



University of
HUDDERSFIELD

**ACADEMIC INTEGRITY
ADMINISTRATION
HANDBOOK
(Electronic Processes)**

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Introduction

Registry have introduced a number of developments which are designed to make the Academic Integrity process and procedures more simple and much quicker, but without sacrificing elements which satisfy our external regulator as well as our obligations under the regulations.

More elements than ever before are becoming electronic, with an emphasis of centralising as much as is appropriate within ASIS. This will streamline communicating with students regarding any allegations, and streamline the documents required within an AIC referral pack.

As with any of the regulatory processes, these developments can only be enhanced with feedback, and if, through using the new electronic processes, you have feedback, please send it through to the mailbox.

Mailbox

Registry has moved towards a centralised mailbox system, as a number of Registry staff work across Academic Integrity so by emailing a central mailbox, your query can be carefully directed to the most appropriate person. This should ensure a prompt response to any queries as you will not be waiting for any particular member of staff to return from, for example, annual leave.

Therefore all emails related to Academic Integrity (such as appeals, AIC referrals, reporting questions, advice and guidance) should be directed to academicintegrity@hud.ac.uk.

You will receive a confirmation of receipt when you send an email to this mailbox, and whilst this is designed to confirm receipt of appeals from students, the principal of a response within 3 working days also applies to internal queries.

When emailing this mailbox, please follow the subject title naming convention as:

(School – Type of Query – Name of Student) eg:

Subject: Applied Sciences – AI Case – Joe Bloggs

Subject: Applied Sciences – Reduced Penalty Request – Joe Bloggs

Students should now be provided with the academicintegrity@hud.ac.uk mailbox to send appeals, and x2256 for AI related queries.

SRLs

Letters sent to students by the School regarding Academic Integrity are now all within ASIS and include, Interview Invite Letter, Outcome Letter (Did not attend), Outcome Letter (Attended). The letter advising a student of an allegation has been amalgamated into the interview invite letter.

These letters should be issued from the SPR screen within ASIS, with each box being completed (except the other penalty box). Please be aware that there is a scroll bar on each of the input windows as there are more than three fields to input. Unfortunately ASIS is not able to order the boxes, so therefore some fields may appear out of order. The letters will be sent from the central School mailboxes, which will also be automatically BCC'd a copy of the email when it is sent out. Each of the letters will send to the student's institutional email, and be CC'd to any personal email addresses which ASIS holds.

The text in every box should be replaced or removed as appropriate and there is individual guidance based on the boxes below. Always preview the letter before sending it to ensure that it looks as expected. Illustrative examples of the email output are contained at appendix 2.

Invite Letter: ACINTEG-INVT

Confirmation date at least 2 working days before the hearing

eg 10 November 2016

This is the date for the student to confirm their attendance and submit any additional evidence

Assessment Title	Please enter Assessment Title	Replace with title of assessment
Module code and title		Insert as 'ABC1234 Intro to ASIS'
Interviewing DAIO	Please enter (Deputy) Academic Integrity Officer Name	Replace with DAIO Name
Date of Interview	eg 12 November 2016	Date of interview (must be at least 5 working days after the date this email was sent)
Time of Interview	eg 10:00am	Replace with time
Venue of Interview	Building Name and Room Number	Replace with venue details
Is the interview during term time?	Y or N	Replace with either Y or N.

Once you click ok, you will be asked to preview this message, click yes and check the contents of the email.

You will need to attach evidence to this email as you would do normally, and to do this, you tick the amend box and a new field will appear beneath the subject line. Use that function to add a Zip folder of documents and evidence up to the usual maximum of ~36mb.

You do not need to attach a copy of the regulations as students are directed to the appropriate section of the website.

