

Misconduct Process Flowchart Notes

Updated February 2025

Flowchart 1

The academic misconduct process begins when a **Marker**¹ 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**² 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's decision (and sends a copy to Academic Misconduct)
- 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 and sends completed form to Academic Misconduct (AM).
- the **Investigating Officer** sends a copy of the Academic Misconduct Cover Sheet to CAO and Academic Misconduct (AM).

¹ In these documents the meaning of 'marker' is 'the person who marks the assessment'

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

- the **CAO** issues the Investigation of Academic Misconduct letter to the student to confirm the Investigating Officer's decision (and sends a copy to AM)
- **AM** invite student to the APW

If there is a **minor** or a **major** case that needs to be heard at an Academic Misconduct panel:

- The **Investigating Officer** sends the Evidence File (including the assessment and the original Academic Misconduct Cover Sheet) to **AM**. 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 (CAO)** 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 for panel 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 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 10 University working 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, 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** 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** 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.