

**University of Bradford
Regulation 5
Academic Misconduct Regulations**

September 2022

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1. Introduction

- 1.1. The Academic Misconduct regulations also constitute the University's Academic Misconduct procedure.
- 1.2. The policy and procedures relate solely to the handling of suspected academic misconduct at the University of Bradford. These regulations apply to all students and those applicants who undertake formal examinations for the purposes of admission. The term 'student(s)', whenever mentioned, will refer to current and prospective and graduates. It also covers apprentices and any other learners studying at the University.
- 1.3. The University of Bradford is committed to ensuring that every student understands the requirements of academic writing, ethical research and scholarship. The University will provide advice, guidance, and self-help material so that students can fully understand what constitutes acceptable and unacceptable academic conduct. Students are expected, with the University's support, to be familiar with these regulations and to abide by them during their course of study.
- 1.4. [Guidance for staff and students on academic integrity and academic misconduct](#) is available on the website.
- 1.5. Allegations of racial, sexual and other forms of harassment are covered by the [University Dignity and Respect Policy and Procedure](#).
- 1.6. Disciplinary issues are covered by the [Student Disciplinary Procedure](#), and issues involving staff by the Staff Disciplinary Procedures which are located in the HR Service Now resources.
- 1.7. Students wishing to make a complaint to the University should consult the [Student Complaints Procedure](#).

2. Academic Integrity

- 2.1. Academic integrity – the defined ethical standards in academic scholarship and research – matters for different reasons. First, academic qualifications are a measure of what a student knows and can do by the end of their course of study. It is important therefore that any work or activity that is assessed as part of a university qualification is authentically the student's own. Second, all sound academic work and scientific discovery rests on honesty and responsible behaviour. This includes giving proper acknowledgement where the work and ideas of others are being used or adapted in the completion of an assessment.
- 2.2. The regard with which UK university qualifications are held in the wider world is testament to the quality and integrity of learning and assessment processes. University of Bradford students are expected to fully acknowledge their sources in all assessments.
- 2.3. Students are required to follow appropriate standards of academic practice in their work. This includes:

- 2.3.1. Always writing assignments in their own words, except where they are using direct quotations that are indicated as such and properly referenced, or when using other permitted materials.
- 2.3.2. Providing full and accurate citation of all sources (books, articles, web sites, newspapers, images, artefacts, data sources, programme code etc.) that they have relied on in preparing and completing and assessment. Citations should be provided for direct quotations and when summarising or paraphrasing others' work.
- 2.3.3. Using a recognised referencing and bibliography system as specified in the University's programme or module guides.
- 2.3.4. Using recognised academic writing conventions that help to clearly distinguish a student's contributions from those of other scholars and communicate when work is being summarised or paraphrased – for example.: 'Smith argues that.,.,'; 'Kaur makes three key claims regarding....'.
- 2.3.5. Following other guidelines for preparing and presenting coursework as defined in the relevant programme or module handbooks, in assignment briefs and assessment criteria.
- 2.3.6. Using mechanisms provided by the University for checking their own work, including Turnitin, and following guidance from the University Library.

Please Note: Proof-reading entails the identification of grammatical, spelling or punctuation mistakes in text. The use of proof-reading or translation services may constitute academic misconduct if the service includes any editorial activity which entails re-writing or re-wording the student's original work beyond this.

3. Defining Academic Misconduct

- 3.1. Any student who is a party to or commits academic misconduct in an examination or in the preparation of work which is submitted for assessment will be deemed to have breached Regulation 5 (Academic Misconduct).
- 3.2. The practices outlined below will automatically constitute academic misconduct. The list of practices is not exhaustive and does not preclude the University from taking action where other forms of academic misconduct are identified.
 - 3.2.1. **Plagiarism** – when a student uses someone else's ideas, words, arguments, data or other material without correctly acknowledging that they have done so. Plagiarism is a form of cheating and is often characterised by efforts to conceal evidence of copying – for example, by changing some words from a copied text. Plagiarism includes:
 - a. The inclusion within a student's work of substantial extracts of another person's work without the use of quotation marks and/or specific acknowledgement of the source of the material in the references to this work. This includes text, diagrams and equations, programming results or code, test results or any other kind of evidence assembled by another person.

