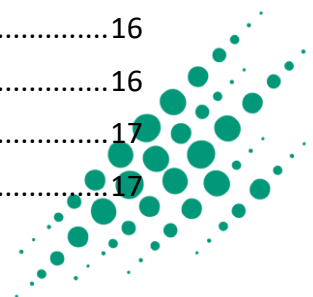


# **Academic Integrity Procedure**

Approved by Senate in June 2023

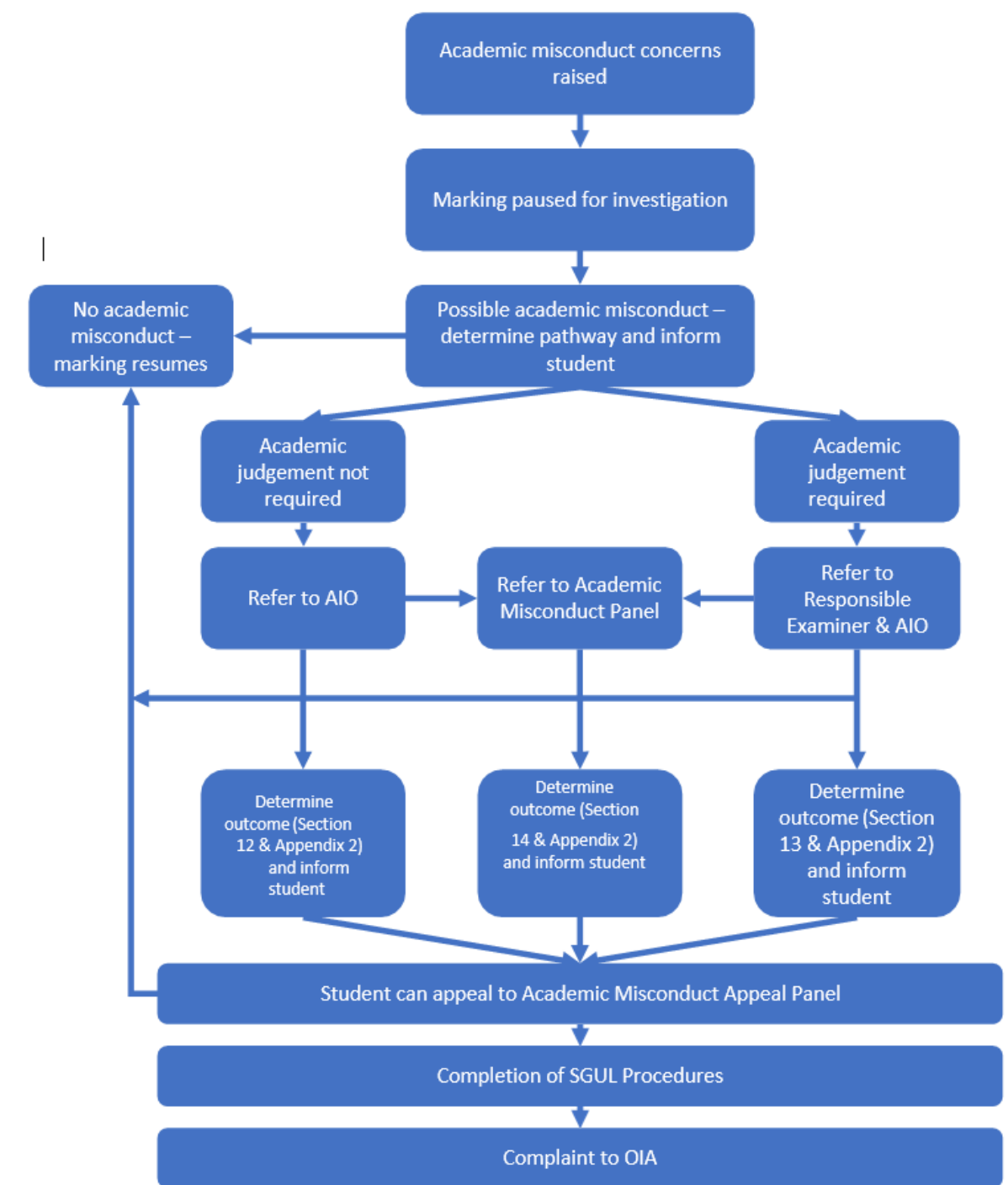
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Figure 1. Academic Integrity Procedure



## 1. Introduction and scope

- 1.1 This procedure applies to assessment offences as defined in paragraph 12.1 of the General Regulations for Students and Programmes of Study and is applicable to all students registered on programmes of study at St George's, University of London, including students on postgraduate research/taught courses.
- 1.2 If, after a diploma or certificate of St George's, University of London has been awarded, there is an allegation of academic misconduct, this shall be dealt with under this procedure. The Vice-Chancellor or Vice Chancellor's nominee may, after this procedure has been followed, and on the recommendation of Council, revoke any diploma or certificate granted by St George's, University of London and all associated privileges.
- 1.3 Allegations of academic misconduct made against St George's, University of London staff shall not be taken forward under this procedure, but shall be referred to the Human Resources Department
- 1.4 In this procedure, any named officer may delegate her or his responsibilities to another member of St George's, University of London staff; similarly, the procedure shall not be invalidated by an officer of St George's, University of London acting in the place of another named in these regulations where circumstances make this expedient.

