
Academic Misconduct Policy

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1.0 Introduction

The endeavours of The Dyson Institute and its students, whether scholarship, research or innovation, are based on the values of academic integrity, honesty and trust.

The Dyson Institute is committed to the maintenance of academic standards by ensuring the integrity of all aspects of the Assessment process and to supporting all students to understand how to uphold these principles. The Dyson Institute will take action against any student who contravenes its regulations and policies governing Assessment, whether inadvertently or through negligence or deliberate intent, and who, by so doing, could gain unfair advantage or assist another student to gain an unfair advantage.

Proven Academic Misconduct may result in a penalty including the capping of marks, assessment failure or the revocation of an award.

All students have a personal obligation to maintain the standards of academic integrity required and expected under this Academic Misconduct Policy. This includes an obligation to report instances of Academic misconduct when they become aware of it, even if this Academic Misconduct has been committed by others.

1.1 Vision and mission

This policy has been developed with a view to supporting and furthering The Dyson Institute's vision and mission.

The Dyson Institute's vision is to be the best engineering university in the world, which develops the engineering leaders of the future.

Its mission is mission is to build challenging and enriching educational experiences which are free, student-centric and aligned with the needs of industry.

1.2 Objectives

The aims of this Policy are:

- to ensure that Staff and students understand the definition of Academic Misconduct;
 - to support students to understand Academic Misconduct and how to avoid it;
 - to explain the process for investigating potential Academic Misconduct; and
 - to lay out the possible penalties for Academic Misconduct.
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1.3 Scope

This Policy applies to all present and former students who are currently enrolled or were enrolled at The Dyson Institute. It includes Academic Misconduct

relating to any form of Assessment, whether examination, coursework or other form of assessed work.

2.0 Definitions

In this Academic Misconduct Policy all references to a post holder in the Dyson Institute should also be read as referring to any person (including external parties) to whom the roles and responsibilities of that post holder have been delegated.

2.1 Academic Misconduct

Academic Misconduct is defined in this Policy as any inappropriate activity or behaviour by a student which may give that student, or another student, an unpermitted academic advantage in an Assessment.

Academic Misconduct typically falls into one of the categories outlined below. This list is not exhaustive:

2.1.1 Plagiarism

Plagiarism is the reproduction or presentation of another person's work or ideas as the student's own, without proper acknowledgement. This could be indirect copy or close paraphrase and includes the use of electronic sources such as websites.

All content taken from secondary sources must be acknowledged every time they occur. It is not sufficient to include the work from which they are taken in the bibliography.

Plagiarism also includes the unacknowledged use of images, patents, or other creative material.

2.1.2 Duplication

Duplication is the use of one's own previous assessed work in another Assessment context, without variation and without citing that it was used previously.

2.1.3 Collusion

Collusion is the unauthorised and unattributed collaboration of students in a piece of assessed work. It includes the willing provision of previously assessed work or examination questions or answers by an individual to another student such that an advantage could be gained by the student. In this case, both individuals are guilty of collusion. This includes collusion between a Dyson Institute student and an individual outside of The Dyson Institute.

2.1.4 Contract cheating

Contract cheating is when a student solicits or pays for a third party to produce work on their behalf. This includes the use of services such as essay mills or essay banks.

2.1.5 Ghosting

Ghosting is when one student produces work for another, regardless of financial gain. Both students will be guilty of Academic Misconduct, and both will be disciplined.

2.1.6 Falsification

Falsification is the presentation of fictitious or distorted data, evidence, references, citations, or experimental results, and/or to knowingly make use of such material. This includes claiming to have carried out experiments, observations or other forms of research which have not, in fact, taken place.

2.1.7 Cheating

Cheating is any attempt, by whatever means, to secure an unfair advantage in Assessment. This includes, but is not limited to:

- seeking extensions or mitigating circumstances under false pretences;
- copying the work of another student in an exam;
- communicating during an examination with any person other than an authorised Staff member;
- gaining access to unauthorised material prior to an examination or assessment (e.g. examination papers)
- taking unauthorised materials into an exam (such as a phone or unauthorised reference materials);
- making library texts or other necessary materials unavailable to other students;
- gaining prior knowledge of an Assessment;
- continuing to write after the end of an exam; or
- pressuring other students into assisting with assessed work.

