

# STUDENT ACADEMIC MISCONDUCT PROCEDURES

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## 1. Introduction

- 1.1 These Procedures contain details of processes for the consideration of allegations academic misconduct and are made in accordance with the provisions of [Regulation A13](#) and the [Student Academic Misconduct Policy](#).
- 1.2 Students shall not engage in academic misconduct which, for the purposes of [Regulation A13](#), the [Student Academic Misconduct Policy](#) and these Procedures, means any action or attempted action that may result in a student or group of students obtaining an unfair academic advantage in formal University assessment, or any activity likely to undermine the integral essential to scholarship and research.
- 1.3 Academic Misconduct is subdivided as Category A or Category B offences based on the apparent gravity of the offence and the penalty that could be imposed. An investigation will establish whether academic misconduct has taken place and if it has, what category the offence is in line with the criteria set out in the [Student Academic Misconduct Policy](#), Section 4.1.
- 1.4 Standard of Proof: In considering alleged academic misconduct offences, the standard of proof required is that it is more likely than not that something is or is not the case, the *'balance of probability'*, rather than *'beyond all reasonable doubt'*.
- 1.5 All disciplinary cases, investigations, communications, and meetings will normally be conducted in English. Any exceptions will require the written approval of the Chair of the School Discipline Committee and/or the Chair of the University Discipline Committee prior to any investigation being undertaken.
- 1.6 Students who are under the age of 18 will have their parent or guardian included in all correspondence relating to the allegation and they will be required to attend any meetings held as part of the investigation.
- 1.7 The University Student Conduct Office (USCO) have overall responsibility of ensuring a discipline hold is added to the student's record (see Section 2).
- 1.8 The School and Registry and Academic Services have overall responsibility to ensure the student's record reflects the investigation (see Section 2) and the formal outcome (see Section 4).
- 1.9 The USCO reserves the right not to accept, or be expected to provide support for, potential cases of academic misconduct which are submitted by Schools more than 10 working days after the relevant Course Assessment Board has been held. Cases submitted after that date will require the School to provide a written justification for late submission, supported by the Director of Learning and Teaching or Director of Academic Quality. The USCO will make decisions on a case by case basis, seeking the advice of the Chair of the University Discipline Committee where appropriate.

## 2. Reporting cases of suspected academic misconduct

- 2.1 It is the responsibility of the course lecturer, in consultation with the Senior Course Leader, to report cases of suspected academic misconduct following the procedures below.
- 2.2 Where an academic member of staff identifies alleged academic misconduct, they are required to complete an online Incident Report Form (IRF) and submit relevant evidence, as attachments, for each case. The IRF and guidance on the required evidence to be submitted is available to staff on the [University Student Conduct Office SharePoint site](#), this site is only accessible to staff.
- 2.3 If an academic member of staff holds an initial meeting with a student in order to determine whether a case needs to be reported, including an informal viva, then the student must be given sufficient notice in writing of the meeting and its purpose, usually a minimum of two working days. For fairness to the student, the interview should take place as close as possible to the date when suspicions were raised and consideration given to any reasonable adjustments which may be required. If grades are due to be released prior to the scheduled interview, these should be withheld for the student in question. The email invitation (and any associated correspondence) and a bullet point note of the meeting must be submitted with the IRF.
- 2.4 The piece of work in which alleged academic misconduct has been identified must not be marked and should be withdrawn from the assessment process until any investigation into alleged academic misconduct has been concluded.
- 2.5 Investigations into academic misconduct are conducted with due regard for confidentiality and in accordance with the University's obligations under data protection legislation.
- 2.6 It is the responsibility of Registry and Academic Services to ensure the mark of 'IP' (investigation pending) is added to the student's record against the course under investigation and to ensure the progression code of 4G is also added. In accordance with the [Decisions and Decision codes 2024](#):
  - This decision must be entered as soon as a School has referred a suspected case of misconduct in assessment and/or examination (e.g., plagiarism, cheating in exams).
  - Academic Operations are responsible for entering this decision to ensure that award/progression decisions are not disclosed (Code 4X must not be used for discipline cases).
  - As soon as the outcome of the discipline case is known, Schools must submit a new individual ARR (GS060) and SER (GS065), detailing the agreed progression/reassessment/award decision, to the Academic Operations or Student Records and Awards Teams so that the new result is released online.
- 2.7 It is the responsibility of the USCO to ensure a discipline hold is added to the student's record on receipt of the referral.

