**Collaborative Provision**

**Quick Guide to Student Casework**

*Explains how to tackle Academic Misconduct, Complaints, Results Appeals, Fitness to Practise, Fitness to Study, Extenuating Circumstances and Disciplinaries at Partner Institutions*



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CP Academic Misconduct

The University of Huddersfield’s Academic Misconduct policy and processes apply to all courses and University of Huddersfield students at PIs. The DALO must make sure:

* the PI issues students with [section 10 of the Regulations for Taught Students](https://www.hud.ac.uk/policies/registry/regs-taught/section-10/) during their induction
* all staff and students are aware of AM issues and that students need to complete the Academic Misconduct module.

Note: Academic Misconduct procedures at any CP partner institution must reflect the University’s procedures for dealing with internal courses. This information is agreed at (re)validation and monitored by the DALO and is reflected in the contract of collaboration. The process is outlined below:

| Step | Action |
| --- | --- |
| 1 | For Franchised, Validated and Designed and Delivered provision, the PI appoints an Academic Misconduct Officer (AMO) who informs the DALO of investigation outcomesFor ODUPLUS provision the PI and school agree the appointment of an AMO as part of the (re)validation process. This could either be a member of the PI, a member of University of Huddersfield staff who visits the PI regularly or the DALO |
| 2 | The PI must confirm the name of the AMO to the School’s AMO. Note that penalties cannot be applied by a PI AMO; they must be confirmed by the School’s AMO |
| 3 | For Franchised, Validated and Designed and Delivered provision, the PI should conduct the informal stage 1 investigation and the University will conduct Stages 2 and 3 (see workflow below) |
| 4 | DALOs support PIs with AM issues, are the first point of contact and should be regularly updated by PIs in all AM cases (refer to [section 10 of the Regulations for Taught Students](https://www.hud.ac.uk/policies/registry/regs-taught/section-10/) for further information) |
| 5 | The University sends all formal emails relating to AM allegations rather than the PI. This includes interview invitations and outcomes. |
| 6 | A stage 3 case of AM at a PI will mean an Academic Misconduct Panel will be held at the University and the student should attend to present their case. If it is unrealistic for the student to attend, a virtual AMP will be held. |

See the Academic Misconduct flowchart (page 4) for further information about the CP process.

**Academic Misconduct Workflow**



CP Student Complaints

Student complaints at PIs usually follow the University of Huddersfield’s Regulations and Procedures outlined in [Section 13 of the Regulations for Taught Students](https://www.hud.ac.uk/policies/registry/regs-taught/section-13/). However, this may depend on the subject matter of the complaint. For example, it may be advisable for the University to deal with all stages of complaints relating to academic matters and for the PI to deal with matters relating to the environment. The DALO must make sure that the PI issues students with the Regulations for Taught Students during their induction and that all staff and students are aware how the Complaints procedure works.

| Step | Action |
| --- | --- |
| 1 | When a student raises a complaint at a PI, the PI usually follows the Stage 1 (informal) complaints process, alerting the DALO to the complaint. The student should be advised to contact the University of Huddersfield’s Student Union Advice centre at all stages. |
| 2 | If the PI does not resolve the issue, they should inform the DALO, sending all relevant paperwork. |
| 3 | The DALO will refer the stage 2 complaint to Registry who will complete the formal stages (stages 2 and 3).  |
| 4 | If the issue is not resolved at stage 2, then the University follows the stage 3 internal review process. |
| 5 | The COP letter is then issued advising the student to contact the OIA for an independent review if they are still unhappy with the outcome. |

See the complaints workflow (page 6) for further information.

**Complaints workflow**



CP Results Appeals

Student results appeals at PIs follow the University of Huddersfield’s Regulations and Procedures outlined in [section 9 of the Regulations for Taught Students](https://www.hud.ac.uk/policies/registry/regs-taught/section-9/) . The DALO must make sure that the PI issues students with the Regulations for Taught Students during their induction and that all staff and students are aware how the Appeals procedure works. The process is as follows:

| Step | Action |
| --- | --- |
| 1 | Student at PI wishes to appeal a result (must be within 10 working days of receiving results). |
| 2 | The PI and DALO direct the student to the University of Huddersfield’s Students’ Union Advice centre for further details and advice. |
| 3 | The student submits a stage 1 appeal to Registry by emailing an appeal form to CABAppeals@hud.ac.uk  |
| 4 | Registry respond to the student within 20 working days of receiving the appeal with an outcome. |
| 5 | The student may ask for a review in the stage 2 process within 10 working days of receiving the outcome letter. |
| 6 | Registry issues a completion of procedures letter and the student has 12 months to contact the Office of Independent Adjudicator if not satisfied. |

***Note: All results appeals must be conducted by the University of Huddersfield***

**Results appeals workflow**



CP Fitness to Practise Procedures

Student Fitness to Practise Procedures only apply to certain courses such as Teaching, Health Care and Social work. It is important to discuss any courses where Fitness to Practise Procedures apply with new PIs. PIs follow the University of Huddersfield’s Regulations and Procedures outlined in [section 11 of the Regulations for Taught Students](https://www.hud.ac.uk/policies/registry/regs-taught/section-11/) **The DALO must make sure that the PI issues students with the Regulations for Taught Students during their induction and that all staff and students are aware how the Fitness to Practise Procedures work.**

The PI will usually be responsible for invoking and completing the first informal stage. The outcome must be reported back to the DALO at the University. Stages 2 to 4 of the procedure will usually be completed by the School/University as illustrated in the flowchart below.

**Fitness to Practise workflow**



**CP Fitness to Study Procedures**

Where a PI has concerns surrounding a student’s physical or mental health, they are usually responsible for invoking Fitness to Study Procedures at stage 1, as outlined in the Regulations for Taught Students. They should also inform the DALO, the school and should contact Registry for support and advice. It is important to consider a number of factors such as the PI’s contract, the issue concerned and whether the PI feels confident in carrying out the procedure. The University will usually be responsible for the formal stages of the procedures (stages 2 and 3).

**Fitness to study workflow**



CP Extenuating Circumstances

Extenuating Circumstances at PIs follow the University of Huddersfield’s Regulations and Procedures outlined in [section 8 of the Regulations for Taught Students](https://www.hud.ac.uk/policies/registry/regs-taught/section-8/). The DALO must make sure that the PI issues students with the Regulations for Taught Students during their induction and that all staff and students are aware how the Extenuating Circumstances procedure works. The process is as follows

| Step | Action |
| --- | --- |
| 1 | A student at a PI wishes to submit an EC application. |
| 2 | The PI should notify the DALO and direct the student to the relevant Regulations, Procedures and Forms on the Huddersfield of University website and also advise them to contact the Students’ Union Advice Centre in the first instance. |
| 3 | The student should submit their claim form and evidence to the School as outlined in the guidance. |
| 4 | The school should make sure the DALO and PI are aware of any outcomes. |

**Extenuating Circumstances workflow**



Disciplinary

In cases where CP students are subject to disciplinary procedures:

* In the first instance the PI should contact the DALO to discuss the issue.
* The DALO and school should then check the contract with the PI and discuss the disciplinary issue with Registry.

Normally the process to be followed will depend on factors such as who reports student numbers to Higher Education Statistics Agency (HESA), the contract and whether the issue concerns teaching, learning and assessment. Registry will support and advise the school and PI throughout the process. When you contact Registry, make it clear that the student is from a Partner Institution. See the workflow on the next page.

See the disciplinary workflow (page 12) for further information.

**Disciplinary workflow**

