

Academic Misconduct Illustrative Guidance (For Students)

Note: The flowchart is an overview of the process, please see [Academic misconduct : University of Sussex](#) for detailed explanation of each step of the process.

No Case – Student is informed of this and no further investigation takes place.

Key definitions:
 APW: Academic Practice Workshop
 IO: Investigating Officer
 MC: Module Convenor
 AM: Academic Misconduct

MC sends Notice of Advice to student, informing them of their concern regarding their work

The piece of work is referred to the School's IO, who will investigate it and decide whether there is a case for misconduct.

First Case (Collusion or Plagiarism, and there has been no previous misconduct)

Student will be asked to meet with the MC to discuss the work and will be enrolled on to the APW. No penalty will be given for first cases but marks will only be awarded for the student's own work. Further Academic Misconduct may incur penalties.

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 the student has previous misconduct or not. This is also true if they are in the final year of an UG course or the last stage of a Masters. This means a Panel must be held.

Panel

*If the type of AM is exam misconduct, and if the student has no previous AM upheld, their case will be considered by a **delegated panel**, which they will not be invited to, but can still submit a statement for.

The student will be invited* to the Panel to provide a statement explaining what happened. They do not have to attend, but can send a statement in. They can ask for a current Sussex academic or a Support and Advocacy advisor from the SU to represent them. The Panel then decides the outcome of the case.

Outcome: Academic Misconduct not upheld

Outcome: Academic Misconduct upheld and the student has not been considered by a panel before

Outcome: Academic Misconduct upheld and the student has been considered by a panel before

Types of penalties include:
 - 10 percentage points off the student's mark
 - No mark for the assessment (for more serious misconduct)
 In rare cases, students may be given harsher penalties (see box on right)

Types of penalties include:
 - No mark for the whole module (the student will normally get a resit)
 - The student's grand mean (overall degree calculation) being reduced by up to 10 percentage points
 - Reducing the student's degree classification
 - Being disqualified from the University for at least three years

Student receives outcome letter – regardless of whether they attended the Panel