### **3. Procedures for the consideration of reported cases of alleged academic misconduct (Category B - School level)**

- 3.1. All reported cases of alleged academic misconduct (as defined in Section 3 of the [Student Academic Misconduct Policy](#)) are initially considered Category B. These will be reviewed at school level by the relevant School Discipline Committee, via the USCO.
- 3.2. Cases will be dealt with by the School Discipline Committee to which the course resides, where the alleged misconduct has occurred. Except for cases involving students registered on the Postgraduate Certificate in Learning and Teaching programme where the student belongs to the same school the course resides, in these circumstances the case will be considered by an alternative School Discipline Committee.
- 3.3. The USCO will appoint a Clerk to the School Discipline Committee who is responsible for making the arrangements for the consideration of a case and the maintenance of all records relating to the case.
- 3.4. In the first instance, each case will undergo a preliminary review by the Chair of the relevant School Discipline Committee. The Chair will either:
  - (a) dismiss the allegation and instruct the work is returned to marking. In these cases, the University Student Conduct Office will inform the student and the academic member of staff who reported the allegation the reason for the case being dismissed;
  - (b) request further details/evidence before making a decision on how to proceed; or,
  - (c) determine that there is a case for investigation by the School Discipline Committee.
- 3.5. Where it is determined there is a case for investigation by the School Discipline Committee, the Chair of the School Discipline Committee will decide if the case should proceed on a statement only basis or whether the student is required to attend a hearing with the School Discipline Committee. It is expected that the majority of cases will be dealt with on a statement only basis. However, in the following instances, a hearing with the student will normally be required:
  - a) In cases of alleged collusion where the element of assessment is more than 20% of the component under investigation and as a result of voiding that element only, the overall result for the student impacts on the student's progression or award. That is, if the outcome is likely to result in failing the entire assessment, then a hearing with the student must take place; or,
  - b) In cases of alleged collusion where not all students admit to the allegation. However, this may not be known until statements are requested from the students in the first instance.
- 3.6. Where an allegation is being investigated by the School Discipline Committee the student is expected to be provided with the following:

- a) The Incident Report Form, which should clearly explain details of the alleged offence. Incomplete Incident Report Forms will be returned to the course team to provide more details;
  - b) A copy of any evidence under consideration;  
*If any student details other than the student being investigated is mentioned in the IRF or within the evidential documentation these details will be redacted by the USCO, so no other student details are shared with the student.*
  - c) A request for a written statement from the student;
  - d) Details of the website containing the Policy and Procedures;
  - e) Where a student's presence is required, details of the date, time, and location for the hearing (this can either be in person, or online); and,
  - f) Where a student's presence is required, the right to be accompanied at the hearing.
- 3.7. Students will normally be given a minimum of five working days' notice to submit a written statement in response to the allegation. If a written statement is not received by the requested deadline consideration of the case may proceed in the absence of such a statement.
- 3.8. A copy of any additional evidence intended for the School Discipline Committee should be submitted by the student to the Clerk, normally at least two working days prior to the hearing.
- 3.9. Where it is determined there is a case for investigation by the School Discipline Committee the case will be considered by the Chair of the School Discipline Committee and at least one other member of academic staff of the School, who may be from another discipline from which the reported course belongs, if deemed appropriate by the Chair of the School Discipline Committee.
- 3.10. If the Chair of the School Discipline Committee has had previous involvement in any matter relating to the alleged academic misconduct this shall be disclosed and they shall appoint another member of academic staff with appropriate experience and who has had no previous involvement with the case, to conduct the investigation, and Chair the School Discipline Committee.
- 3.11. The other member(s) of academic staff selected to sit on the Committee must not be the student's Personal Tutor, or Dissertation/Project supervisor, and must not be directly involved with the course in which the alleged offence has occurred.
- 3.12. The Chair of the School Discipline Committee may invite other members of staff to observe a hearing or investigation, for staff training purposes, etc. However, staff who are present as observers are not permitted to be involved in any decision making of the case under review.
- 3.13. Committees are expected to meet in person or online. However, in very exceptional circumstances, the Committee Chair may request permission from the Chair of the University Discipline Committee, or the Vice-Chair in the Chair's absence, to conduct the

