

ACADEMIC MISCONDUCT PROCEDURE

Academic misconduct is any action through which a student either gains, attempts to gain or attempts to help others gain, an unfair academic advantage in an assessment. This can be through cheating, plagiarism or collusion. **Some** examples of these are detailed below:

Plagiarism	Cheating	Collusion
- Paraphrasing material from another source, without correctly referencing the original author. - Copying material from a publication or internet source, without acknowledging the source within the text and/or references - Paying someone to write your work for you, or purchasing it from an essay mill. - Submitting joint work as your own individual work.	- Fraudulently applying for extensions or extenuating circumstances, including falsifying evidence. - Copying another student's work in an exam setting. - Taking unauthorised materials into an exam. - Resubmitting previous work instead of attempting the requested assessment brief. - Fraudulently using or contracting an essay mill to obtain coursework.	- Intentionally allowing your work to be copied by another student. Either in an exam or coursework. - Sending your work to another student. - Completing another students' work for them.

If academic misconduct is proven it can lead to severe penalties including: failure of a module; a requirement to resubmit the assessment for a capped or uncapped grade; or expulsion from the University. Any proven academic misconduct will be recorded on a students' file for the duration of their studies. Students have a responsibility to ensure they understand these issues, as a lack of understanding cannot be taken as an excuse and in defence of academic misconduct.

Once potential academic misconduct is raised by the academic who set the assessment, an investigation will then be initiated by the Academic Quality Officer (Student Casework & Policy). The academic will provide the Academic Quality Officer with the assessment submission which is to be investigated, as well as a completed Academic Misconduct Reporting Form and Turnitin report (where applicable).

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Academic Misconduct Panel

Academic Misconduct Panels will consist of a minimum of two members of academic staff. To ensure consistency across panels, and to provide guidance to new chairs or panel members, the Director of Academic Services or Head of Academic Quality may also join the panel as a third member.

- Chair: a senior member of academic staff drawn from the Heads of School, Professors, Associate Professors, and other academic leadership roles (excluding Pro Vice-Chancellors)
- Member: a senior member of academic staff drawn from the Heads of School
- Optional: The Director of Academic Services or Head of Academic Quality
- Secretary: a member of the Academic Quality team

Members of the panel must not be involved in the delivery of the module for which academic misconduct is being investigated.

The Academic Misconduct Panel will be provided with all information relevant to the alleged offence, including any statement given by the student in defence of their work. The Panel will remain impartial and consider each case in a fair and consistent manner, in accordance with the University's regulations.

The Panel Process

The Academic Quality Officer (Student Casework & Policy) will write to the student concerned, and provide a copy of the Turnitin report (if applicable) as well as details of the alleged offence. The student will be invited to attend an Academic Misconduct Panel, which will take place at least five working days following invitation. The student will be offered the opportunity to submit a written response in defence of their work in advance of the Panel. Any written response from the student must be submitted at least two working days prior to the Panel taking place.

The student is required to confirm their attendance at least two working days before the Panel is held. **In the event that the student cannot attend, does not respond to the meeting invitation, or does not wish to attend, the Panel will proceed in the student's absence.**

The student may be accompanied to the Panel by a member of the Student Support Services team, who may counsel the student during the Panel, but cannot speak on their behalf. Legal representation is not permitted under any circumstance.

During the Panel, the student will be provided with a summary of the alleged academic misconduct, and invited to provide their response in defence of their work. The Panel will ask the student questions on their work, in order to determine whether misconduct has taken place.

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The Panel will consider each case fully, taking due account of the evidence provided and any explanation given by the student. The Panel will make a unanimous decision on whether any academic misconduct has taken place, and if they determine it has, the subsequent penalty to be applied.

Penalties

If it is determined that academic misconduct has occurred, a penalty will be applied in accordance with the Academic Misconduct Tariff & Penalties set out below in Appendix 1. The penalty will take account of the student's level of study; the credit value of the assessment; any previous history of academic misconduct; and the extent of academic misconduct which has occurred.

If it is proven that a student has purchased their assessment from an essay mill, or bought their assessment by any means, this will result in automatic expulsion from the University.

The Academic Misconduct Panel will retain the right to exercise their discretion when awarding points or penalties.

Reassessment

Academic misconduct allegations for referral submissions will follow the same process as first attempt submissions, as listed above.

If academic misconduct is alleged for a referral resubmission, and subsequently proven in an Academic Misconduct Panel, the **minimum** penalty applied for the work will be 0% and resubmission for a capped mark will be required.

Appeals

The student has the right to appeal the decision of the Academic Misconduct Panel if they can demonstrate that one or more of the following grounds for appeal has been met, and provide evidence in support of their appeal:

1. That new and relevant evidence has become available, which was not available at the time of the Academic Misconduct Panel.
2. That there was a relevant and significant procedural irregularity within the academic misconduct process, which casts reasonable doubt on the decision reached.
3. That the penalty applied by the Panel was unreasonable or unfair.

Any request for an appeal which either does not meet grounds for appeal, or is submitted late, will not be considered and will be dismissed.

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Appeals should be sent to Student.Complaints@rau.ac.uk. If it is determined that grounds for appeal have been demonstrated, a senior representative of the University (who was not involved with the original investigation) will convene an Appeals Panel. The Appeals Panel will be chaired by a member of senior management, and will be supported by two other members of academic staff. Membership of the Appeals Panel will exclude any staff who were involved in the original Panel.

The Appeals Panel will have access to all documentation concerning the original case, as well as the evidence submitted by the student in support of their appeal. Following consideration of the case, the Appeals Panel may:

- Uphold the original decision.
- Decide that a new Academic Misconduct Panel should be convened and re-investigate the case.
- In the event that new evidence is provided, they may revise the original penalty applied.

To submit an appeal, the student is required to complete the appeals form found here – LINK TO BE INSERTED - and submit this to Student.Complaints@rau.ac.uk. The appeal must include supporting evidence and be submitted within 10 working days of notification of the outcome of the Academic Misconduct Panel.

The Appeals Panel will notify the student of the outcome of the appeal in writing, and will include an explanation of their findings. This will then conclude the case and the student will be issued with a Completion of Procedures letter. If the student remains dissatisfied with the outcome of their case, they have the option of raising a complaint with the Office of the Independent Adjudicator, within 12 months of the Completion of Procedures letter. Further details can be found here: <http://www.oiahe.org.uk/>

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APPENDIX 1

Academic Misconduct Tariff & Penalties

Points will be allocated in accordance with the following criteria:

Criteria for allocating points		Points
History	1 st offence	100
	2 nd offence	150
	3 rd or more offence	200
Value of assessment	Standard	30
	Dissertation or final year project	60
Level of study	Level 4	70
	Level 5	115
	Level 6 or postgraduate	140
Extent of plagiarism	Up to 20%	100
	Between 21% and 49%	130
	Above 50%	160
Use of an essay mill		Automatic expulsion

The Panel will apply penalties based on the points allocation as follows:

Points	Penalty
0 to 300	Verbal warning
301 to 380	Assessment awarded 0% - resubmission required for an uncapped mark
381 to 480	Assessment awarded 0% - resubmission required for a capped mark
481 to 524	Assessment awarded 0% - no opportunity to resubmit
525 or above	Module awarded 0% and no opportunity to resit. The following may also be applied:

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	• Credit removed • Award classification reduced • Qualification reduced • Expulsion
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