- b. The inclusion, without acknowledgement and referencing (use of quotation marks etc.), of material downloaded from the Internet.
- c. Copying into a piece of work a section of unacknowledged material that contains references to other publications, thereby inferring that the references to these publications are the student's own (also known as secondary referencing).
- d. The summarising or close paraphrasing of another person's work without acknowledgement.
- e. The submission of work obtained from others. This includes the submission of assignments in their entirety or sections of assignments.
- f. The submission of an assignment written, in whole or in part, by another person, whether obtained with or without permission from that person.
- g. The use of the unacknowledged and / or unauthorised ideas of another person.

Please Note: The University understands that students sometimes experience difficulties and provides an extenuating circumstances procedure (ECs) and can offer extensions should students be unable to engage with their studies or submit assessment. Details about the extenuating circumstances procedure are widely available through the ECs intranet page, in the student handbook and via the Students' Union. However, there are no extenuating circumstances which can excuse plagiarism.

- 3.2.2. **Duplication** - re-using work that was originally completed and submitted to gain credit in another module or assignment.
- 3.2.3. **Collusion** – where two or more students allow other students to copy their work with their permission, where the work is then represented or submitted as the work of one or more students (except in such cases where the assignment requires the submission of a group effort).
- 3.2.4. **Falsification** – where the content of any assessed work has been invented or falsely presented by the student as their own work.
- 3.2.5. **Contract cheating** - work acquired from commercial Internet assignment writing sites, organisations, or private individuals, whether pre-written or prepared specifically for the student concerned.

Please Note: On Thursday 28 April 2022, the [Skills and Post-16 Education Bill](#) became law, making it criminal offence to provide or arrange for another person to provide contract cheating services for financial gain to students taking a qualification at a post-16 institution or sixth form in England, enrolled at a higher education provider in England and any other person over compulsory school age who has been entered for a regulated qualification at a place in England.

- 3.2.6. Failure to obtain **ethical approval**, or breaching the terms of ethical approval, where this is a requirement of an assessment.
- 3.2.7. Submitting a **fraudulent Extenuating Circumstances** claim.
- 3.2.8. **Formal Examinations Misconduct**; including:

- a. Disruptive behaviour during an examination.
- b. Failing to comply with written Assessment Regulations, Examination Procedures and/or instructions provided by internal Examiners or invigilators.
- c. Gaining access to any unauthorised material, either prior to or during the examination to gain an unfair advantage over others.
- d. Gaining access to a copy of an examination paper, either written or in electronic form, prior to its authorised release date to gain an unfair advantage over others.
- e. Communicating with another student during an examination.
- f. Copying from another student during an examination, with or without their permission or knowledge. This includes taking data from flash drives or other electronic devices or taking another student's printout.
- g. Introducing into the examination room, or being in possession of, any written, electronic, or printed materials, unless specifically permitted for the examination.
- h. Leaving the examination room, for instance during a comfort break, and whilst away from the room consulting any written, printed, or electronic materials in order to gain an unfair advantage over others when resuming the examination.
- i. Substituting examination scripts or pages within scripts during the examination.
- j. Making use of any electronically stored or communicated material within an examination room unless specified in the rubric for the examination.
- k. Using a mobile phone, tablet, or other electronic device during an examination unless specifically permitted.
- l. Misrepresentation of identity, where a student asks another person to take the examination/assignment in their place. In such cases, where the other person is a student of the University, they will also incur penalties appropriate to the misconduct.

3.2.9. **Academic Misconduct** can also include:

- a. The theft of another student's work.
- b. Allowing another student to copy an assignment, or sections of an assignment, in work that does not specify group collaboration in order that they may submit this material as their own.
- c. Any other deliberate attempt to deceive or to gain unfair advantage over other students.