meeting by correspondence. Such permissions must be justified and documented and will be reported to the next meeting of the University Discipline Committee and reported in the annual academic misconduct report to the Senate.

- 3.14. In such cases where the student presence is required, the student should be invited in writing to attend a hearing at which the case will be considered, the student will normally be given notice of at least five working days. However, in exceptional circumstances, the School Discipline Committee may reduce this timeframe in order to investigate the allegation more promptly. If, following a request to attend a hearing, a student does not respond to the request, the Committee shall consider the case in the absence of the student.
- 3.15. Should a student indicate in advance of a hearing that he or she is unable to attend on the scheduled date, they should provide a reasonable and compelling reason as to why they are unable to attend, with supporting evidence wherever possible (e.g. medical evidence). The student may then be permitted one attempt to reschedule the hearing, subject to the discretion of the Chair of the School Discipline Committee.
- 3.16. If a student does not attend a hearing and does not communicate with the University Student Conduct Office concerning any reason for their non-attendance, the University Student Conduct Office, in consultation with the Chair of the School Discipline Committee, will consider whether the hearing should proceed in the absence of the student. In deciding whether to proceed in the absence of the student, the seriousness of the allegation and the possible detriment to the student and/or the University by the hearing being delayed shall be taken into account.
- 3.17. Where the student has provided a reason for their non-attendance, the Chair of the School Discipline Committee will consider whether in all the circumstances the reason provided is compelling and the hearing should be reconvened.
- 3.18. Where a hearing is to be reconvened, normally this would be at least five working days from the original date of the hearing, unless mutually agreed between the Chair of the School Discipline Committee and the student through USCO. The student should be notified again in writing of the details of the reconvened hearing.
- 3.19. Procedures may be varied in the cases of alleged offences deemed to require immediate consideration.
- 3.20. For hearings where the student's presence is required, a student may be accompanied, if they wish, by one other individual who is a student at the University, a member of staff of the University or a representative of the Student Representative Bodies. The person accompanying a student is not permitted to participate in the hearing (for example, provide a statement, ask questions, answer or respond, on behalf of the student, etc.) and is there solely to provide pastoral support the student. Under no circumstances may a student be represented by an external organisation. The student must confirm to the University Student Conduct Office, at least 24 hours prior to the hearing, the name of any individual

accompanying them and in what capacity they are accompanying them. It will be at the Chair of the School Discipline Committee's discretion if the hearing proceeds should the student not have informed the University Student Conduct Office in advance.

- 3.21. For students who are deemed to be minors (under the age of 18) they will normally be required to be accompanied by their legal guardian, or equivalent. The student must confirm to the University Student Conduct Office, at least 24 hours prior to the hearing, the name of any individual accompanying them and in what capacity they are accompanying them. The person accompanying a student is not permitted to participate in the hearing (for example, provide a statement, ask questions, answer or respond, on behalf of the student, etc.) and is there solely to provide pastoral support the student. Under no circumstances may a student be represented by an external organisation.
- 3.22. In exceptional circumstances, for students over the age of 18, their legal guardian, or equivalent, may be permitted to attend hearings, with the prior agreement of the University Student Conduct Office, where the welfare of the student requires that guardian to be present. The person accompanying a student is not permitted to participate in the hearing (for example, provide a statement, ask questions, answer or respond, on behalf of the student, etc.) and is there solely to provide pastoral support the student. Under no circumstances may a student be represented by an external organisation.
- 3.23. The School Discipline Committee will receive copies of the same documentation provided to the student and will also be provided with any statement (and related documentation) submitted by the student. The papers for the School Discipline Committee will be treated as strictly confidential, unless in exceptional circumstances where the School Discipline Committee, with the agreement of the student, decides otherwise.
- 3.24. The School Discipline Committee may seek the assistance of a suitably qualified person at a hearing where it is considered to be beneficial. Such persons would not be entitled to participate in Committee decisions but would provide advice to the School Discipline Committee at the invitation of the Chair (for example, specialist academic knowledge).
- 3.25. The prescribed procedure for the hearings, where a student's presence is required, are as follows:
  - a) Where the hearing is taking place online the student should be informed that the hearing may be recorded for evidential purposes;
  - b) Establish the names and identities of everyone present;
  - c) Explain the allegation and ensure that the student understands the reason for the hearing;
  - d) During the hearing, the student should be given the opportunity to admit or deny the allegation, explain their view, and offer extenuating circumstances in defence of their actions, bearing in mind the student has had the opportunity to include this in their written statement;
  - e) Put questions to the student regarding the allegation; and,