## The Office of the Independent Adjudicator

- 1.5 The Office of the Independent Adjudicator for Higher Education (OIA) runs an independent scheme to review student complaints. St George's, University of London is a member of this scheme. Students who are unhappy with the outcome may be able to ask the OIA to review their academic misconduct case. Students can find more information about making a complaint to the OIA, what it can and cannot look at and what it can do to put things right here: <https://www.oiahe.org.uk/students>.

Normally, students need to follow the process set out in these regulations before they complain to the OIA. St George's, University of London will send a letter called a "Completion of Procedures Letter" when students have reached the end of the academic misconduct processes and there are no further steps they can take internally. If a student's complaint/appeal is not upheld, St George's, University of London will issue them with a Completion of Procedures Letter automatically. If the complaint/appeal is upheld or partly upheld the student can ask for a Completion of Procedures Letter if they want one. Students can find more information about Completion of Procedures Letters and when they should expect to receive one here: <https://www.oiahe.org.uk/providers/completion-of-procedures-letters>.

It is expected that students, their representatives and staff will act reasonably and fairly towards each other and will treat the academic misconduct process with respect. A failure to respect this process may result in a separate disciplinary/fitness to practise investigation with the potential for a separate finding of misconduct.



## Support Services

1.6 Support is available from a variety of services on campus. These include:

- Academic Success Centre: <https://www.sgul.ac.uk/for-students/your-academic-life/student-development-and-success>
- Students' Union: Students subject to this procedure may wish to obtain guidance and support from the Education and Welfare Support Officer (Lon Teija, [lteija@sgul.ac.uk](mailto:lteija@sgul.ac.uk)) or President of Welfare ([presidentwelfare@su.sgul.ac.uk](mailto:presidentwelfare@su.sgul.ac.uk)) of the Students' Union
- Personal tutor(s)
- Disability Service: <https://www.sgul.ac.uk/for-students/student-support/disability-service>
- University's Counselling Service, who can provide comprehensive and confidential support to anyone experiencing difficult circumstances ([counselling@sgul.ac.uk](mailto:counselling@sgul.ac.uk)): <https://www.sgul.ac.uk/for-students/student-support/health-and-wellbeing/mental-health/counselling-service>
- [Occupational Health](#)

### Third Party requests

1.7 Students are advised to respond to all communication from the University (verbal and written) directly and not normally through a third party except in exceptional circumstances where diagnosed disability reasonably prevents them from being able to do so.

### Reasonable adjustments

1.8 Reasonable adjustments to the processes within these Regulations, including the extending of deadlines for student responses, may be made upon the production by the student of relevant third-party evidence which demonstrates the need for those adjustments. Students who believe they may require reasonable adjustments due to disability/long-term condition/accessibility should also contact the disability service for additional support.

### Procedural exemptions

1.9 In exceptional circumstances it may be appropriate to amend the procedures set out in these Regulations, for example, where strict application of the Regulations would result in substantial unfairness to the student, or the student is in some way at risk because of health or disability. Such cases will be rare and each will be treated on their own merits.

## 2 Confidentiality and General Data Protection Regulations

2.1 St George's, University of London deals with academic misconduct matters in confidence, to the extent that this is compatible with making enquiries and holding meetings to consider the matter/s. The University collects and processes a variety of personal data in order to fulfil relevant student regulations and policies (see the [Regulations web page](#) for a list of all Student Regulations). This personal data may be provided by the student or



collected from other departments within the University or taken from publicly available sources such as social media.

The University processes personal data for this purpose in its legitimate interests. Some Regulations will require the sharing of sensitive personal data (defined as “special category” data by data protection legislation). The University processes and shares special category data in the substantial public interest and only where it is necessary to enable the University to fulfil its duties of care to the student, other students, or to safeguard third parties. More detail on the types of data collected and how it is used to meet this need can be found in the [Student Privacy Notice](#).

### 3 Burden of proof

3.1 In academic misconduct matters it is for the University to show that on the balance of probabilities (it is more likely than not that) academic misconduct has taken place.

### 4 Standard of proof

4.1 The standard of proof applied is that of the balance of probability; that on the evidence put forward it is more likely than not that something was or was not the case.

4.2 The standard of proof remains constant; it does not operate on a sliding scale.

4.3 The standard of proof does not change based on the seriousness of the allegation/s, potential consequences, or mitigating circumstances. These factors are considered at the sanctioning stage of the process (if relevant).

### 5 Reconsideration of allegations

5.1 It may be appropriate for the University to reconsider an allegation if new evidence emerges which, for good reason, could not have been obtained at the time. In deciding whether it is appropriate to consider an allegation for a second time, the University will consider:

- whether the outcome of the first process has been called into question, and if so why;
- the strength and reliability of the evidence;
- the length of time that has elapsed and the effect of this on the reliability of any evidence to be considered;
- the severity of the alleged offence;
- the impact on the student of undergoing a second misconduct process;
- whether leaving the matter unaddressed would impact on matters of fitness to practise, or on any obligations the provider has to professional or regulatory bodies in respect of the particular student's character.