2.1.8 Personation

Personation is assuming the identity of another student (of the Dyson Institute or any other institution) with the intention of gaining an unfair advantage for that student. Personation includes a student or students who allow another person to impersonate them in order to gain an unfair advantage.

2.1.9 Failure to secure ethical approval

Failure to secure ethical approval refers to the failure of the student to follow due process prior to instigating any research involving human participants. It is the student's responsibility to apply for ethical approval and to seek clarification on whether ethical approval is required if unsure.

2.2 Assessment

In this Policy Assessment means any form of coursework, examination or work submitted by a student for assessment.

2.3 Student

In this Policy student means a registered or former student of the Dyson Institute as defined in the Academic Regulations.

3.0 Supporting students to avoid Academic Misconduct

The Dyson Institute has a duty to maintain the standards of its awards by ensuring the integrity of all aspects of the assessment process. The Dyson Institute furthermore recognises that Academic Misconduct may be a new concept for some students, and that every student must be directed to information to help them understand what Academic Misconduct is and how to avoid it.

4.0 Classification of Academic Misconduct

4.1 Classification of Academic Misconduct

The Dyson Institute classifies instances of Academic Misconduct into one of three categories according to their severity. Classifying Academic Misconduct in this way assists in designating appropriate procedure and in the imposition of penalties.

The three categories of Academic Misconduct are outlined below.

4.1.1 Poor Academic Practice

Poor Academic Practice may be caused by a lack of familiarity with, or understanding of, appropriate academic practice such as referencing, collaboration with other students or examination conduct. Similarly, Academic Misconduct with a negligible impact, attributed to the student's negligence, may be classed as Poor Academic Practice.

4.1.2 Minor Academic Misconduct

Behaviour is classed as Minor Academic Misconduct where there is clear evidence that the student understands academic convention and has nevertheless intentionally engaged in academic malpractice regardless of this knowledge, with the aim of achieving an unfair academic advantage in Assessment.

4.1.3 Serious Academic Misconduct

The distinction between Minor Academic Misconduct and Serious Academic Misconduct is one of extent. Where there is evidence of an extensive attempt or attempts to gain an unfair advantage, or where there has been a previous proven case of Minor Academic Misconduct or Serious Academic Misconduct against the student, the incident will be treated as serious.

The Falsification of data, Contract Cheating or Ghosting will usually be considered as Serious Academic Misconduct.

5.0 Process for addressing Poor Academic Practice

Poor Academic Practice will not usually be investigated as an Academic Misconduct offence. In an instance of Poor Academic Practice, academic staff will instead highlight the issues and provide the student with support and guidance to learn appropriate academic conduct.

A record of the action taken to remedy the deficiency of knowledge will be maintained by the Academic Team.

Repeated examples of Poor Academic Practice will be looked on more seriously regardless of the year of study.

6.0 Process for investigating Academic Misconduct

The following process applies to Minor and Serious Academic Misconduct offences. It will not usually apply to a first instance of Poor Academic Practice.

No student will be recorded or referred to as having committed academic misconduct until the full process of investigation, consideration of evidence and determination has been completed.

Marks will not be released to the student until any potential incident of Academic Misconduct has been resolved.

6.1 Reporting potential Academic Misconduct

Any member of staff who thinks that Academic Misconduct may have taken place should report the matter in writing to the relevant Stream Lead within five working days of becoming aware of the potential Academic Misconduct. The report must be made using the Potential Academic Misconduct Investigation Form. In their report to Stream Lead, staff should set out the nature and extent of the alleged offence and the supporting evidence available. The staff member should also inform the student that their work has been passed to a Stream Lead for consideration.

In the case of Plagiarism or Collusion, evidence of the original source material should also be provided alongside the originality report generated through plagiarism detection software, where appropriate.

