used to detect similarity to a published source.
- 6.2.10 If the student does not appear at the date and time scheduled for the exploratory meeting or refuses to take part, the Resolutions Officer will consider whether any reasons offered are valid, and if so judges, adjourn proceedings to a later date. One adjournment alone will be permitted where there is valid reason. Further adjournment(s) will only be agreed by exception and at the discretion of the Resolutions Officer and the Identifier.
- 6.2.11 If the student does not attend the meeting, without giving notice or supplying a reason, they will be deemed to have accepted the proposed allegation and notified of the penalty or next steps in writing.
- 6.2.12 Students are required to confirm that they understand how the assessment in question is considered to have breached the Academic Integrity and Academic Misconduct Policy. Further instances of academic misconduct are likely to lead to a serious penalty, in addition to undertaking all necessary steps to ensure that Academic Regulations are not breached moving forwards. Where a student may not admit to academic misconduct, please refer to clause 6.3.
- 6.2.13 Following the initial exploratory meeting, the Identifier will update the AMAR form with details from the meeting in Section 2 (b) and return to the Resolutions Officer within 5 working days. The student will be provided with the revised AMAR form by the Resolutions Officer and invited to provide a written response to the allegation(s) in Section 3. This should be returned to the Resolutions Officer within 5 working days.
- 6.2.14 If a viva voce interview is conducted, the Identifier must complete the viva voce reporting form and return to the Resolutions Officer within 5 working days. The student will be provided with the updated viva voce reporting form and AMAR form by the Resolutions Officer and invited to provide a written response to the allegation(s) in Section 3 of the AMAR form. This should be returned to the Resolutions Officer within 5 working days.
- 6.2.15 Following receipt of the student response to the allegation, or if the stipulated time period noted in 6.2.13 is surpassed, the investigation may result in one of the following outcomes:







Misconduct Panel. This decision must be made within 10 working days of receipt of the proposal by the Responsible Officer from the Resolutions Officer.

6.3.6 In reaching their decision as to whether there are sufficient grounds for the case to be considered by an Academic Misconduct Panel, the Responsible Officer will consider the full range of issues relating to the student's proposal or statement along with the details of the alleged breach.

6.3.7 Where the student's proposal or statement does not provide sufficient grounds to allow the student's case to proceed to an Academic Misconduct Panel, the reviewing Responsible Officer will complete a written report within 10 working days of receiving the proposal or statement, providing their decision and explanation for this. This will be forwarded to the Resolutions Officer for review and, if accepted, will inform the student within 3 working days of receipt that the proposed penalty will be applied.

6.3.8 The decision of the reviewing Responsible Officer is final and there shall be no right of appeal.

6.3.9 If the proposal or statement is deemed valid by the reviewing Responsible Officer, the matter will be considered by an Academic Misconduct Panel. This student will be informed of this, in writing, by the Resolutions Officer within 3 working days of receipt of decision.

6.3.10 The written notification must also inform the student that any case heard by an Academic Misconduct Panel may result in being awarded a more severe penalty than that originally proposed.

6.4 Referrals tasconda1 ( a)2.96.5 (coTf -0.009 Tc 3B 0 A(l)1.434.1 (u)-2 (o)-0.6 (n)-6 (s)1.4 (id)4..1 (uc)10

## 6.5 Academic Misconduct Panels

6.5.1 Following a referral, an Academic Misconduct Panel should be convened by the Resolutions Officer, to investigate the facts of a case and/or to determine the appropriate penalty.

6.5.2 The constitution of the Academic Misconduct Panel should be:

- a) Three members of UCFB|GIS academic staff. At least one of the Panel will be a neutral member of academic staff (Programme Leader or above), with appropriate expertise of academic misconduct procedures.
- b) Where possible, a student representative nominated by the Student's Union.
- c) Where appropriate, the Programme Leader will act as the Chair.
- d) The Resolutions Officer (or nominee) will officer the panel.
- e) Cases considering allegations that may warrant Level C or D penalties would expect to have a Head of Service or Department as Chair e.g., Head of Academics, Head of Academic Quality etc.
- f) The Resolutions Officer will also consider UEL representation at such panels.
- g) Where possible we will seek to ensure that the composition of the panel reflects the character of our institution.
- h) The Academic Misconduct Panel shall, as far as is practicable, be constituted of persons who have no prior knowledge of the student or misconduct concerned.

6.5.3 In cases such as 5.0 d

the student's behalf, nor can they act in the capacity of a legal advisor. The accompanying person can comment, assist and help to present evidence, but cannot answer questions on the student's behalf.

- d) The student must inform the Resolutions Officer of any person accompanying them at least 5 working days prior to the Panel date. If details of the accompanying person are not provided by this time, the Panel can reserve the right to refuse admission to the accompanying person. If the accompanying person's behaviour within the Panel is deemed inappropriate, the Chair has the right to demand that they be removed from the Panel.
- e) The student shall have the right to call and to question witnesses. The Academic Misconduct Panel shall have the right to call and to question witnesses in the presence of the student (and relative, friend, colleague, or member of Student Support if present).
- f) If the student does not appear at the date and time scheduled for the hearing, the Academic Misconduct Panel shall consider whether any reasons provided for non-attendance are valid, and:
  - If no reasons are provided, or if they are judged invalid, proceed in the respondent's absence, regarding the student (subject to any written account) as having admitted none of the allegations.
  - If members so judge, adjourn proceedings to a later pn-58 (en)5.8 (t)-6.2 (l)1.

file.