Interview Outcome Letter (Student Attended): ACINTEG-ATTD

Date of Interview	eg 12 November 2016	Replace with date
Interviewing DAIO	Please enter (Deputy) Academic Integrity Officer Name	Replace with name
Module code and title	eg BFT1019 - Organisations and People	Insert as 'ABC1234 Intro to ASIS'
Please select a Student Position	A, R, N	Replace with 'A' (Accept), 'R' (Refute) or 'N' (No Case to Answer)
Please select Mitigation	A, R, X	Replace with 'A' (Mit provided and accepted), 'R' (Mit provided and not accepted) or 'X' (No Mit provided)
Please select a Penalty	1, 1a, 2, 3, R, O	Replace with '1' (Standard Penalty #1), '1a' (#1 for Failure to Safeguard) or '2' (#2),

'3' (#3), 'R' (Referred to AIC To apply penalty), 'O' (other penalty)

Details of non-standard penalty, if standard penalty applied, please leave blank

If a non-standard penalty has been applied, please detail this here. If a standard penalty has been applied, leave this box blank

Used the attach feature as detailed above (in the Invite Letter section), to attach the interview notes when you send this email.

An option has been included for the (D)AIO to apply an 'other' penalty. This field would only be used exceptionally, and after consultation with Registry to apply a non-standard penalty.

Interview Outcome Letter (Student Did Not Attend): ACINTEG-DNAT

Date of Interview	eg 12 November 2016	Replace with date
Interviewing DAIO	Please enter (Deputy) Academic Integrity Officer Name	Replace with Name
Module code and title	eg BFT1019 - Organisations and People	Insert as 'ABC1234 Intro to ASIS'
If no penalty is applicable then please remove all codes	Please select a code N, 1, 1A, 2, 3, R, O	Replace with 'N' (no case to answer), '1' (Standard Penalty #1), '1a' (#1 for Failure to Safeguard) or '2' (#2), '3' (#3) 'R' (Referred to AIC To apply penalty), 'O' (other penalty)
Details of non-standard penalty, if standard penalty applied, please leave blank		If a non-standard penalty has been applied, please detail this here. If a standard penalty has been applied, leave this box blank

Used the attach feature as detailed above (in the Invite Letter section), to attach the interview notes when you send this email.

An option has been included for the (D)AIO to apply 'other' penalty. This field would only be used exceptionally, and after consultation with Registry to apply a non-standard penalty.

Reduction in Penalty

If a student accepts a penalty at the School Level, they must be offered an opportunity to present any mitigation. This must be done in the interview with an appropriate deadline given after the interview (normally 10 working days) if they need time to gather evidence. The student should be informed that they will not receive an outcome letter until this deadline (or sooner if they submit the evidence earlier).

When the evidence arrives, it is a decision for the (D)AIO whether this mitigation should justify a reduced penalty. A reduced penalty can only be applied when the evidence demonstrates that the students decision making abilities were affected at the time of submitting the assessment.

If the (D)AIO does wish to accept the evidence, then this should be forwarded to academicintegrity@hud.ac.uk with a copy of the interview notes, for Registry to approve this reduction. This is to ensure that reductions are applied consistently across all Schools. If the evidence is not submitted, a reason for this decision will be provided and the student may be offered the opportunity to submit additional evidence.

Referral

If the student does not accept the allegation, or a penalty greater than standard penalty 3 needs to be applied, the case must be 'referred' to the Academic Integrity Committee.

Whereas previously this was a labour intensive and costly process of creating 7 copies to send to Registry, this should now be done electronically.

Documents should be saved (or scanned) as PDFs and given an appropriate name. Documents titles should be numbered to assist the (D)AIO in referencing documents in their summary report (which should always be the first document in the bundle), and numbers should follow the order set out in the Referral Checklist (appendix 1).

Once collated, the documents should be compressed as a Zip folder, and emailed to academicintegrity@hud.ac.uk (with the appropriate email subject). If the file is too large (usually around 36mb), this should be separated into two (or more if necessary) Zip folders and emailed separately.

Please ensure that all documents on the checklist are present, and seek advice from Registry if you are unable to include a document. Please also ensure that the papers do not include any reference to previous allegations (whether upheld or not), or references to Academic Misconduct/Academic Conduct Officers etc.

Reporting

The paper AI Case Reporting Form has been replaced by an [online form](#). This form includes most of the information which was previously required, and a couple of new pieces of information, but as this not now required as a paper form, this process should be far more time efficient.

All cases must be reported using this form, and this includes:

- Cases accepted and dealt with at the School level
- Cases referred to the AIC
- Cases which were investigated, but the (D)AIO found that there was no case to answer

The point at which the case should be reported, is the conclusion of the School's involvement in the case, i.e. when the outcome letter is sent to the student, whether applying a penalty or referring to the AIC. It is at this point that all documentation related to the case should be uploaded to WISDOM.