A student who thinks that Academic Misconduct may have taken place should report the matter to the member of academic staff responsible for the relevant Assessment, who will assist them in reporting the incident. Students may also speak directly to the relevant Stream Lead, the Head of Engineering Programme or any other member of academic staff.

6.2 Once a report of potential Academic Misconduct has been received

On receipt of an allegation of Academic Misconduct, the Stream Lead will review the available evidence and determine whether the case should be formally progressed. If the case is to progress, the Stream Lead will inform the affected student or students. The Stream Lead will review the available evidence and hold a meeting with the student or students to discuss the allegation.

The Stream Lead will invite the student or students, individually, to a meeting to discuss the allegation via email sent to the student's Dyson Institute email address. The invite will include:

– Notice of the date of the meeting, (at least 10 working days’ notice to be given);

- An explanation of what will happen in the meeting;
- Confirmation of the potential outcomes of the meeting;
- A request that the student confirm attendance no later than five working days in before the meeting;
- Details of the allegation/s including the report from the member of staff bringing the allegation/s;
- A copy of any text-matching or similarity index software report, examination paper or other evidence as appropriate, (the student will retain the evidence after the meeting);
- A copy of the assessment submitted by the student and a copy of the original source text, where this is obtainable, with relevant sections highlighted;
- The module assessment criteria where appropriate;
- A request that the student bring all notes used in producing the work, where appropriate;
- A copy of this Policy to be followed in the event that the student accepts/refutes the allegation;
- Confirmation that the student is entitled to have a supporter from the Dyson Institute community to attend the meeting as a silent observer;
- Confirmation of who will conduct the interview;
- Explanation that failure to respond will result in the meeting going ahead in absentia and a decision being made on the basis of the information contained within the meeting documentation; and
- A request to produce any mitigation as necessary.

6.3 Attendance at the meeting

If the student does not respond to the letter by the deadline, the Stream Lead should make appropriate checks that correspondence is going to the correct address and send an email to the student's Dyson Institute email account advising them of the meeting. Additionally, they should remind them that failure to respond will result in the meeting going ahead in absentia and that decision will be made on the basis of the information contained within the meeting documentation.

If the student has indicated that they do not wish to attend the meeting, the Stream Lead will make a decision on fact, taking into account any representations from the student and advise the student of this decision accordingly.

If the student has indicated that they are attending but is prevented from doing so for good reason which can be evidenced, and the student advises the Stream Lead before the meeting, the meeting will be deferred to a later date.

If the student has indicated that they are attending but fails to attend and does not inform the Stream Lead prior to the meeting, the meeting will go ahead and a decision on fact will be reached based on the information available to the Stream Lead.

If the student fails to confirm attendance and all attempts to contact the student have failed, the meeting will go ahead and a decision on fact will be reached based on the information available to the Stream Lead. Attempts to contact the student will be recorded on the student file including, copy letters and emails.

6.4 Conduct of the Academic Misconduct meeting

The Stream Lead will discuss with the student their understanding of the type of Academic Misconduct under discussion. They will furthermore ask a range of questions designed to establish an understanding of the circumstances surrounding the potential incident of academic misconduct. The Stream Lead will discuss with the student the evidence that is under consideration and discuss why it demonstrates potential Academic Misconduct.

The Stream Lead will treat the student professionally and with respect, while also asking necessarily challenging questions in order to establish the truth of the situation.

If the student has chosen to bring with them a supporter from The Dyson Institute community, this supporter must remain silent throughout the meeting.

The Stream Lead will take formal notes of the meeting and share these with the student within two working days of the meeting. The Stream Lead may also ask the permission of the student to record the meeting (as an audio file), which would be shared in full with the student. Alternatively, the student may request the presence of an additional note take at the meeting, which the Stream Lead would secure.