5.2 The decision to reconsider an allegation would be taken as soon as possible after the emergence of the new evidence, and no later than 15 University working days from the emergence of this new evidence.

5.3 Reconsideration of an allegation will only take place in exceptional circumstances and following approval from the Vice-Chancellor.



## 6 Fitness to Practice/Study considerations

6.1 Following a case of proven academic misconduct a referral may be made as appropriate for consideration under the [Procedure for Consideration of Fitness to Study or Practise](#).

## 7 Academic Integrity

7.1 Academic integrity is fundamental to every aspect of learning and teaching at the University and concerns all academic staff and students. This concept is based on honesty, trust, fairness, respect, responsibility and courage as detailed within The Fundamental Values of Academic Integrity developed by the [International Center for Academic Integrity](#). Any form of cheating poses a threat to the academic standards of a provider's qualifications, and to the integrity of qualifications awarded to the vast majority of students who achieve their qualification entirely by legitimate means.

## 8 Poor academic practice

8.1 Poor academic practice involves unauthorised collaboration or poor citation practice where there is evidence that the student did not appreciate the rules of academic writing for their discipline, for example where the extent of copied material can be considered so slight that it does not justify a penalty. Examples include, but are not limited to, the following:

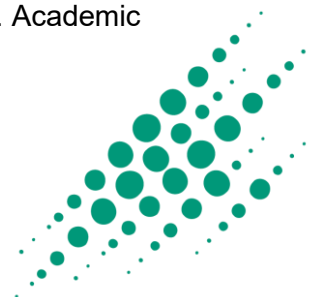
- Poor use of referencing that has not materially given the student an unfair advantage
- A very low volume of unattributed quotations that has not materially given the student an unfair advantage /A very low volume of incorrect citations that has not materially given the student an unfair advantage /A very low volume copying with correct citations that has not materially given the student an unfair advantage
- Misconduct which can be shown to be entirely the result of technical issues and has not materially given the student an unfair advantage

## 9 Academic misconduct

### Definition of Academic Misconduct

9.1 Practices and actions that undermine academic integrity have the capacity to diminish the value of the University's awards to their holders and damage the University's reputation. They constitute academic misconduct.

9.2 St George's, University of London's definition of academic misconduct is: 'Acts or omissions by a student that have the potential to give an unfair advantage in assessments.' The student's intention is not relevant to whether they have committed an offence. Academic misconduct can take a number of forms as detailed below.





## Forms of Academic Misconduct

### Plagiarism

9.3 The University defines plagiarism as:

- inserting words, concepts, or images or other content from the work of someone else into work submitted for assessment without acknowledging the originator's contribution and
- representing the work of another as one's own, whether purchased or not, or taken with or without permission.

This could include work submitted for assessment by current or former students of the University

9.4 Plagiarism can take a number of forms including the following:

- (i) **collusion** is a form of academic misconduct which occurs when students work together or share work with another to develop a submission for an assessment that was to be assessed on an individual basis;
- (ii) **personation** and **impersonation** - personation is defined in the context of academic misconduct as:
  - a. assuming the identity of another in order to mislead or deceive
  - b. allowing another to assume your identity in order to mislead or deceiveImpersonation is where the appearance of a first person is assumed by a second person. Personation may or may not involve impersonation;
- (iii) acquiring work to pass off as one's own (also known as **contract plagiarism**) that may have been acquired or bought from services and individuals that provide essays, papers, reports, graphics, compositions, program-code, and programs;
- (iv) providing work for another to pass off as their own (whether that person is a student of the University or another institution);
- (v) passing off work as original that has already been assessed whether by the University or another institution and whether in a different module or programme (also known as **self-plagiarism**);
- (vi) unauthorised use of artificial intelligence (AI) to generate, in whole or in part, any element of work for an assessment or examination of any type, or failure to appropriately acknowledge the use of AI to support the development of an assessment or examination of any type.

### Other forms of academic misconduct

9.5 Other forms of academic misconduct include:

- (i) **failure to declare** third party assistance in the presentation of assessed work (other than assistance by a department of the University), including generative AI, language, syntax, spelling and layout or failure to provide the draft material submitted to the third party to proof-read and/or correct;
- (ii) **fabricating results** from laboratory or other work or misrepresenting data;



- (iii) **failure to correctly attribute** the source(s) of results or data;
- (iv) introducing **unauthorised textual materials** into an assessment venue or ancillary area such as cloakroom or toilets. This can include not only notes clearly relevant to the assessment but any form of written material, either on paper or on a student's body;
- (v) having an **unauthorised mechanical or electronic device** on one's person within an assessment venue or ancillary area, such as a cloakroom or toilets.
- (vi) **passing off the work of others as your own** during an online assessment.
- (vii) failure to observe the [\*Rules for the conduct of candidates in supervised examinations.\*](#)
- (viii) failure to observe the requirements of practice/workplace-based assessments, including but not limited to:
  - a. Falsifying supervisor\* sign offs on placement
  - b. Falsifying attendance logs
  - c. Forging feedback/assessment marks
  - d. Undertaking procedures/simulations without appropriate supervision/sign off
  - e. Falsifying of observational assessments – either through not being observed, discussion of a task without completion of the task, self-completion of assessments
  - f. Use of assessor signature and/or other identifiers without consent
  - g. Transcription of verbal feedback without assessor review/oversight/consent
  - h. Unauthorised adjustment by the student of details in an assessment after completion of the assessment by the supervisor
  - i. Use of false supervisor details to falsify assessments