Please Note: Each case and the circumstances around any instance of academic misconduct will be considered on a case-by-case basis; however, there are no extenuating circumstances which can excuse plagiarism. The University provides clear guidance to all students about what plagiarism is and how to avoid it; the University will therefore not accept a plea of ignorance if a student is subsequently found answerable for a case of plagiarism.

4. Investigating Academic Misconduct

- 4.1. In keeping with the quality and integrity of its awards, the University will identify any practice that is defined as academic misconduct and inform the student accordingly. See the explanation of the process below.
- 4.2. All instances of academic misconduct will be investigated and dealt with according to principles which are fair, equitable and proportional to the breach concerned. The University and its collaborative partner organisations reserve the right to use any fair and reasonable means of identifying instances of academic misconduct. Where appropriate the University will apply an academic penalty.
- 4.3. The University's approach to academic misconduct is developmental rather than just disciplinary. Students will be expected to learn from their experience, including through mandatory training and further education on good academic practice. Panels will therefore take into account any prior breaches when deciding penalties for subsequent breaches.
- 4.4. Proven academic misconduct will remain on the student's record for the entire enrolment period and will reflect any period of suspension, repeat year or course transfers. As such, there are no time limits associated with the investigation of suspected academic misconduct and where a case of suspected academic misconduct is identified, (including after credit has been given, an award has been made, or the student has left the University), the case will be fully investigated.
- 4.5. The University will have effective arrangements through the Learning and Teaching Committee to monitor, evaluate and improve the effectiveness of its policy and procedure.
- 4.6. In the event that the University receives information to the effect, anonymously or otherwise, that a student has committed or intends to commit academic misconduct (e.g. through the purchase of an assignment from an online company), the University will fully investigate the allegation.

Please Note: The University reserves the right to share information about a student's assessment with other academic institutions in instances involving an allegation of collaboration between students or an allegation to have purchased or attempted to purchase an assignment from an external source for the purpose of submission to the University as an assessment for a module on which they are registered.

5. Retrospective Investigations and Rescinding Awards:

- 5.1. An allegation of academic misconduct may be investigated at any point during a student's period of registration, whether or not a final mark has been assigned to the work in question.

- 5.2. Allegations of academic misconduct in relation to graduates of the University will result in retrospective investigation where evidence which is deemed to be significant is provided.
- 5.3. The decision about whether or not to instigate a retrospective investigation will be taken by the Deputy Vice-Chancellor (Academic, Innovation and Quality) in consultation with the Academic Registrar and the Student Casework Team. An Investigating Officer will be nominated by the Deputy Vice-Chancellor (Academic, Innovation and Quality) to consider whether a case exists prior to this decision being made.
- 5.4. Cases involving graduates of the University will be heard by an Investigating Committee. An allegation which is upheld may result in a recommendation being made to the Senate to revoke the award previously made by the University of Bradford under Ordinance 3, section (section 9) and Ordinance 5 (section 7).
- 5.5. Where the Investigating Committee recommends that an award be revoked, a Completion of Procedures letter will not be issued until approval from the Senate is received.

6. Procedures at Collaborative Partner Organisations

- 6.1. Further [information about procedures to be followed by students and staff working or studying at Collaborative Partner Organisations](#) is available on our website.
- 6.2. In order that students studying at partner organisations may be afforded equity of treatment in terms of representation, Collaborative Partners are required to manage all suspected academic misconduct in line with University of Bradford regulations and procedures.
- 6.3. Collaborative Partner organisations will apply academic penalties in accordance with the University Penalty Tariff.
- 6.4. Each case, and the outcome, should be reported by the Partner organisation to a named administrative/academic member of the home Faculty at Bradford. The details of case will be recorded on the University's Student Record System by the home Faculty.
- 6.5. Collaborative Partner organisations will be required to issue a detailed outcome letter to the student when the investigation has been concluded. The outcome letter should include information about the appeals process.
- 6.6. Where a student wishes to appeal against a decision made by a Collaborative Partner their case should be referred, by the Partner organisation, to the Student Casework Team at the University of Bradford.
- 6.7. The outcome of appeals against Collaborative Partner decisions will be managed by the Student Casework Team at the University of Bradford who will be responsible for issuing a Completion of Procedures letter and for recording details of the case on the University's Student Record System.

