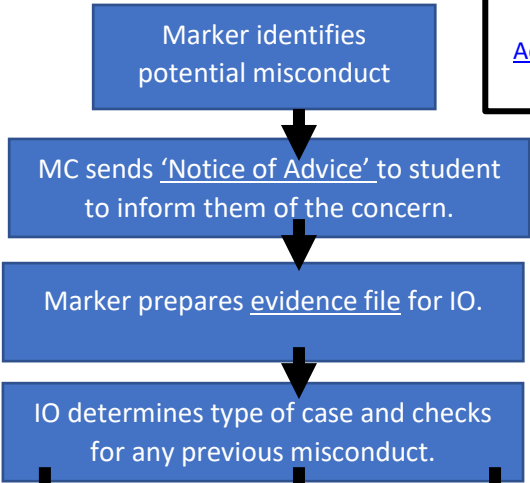# Academic Misconduct Process Flowchart (For Staff)
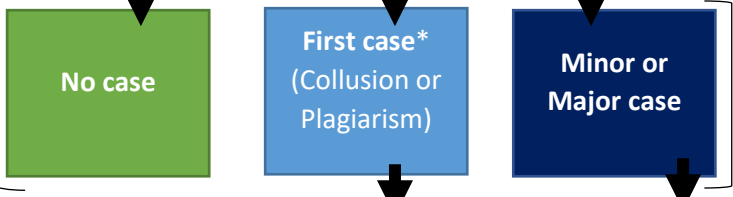
**Key definitions:**

MC – Module Convenor
IO – Investigating Officer
APW – Academic Practice Workshop
AM – Academic Misconduct Team
CAO – Curriculum and Assessments Officer
PS – Panel Secretary

**Note**: This flowchart is to be used as an overview for the process, please see Academic misconduct for staff : Academic standards : Academic Quality and Partnerships : University of Sussex for further detail.

Marker identifies potential misconduct

MC sends 'Notice of Advice' to student to inform them of the concern.

Marker prepares evidence file for IO.

IO determines type of case and checks for any previous misconduct.

*If the type of misconduct is personation, fabrication of results, exam misconduct or breach of research ethics, the first case process is **not used**, regardless of whether there is previous misconduct or not. This is also true if the student is in the final year of an UG course or the last stage of a Masters. This means a Panel must be held.

CAO sends 'Investigation of Academic Misconduct Letter' to student of IO decision and next steps.

**No case**

**First case*** (Collusion or Plagiarism)

**Minor or Major case**

Within 10 days MC invites student to meeting to discuss why work was problematic and completes First Case Form with them. The student is referred to the APW.

AM organises Panel meeting. Panel includes:
- Student (if they wish) and/or a member of faculty representing them
- Three Panel members (inc. one Chair), one of which may be the designated USSU officer
- MC (or nominee) to present
- Panel secretary

Exception 1: Delegated Panels for exam misconduct. Normal procedure is taken, however student is not invited to panel (but can submit a statement). The PS reviews the evidence and may consult with designated chair (who can convene a full panel if necessary) to come to a decision.

Panel held, Chair confirms whether the case is upheld and any penalty (penalty severity depends on whether students has been considered by Panel previously)

Within 10 days AM sends Panel report to student, Academic Advisor, MC, CAO, IO and SPA

Exception 2: Online exams (DEX, CEX, MCQ). Marker provides MC with evidence file of suspected misconduct, cross-referencing all instances for easy reference. If MC agrees there is a concern, the MC/Marker may contact the student for discussion. MC sends evidence file and report of discussion (if held) to IO, who determines No case or Major case.

Penalty applied to student record, where necessary

Student has had previous case of misconduct

Student has not had previous case of misconduct

Student is invited to Misconduct Panel – process continues as above

**NO**

Was a discussion held with the student and did the student accept that misconduct occurred?

**YES**

Case is considered by a delegated Panel (see exception 1, above)