*\*The Supervisor can be a Practice Assessor or a Practice Educator*

## Making false claims

9.6 Academic misconduct can also take the form of misrepresentation, such as falsely claiming:

- qualifications that are not validly held or experience, including practice-based or performance experience, that has not been acquired
- to have undertaken work, including empirical investigations, research, and interviews

Where a student appears to have falsely claimed to have qualifications that they do not hold, experience they have not acquired, or to have undertaken work when they have not done so, the relevant Course Director will consult with the Director of Governance, Legal and Assurance Services in order to determine whether to refer the matter to the [Student Disciplinary Procedure](#), [Procedure for Consideration of Fitness to Study or Practice](#), or this procedure.

## Research misconduct

9.7 For students who engage in research and research management as part of their course please refer to the [Research Misconduct Procedure 2017 FINAL \(sgul.ac.uk\)](#). Students may be referred to other procedures as appropriate.



Students who are conducting research outside St George's are expected to adhere to the applicable regulations of the research sponsor's institution. Failure to do so may result in referral to the [Procedure for Consideration of Fitness to Study or Practice](#) or the [Student Disciplinary Procedure](#). Also, misconduct that has the potential to bring St George's into disrepute may be further considered under the relevant St George's policy.

### Academic misconduct of the highest severity

9.8 St George's, University of London deems the following to constitute academic misconduct of the highest severity, include but not limited to:

- ☐ personation or impersonation at assessment
- ☐ contract plagiarism
- ☐ breach of agreed ethical protocol.

## 10 Special circumstances

10.1 Special circumstances are distinct from extenuating circumstances. If you are experiencing extenuating circumstances, you are expected to defer assessments via the appropriate process.

Special circumstances apply when there is valid evidence documented by a third party to demonstrate that the student's ability to distinguish between right and wrong was impaired at the time that they committed the misconduct. Therefore, they will only apply in the rarest of cases.

10.2 Valid evidence in relation to special circumstances will be: a signed and dated letter from a medical practitioner (GP or clinical specialist) that states the dates when the illness affected the student and how the **student's capacity to distinguish between right and wrong was severely affected by their circumstances at the time the misconduct took place**. All other extenuating circumstances requests by the student in relation to the assessment in question will be ceased.

Students who provide evidence that meets the threshold of special circumstances may need to be referred to Occupational Health and other support services.

## 11 Information provided to students

11.1 When academic misconduct concerns are raised, the marking of the work in question is normally paused until the matter is investigated. This may have an impact on the markers' ability to meet the timescales detailed in the [Assessment Feedback Policy](#) for the assessment in question.

11.2 Any previous offences or findings relating to academic misconduct will not be considered by any AIOs/Responsible Examiner or Panel until such a time as a decision has been made on the case in question, and a penalty is being determined.



11.3 When the student is informed of any academic misconduct concerns, the following information is included:

- Specific nature of the allegation/s considered, normally providing details of any evidence
- Clear link to any potential policy/regulation breach
- Invitation to provide a **written statement**, any supporting evidence, including **evidence** of any [special circumstances](#) within five University working days.
- the **procedure** to be followed in the consideration of their case, including any potential outcomes
- support available
- that they can be accompanied by a friend or an official of the Students' Union during any related meetings
- if additional academic misconduct allegations are made during the investigation process the student is informed of these and given the opportunity to respond before a finding is made

## 12 Instances of possible academic misconduct which do not require an academic judgement

12.1 Please refer to Appendix 1 for guidance (published by the OIA) on establishing whether an academic judgement is required.

12.2 An alleged assessment offence under this paragraph shall be reported in writing to an Academic Integrity Officer (AIO).

12.3 On receipt of an allegation/s against a student, the AIO will write to the student as per section 11.3.

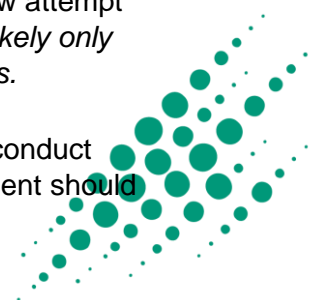
12.5 If paragraph 9.8 is not applicable, then, one AIO (after reviewing all evidence) who may consult with another AIO, will decide whether, on the balance of probabilities academic misconduct has occurred.

12.6 The AIO may come to one of four outcomes (on the balance of probabilities):

**Outcome 1 NO ACADEMIC MISCONDUCT (academic misconduct has not occurred):** there is no further action to be taken. The student should be informed of this by email and marking of the work in question is resumed and processed in the normal way. Please note that, due to the academic integrity process being triggered, the timescales detailed in the Assessment Feedback Policy may not be met.

