

INTERIM ACADEMIC MISCONDUCT PROCEDURE

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Interim Academic Misconduct Procedure – Summer 2022

Introduction

1. This Procedure should be read in conjunction with the [Academic Misconduct Procedure](#) (“the Existing Procedure”) and [Senate Regulation 6 – Student Conduct \(Academic and Non-Academic\)](#).
2. This Procedure is intended to be a temporary procedure with initial application for the **period from approval until 31 August 2022**. This Procedure shall be reviewed throughout the period of operation and, if successful, will be integrated in full or in part within the full revised Academic Misconduct Procedure.
3. At all times the Academic Misconduct Procedure will continue to apply and defined terms used in this Procedure shall have the meaning ascribed to them in the Academic Misconduct Procedure.
4. In the event of any conflict or discrepancy between this Procedure and the Academic Misconduct Procedure, this Interim Procedure shall take precedence.
5. This Procedure shall only apply to cases of alleged Academic Misconduct that are subject to the Academic Misconduct Procedure.
6. The [OIA Good Practice Framework for Disciplinary Procedures](#) states:
“Where a student admits to a minor offence, their admission should be taken into account when considering what penalty to apply. It is good practice to ensure that students are fully aware of the consequences of agreeing to a penalty at this stage. For example, the student should be told whether the offence will be recorded on their student record, and whether it will be taken into account in any future disciplinary or fitness to practise proceedings.”
7. This Procedure introduces a preliminary stage to the Academic Misconduct Procedure that weeds out ‘unmerited cases’ (see 9 below) and that allows resolution of cases prior to formal investigation where misconduct is admitted (see 14 below).
8. This Procedure shall not apply to:-
 - a) Any case that is subject to Professional Suitability/Fitness to Practice proceedings;
 - b) Any case that is not a case of alleged Academic Misconduct;
 - c) Any allegation of collusion against five or more individual students; and
 - d) Any case of alleged Academic Misconduct in relation to any award that is accredited by a Professional, Statutory or Regulatory Body where the terms of the accreditation are such that a full investigation is deemed necessary.

Initial review

9. The Vice Provost Education shall appoint an officer to review all allegations of academic misconduct that have not been investigated or in relation to which an investigation has not been commenced. This review shall take place before the determination of the Deputy Dean (Academic Affairs) under paragraph 25 of the Existing Procedure.
10. The officer shall identify ‘unmerited’ cases (1) of poor academic practice (and therefore not cases of academic misconduct) and (2) where there is insufficient evidence of a case to answer.

11. A Deputy Dean (Academic Affairs) shall receive a list of such cases identified by the officer and shall write to the relevant student within 5 days advising them that the case has been dismissed.

Invitation to meeting

12. In relation to any cases not dismissed under paragraph 11 above, the Existing Procedure shall be followed as amended by this Procedure. The Investigating Officer shall write to the relevant student as envisaged by paragraphs 27 and 31 of the Existing Procedure as soon as possible.

13. At the meeting, which can take place in-person or virtually, the student will be invited by the Investigating Officer to admit or deny the alleged offence. The student will be asked to provide a response to the allegation and any supporting evidence as envisaged by paragraph 31 of the Existing Procedure.

14. In the event that the student admits the offence, the Investigating Officer shall write to the Deputy Dean (Academic Affairs) confirming that the offence has been admitted. The Investigating Officer shall take no further action thereafter.

15. In the event that the student denies the offence, the Investigating Officer shall carry out an investigation as envisaged by paragraphs 28, 29, 30 and 32 of the Existing Procedure.

Determining the outcome of an investigation

16. In place of paragraphs 33 – 45 (inclusive) of the Existing Procedure, the following shall apply.

17. Upon receipt of the Investigating Officer's report, either a Deputy Dean (Academic Affairs) or a VCR shall, within 5 working days:

- a) dismiss the concern and take no further action;
- b) uphold the concern and apply a penalty as per Appendix A of the Existing Procedure;
- c) uphold the concern where it is considered serious and refer it for consideration at an Academic Misconduct Panel hearing; and
- d) refer the case to an earlier stage of the Procedure or to an alternative University regulation or procedure.

Penalties

18. Appendix A of the Existing Procedure shall be read as though all penalties that are available to a VCR shall also be available to a Deputy Dean (Academic Affairs).