- f) Inform the student that the evidence, the student's statement (if submitted) and discussions during the meeting will be considered by the School Discipline Committee and that the student will be informed in writing of the School Discipline Committee's decision.
- 3.26. Where the hearing is taking place online and the student's presence is required, students are expected to join the hearing using their HW account. It is also expected that students have checked their camera and audio on their device is working appropriately and are in a quiet environment with no background noise. If a student's camera is not turned on, it will be at the discretion of the Chair if the hearing shall proceed as it is important for the School Discipline Committee to be able to verify the student's identity. If the background environment is not appropriate, the Chair will have the discretion to stop the online meeting and continue the Committee deliberations in the student's absence.
- 3.27. At any stage the School Discipline Committee may adjourn, continue, or postpone a hearing for an appropriate period where there is a good reason. Where an adjournment takes place that may affect the timetable for communicating the final decision, all parties will immediately be informed by the Clerk.
- 3.28. The School Discipline Committee will determine if an offence has occurred, i.e., whether there is a case to answer. Where it is determined that an offence has occurred, the School Discipline Committee will determine whether the case is classed as a Category A or Category B offence in line with Section 4 of the [Student Academic Misconduct Policy](#). As part of the decision-making process, the School Discipline Committee may consult with the Chair of the University Discipline Committee, the Deans of the University, or the University Student Conduct Office. If the outcome is categorised as a Category A Academic Misconduct the case will be referred to the University Discipline Committee, and student informed of this decision.
- 3.29. In determining any penalty to be imposed, the Committee will consider the criteria set out in the tariff of penalties within the [Student Academic Misconduct Policy](#), and all the surrounding circumstances. The standard of proof shall be the *balance of probabilities*. The student's previous academic record should also be considered, including any previous offences.
- 3.30. In all cases investigated by the School Discipline Committee, whether a student's presence is required or not, the Clerk of the School Discipline Committee is responsible for ensuring an accurate record of the hearing is taken.
- 3.31. The Chair of the School Discipline Committee is responsible for the accuracy of the minutes and the outcome letter following the investigation by the School Discipline Committee.
- 3.32. The student should normally receive the written outcome within ten working days of the date the decision was finalised. Every reasonable effort will be made to meet this time limit. Where it is not met, the student will receive an explanation for the delay. The written

outcome should include a statement of the facts held to be proven, the substance of any findings that such facts constitute a breach of discipline, and a record of any penalty imposed. The student should also be advised of their right of appeal. A copy of the written outcome will be submitted to the student's Chair of the School Discipline Committee and to other relevant staff whom it is considered should be made aware of the penalty (e.g. the member of staff who submitted the case).