**Outcome 2 ACADEMIC MISCONDUCT WITH NO PENALTY** (academic misconduct has occurred and there is evidence of [special circumstances](#)\*): the AIO will instruct the relevant Board of Examiners to void the assessment and to allow a new attempt under the same circumstances as the original attempt. *This outcome will likely only be used in cases where the student has evidence of special circumstances.*

**Outcome 3 ACADEMIC MISCONDUCT WITH PENALTY** (academic misconduct has occurred and there is **no** evidence of [special circumstances](#)\*): the student should



be informed of this by email and will receive the reasons for the decision, confirmation of the penalty (please refer to Appendix 2 for penalty setting guidelines) that the Board of Examiners will be instructed to implement and information about their right to appeal.

**Outcome 4 REFER TO PANEL** (the academic misconduct is deemed to be particularly complex\*\*, of the highest severity (as per section 9.8) or is a third offence, and that the matter should be referred for consideration by an [Academic Misconduct Panel](#), as per section 14. The reasons for this decision will be outlined to the student.

*\*This finding is a two-stage decision-making process. A finding of academic misconduct should be made independently of and prior to consideration of [special circumstances](#).*

*\*\* The determination on whether a case is deemed particularly **complex** will be made on a case-by-case basis. The following factors could be useful in making this determination:*

- the length of time required to investigate
- the breadth of the investigation required
- the seriousness of potential outcomes

12.7 If the outcome is either 2 or 3 and the student is on a programme that is accredited by a Professional, Statutory or Regulatory Body (PSRB) the letter should also be copied to the relevant Academic Registry staff for consideration, if necessary, under the [Procedure for Consideration of Fitness to Study or Practice](#).

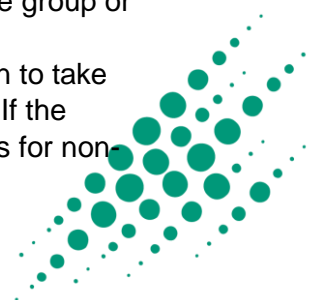
12.8 The relevant Academic Registry staff shall decide whether it is expected that students will declare the outcome to a professional body (GMC, HCPC, NMC) or current or future employer. This decision will take into consideration any guidance issued by the relevant professional regulatory body. Please note, medical students who are referred to a Fitness to Study and Practise Hearing Committee in accordance will be expected to declare this fact, automatically, to any professional body (including the GMC) as part of any future registration, and to any other external party (for example, an employer) should they be asked.

12.9 Course Directors or their nominees shall make an annual report to the Head of Student Conduct and Compliance of the number of students found to have committed academic misconduct with all the evidence of an internal investigation submitted. This report shall include a brief description of all offences and the penalties imposed.

## 13 Instances of possible academic misconduct which require an academic judgement.



- 13.1 Please refer to Appendix 1 for guidance (published by the OIA) on establishing whether an academic judgement is required.
- 13.2 Where a marker/member of academic staff identifies that work submitted for assessment appears to contain the products of academic misconduct as described in section 9 above, they should consult the Responsible Examiner\* and jointly reach an initial view as to whether this is the case. Where no agreement can be reached, an academic AIO is consulted, and a majority decision is reached. In coming to this view consideration is given, where relevant, to any reports provided by testing services authorised by the University such as Turnitin®. Turnitin originality reports and similarity scores shall be used solely as a guide when assessing the level of plagiarism in a student's work. Turnitin similarity scores shall be used by the academic staff as an indicator only; similarity scores shall not necessarily equate to degrees of plagiarism.
- \*Responsible Examiner can be the Module Leader, Course Director, Chief Examiner, Assessment Lead or their nominee*
- 13.3 Where there is no evidence of possible academic misconduct, the matter is concluded, marking of the work in question is resumed and processed in the normal way. The student is not made aware of these discussions.
- 13.4 Where possible evidence of academic misconduct is found, the Responsible Examiner will invite the student for a formal discussion as soon as possible and no later than 10 University working days after the possible misconduct has been notified. Where there is suspected collusion or evidence that a student has provided work for another student to pass off as their own or possible academic misconduct in group work, the Responsible Examiner will meet with all students concerned individually.
- 13.5 The student receives five University working days' notice of the formal discussion via email and is provided all the information detailed in section 11.3. With the written agreement of the student, the formal discussion may take place earlier than five University working days.
- 13.6 If the student admits that academic misconduct has taken place at this stage, the Responsible Examiner or Academic Integrity Officer may determine an appropriate outcome from the information available, without requiring an investigation meeting.
- 13.7 Where a student is unable to attend the meeting they can request an alternative provided there are valid reasons supported by appropriate evidence.
- 13.8 The formal discussion provides an opportunity for the student to explain how they approached the assessment task and for the student to be shown how the suspected academic misconduct has been identified.
- 13.9 In cases of suspected collusion, consideration will be given as to whether the assessment instructions were sufficiently clear as to whether the work was to be undertaken singly or collectively. In cases of possible academic misconduct in group work, consideration will be given as to whether the group work was designed to produce a single piece of work with a mark in common for all members of the group or whether discrete elements were produced by individual members.
- 13.10 Should a student choose to waive their right for a formal discussion to take place, they must notify the University of their decision in writing (via e-mail). If the student does not attend the formal discussion and there are no valid reasons for non-





attendance, the Responsible Examiner will reach a finding based on the information available to them.