- m) Students will be given 20 working days after the meeting to review the panel outcome and decide whether they wish to appeal or accept the outcome.
- n)

- 7.3 An appeal can only be made against the decision of the Academic Misconduct Panel and not of any outcomes issued earlier in the process.
- 7.4 Any student wishing to appeal must submit to the Director of Student and Academic Services (or nominee) , a written notice stating the ground(s) of appeal within 20 working days of the date upon which they were informed of the Academic Misconduct Panel's decision. If accepted, an Appeal Panel may take place.
- 7.4.1 The Appeal Panel shall have power to:
- adjourn the hearing to a future date;
  - confirm the penalty imposed;
  - moderate the penalty imposed to a lesser penalty, the panel may not impose a greater penalty;
  - uphold the appeal and overturn a decision to impose a penalty, refer any case to a disciplinary or Fitness to Study proceeding.
- 7.5 No new evidence may be given at an appeal panel , except where it can be shown that there were justifiable reasons why it had not been presented previously and, if it had been presented previously, would have been likely to have been material to the decision(s) made. Such justification is to be provided as part of the application to appeal.
- 7.6 Should the request for an appeal be successful, an Appeal Panel shall be convened by the Director of Student and Academic Services (or nominee) .
- 7.7 The panel will be made up of three academic staff members not previously involved with the case, one of whom will be a Dean, who will Chair the meeting. The Resolutions Officer (or nominee) will officiate the meeting.
- 7.8 Notice for the Appeal Panel should be no less than 10 working days.
- 7.9 Appeal Panel Proceedings
- 7.9.1 In the event of an appeal of the Academic Misconduct Panel's decision, the following procedure should be followed.
- 7.9.2 The Resolutions Officer will invite the student and the Chair of the Academic Misconduct Panel to attend the Appeal Panel , informing them of the date, time, and venue. There shall be no other persons invited to attend the hearing, save that the student may be accompanied .
- 7.9.3 The student will be entitled to be accompanied to the meeting by a relative, friend, colleague, or a member of Student Support . The accompanying person cannot be a professional legal representative who has been employed to act on the student's behalf, nor can they act in the



(including sex, disability, and ethnicity) of those involved; penalties applied, and cases dismissed.

## 9 Behaviour during the academic misconduct investigation process

- 9.1 UCFB|GIS has zero tolerance towards those whose behaviour is considered to be unacceptable and will take action in this respect. Unacceptable behaviour includes communicating with UCFB|GIS in a malicious, vexatious, or aggressive manner for example:
- Making frivolous claims, or multiple claims regarding the same subject
  - Acting in a threatening manner either verbally, through an e-mail or by letter
  - Making claims that are knowingly false or unfounded.
- 9.2 If the behaviour of a student is unacceptable, UCFB|GIS will usually tell the student why their behaviour is considered as such and will allow an opportunity to amend it. If the behaviour continues, UCFB|GIS will enact the UEL Non-Academic Misconduct policy.

## 10 Updates

- 10.1 This policy will be reviewed and updated by UCFB|GIS on a regular basis as directed by the Policy review schedule.





Poor Academic Practice

is defined as work that the student has produced

which is poorly

was obtained or not.

- c) Including in your own work material whether written, visual, or oral without giving suitable acknowledgement to its creator and/or author including in your own work material whether written, visual, or oral without giving suitable acknowledgement to its creator and/or author.
- d) The submission or presentation of another person's work which has been offered to you for your use, but which is actually not your own work.
- e) Including in your own work concepts, ideas or theories paraphrased from a source(s) without the use of citing it/ or them.
- f) Submitting sections of a text regardless of whether it is electronic or hard copy, without acknowledging the source.
- g) The submission of work that the student, as the author, has previously submitted, without suitable acknowledgement of the source of their previous work.
- h) Including or quoting the work of other students in one's work, except for published work, or outputs held in the library as a learning resource, which should be cited and acknowledged appropriately.
- i) Being party to any arrangement whereby the work of one candidate is represented as that of another.
- j) The submission, as your own work, of any work that has been purchased, or otherwise obtained from others, whether this is from other students, online services, "cheat sites," or other agents or sources that sell or provide assignments.
- k)

Self -Plagiarism	When work that has already been submitted for assessment either to UCFB GIS, or another institution , and is then used again in another assessment.
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Level B 1: First instance of serious academic misconduct and/or any

A Penalty

Level B 2: Further instance of serious

Level C: First instance of serious academic misconduct involving gross premeditated dishonesty and/or any academic misconduct following a Level B Penalty (to be reviewed at an Academic Misconduct Panel) 2

Penalty Outcome:

- The student will be issued with a mark of 0 for the relevant assessment component.
- The student will be permitted to retake the component at the next assessment point.
- The overall module mark will be capped at the pass mark.
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