- 3.33. Where necessary, the USCO will issue provisional outcomes to students and Schools. The Committee's decisions in such cases are final and will not change; the outcomes are provisional only in the sense that formal outcome letters have yet to be issued by the USCO.
- 3.34. In the case of the allegation being categorised as a Category A offence, the student will be issued with a School Discipline Committee outcome letter explaining the referral of their case to the University Discipline Committee and informed of the reasons for reaching that decision.
- 3.35. A record of all alleged academic misconduct offences will be kept by the University Student Conduct Office including the allegation, evidence submitted by the School and the student, the notes, minutes and outcome of the investigation and hearing, and any relevant correspondences.
- 3.36. A student has the right of appeal against the decision reached by a School on a Category B offence. Details of the procedure for the submission and consideration of an appeal are set out in the Student Academic Appeals Policy and the Student Academic Appeals Procedures.
- 3.37. The student's record on the University student record system will be updated by the School's Registry and Academic Services administrator, as appropriate, in accordance with the procedures referred to in Section 6.

#### **4. Procedures for the Consideration of Category A Offences (University level)**

- 4.1. If the School Discipline Committee consider an alleged offence as a Category A offence, as defined in Section 4 of the [Student Academic Misconduct Policy](#), it will be referred to the University Discipline Committee for consideration.
- 4.2. The University Student Conduct Office will appoint a Clerk to the University Discipline Committee who is responsible for making the arrangements for the hearing of a case and the maintenance of all records relating to the hearing.
- 4.3. In cases referred to the University Discipline Committee, students will always be invited for a hearing with the Committee.
- 4.4. The Clerk will normally write to the student at least ten working days prior to the hearing to confirm the arrangements for the hearing. With the consent of the student, the notice period of ten working days may be reduced. The student will be provided with:
  - a) Details of the alleged offence including the reason why the case has been classified as a Category A offence;
  - b) A copy of any evidence under consideration;
  - c) A request for a written statement from the student;
  - d) Details of the website containing the Policy and Procedures;
  - e) Where a student's presence is required, details of the date, time, and location for the hearing (this can either be in person, or online); and,
  - f) Where a student's presence is required, the right to be accompanied at the hearing.
- 4.5. A copy of any additional evidence intended for the University Discipline Committee should be submitted by the student to the Clerk, normally at least five working days prior to the hearing.
- 4.6. The student will be supplied with a copy of any additional evidence which the University intends to present for the hearing.
- 4.7. Should a student indicate in advance of a hearing that he or she is unable to attend on the scheduled date, they should provide a reasonable and compelling reason as to why they are unable to attend, with supporting evidence wherever possible (e.g. medical evidence). The student may then be permitted one attempt to reschedule the hearing, subject to the discretion of the Chair of the School Discipline Committee.
- 4.8. If a student does not attend a hearing and does not communicate with the University Student Conduct Office concerning any reason for their non-attendance, the University Student Conduct Office, in consultation with the Chair of the School Discipline Committee, will consider whether the hearing should proceed in the absence of the student. In deciding whether to proceed in the absence of the student, the seriousness of the allegation and the possible detriment to the student and/or the University by the hearing being delayed shall be taken into account.

- 4.9. Where the student has provided a reason for their non-attendance, the Chair of the School Discipline Committee will consider whether in all the circumstances the reason provided is compelling and the hearing should be reconvened.
- 4.10. Where a hearing is to be reconvened, normally this would be at least five working days from the original date of the hearing, unless mutually agreed between the Chair of the School Discipline Committee and the student through USCO. The student should be notified again in writing of the details of the reconvened hearing.
- 4.11. Procedures may be varied in the cases of alleged offences deemed to require immediate consideration.
- 4.12. For hearings where the student's presence is required, a student may be accompanied, if they wish, by one other individual who is a student at the University, a member of staff of the University or a representative of the Student Representative Bodies. The person accompanying a student is not permitted to participate in the hearing (for example, provide a statement, ask questions, answer or respond, on behalf of the student, etc.) and is there solely to provide pastoral support the student. Under no circumstances may a student be represented by an external organisation (unless they meet the criteria described below). The student must confirm to the University Student Conduct Office, at least 24 hours prior to the hearing, the name of any individual accompanying them and in what capacity they are accompanying them. It will be at the Chair of the University Discipline Committee's discretion if the hearing proceeds should the student not have informed the University Student Conduct Office in advance.
- 4.13. For students who are deemed to be minors (under the age of 18) they will normally be required to be accompanied by their legal guardian, or equivalent. The student must confirm to the University Student Conduct Office, at least 24 hours prior to the hearing, the name of any individual accompanying them and in what capacity they are accompanying them. The person accompanying a student is not permitted to participate in the hearing (for example, provide a statement, ask questions, answer or respond, on behalf of the student, etc.) and is there solely to provide pastoral support the student. Under no circumstances may a student be represented by an external organisation.
- 4.14. In exceptional circumstances, for students over the age of 18, their legal guardian, or equivalent, may be permitted to attend hearings, with the prior agreement of the University Student Conduct Office, where the welfare of the student requires that guardian to be present. The person accompanying a student is not permitted to participate in the hearing (for example, provide a statement, ask questions, answer or respond, on behalf of the student, etc.) and is there solely to provide pastoral support the student. Under no circumstances may a student be represented by an external organisation.
- 4.15. The University Discipline Committee will receive copies of the same documentation provided to the student and will also be provided with any statement (and related documentation) submitted by the student. The papers for the School Discipline Committee will be treated as strictly confidential, unless in exceptional circumstances where the School Discipline Committee, with the agreement of the student, decides otherwise.
- 4.16. The University Discipline Committee may seek the assistance of a suitably qualified person at a hearing where it is considered to be beneficial. Such persons would not be