7. Procedures for dealing with suspected Academic Misconduct (All Levels: Undergraduate, Postgraduate and Research)

- 7.1. Where academic misconduct is suspected to have occurred, an academic member of staff must complete an Academic Misconduct Allegation Form backed by all supporting evidence and detailing the nature and extent of the academic misconduct. All allegation forms should then be submitted to agreed Faculty contacts. Approved allegation forms must then be submitted to the Student Casework Team (Complaints and Appeals) in Registry and Student Administration for processing.
- 7.2. The Student Casework team will review all received allegation forms to ensure they are fully and correctly completed. Where this is not the case, a Casework Officer may return the form for this purpose. Where the form has been verified as complete, a Casework Officer shall assign an approved Investigating Officer who will determine whether a breach has occurred, and whether this is minor or major as defined below.
- 7.2.1. A Minor breach shall be defined as any first or second breach at all study levels, except where the allegation of academic misconduct allegation may fall into the definition of a Major breach.
- 7.2.2. A Major breach is defined as any of the following:
- a. A third or subsequent breach at all study levels.
 - b. A first breach at levels 6, 7 or 8 where the assessment is a final major project, a dissertation or thesis.
 - c. Multiple breaches (three or more assessments) at any level where the academic misconduct is considered to be deliberate, calculated and extensive.
 - d. A second breach following a first Major breach.
 - e. All suspected misconduct of obtaining an unauthorised copy of an examination paper, being a party to misrepresentation in relation to an examination.
 - f. Suspected contract cheating..

8. Minor Breach

- 8.1. Where a breach has been determined as 'Minor', an Investigating Officer from the student's Home Faculty shall investigate and determine the appropriate penalty from the penalty tariff (Appendix A). The Student Casework Team shall write to the student, outlining the breach, the penalty to be imposed and referring the student to the Library's Plagiarism Awareness Programme or an Academic Skills Tutorial for further support as appropriate.
- 8.2. On determining details of the Minor breach, the investigator's findings will be communicated to the student in writing by the Student Casework Team. The student's

Personal Academic Tutor and/or Supervisor and Faculty Programme Administrative staff and (where needed) the Student Records team will also be informed by the Student Casework Team.

- 8.3. Where the student refutes the decision or believes that there was an error or procedural irregularity in the way the penalty tariff was applied, they shall have the opportunity to appeal. In such instances the case will be considered by an academic misconduct panel.

9. Appeal against a Minor Breach

- 9.1. The academic misconduct appeal panel (minor breach) will comprise an academic member of staff from another Faculty and one member of Professional Services staff who will act as secretariat and advise the panel on procedural matters.
- 9.2. The student will be invited to attend the appeal panel and will be provided with copies of the documentation presented to the panel 5 working days in advance of the panel date. The student has the right to be accompanied, normally by a member of the Students' Union or the University. A student may not bring legal representation to this meeting without prior consent obtained from the Academic Registrar, which will be granted only in exceptional circumstances.
- 9.3. Where the appeal panel **does not uphold** the original decision on the balance of probabilities that the suspected Misconduct has occurred, the student shall be informed that they have been exonerated, that no further action will be taken, and their work will be marked as normal.
- 9.4. Where the appeal panel **upholds** the original decision on the balance of probabilities that the suspected Misconduct has occurred, the panel will either confirm the breach band determined at the Misconduct review stage or impose a lower breach band. The panel cannot raise the breach band from that initially imposed prior to the appeal. The student will also be referred to University support services to access further help and guidance including from the Library and Academic Skills.
- 9.5. The student, their Personal Academic Tutor and/or Supervisor and Faculty Programme Administrative staff will also be sent copies of the outcome of the appeal panel hearing by the Student Casework Team. This will clearly state the process undertaken and the rationale for the outcome determined by the appeal panel within 7 working days of the panel's review. Faculty Programme Administrative staff will inform Module Leaders of the outcome.
- 9.6. This marks the end of the appeal stage for Minor breaches. The student will be issued with a 'Completion of Procedures' letter confirming that they have exhausted the University's internal appeals process relating to academic misconduct and advising that they may refer the outcome of their case to the Office of the Independent Adjudicator (OIA) for review.