6.5 Outcome of Academic Misconduct meeting

The Stream Lead will determine the allegation and will come to one of the following decisions:

- There is no or insufficient evidence of academic misconduct, of any category;
- There is insufficient evidence of Academic Misconduct;
- There is evidence of Poor Academic Practice;
- There is evidence of Minor Academic Misconduct; or
- There is evidence of Serious Academic Misconduct.

If the Stream Lead finds evidence of Poor Academic Practice, the process outlined in section 5.0 of this policy will be applied.

If the Stream Lead finds evidence of Minor Academic Misconduct, the Stream Lead may take the following action:

- issue a Formal Warning to the student. The original mark will still stand but the warning will remain on the student's file.

- decide to fail the individual piece of work in question (by awarding a mark of zero) and if this is a first attempt require the student to resubmit but at a capped pass mark.
- decide that the Assessment must be re-marked as if the offending passages identified as subject to Academic Misconduct were not present.

In the case of a repeat incident of Minor Academic Misconduct, the Stream Lead may decide to treat the next incident as Serious Academic Misconduct and refer the case to the Head of Engineering Programme, who will decide whether to convene the Academic Misconduct Panel.

In applying any penalty, the Stream Lead must consider any mitigating evidence presented by the student. The Stream Lead can apply a different penalty (from the list of standard penalties at Section 4.6 of this Policy) than would normally be applied if the student has presented independent evidence, from a suitably qualified professional and that evidence demonstrates that the student's decision-making abilities had been affected at the time of the offence.

The outcome of the meeting and any proposed penalty must be communicated to the student, in writing, within 10 working days. If the student does not agree with the decision, or considers the proposed penalty to be insufficient, they must inform the Stream Lead within five working days, who will refer the case to the Head of Engineering Programme, who will decide whether to convene the Academic Misconduct Panel.

If there is evidence of Serious Academic Misconduct, or if the Stream Lead considers the penalty available to them in relation to an incident of Minor Academic Misconduct to be insufficient, then the Stream Lead will refer the case to the Academic Misconduct Panel. This outcome must be communicated to the student, in writing, within 10 working days.

6.6 Evidence of Serious Academic Misconduct

Where there is evidence of Serious Academic Misconduct, the Stream Lead will discuss the matter with the Head of Engineering Programme, who will decide whether to progress to a formal allegation. If it is decided not to proceed, a Formal Warning or other penalty will be issued which will be implemented and placed on the student's file in accordance with the procedure for Minor Academic Misconduct.

In all cases where the Stream Lead refers a matter to the Head of Engineering Programmes on the basis of Serious Academic Misconduct, he/or she should include a copy of the written report and supporting evidence within 5 working days of the meeting to the Head of Engineering Programme. The supporting evidence should include:

- a report from the Stream Lead
- a report from member of staff bringing the allegation
- signed statement from the student confirming the notes of the meeting with the Stream Lead

- a copy of any Turnitin report or examination paper or other evidence as appropriate
- a copy of the assessment submitted by the student and a copy of the original source text with relevant sections highlighted, where this is obtainable
- any evidence of mitigation or extenuating circumstances provided by the student
- module assessment criteria where appropriate.

The student must be informed, in writing, of this decision within working 10 working days of the meeting.

Should the Head of Engineering Programme decide to progress the allegation of Serious Academic Misconduct, they must convene an Academic Misconduct Panel. The Head of Engineering Programme must inform the Board of Examiners of their decision to convene the Academic Misconduct Panel.

Additionally, the Head of Engineering Programme must write to the student in question:

- informing them of the decision to convene the Academic Misconduct Panel;
- giving an explanation of what will happen in the meeting;
- confirming of the potential outcomes of the meeting;
- confirming the date on which the Academic Misconduct Panel will convene (the student must be given at least 15 working days' notice);
- providing copies of the evidence supporting the allegation;
- providing details of the composition of the Academic Misconduct Panel and providing the student with the right to submit representations regarding its composition within 5 working days;
- offering the student opportunity to submit a written statement to the Academic Misconduct Panel in response to the allegation;
- offering the student the opportunity to attend the meeting of the Academic Misconduct Panel in person;
- confirming that the student is entitled to have a supporter from the Dyson Institute community to attend the meeting as a silent observer; and
- requesting a confirmation of attendance within ten working days of the letter being issued.