entitled to participate in Committee decisions but would provide advice to the University Discipline Committee at the invitation of the Chair (for example, specialist academic knowledge).

- 4.17. Students will normally be given a minimum of five working days' notice to submit a written statement in response to the allegation. If a written statement is not received by the requested deadline consideration of the case may proceed in the absence of such a statement.
- 4.18. The University Discipline Committee may seek the assistance of a suitably experienced member of staff, not previously involved in the case, to provide information on a programme structure or the feasibility of any academic penalty as appropriate. Such a person will not be entitled to participate in Committee decisions but will provide advice to the University Discipline Committee at the invitation of the Chair either during a hearing or when the Committee is sitting in private to discuss the case in advance of the hearing or in reaching its decision following the hearing.
- 4.19. The University Discipline Committee composition will be as in [Regulation A13](#) and in the Committee's [Terms of Reference](#).
- 4.20. The University Discipline Committee will receive copies of the documentation provided to the student and any statement submitted by the student or witnesses. The papers for the University Discipline Committee will be treated as strictly confidential, and in exceptional circumstances where the University Discipline Committee, with the agreement of the student, decides otherwise.
- 4.21. In determining any penalty to be imposed, the Committee will consider the criteria set out in the tariff of penalties within the [Student Academic Misconduct Policy](#), and all the surrounding circumstances. The standard of proof shall be the *balance of probabilities*. The student's previous academic record should also be considered, including any previous offences.
- 4.22. In all cases investigated by the Committee, whether a student's presence is required or not, the Clerk of the University Discipline Committee is responsible for ensuring an accurate record of the hearing is taken.
- 4.23. The Chair of the University Discipline Committee is responsible for the accuracy of the minutes and the outcome letter following the investigation by the University Discipline Committee.
- 4.24. The student should normally receive the written outcome within ten working days of the date the decision was finalised. Every reasonable effort will be made to meet this time limit. Where it is not met, the student will receive an explanation for the delay. The written outcome should include a statement of the facts held to be proven, the substance of any findings that such facts constitute a breach of discipline, and a record of any penalty imposed. The student should also be advised of their right of appeal. A copy of the written outcome will be submitted to the student's Chair of the School Discipline Committee and to other relevant staff whom it is considered should be made aware of the penalty (e.g. the member of staff who submitted the case).

- 4.25. Where necessary, the USCO will issue provisional outcomes to students and Schools. The Committee's decisions in such cases are final and will not change; the outcomes are provisional only in the sense that formal outcome letters have yet to be issued by the USCO.
- 4.26. The student's record on the University student record system will be updated by the School's Registry and Academic Services administrator, as appropriate, in accordance with the procedures referred to in Section 6.
- 4.27. A student has the right of appeal against the decision reached by University Discipline Committee in the case of a Category A offence. Details of the procedure for the submission and consideration of an appeal are set out in the Student Academic Appeals Policy and the Student Academic Appeals Procedures.