10. Major Breach

- 10.1. All breaches determined as 'Major' will be investigated independently by an academic misconduct panel (major breach) on behalf of Senate.
- 10.2. The academic misconduct panel will comprise three academic members of staff from Faculties outside of the student's home Faculty, and a representative from the Student Union. One of the academic members of staff will be assigned as Chair. A member of staff independent from the course – usually the Student Casework Manager or a senior representative – will act as secretariat and advise the panel on procedural matters.
- 10.3. Where the student has a previous Major breach of academic misconduct or has appealed against a Minor breach, the panel must not include anyone who sat on the previous panel. In such cases an independent senior member of Faculty – usually an academic member of staff – shall hear the case.
- 10.4. The student will be invited to attend the panel and may be accompanied by a friend or a representative from the Students' Union. The student will be provided with copies of the documentation in the case file to be presented to the panel 5 working days in advance of the panel date.
- 10.5. The student will be given an option to submit a written response to the suspected academic misconduct report. This is not essential and the student will have the opportunity to respond to the allegation during the panel hearing. The student may submit a written response in advance of the panel date if they are unable to attend in person, which should confirm that they agree for a panel to proceed in their absence.
- 10.6. Where the panel determines that academic misconduct **has not** occurred on the balance of probabilities, the student shall be informed that no further action will be taken, and their work will be marked as normal.
- 10.7. Where the panel determines academic misconduct **has** occurred on the balance of probabilities, they will impose a breach in line with the breach points tariff guide at Appendix A and refer the student to University support services to access further help and guidance including from the Library and Academic Skills.
- 10.8. Where the panel recommends the expulsion of a student from the University, or the rescinding of a degree already awarded by the University, this will be presented to Senate for their explicit approval by the Academic Registrar.
- 10.9. The student and their Personal Academic Tutor and/or Supervisor, Faculty Programme Administrative staff and (where needed) the Student Records team will be sent copies of the outcome of the panel by the Student Casework Team. This will clearly state the process undertaken and the rationale for the outcome determined by the panel. Faculty Programme Administrative staff will inform Module Leaders.

11. Appeal against a Major Breach

- 11.1. The student may appeal against the conclusion (i.e. proven or not proven) or breach of the academic misconduct inquiry panel where either:
 - 11.1.1. There is new evidence that was not available to the panel at the time of their deliberations; or
 - 11.1.2. There is evidence that University procedures and/or guidance have not been implemented correctly; or
 - 11.1.3. The breach points tariff was incorrectly applied.
- 11.2. The Student Casework Team will review the evidence on which the appeal is based and will determine whether there is sufficient evidence to warrant referral to an Investigative Committee of Senate.
- 11.3. The Investigative Committee of Senate will comprise:
 - 11.3.1. The Deputy Vice Chancellor (Academic, Innovation and Quality) or a Pro Vice Chancellor or designate.
 - 11.3.2. Three independent staff members of Faculty – usually academic members of staff.
 - 11.3.3. One member of staff, independent of the school/service in which the course is based; and
 - 11.3.4. An elected officer of the Students' Union.
- 11.4. The student will be invited to attend the Investigative Committee. As in section 9.2 above, the student has the right to be accompanied, normally by a member of the Students' Union or the University. A student may not bring legal representation to this meeting without prior consent obtained from the Academic Registrar, which will be granted only in exceptional circumstances. The student will be provided with copies of the documentation in the case file presented to the Investigative Committee 5 working days in advance of the panel date.
- 11.5. Where the Investigative Committee determines that academic misconduct **has not** occurred after reviewing the evidence, the student shall be informed that no further action will be taken and their work will be marked as normal.
- 11.6. Where the Investigative Committee determines that academic misconduct **has** occurred, they will either confirm the breach recommendation of the original academic misconduct panel, or impose an alternative breach based on the published breach points guide at Appendix A.
- 11.7. Appeal outcomes will be shared with the student, their Personal Academic Tutor and/or Supervisor and Faculty Programme Administrative and Module Leaders. The student will