Appeals

If a student wishes to appeal their Academic Integrity outcome (either at School or University Level) they must complete an [Academic Integrity Appeal Form](#). This form is designed to structure the way in which students provide information and also to prompt them to include relevant information.

The School will be informed when an AI Appeal has been received, and at that point, the School should ensure that all documentation is available on WISDOM. This information should already have been uploaded at the point at which the case was reported to Registry, but it is always worth checking that this folder is up to date.

Registry may ask for additional documentation or information from the School, and will inform the School through their central mailbox, of the outcome of the appeal.

Appendix 1: Academic Integrity Committee Referral Checklist

All cases should include the following documentation using the templates available on the University Website with relevant dates, and should be presented in the order below. If a School wishes to submit paperwork does not include parts listed below, they should contact Registry for advice before referring the case.

- 1 A summary report from the (D)AIO (including dates relevant letters/emails were sent to the student)
 - 2 Hearing notes from the School Interview, signed by the student
 - 3 Notice of suspected breach of Academic Integrity, from the member of staff bringing the allegation
 - 4 Relevant statements from witnesses, which could include staff members, students, or other invigilators (usually including the invigilator's report)
 - 5 A copy of the Student's work, clearly highlighted and annotated to show similarities with other documents
 - 6 A copy of the Turnitin report or examination paper or other evidence as appropriate
 - 7 (If collusion) A copy of the other student's work, clearly highlighted and annotated to show similarities with the Student's submission
 - 8 A copy of original source material, clearly highlighted and annotated to show similarities with the Student's submission (if this is unavailable, please contact Registry for advice)
 - 9 Any evidence or statements provided by the Student at, or in advance of, the School Interview
 - 10 A copy of the assessment brief as provided to the student
 - 11 A copy of the Module and Course handbooks
 - 12 A copy of the Module Specification Document for the module within which the assessment is included
- ✓ The Academic Integrity Offences Reporting form should be completed online, and submitted immediately when a case is submitted to Registry.
 - ✓ The paperwork should not have any reference to previous Academic Integrity cases against the student.
 - ✓ The allegation should be clearly outlined to the student as a "breach of the regulations on Academic Integrity" and then followed by initial details of the alleged breach. Hearing notes should clearly reflect whether the student has accepted, or refuted the breach.
 - ✓ Invite and outcome letters are not required, as they can be accessed if needed from ASIS. The DAIO report should include reference to the dates on which the letters were sent.
 - ✓ Documents should be clearly numbered and indexed to the summary report from the (D)AIO, to enable the Student and the Panel to easily follow the School's case.
 - ✓ Documents should be in the order of the checklist above
 - ✓ Each document should be saved as a PDF, and zipped into a folder. This should then be emailed to academicintegrity@hud.ac.uk. If the document is too large to email, the documents should be split into separate emails.
 - ✓ Documents should not reference Academic Conduct Officer, Academic Misconduct Committee, or variations thereof. Paperwork with these references will be returned to the School.

Registry Academic Integrity Contact

Diane Evans - Executive Officer (x2618/d.evans2@hud.ac.uk)

Appendix 2

Example SRL Email outputs

Invite Letter



University of
HUDDERSFIELD

Dear Luke

Allegation of breach of Academic Integrity regulations (Students' Handbook of Regulations Section 4, Assessment Regulations 3, 4 and 5)

I am writing to advise you that an allegation of a breach of the Academic Integrity regulations has been made against you. This concerns your **Major Project** for module **ABC1234 Introduction to ASIS**. The relevant regulations, which are Section 4, Assessment Regulations 3, 4 and 5 of the Students' Handbook of Regulations, can be found [here](#). I have attached a copy of the evidence supplied by your module tutor/course leader. Your results for this module cannot be progressed until this issue is resolved.

You are required to attend an interview with **Richard Quayle** to discuss the above allegation. The meeting will take place on **8 December 2016 at 10.00am** in **Registry SB9/01**. Please confirm by email no later than **6 December 2016** to hhs_asis-team@hud.ac.uk to confirm that you will be attending. Failure to respond to this letter will result in the meeting going ahead in your absence and a decision will be made on the basis of the information contained within the hearing documentation. If the allegation is upheld, the appropriate penalty will be applied or the case may be referred to the Academic Integrity Committee. If you do not attend or do not contact the School, you will waive your right to appeal.