## 5. Procedures for Academic Misconduct Hearings

5.1 The prescribed procedure for the hearing will be as follows:

- a) The Discipline Committee will meet in private prior to the hearing to agree the issues to be addressed and the details of how the hearing will be conducted. The Clerk shall be present;
- b) A record will be kept of all persons attending the hearing and whether or not the student has elected to be accompanied, or if the student has failed or declined to attend the hearing and the Chair's decision on whether to proceed with the case or postpone it;
- c) The Chair should establish the names and identities of everyone present at the hearing and explain the purpose of the hearing;
- d) The Chair should indicate that all evidence and any submissions by the student have been shared with all the members present. When a submitted item has not been shared due to issues of confidentiality, this will be reported at this stage;
- e) The Chair should ask the student to confirm (i) whether they have received a copy of the Student Academic Misconduct Policy and whether they understand the policy. (ii) to confirm that they understand the allegation, and (iii) to confirm that they have received a copy of the evidence under consideration;
- f) The Chair should then provide a brief outline of the procedures for the hearing, explaining that one member of the Committee will lead on the questioning, and other members of the Committee may ask questions later in the meeting, and that the student will be given an opportunity to make a statement and ask any questions;
- g) The Chair will present the alleged case against the student. The Chair may assign a member of the Discipline Committee to lead on a case;
- h) Members of the Discipline Committee shall have the right to put questions to any persons attending the hearing;
- i) The Chair and the Committee members will ask the student questions about the alleged offence;
- j) The Chair will invite the student to present their case;
- k) The student will be given an opportunity to address questions through the Chair to anyone present at the hearing;
- l) The Chair will invite the student to make a final statement;
- m) Once the Chair is satisfied that the Discipline Committee has completed its questioning and the student has had a full opportunity to convey information to the Discipline Committee, the Chair will inform the student that written confirmation of

the decision will be provided within 10 working days of the decision being made; and, then ask everyone except the members of the Discipline Committee to withdraw;

- n) The Discipline Committee shall sit in private to discuss the case and make its decision. The Clerk shall be present. At this stage in the proceedings the member of staff referred to in paragraph 4.10 may be invited to provide information on a programme structure or the feasibility of any penalty that the Committee may consider imposing for academic misconduct. In determining any penalty to be imposed, the Committee will consider the criteria set out in the tariff of penalties and all the surrounding circumstances;
- o) The standard of proof shall be the balance of probabilities;
- p) The hearing is closed at this point.

5.2 At any stage the University Discipline Committee may adjourn, continue, or postpone a hearing for an appropriate period where there is a good reason. Where an adjournment takes place that may affect the timetable for communicating the final decision, all parties will immediately be informed by the Clerk.

4.28. The Chair may amend the procedures for the hearing to take account of varying circumstances. The Chair is responsible for ensuring that the hearing is conducted in a fair manner and does not replicate a court of law.



## **6. Application of outcomes/penalties**

- 6.1. Following the formal outcome, it is the responsibility of the University Student Conduct Office to ensure the discipline hold added to the student's record at the initial stage is closed.
- 6.2. Following the formal outcome, it is the responsibility of the School and Registry and Academic Services to ensure the following:
- The progression decision of 4G is removed/updated to reflect the outcome:
  - Where the piece of work is returned to the marking process that the work is marked under the normal marking procedures and the new mark and grade are updated on the student's record accordingly; or
  - Where the piece of work is void it should be given a mark of 0 (zero) and calculated alongside the remaining components for the course under the normal marking procedures. The student's record should be updated with the new mark and grade; or
  - Where the course is void the grade of 'IP' should be replaced with 'IG' (invalid grade).
  - Where an additional course is void as part of a penalty, the student's record is to be updated as stated in the outcome.
- 6.3. Where necessary, the USCO will issue provisional outcomes to students and Schools. The Committee's decisions in such cases are final and will not change; the outcomes are provisional only in the sense that formal outcome letters have yet to be issued by the USCO. Therefore, provisional outcomes can be used by Schools to make any academic decisions required following the completion of academic misconduct cases.