also be referred to University support services to access further help and guidance including from the Library and Academic Skills.

- 11.8. Where the Investigating Committee recommends the expulsion of a student from the University, or the rescinding of a degree already awarded by the University, this will be presented to Senate for their explicit approval by the Academic Registrar.
- 11.9. This marks the end of the appeal stage for Major breaches. The student will be issued with a 'Completion of Procedures' letter confirming that they have exhausted the University's internal appeals procedure relating to the case of academic misconduct and advising that they may refer the outcome of their case to the Office of the Independent Adjudicator (OIA) for review.

12. Timescales

- 12.1. The University sets an expectation that incidents of suspected academic misconduct should normally be reported within 6 weeks of the assessment date after which time the Associate Dean, Learning and Teaching in conjunction with the Academic Registrar, will authorise investigation being progressed.
- 12.2. Where in the view of the Student Casework Team, the evidence presented is sufficient to support the report of suspected academic misconduct, the team will write to the student within 7 working days of receipt detailing the report and providing a copy of the evidence presented by the Faculty.
- 12.3. The Student Casework Team will forward the case file to an assigned Investigating Officer within 7 working days of receipt.
- 12.4. An instance of suspected academic misconduct shall normally be investigated within 6 weeks from the date of the allegation report. Investigation timescale may vary depending on complexity of the case and any associated extenuating circumstances that affect the typical timeframe.
- 12.5. Students can appeal the outcome of a case of Academic Misconduct within 10 working days from the date of the decision.
- 12.6. Where a student remains unsatisfied following conclusion of the University's internal appeal against the Academic Misconduct Outcome process, the student can raise a complaint with the Office of the Independent Adjudicator **within 12 months** of the date of the Completion of Procedures letter.

13. Sources of Support

- 13.1. Student Advisors at the Students' Union are available to help students understand the content of suspected academic misconduct reports and to assist with their written responses where needed. Students are signposted to contact the Students' Union by email to: ubu-advice@bradford.ac.uk or by phone on 01274233300.

- 13.2. Students found to have committed Minor and Major breaches will be referred to the University of Bradford Library for support in completing the Plagiarism Awareness Programme by communicating outcomes of case findings to lib-breach-group@uni.bradford.ac.uk. Students can also make appointments to speak to their subject Librarian about all things 'Academic Integrity' by visiting <https://www.brad.ac.uk/library/subject-support/> and can attend an Academic Skills Workshop by visiting <https://unibradfordac.sharepoint.com/sites/academic-skills-advice-intranet>.
 - 13.3. The University makes online materials on good academic practice and referencing accessible to students via [Canvas](#).
 - 13.4. The University appreciates that students may require support from time to time with mental health and wellbeing challenges. Where students declare this, or any other disability, to the Student Casework team at any point, including during the course of an academic misconduct investigation, students are promptly referred to the Disability and/or Mental Health Service team where they can register for [Counselling and Mental Health Advice](#) support, or email mhadvice@bradford.ac.uk.
 - 13.5. In all cases, reasonable adjustments will be made to consider the student's health or known disability. This may include provision of support at any panel or committee meetings, for example a signer or note-taker assigned to a student as part of their Learning Support Plan. Students will be referred to the Disability Service for advice, guidance and support on reasonable adjustments where they are identified.
 - 13.6. The University understands that some students who are speakers of English as a second language may require support during Academic Misconduct Panel and Investigative Committee meetings. The student will be signposted to the Students' Union to determine on a case-by-case basis, whether this would be needed. Where a need is confirmed and agreed, an interpreter will need to be requested up to 5 working days in advance of the case in order for the Chair of the panel to determine suitability/consider the rationale and other factors.
- 14. Student's Assessment or Progression whilst Cases are Pending Resolution**
- 14.1. In order not to disadvantage students who have cases which are pending consideration and resolution, Faculty will permit such students to undertake supplementary assessment at their own risk in the modules which are under investigation. It should be made clear to affected students that any notification of supplementary assessment is independent of and separate from any outcome of the decision on the module(s) in question and should in no way be taken as an indication thereof.
 - 14.2. Likewise, students who would otherwise be repeating or progressing into the next stage of their studies will be permitted to re-register, on the understanding that the resolution of their case may necessitate their withdrawal from their course.