- 13.11 The Responsible Examiner will provide the student with 5 University working days to respond to the allegation/s. If no response is received, the student will be contacted again and be given another 5 University working days. If the student does not respond within this specified timeframe, the Responsible Examiner will reach a finding based on the information available to them.

### Outcomes available

- 13.12 Following the formal discussion and normally within ten University working days of the instance of possible academic misconduct being identified, the Responsible Examiner produces a report which has one of the following five outcomes (based on the balance of probabilities):

**Outcome 1 NO ACADEMIC MISCONDUCT** (there is no evidence of academic misconduct)

- no further action is taken.
- marking of the work in question is resumed and processed in the normal way.

**Outcome 2 POOR ACADEMIC PRACTICE** (the work includes material that is the product of poor academic practice)

- the student receives a copy of the notes of the formal discussion.
- the student is recommended to access advice and support provided by the University, as outlined in paragraph 1.6.
- marking of the work in question is resumed and processed in the normal way. It is not normally appropriate to attribute marks to any sections of the student's work that has been produced by third parties (unless the assessment is group work).
- notification of a finding of poor academic practice is recorded on the student's record in SITS. Where the poor academic practice is a second or subsequent instance the student is instructed to meet with their personal tutor or supervisor who will determine the most suitable means of helping the student to improve their academic practice. , in accordance with the guidance of the programme team.

**Outcome 3 ACADEMIC MISCONDUCT WITH NO PENALTY** (the work includes material that is the product of academic misconduct and there is evidence of special circumstances)

- the Responsible Examiner will instruct the relevant Board of Examiners to void the assessment and to allow a new attempt.
- the student receives a copy of the notes from the meeting.
- the student is recommended to access advice and support as outlined in section 1.6.

**Outcome 4 ACADEMIC MISCONDUCT WITH PENALTY** (the work includes material that is the product of academic misconduct and there is no evidence of special circumstances)



- the student is informed of
  - reasons for the decision,
  - confirmation of the penalty (please refer to Appendix 2 for penalty setting guidelines) that the Board of Examiners will be instructed to implement a
  - their right to appeal (as per section 15)
  - support services available as outlined in Regulation 1.6.
- for programmes accredited by a Professional, Statutory or Regulatory Body (PSRB) the email is also copied to the relevant Academic Registry staff for consideration, if necessary, under the Procedure for Fitness to Study or Practice

**Outcome 5 REFER TO PANEL** (the academic misconduct is deemed to be particularly complex, of the highest severity (as detailed in Regulation 9.8) or is a third offence, and that the matter should be referred for consideration by an [Academic Misconduct Panel](#) (as per section 14). The reasons for this decision will be outlined to the student;

13.13 The outcomes 1-4 of the report are then actioned by the Programmes Team normally within five University working days of receiving the report. Outcome 5 is actioned by the Student Conduct and Compliance Team.

13.14 There may be instances following the formal discussion when the Responsible Examiner determine that the matter would be more appropriately or additionally dealt with under the University's [Student Disciplinary Procedure](#) or [Procedure for Consideration of Fitness to Study or Practise](#) and if so will refer the matter to the Student Conduct and Compliance Team, including all the evidence of any internal investigation conducted.

13.14 Course Directors or their nominees shall make an annual report to the Head of Student Conduct and Compliance of the number of students found to have committed academic misconduct (outcomes 3,4 and 5), with all the evidence of an internal investigation submitted. This report shall include a brief description of all offences and the penalties awarded.

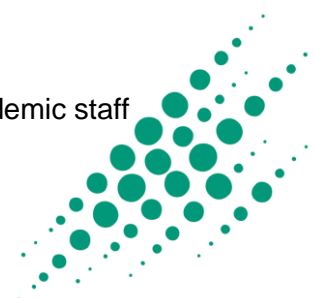
## 14 Academic Misconduct Panels

14.1 Academic Misconduct Panels are convened to address possible instances of academic misconduct of the highest severity or complexity and third offences. They are normally convened by the Student Conduct and Compliance (SCC) Team on behalf of the Vice-Chancellor.

### Membership of an Academic Misconduct Panel

14.2 The membership of an Academic Misconduct Panel comprises three academic staff from the pool of trained Panel members as follows:

- Course Director or nominee (Chair)





- two trained panel members, at least one of whom should be external to the student's programme

14.3 A member of the Student Conduct and Compliance (SCC) Team attends as Facilitator to support the Panel.

14.4 Members of an Academic Misconduct Panel should not have a close relationship with the student (or students) considered by the Panel and should not have been involved in previous misconduct allegations against the student.

## Procedure

14.5 Not less than five University working days before a proposed Academic Misconduct Panel hearing the SCC Team should write to the student to:

- confirm the date, time and place for the meeting;
- provide a copy of the material that will be considered by the Academic Misconduct Panel and of the procedures to be followed by the Panel;
- ask the student if they wish to present their case in writing and/or submit any special circumstances;
- remind the student that they can seek advice from the Students' Union and that they may be accompanied at the Panel by a friend;
- remind the student of the penalties that an Academic Misconduct Panel may impose

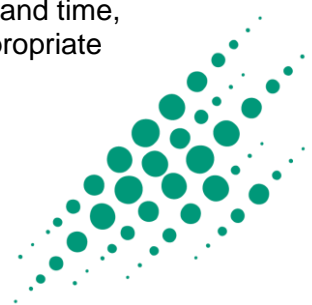
14.6 The student will be informed whether the tutor (or tutors) who marked the relevant work and/or an independent subject specialist have been requested to attend the meeting to advise the Panel and answer its questions.

