Recognition of a possible academic integrity offence

Module leader/marker/invigilator brings the issue to the attention of the course leader and collects evidence in support of the allegation

Module leader/marker/invigilator to send ‘allegation letter’ to student

Notice of Academic Offence’ completed and passed to Partner Institution’s AIO/DAIO along with evidence – Statement of Offence, Evidence of whether others are involved?, Assignment/Course Work/Exam paper, Module documents and invigilator report where appropriate

PI AIO/DAIO Interview individual raising the allegation

Partner Institution’s AIO/DAIO to check paperwork and documentation and to contact DALO at the University of Huddersfield

Partner Institution’s AIO/DAIO to send ‘interview request letter’ to student including file of evidence against the student and the relevant parts of the Students’ Handbook of Regulations – a minimum of 5 working days notice must be given

Interview student

Does the student accept the allegation?

Is it a Tariff 1, 2 or 3 offence?

Yes

Partner Institution’s AIO/DAIO to complete report

Confirm with AIO at University of Huddersfield (via DALO) Who will apply tariff penalty and write to student

Student must be informed that if they wish to appeal against the decision they must do so within 28 working days to the Head of Registry at the University of Huddersfield.

Complete academic offences reporting form and submit to the University of Huddersfield’s Registry via the DALO

No

Case to be referred to AIC via DALO

PI Sends letter to student

UoH AIO/DAIO completes overview report

Complete academic offences reporting form and submit University’s Registry along with 7 copies of supporting documentation. University convenes AIC and the outcome is sent to the Student, DALO and School.

DALO informs PI