As your Interview is scheduled outside of term time, you are able to attend by Skype. You must provide your Skype username to hhs_asis-team@hud.ac.uk by **6 December 2016**. You may also request that your interview is postponed until term time, however please note that your results cannot be released until this issue has been resolved and that a postponement may delay your progression or graduation.

If you intend to provide any documents or evidence to support your case please submit them to hhs_asis-team@hud.ac.uk by **6 December 2016**. If you wish to submit mitigating circumstances as to why this may have happened, you must mention them at the meeting and supply appropriate supporting evidence.

You are entitled to bring a supporter with you to the interview, normally an advisor from the Students' Union Advice Centre. A supporter will not normally act as an advocate. You can contact the Students' Union Advice Centre at 01484 47 3446 or www.huddersfield.su/advice.

Yours sincerely

School Academic Integrity Team

Outcome Letter (Did Not Attend)

Dear Luke

Allegation of breach of Academic Integrity regulations (Students' Handbook of Regulations Section 4, Assessment Regulations 3, 4 and 5)

Please be advised that an Academic Integrity interview was held on **8 December 2016** with **Richard Quayle**, related to an allegation of a breach of the Academic Integrity Regulations in **ABC1234 Introduction to ASIS**. You did not attend this interview and it went ahead in your absence. As a valid reason for your absence was not provided in advance of the interview, a decision was made on the basis of the evidence available at the time of the hearing.

I enclose a copy of the record of the interview. Please read and check carefully.

The (Deputy) Academic Integrity Officer found that this allegation should be upheld. In the absence of any mitigation, the (D)AIO applied the standard penalty for this level of offence, which is standard penalty 3 from the Students' Handbook of Regulations and is that:

1. A mark of 0% Fail is recorded for the overall module
2. The full set of module assessment tasks are repeated in full in the next academic session
3. The offence is recorded on ASIS and appears on the student's transcript
4. The student is referred to the AST

Please be advised that as you did not attend the hearing or provide notification of a valid, evidenced reason as to why you would not be able to attend the hearing, you have waived your right of appeal. This is in accordance with the Students' Handbook of Regulations.

Yours sincerely

School Academic Integrity Team

Outcome Letter (Attended)

Dear Luke

Allegation of breach of Academic Integrity regulations (Students' Handbook of Regulations Section 4, Assessment Regulations 3, 4 and 5)

Thank you for attending the Academic Integrity interview held on **8 December 2016** with **Richard Quayle**, related to an allegation of a breach of the Academic Integrity Regulations in **ABC1234 Introduction to ASIS**.

I enclose a copy of the record of the interview. Please read and check carefully. If you are satisfied that the record is an accurate account of our meeting, please confirm by return email to hhs_asis-team@hud.ac.uk within 5 working days. If we do not receive confirmation within 5 working days of this email, we shall assume that you have accepted the report as a true record of the meeting.

At the School Academic Integrity Interview, you accepted the allegation that you have breached the regulations on Academic Integrity.

You have presented mitigating evidence for this allegation, and on reviewing this evidence, the (D)AIO has not agreed to apply a reduced penalty, and therefore the standard penalty for this level of offence will be applied.

The penalty which has been applied is standard penalty 3 from the Students' Handbook of Regulations and is that:

- A mark of 0% Fail is recorded for the overall module
- The full set of module assessment tasks are repeated in full in the next academic session
- The offence is recorded on ASIS and appears on the student's transcript
- The student is referred to the AST

If you wish to appeal this decision you must complete the **Academic Integrity Appeal Form** no more than **10 working days from this email** and this should be emailed to academicintegrity@hud.ac.uk. Leave to appeal will only be granted if you can demonstrate:

1. A material irregularity has occurred or is demonstrated within the documentation.
2. Extenuating circumstances which for a very good reason were not made available at the interview.

If leave to appeal is granted please note that the Committee may:

1. Confirm the findings and the penalty in all respects.
2. Change, revise or vary the penalty in accordance with the decision of the Appeal.
3. Uphold the appeal, remove the penalties and any record of the offence on the student's file on ASIS.

Yours sincerely