Appendix A: Penalty Tariff Guide

1. Plagiarism in groupwork. If plagiarism is confirmed, and it is clear that it was the act of specific member(s) of the group, then the appropriate penalties may be applied to those specific members. If plagiarism is confirmed but it is still unclear who in the group was the originator(s), then all students in the group will have the appropriate penalties applied.

2. In a case of alleged collusion, where for one or more of the students it is a second or subsequent case of academic misconduct, it will be automatically referred to an academic misconduct panel. This is for all students named in the allegation regardless of whether it is another student's first breach and has been deemed a Minor breach. However, the penalty imposed on each individual will still be in line with the penalty tariff below.

3. A breach will be deemed sequential if, at the time of committing the second breach, the student could reasonably be assumed to be aware that he or she was committing a second breach.

The following penalties may be imposed:

Please note: there are different penalties listed in the tariff for unauthorised copy of examination paper, misrepresentation in relation to an exam, contract cheating and providing assessments for the purpose of academic misconduct.

Breach Type	Band	Points	Available Penalties
Minor	1	280 - 329	<ul style="list-style-type: none"> • Formal Warning • Resubmission for a maximum element mark of 40% for UG provision, 35% for PGT provision • Resubmission for a maximum module mark of 40% for UG provision, 35% for PGT provision
Minor	2	330 - 379	<ul style="list-style-type: none"> • Formal Warning • Resubmission for a maximum element mark of 40% for UG provision, 35% for PGT provision • Resubmission for a maximum module mark of 40% for UG provision, 35% for PGT provision
Major	3	380 - 479	<ul style="list-style-type: none"> • Resubmission for a maximum module mark of 40% for UG provision, 35% for PGT provision. • Resubmission for a maximum module mark of zero
Major	4	480 - 534	<ul style="list-style-type: none"> • Resubmission for a maximum module mark of zero • No opportunity to resubmit permitted

Breach Type	Band	Points	Available Penalties
Major	5	525 - 559	<ul style="list-style-type: none"> • Resubmission for a maximum module mark of zero • No opportunity to resubmit permitted • Permanently excluded from the University with any credit and eligible qualification awarded
Major	6	560 +	<ul style="list-style-type: none"> • No opportunity to resubmit permitted. • Permanently excluded from the University with any credit and eligible qualification awarded
Major		Admission Exam only	<ul style="list-style-type: none"> • Resubmission after a period of 6 months

Please note, where a student is required to resubmit for a maximum module mark of zero any academic credit achieved from this module, if passed, will count towards the student's award but a module mark of zero will contribute to the student's overall award classification.