Where a student does not respond within the required period, this lack of response will be considered by the Academic Misconduct Panel.

Where an allegation involves Collusion between two or more students, each student will be individually informed. No conclusion will be reached until all cases have been heard.

Until such time as the Academic Misconduct Panel has reached a conclusion, no mark or credit can be awarded for the work concerned.

In the event that a meeting of the Board of Examiners is convened prior to a decision being made by the Academic Misconduct Panel, the Board of Examiner's decision in respect of the award of credit to the student under consideration will be deferred. Where an Academic Misconduct Panel is held after the award of credit has already been made, the recommendation from

the Academic Misconduct Panel may require the Board of Examiners to reconsider its decision.

6.7 Academic Misconduct Panel

Allegations of Serious Academic Misconduct, will be considered by an Academic Misconduct Panel, which will be convened as required by the Programme Lead.

The membership of the Academic Misconduct Panel will usually consist of:

- a senior member of staff (Chair);
- a Stream Lead (this must not be the Stream Lead who initially considered the allegation)
- a representative nominated by the student, selected from a list of trained individuals; and
- the Academic Quality and Standards Officer or nominee.

A clerk will be appointed to support the panel and write minutes of the panel meeting.

The Academic Misconduct Panel may not contain members who are considering assessed work for their own modules.

6.8 Attendance at the meeting

If the student has indicated that they are attending the Academic Misconduct Panel but is prevented from doing so for good reason which can be evidenced, and the student advises the Programme Lead before the meeting, the meeting will be deferred to a later date.

If the student has indicated that they are attending the Academic Misconduct Panel but fails to attend and does not inform the Programme Lead prior to the meeting, the meeting will go ahead and a decision on fact will be reached based on the information available to the Academic Misconduct Panel.

If the student fails to confirm attendance and all attempts to contact the student have failed, the meeting will go ahead and a decision on fact will be reached based on the information available to the Academic Misconduct Panel. Attempts to contact the student will be recorded on the student file including, copy letters and emails.

6.9 Conduct of the Academic Misconduct Panel meeting

The Chair will put in place an appropriate process for the Academic Misconduct Panel in accordance with the principles of natural justice. The process can be subject to reasonable adjustments where appropriate to safeguard participants including staff, witnesses and the student.

The student will be asked to confirm whether they accept or deny the allegation and this may determine the process for hearing the allegation.

The Panel will discuss with the student their understanding of the type of Academic Misconduct under discussion. They will furthermore ask a range of questions designed to establish an understanding of the circumstances surrounding the potential incident of academic misconduct. The Panel will discuss with the student the evidence that is under consideration, and why it demonstrates potential Academic Misconduct.

The Panel will treat the student professionally and with respect, while also asking necessarily challenging questions in order to establish the truth of the situation.

If the student has chosen to bring with them a supporter from The Dyson Institute community, this supporter must remain silent throughout the meeting.

The Clerk will take formal notes of the meeting and share these with the student within two working days of the meeting. The Clerk may ask the permission of the student to record the meeting (as an audio file) rather than take notes, which would be shared in full with the student. Alternatively, the student may request the presence of an additional note taker at the meeting, which the Chair would secure.

6.10 Decision of the Academic Misconduct Panel

The Academic Misconduct Panel will consider all the evidence previously submitted to the Stream Lead, as well as any other relevant evidence. They will also consider the written response of the student and their oral evidence, if provided.

If the student does not provide evidence, the Academic Misconduct Panel will make its decision on the basis of the evidence available. The Academic Misconduct Panel must first establish the facts of an allegation. Where an allegation has been disputed or the facts have not been agreed the Academic Misconduct Panel may make a decision on the balance of probabilities. Evidence of previously upheld allegations of Minor Academic Misconduct or Serious Academic Misconduct will not be considered a factor in whether an allegation should be upheld, but may be used in deciding upon a penalty.