14.6 In exceptional circumstances and with written agreement of the student, the Panel hearing may take place earlier than five University working days.

## Attendance of the student at an Academic Misconduct Panel

14.8 A student can attend the Panel in person or online. In cases of possible academic misconduct in group work students will attend a joint hearing. Where a student responds in writing that they do not wish to attend the hearing they can provide a written statement in advance of the Panel meeting. The written statement must be provided three University working days in advance of the hearing. In cases of confirmed absence, the student may not later cite their absence from the hearing as cause to reject its findings. Where a student does not acknowledge receipt of the email that invites them to attend a hearing by an Academic Misconduct Panel within three University working days, the SCC team will issue a reminder. If the student fails to respond, the hearing by an Academic Misconduct Panel will proceed in the student's absence.

14.9 Where a student is unable to attend the Panel meeting on the specified date and time, they can request an alternative provided there are valid reasons supported by appropriate evidence.



## Representation of students in academic misconduct hearings, including legal representation

14.10 In any Academic Misconduct Panel hearing, a student's friend may accompany them in a supportive role. They may speak to the student during the hearing and may speak for the student (with their permission) to the Panel however it is the normal expectation that the student will answer any questions from the Panel for themselves. The friend may also ask questions of the Panel and those providing advice or evidence with the permission of the Chair.

14.11 The University's academic misconduct procedure is not a legal process but an academic procedure. Where a student insists on legal representation in a hearing by an Academic Misconduct Panel the University may also require legal representation. In these circumstances it may take longer to convene the Panel.

## Evidence

14.12 Prior to the meeting of an Academic Misconduct Panel the SCC team provides for the Panel and the student copies of:

- the work in question that was submitted by the student for assessment, together with any earlier drafts of the work that were requested and have been provided, and the results of any analyses that the tutor who marked the work has undertaken, and copies of sources (or extracts from sources) that might have been plagiarised
- the report compiled by the Responsible Examiner of the outcomes of the formal discussion or a report compiled by the Academic Integrity Officer (as appropriate)
- all relevant supporting evidence
- any evidence that the student has provided

## Outcomes of an Academic Misconduct Panel

14.13 An Academic Misconduct Panel may come to one of four outcomes (on the balance of probabilities):

**Outcome 1 NO ACADEMIC MISCONDUCT** (academic misconduct has not occurred)

**Outcome 2 POOR ACADEMIC PRACTICE** (the work includes material that is the product of poor academic practice)

**Outcome 3 ACADEMIC MISCONDUCT WITH NO PENALTY** (academic misconduct has occurred and there is evidence of special circumstances)

**Outcome 4 ACADEMIC MISCONDUCT WITH PENALTY** (misconduct has occurred and there is no evidence of special circumstances)

In cases of group work, the Panel will decide whether academic misconduct applies to all or some of the students in the group depending on the requirements of the assessment brief and the nature of individual contributions.



The outcomes are normally reported to the student at the end of the Academic Misconduct Panel hearing, together, if relevant, with the penalty that the Panel will instruct the Board of Examiners to implement and the student's right to appeal.

The SCC team subsequently confirm the outcome in writing to the student.

Where the finding is that the academic misconduct is deemed to be of the highest severity, as per section 9.8, an Academic Misconduct Panel will normally instruct a Board of Examiners that the student's registration be terminated, regardless of whether there have been any previous instances of proven academic misconduct. In exceptional circumstances, the Panel may apply a first and/or second offence penalty.

## 15 Grounds for making an appeal

15.1 A student may appeal an academic misconduct penalty decision if one or more of the following can be shown to apply:

- that staff or bodies have failed to follow regulations and/or procedures or have failed to follow them with due care
- that staff or bodies have shown bias or prejudice towards the student in the way they have made the relevant decision
- that relevant new evidence has become available that should be considered and there are valid reasons why it was not provided earlier
- that the decision was unreasonable and/or the penalty imposed was not proportionate in all of the circumstances

15.2 A student wishing to appeal must lodge their appeal with the Director of Governance, Legal and Assurance Services within 10 days of the date of the letter advising them of the penalty. Students should write a short, focused statement setting out the grounds for the appeal (from those listed in 15.1) and should only include any new evidence that has not been previously presented and which supports the written statement.

## 16 Review of decisions

16.1 Academic Misconduct Appeal Panels (AMAPs) are convened by the SCC Team and conduct their business in accordance with the Procedure for Hearings by Panels which detail how Panels work including, where relevant, the right of a student to attend a hearing and to be accompanied. It is expected that those asked to attend a hearing will acquaint themselves with this procedure.