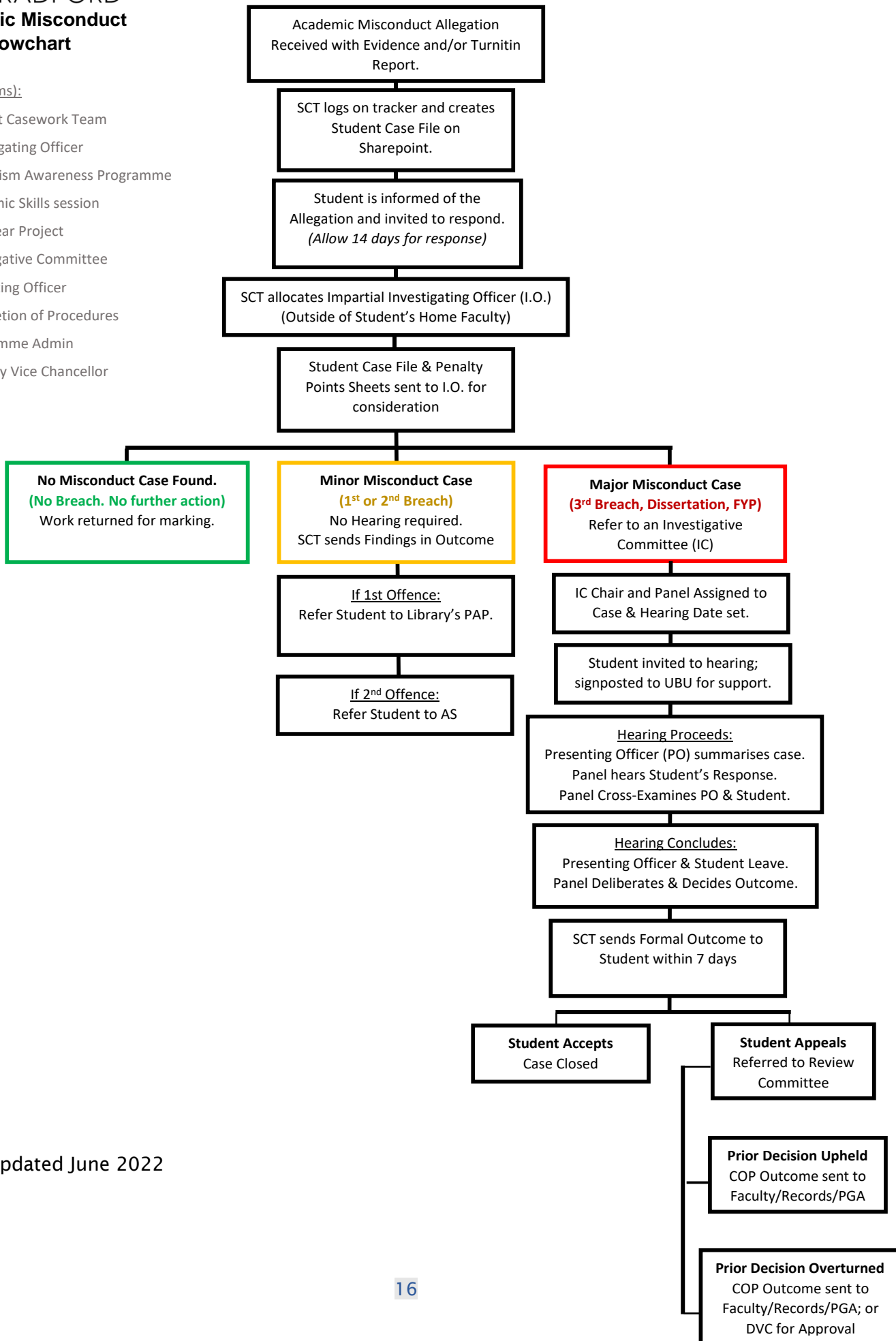
Appendix B: Academic Misconduct Flowchart



Academic Misconduct Flowchart

Key (Acronyms):

- SCT: Student Casework Team
- I.O: Investigating Officer
- PAP: Plagiarism Awareness Programme
- AS: Academic Skills session
- FYP: Final Year Project
- IC: Investigative Committee
- PO: Presenting Officer
- COP: Completion of Procedures
- PGA: Programme Admin
- DVC*: Deputy Vice Chancellor



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