

Academic Misconduct timeline 2024/25

No:	Process	Timeline	Comment
	Initial concern raised		
1	Concern identified during marking and MC informed.		
2	MC to send Notice of Advice* email via email to student's university email account.	Email to coincide with marks publication date	Explains why mark not published
3	Mark in line with regulations and prepare evidence file for discussion with MC.	Normally within 5 days of marks publication date.	
4	MC to refer case to IO.		
	IO decision		
5	IO determines as No Case/Major/Minor/First Case and completes Cover Sheet for all.		
6	IO checks with AM for previous case/s of collusion/plagiarism and completes First Case form, if required.		
7	IO to inform CAO of decision (give Evidence File and Misconduct Cover Sheet) as directed on Flowchart 1.		
	Advise student of IO decision		
8	CAO to send 'Investigation of Academic Misconduct'* letter via email to student to notify of IO decision (No Case/Major/Minor/First Case.)	All: email to be sent within 10 working days of marks publication date.	Schools can contact student to support understanding of process
	First case (MC)		
9	MC invites student to attend meeting.		
10	MC meets with student for First Case (collusion/plagiarism).	Normally within 10 working days of marks publication.	
11	MC inform AM to refer student to APW		
	Minor and Major (Panel)		
12	AM to write to student with date of Panel.*	5 days' notice of meeting from email date.	
13	AM write to student with Misconduct Panel outcome.*	Within 10 working days of Panel.	Student told informally at meeting followed by email from AM.
14	Student may appeal against Panel decision.	within 21 days of date of email.	

* Do not send on Fridays or when assessments are taking place.

Key:

CAO – Curriculum and Assessment Officer

IO – Investigating Officer

MC – Module Convenor

AM – Academic Misconduct

Days = x calendar days, unless stated as working days