If the allegation is accepted by the student or the Academic Misconduct Panel finds that an offence of Academic Misconduct has been committed, they will agree a penalty from those listed at 6.11 below, to be recommended to the Board of Examiners.

Regardless of outcome, the Programme Lead will inform the student of the decision of the Academic Misconduct Panel, and rationale, in writing, within five working days.

Where the Academic Misconduct Panel upholds the allegation in the student's absence, the Academic Misconduct Panel will apply an appropriate penalty.

6.11 Penalties

In deciding on the appropriate penalty, the Academic Misconduct Panel will consider:

- Whether the student acted with the intention of gaining unfair advantage;
- The extent of the student's experience of higher education and expected academic conduct;
- The scale of the Academic Misconduct (for example, whether it related to a section of a piece of assessed work or the work in its entirety);
- Any potentially extenuating or Mitigating Circumstances presented by the student;
- Any previously upheld allegations of Academic Misconduct; and
- Whether the student expressed responsibility for their actions, and appropriate contrition and commitment not to repeat the offence.

In cases where the Academic Misconduct Panel accept evidence of extenuating or mitigating circumstances it can apply a different penalty (from the list of standard penalties) than would normally be applied if:

- The student has presented independent evidence, from a suitably qualified professional,
- The evidence which has been presented demonstrates that the student's decision making abilities had been affected at the time of the offence.

The possible penalties for Academic Misconduct available to the Academic Misconduct Panel are as follows:

- Formal Warning
 - The original mark will stand, but the warning will remain on the student's file
- Failure of an individual piece of assessed work
 - If the first attempt, the assessed work may be resubmitted but will be capped at the threshold pass mark.
 - If the Academic Misconduct was established during a resit, no more attempts will be permitted and the student may be required to leave the course.
- Failure of all assessed work in the module
 - If the first attempt, the student may be required to resubmit both the Assessment task concerned, and all other tasks in the module, including those which they have already passed. All items will be capped at the threshold pass mark.
 - If the Academic Misconduct was established during a resit, no more attempts will be permitted and the student may be required to leave the course.

- Failure of all assessed work in the module, and the application of a cap at the threshold pass mark for all other modules at the same level
 - If the first attempt, the student will be required to resubmit both the Assessment task concerned, and all other tasks in the module, including those which they have already passed. All items will be capped at the threshold pass mark, as will all other modules at the same level – excluding those for which assessment has not yet taken place.
 - If the Academic Misconduct was established during a resit, no more attempts will be permitted and the student may be required to leave the course.

- Failure of the module and expulsion from The Dyson Institute
 - No reassessment is permitted and the student is required to withdraw from The Dyson Institute with immediate effect. All credit which has previously been legitimately earned may be retained.

- Penalties will be recorded on the student’s Student Record. They will not be recorded on the student’s transcript and will not inform references for onward study or employment.

6.12 Action of the Board of Examiners

On receipt of the Academic Misconduct Panel’s recommendation, the Board of Examiners will meet to consider the recommended penalty. The Board of Examiners will take into account the student’s overall profile and the impact that the recommended Penalty will have on their progression or award.