## Membership of Academic Misconduct Appeal Panels

16.2 The membership of an Academic Misconduct Appeal Panel comprises three members of staff from the pool of trained Panel members, one of whom must be from the pool of trained Chair Persons, who will chair the hearing.



A member of the SCC Team will attend as Facilitator to the Appeal Panel.

Members of the panel should not have a close relationship with the student (or students) and should not have been involved in previously proven misconduct allegations against the student.

## Outcomes of an Academic Misconduct Appeal Panel

16.3 An Academic Misconduct Appeal Panel may come to one or more of six outcomes

- (i) that the outcome of the AMP/AIOs/Responsible Examiner should be confirmed and the appeal dismissed;
- (ii) that a penalty imposed by the AMP/AIOs/Responsible Examiner should be varied;
- (iii) that there has been a failure to follow the University's regulations and/or procedures or to follow them with due care such as to deny the student a fair hearing;
- (iv) that there was bias or prejudice towards the student in the way the AMP/AIO/Responsible Examiner reached its outcome or in other aspects of the procedure;
- (v) that relevant new evidence that was not available to the AMP at the time for valid reasons should be taken into account;
- (vi) that the decision of the AMP was unreasonable and/or that the penalty was not proportionate with the evidence presented in all of the circumstances.

16.4 Where the finding is as in (iii), (iv), (v) and/or (vi) the Academic Misconduct Appeal Panel may:

- direct the matter be heard anew by a differently constituted AMP;
- substitute the outcome of the AMP/AIO/Responsible Examiner with its own;
- or, where the unfairness to the student is extreme, nullify the outcome of the AMP/AIO/Responsible Examiner, end the process and, if relevant, reinstate the student.

The Academic Misconduct Appeal Panel will also consider whether there has been any adverse impact on the student and whether the University should provide a remedy.

16.5 Following a hearing by an Academic Misconduct Appeal Panel the Facilitator conveys the outcome of the Panel to the student and all relevant parties in writing. The Facilitator's letter also states that it constitutes the completion of the University's procedures and that the student can request a review of the University's decision by the Office of the Independent Adjudicator.



## 17 Appendix 1

### Academic judgment (an excerpt from the OIA Good Practice Framework: Disciplinary Procedures)

Questions normally involving academic judgment	Questions of fact that do not normally involve academic judgment
Is the standard of work so out of line with the student's other work that it suggests cheating?	Did the student advertise for someone to do the work for them?
Are the ideas copied from someone else's work?	Did the student buy an essay online?
Is the plagiarism major or minor?	Did the student take notes into the examination?
Do the student's working notes support their case that the submitted work is theirs?	Are the quotations marked by indented text or quotation marks?
Are the ideas the student is referring to in such common usage that it is not plagiarism?	Did the student intend to cheat?

The following list further illustrates the types of academic misconduct where an academic judgement is usually not deemed necessary. This list is not exhaustive:

- Having unauthorised material during an assessment
- Discussing assessment questions and/or answers with others during a timed assessment event when the work is meant to be completed individually
- Submitting a translation that is available verbatim on a translation tool, such as Google Translate, where the assessment is/was to translate a text from own knowledge



## 18 Appendix 2

### Penalties for proven cases of academic misconduct (applied for outcome 3 of section 12.6 and outcome 4 of section 13.12 and outcome 4 of section 14.13)

Table 1: Penalties that an AIO/ Responsible Examiner/ AMP/AMAP can instruct a Board of Examiners to apply.

Instances of academic misconduct (Penalties are cumulative)	Scale of penalties where academic misconduct is found to have taken place during a first assessment attempt	Scale of penalties where academic misconduct is found to have taken place during a reassessment attempt
Please note that for each instance detailed below a referral may also be made as appropriate for consideration under the <a href="#">Procedure for Consideration of Fitness to Study or Practise</a> (as per 6.1).		
Students who are on programmes accredited by a PSRB are required to report any academic misconduct outcomes and penalties to their PSRBs.		
<b>First instance</b>	<p>Mark of zero/ fail for the unit of assessment</p> <p>If reassessment of the failed unit is necessary, then reassessment of the failed unit of assessment is allowed, with the normal consequences, if any, for reassessment.</p>	<p>Mark of zero/fail for the unit of assessment</p> <p>If the module is failed – no further reassessment is allowed unless the student is entitled to a third attempt. <a href="#">General Regulations for Students and Programme of Study</a> apply.</p>
<b>Second instance</b>	<p>Mark of zero/ a fail for the unit of assessment</p> <p>If reassessment of the failed unit is necessary, then reassessment of the failed unit of assessment is allowed, with the normal consequences, if any, for reassessment.</p>	<p>Mark of zero/ a fail for the unit of assessment</p> <p>No further reassessment is allowed unless the student is entitled to a third attempt. <a href="#">General Regulations for Students and Programme of Study</a> apply</p>
<b>Third instance (only applicable to AMPs)</b>	<p>Termination of registration. <a href="#">General Regulations for Students and Programme of Study</a> apply.</p>	<p>Termination of registration. <a href="#">General Regulations for Students and Programme of Study</a> apply.</p>

\*Notes: Penalties remain on the student's record for the whole duration of their studies. Students are required to declare any academic misconduct outcomes if they rejoin St George's on a different programme or they transfer.

