

Academic misconduct

A Union self-help guide

**Your Union of Students'
independent advice service**

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Talk to
US



What is Academic Misconduct?

Academic misconduct is when a student tries to gain improper advantage by breaking or not following the Academic Regulations concerning any part of the assessment process.

Types of offences

Impersonation

substituting another student in an exam, or submitting another person's work

Collusion

knowing allow another student to submit your work

Contract cheating

obtaining academic work from a third party

Improper exam conduct

being in possession of an unauthorised paper, materials or devices in an exam

Fabrication

misrepresenting data

Self-Plagiarism

has submitted the same piece of their own work for assessment and award of credit in two (or more) modules

Plagiarism

submitting work that is not your own

Avoiding committing misconduct

It's possible to commit misconduct even if you have no intention of doing so, so you must pay close attention when submitting work for assessment. Make sure you take time to read the University rules, as it's your responsibility to ensure you're familiar with them.

If you've been accused of committing a misconduct

If a tutor suspects that academic misconduct has been committed, they'll report this to the programme leader. Please speak to a Union Advisor who can talk you through your options which can help you decide what to do and how to respond. Remember you are entitled to be supported by a Union advisor at any of the meetings below.

Step one: meet with programme leader

You'll be invited to attend a meeting with your programme leader to establish whether misconduct has been committed, and if the misconduct is a result of inexperience or misunderstanding.

Step two: meet with Dean or Director

The relevant Dean or Director will hold a meeting with you to consider the evidence and determine the appropriate course of action. Notice of the meeting will be a minimum of five working days. You'll be able to bring witnesses, evidence, or representatives to the meeting.

Step three: Formal offence panel

If the Dean or Director is unable to reach a conclusion, your case will be referred to a formal misconduct panel made up of University staff. We can help you prepare for the hearing and will be able to attend with you if you are happy for a Union representative to be there.

Penalties

If you're found guilty of committing academic misconduct a range of penalties exist. The severity of the penalty is dependent on case details and any previous offences.

- An advisory note placed on your student record
- A written warning
- Failure of exam of assignments
- Failure of module
- Expelled from programme

Can I appeal?

You can appeal against proven misconduct if you have valid grounds eg:

- New evidence has been found
- The academic offence procedure has not been followed correctly

Advisors from the Union of Students are experienced and trained representatives who can offer you support and guidance if you are being investigated for academic misconduct. If you need further advice please make an appointment to see an advisor.