

# Misconduct Process Flowchart Notes

Updated December 2023

## Flowchart 1

The academic misconduct process begins when a **Marker**<sup>1</sup> suspects that there may be a problem with an assessment.

The **Marker** and **Module Convenor** (who may be the same person) **identify the issues** with the assessment, highlight them and assemble corresponding source material. The Module Convenor will usually be more experienced than the Marker and possibly more familiar with the subject area.

The **Module Convenor** completes a 'Notice of Advice' to inform the student that the work is being investigated for potential academic misconduct.

The **Module Convenor is responsible for providing the Investigating Officer with an Evidence File**<sup>2</sup> comprising:

- the **assessment** with areas of concern **highlighted** and **annotated**
- for a **plagiarism** case the marked up **sources** that have been allegedly plagiarised
- the **module handbook**
- any **relevant information on study skills/academic misconduct training** the student would normally have received
- the **TurnItIn Similarity Report** (Turnitin submissions only)
- an Academic Misconduct Cover Sheet with Section A completed

The **Investigating Officer scrutinises the Evidence File** and determines whether:

- there is **no case** to answer (following request for more information from the Marker, if necessary)
- this is a case of **minor** academic misconduct
- this is a case of **major** academic misconduct
- there is a **First Case** of Collusion/Plagiarism (following confirmation from the Academic Misconduct Panel Secretary of no previous cases of academic misconduct upheld)

If there is **no case** to answer:

- the **Investigating Officer** passes the Evidence File (including the assessment and the attached original Academic Misconduct Cover Sheet) to the **School Curriculum & Assessment Officer (CAO)**:
- the **CAO** issues the Investigation of Academic Misconduct letter to the student to confirm the Investigating Officer decision
- the **Investigating Officer destroys the evidence file** (any original copies of student assessments should be retained and filed as for the cohort)



**This is the end of the process when there is no case to answer**

If there is a **First Case of collusion or plagiarism**:

- the **Investigating Officer** passes the Evidence File including the assessment and the Academic Misconduct Cover Sheet, the First Case of Plagiarism or Collusion form and Guidance to Module Convenor to the **Module Convenor**.
- **Module Convenor** arranges to meet with student to complete First Case of Plagiarism or Collusion form
- the **Investigating Officer** sends a copy of the Academic Misconduct Cover Sheet to CAO and Academic Misconduct (AM).
- **AM** invite student to the APW

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<sup>1</sup> In these documents the meaning of 'marker' is 'the person who marks the assessment'

<sup>2</sup> This could be an iterative process involving the Module Convenor and the Investigating Officer building up a case

If there is a **minor** or a **major case**

- The **Investigating Officer** sends/takes the Evidence File (including the assessment and the original Academic Misconduct Cover Sheet) **to SAO**. The Academic Misconduct Cover Sheet should be completed stating clearly whether the case is minor or major, and including a brief rationale for their decision.
- The **Investigating Officer** copies the Academic Misconduct Cover Sheet to the **School Curriculum & Assessment Officer** who will issue the Investigation of Academic Misconduct letter to the student to confirm the Investigating Officer decision and explain what happens next and when.

## Flowchart 2

**When Academic Misconduct receives a case of major or minor academic misconduct they:**

- arrange an Academic Misconduct Panel Meeting (unless the case is **misconduct in exam** which may be delegated – see **Flowcharts 3 and 4**)
- notify the student and Academic Advisor (UG) / Course Convenor (PG) of the time, date and venue/platform for the meeting. The letter will provide information about the meeting and how the student can access the evidence file. The letter will be issued 5 days (including weekends) prior to the misconduct panel meeting
- notify the **Module Convenor** and ask them to attend to present the case to the Panel, or if they are not available nominate someone to present on their behalf
- notify the Marker - the Marker could act as presenter if the Module Convenor is not able to attend.

**The Misconduct Panel meeting:**

- The **Academic Misconduct Panel** comprises a Chair and 2 members from the membership of the Misconduct Panel, which may include 1 member drawn from the designated officers of the Students' Union.
- The **Module Convenor** normally presents the case to the Panel
- The **student** is invited but not required to attend
- The **student** may be represented or supported by a member of University faculty, for example their Academic Advisor, or the Students' Union Student Voice Advocates.
- A member of **AR/AQP Office**, acts as secretary

**After the Misconduct Panel meeting:**

- **Academic Misconduct** formally notifies the student and their Academic Advisor (UG) / Course Convenor (PG) of the outcome and any penalty. The student has 21 days from the date of this letter to submit an appeal against the Panel decision
- **Academic Misconduct** also notifies anyone who represented the student at the meeting
- **Academic Misconduct** informs the Marker, Module Convenor and Investigating Officer of the outcome
- **Academic Misconduct** contacts SPA Assessment to apply penalties where appropriate on the central database
- The **Secretary** writes the report and **Academic Misconduct** sends it to the relevant PAB Chair and Deputy Chair



**End of process for Panel cases.**

## Flowchart 3

**When Academic Misconduct receives a case of academic misconduct in exam that is eligible for the delegated panel they:**

- prepare an Evidence File (all the standard forms and letters are used)
- invite the student to submit a statement for the Evidence File (the student is not invited to Panel)

- review the evidence with AQP, including the Invigilators Report (for an on campus exam) and complete the delegated procedure to consider a case of exam misconduct (Appendix 1 for on campus exams and Appendix 2 for remote exams).

**If the evidence file is conclusive:**

- The Misconduct Panel Secretary will inform the designated Chair of the outcome of all delegated cases
- **AM/AQP** will write a Misconduct Report

**If the evidence file is inconclusive:**

- **AM** will either consult with or refer to the designated Chair, as appropriate.
- the designated Chair may refer the case to the full Panel, to which the student would be invited. (See Flowchart 2.)
- **AM/AQP** will write a Misconduct Report

**When the Misconduct Report is ready AM will:**

- send a formal notification of the outcome to the student, the student representative, Academic Advisor (UG)/ Course Convenor (PG), Module Convenor, Marker and Investigating Officer
- send the Misconduct Panel Report to the relevant PAB Chair and Deputy Chair
- contact SPA Assessment to apply the penalty to the central database, where confirmed



**End of process for Delegated Panel cases.**