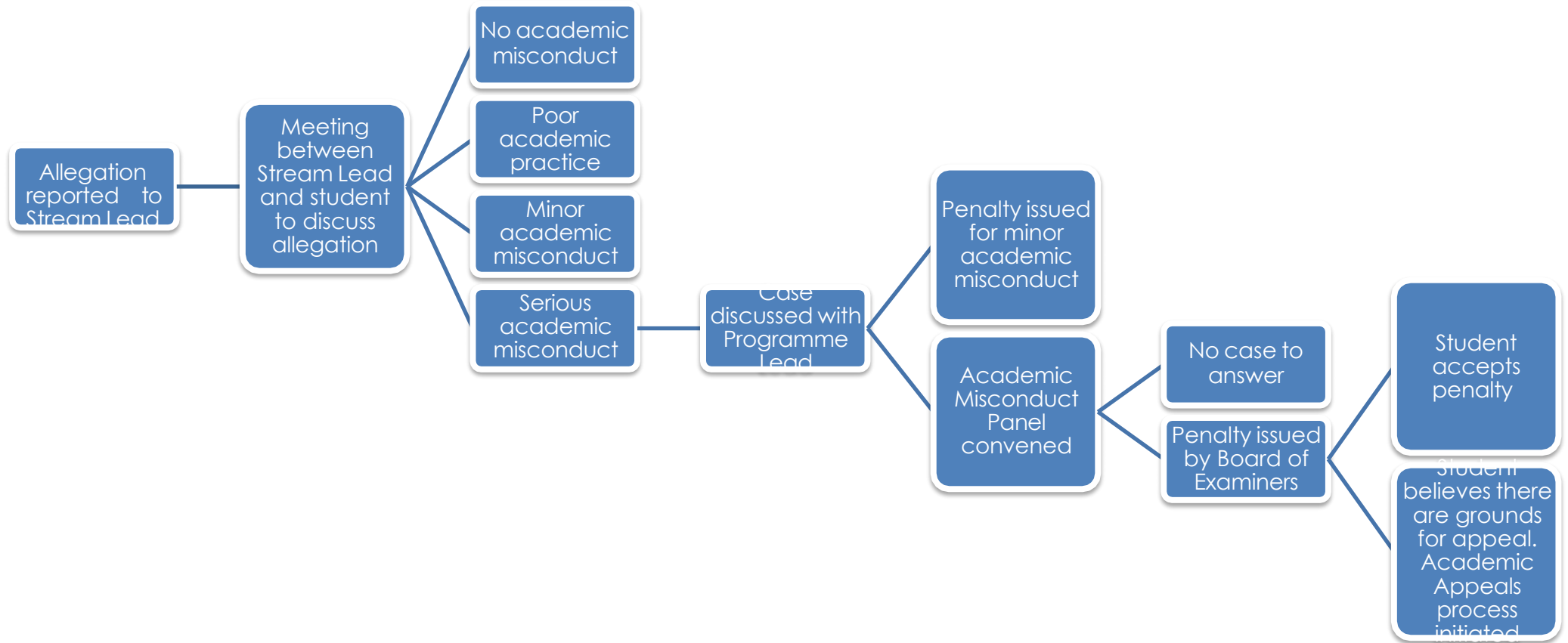
The External Examiner’s inclusion is not required in order for the Board of Examiners to progress a penalty for Academic Misconduct.

The Board of Examiners cannot overrule the Academic Misconduct Panel’s decision that Academic Misconduct has taken place and must, at minimum, register a Formal Warning.

The Board of Examiners must write to the student to inform them of the Penalty that will be imposed no more than 15 working days from the date on which it received the recommendation of the Academic Misconduct Panel.

Information of upheld allegations and any associated penalty will be kept on the student’s file.

6.13 Diagram outlining the academic misconduct investigation process



7.0 Academic Misconduct discovered after the award of credit

There is no time limit beyond which Academic Misconduct allegations against a present or former student will not be investigated. Potential Academic Misconduct, whether discovered before or after graduation, will be investigated and dealt with in accordance with this Academic Misconduct Policy.

Where Academic Misconduct is proven after work has been formally assessed, this may lead to the withdrawal of credit previously ratified by the Board of Examiners or the revocation of a conferred award. Where new material evidence comes to light which could not reasonably have been obtained or known at the time of a previous investigation of Academic Misconduct, a previously completed investigation may be reopened.

8.0 Appeals against a decision of Academic Misconduct

Students may appeal against a finding of Academic Misconduct and any associated penalty in accordance with the Academic Appeals Policy.

9.0 Confidentiality

Allegations of academic misconduct will be treated in the strictest confidence.

No student will be recorded, or referred to, as having committed an academic misconduct offence until the full Academic Misconduct Process has been completed and the allegation proven. Even at this stage, the case will only be disclosed to those who need to know for the purposes of the administration of the process and its associated outcomes.