SECTION 4

Assessment Regulation 4: Action following a report of an Academic Integrity offence to the Academic Integrity Officer or Deputy

Students are advised to seek impartial help, advice, guidance and support from sabbatical officers in the Students’ Union and Students’ Union Advice Centre.

4 PROCEDURE

4.1 Framework

4.1.1 Each School shall designate one member of its senior academic staff to fulfil the role of Academic Integrity Officer (AIO) and a deputy (DAIO) or deputies shall be designated to act in the absence of the Academic Integrity Officer. The Academic Integrity Officer and/or Deputy will:
- advise academic staff in conducting interviews with students,
- advise on the collection of information and evidence,
- convene the School based investigation and decide on the subsequent penalty if appropriate,
- attend the Academic Integrity Committee (AIC).

4.1.2 Where an allegation of a breach of academic integrity regulations is brought against a student by a tutor from a School owning the module, which is different to the School in which the student is registered; the allegation will be investigated and put forward by the School owning the module.

4.1.3 The Academic Integrity Committee will be convened as and when the volume of work dictates but no less than once every two months and will be comprised of:
- any combination AIO or deputy from each School,
- a member of the SU Executive (normally the SU President)

and will be convened by the Head of Registry or nominee.

4.1.4 The Academic Integrity Officers will confirm the penalty to be applied where a student admits an academic offence and the penalty is between Penalty 1 and Penalty 3 on the Tariff of Penalties. If a penalty is likely to have the effect of resulting in the loss of credit or excluding the student from the course or University the allegation should be referred to the Academic Integrity Committee for consideration. If a student submits evidence of extenuating circumstances that is accepted by the (D)AIO a lesser penalty may be applied without reference to the Academic Integrity Committee provided:
- The penalty does not result in the loss of credit or excludes the student from the University and

- Agreement from the Head of Registry (or nominee) had been received by the (D)AIO.
4.1.5 The Academic Integrity Committee will consider all cases referred to it and apply a penalty as appropriate in accordance with the University Tariff of Penalties. If a student submits evidence of extenuating circumstances that is accepted by the AIC a lesser penalty may be applied.

4.2 Allegation of a Breach of Academic Integrity

4.2.1 Where an examiner, whether internal or external suspects a breach of academic integrity has occurred in an assessment he/she will report it to the (D)AIO and provide evidence in support of any allegation. The (D)AIO will advise the examiner on whether there is a case to answer.

4.2.2 Where it is suspected that the assessment is not the work of the student, the student may be invited to an interview with the module tutor and module moderator to demonstrate his/her understanding of the work in question. Following the interview a report will be made and agreed jointly by the module tutor and moderator and submitted to the (D)AIO as part of the evidence.

4.3 School Based Investigation by the (Deputy) Academic Integrity Officer (D)AIO

4.3.1 The (D)AIO will meet with the member of staff making the allegation and hear all evidence and will arrange for a member of staff to act as note taker.

4.3.2 The (D)AIO will invite the student/s to an interview to discuss the allegation. The letter and hearing documentation should be sent by first class. A copy of the letter should also be sent to the student’s University email address. In the letter, the student/s will:

1. be advised of the date of the meeting, (at least 5 working days notice to be given) and asked to confirm attendance by no later than two working days in advance of the hearing;
2. be provided with details of the allegation/s including the report from the member of staff bringing the allegation/s;
3. be provided with a copy of the Turnitin report, examination paper or other evidence as appropriate, (the student will retain the evidence after the meeting);
4. be provided with a copy of the assessment submitted by the student and a copy of the original source text with relevant sections highlighted;
5. be provided with the module assessment criteria where appropriate;
6. be asked to bring all notes used in producing the work;
7. be provided with a copy of this procedure to be followed in the event that the student accepts/refutes the allegation;
8. be advised he/she is entitled to have a supporter from the University community to attend the interview with them, normally a representative from the University’s Students’ Union Advice Centre, another student, a member of academic staff or a member of staff from Student Services;
9. be advised that a supporter will not normally act as an advocate;
10. be provided with express confirmation of who will conduct the interview;
11 be advised that failure to respond will result in the meeting going ahead in absentia and a decision being made on the basis of the information contained within the hearing documentation.

4.3.3 If a student/s does not respond to the letter by the deadline, the School should make appropriate checks that correspondence is going to the correct address and send an email to the student’s University email account advising them of the hearing and reminding them that failure to respond will result in the meeting going ahead in absentia and a decision will be made on the basis of the information contained within the hearing documentation.

4.3.4 The (D)AIO will arrange for a member of staff to act as note taker.

4.3.5 In the interview the (D)AIO should:

1 commence by inviting all those present to introduce themselves and explain their role or function at the hearing
2 confirm that the supporter (if present) cannot act as an advocate
3 confirm that the purpose of the interview is to establish whether the allegation of a breach of academic integrity regulations has taken place
4 ask the student if they accept or refute the allegation
5 ask the student if the allegation is being refuted to present his/her case explaining how this has happened and/or provide any supporting evidence including, where applicable, any witness statements.

4.3.6 Following the interview:

1 If the meeting finds that there is no offence to answer the student will be advised in writing within 5 working days of the School hearing and no record will be retained.

2 The (D)AIO will check that the allegation is a first offence or otherwise and whether or not the student has successfully completed the on-line academic integrity training tool.

3 If the student accepts the allegation and the applicable penalty is between Penalty 1 and Penalty 3 on the Tariff of Penalties, the (D)AIO will advise the student of the penalty that will be applied. In reaching this decision the (D)AIO will take into account the successful completion or otherwise by the student of the on-line academic integrity training tool.

4 The (D)AIO will advise the Chair of the CAB of the offence and subsequent penalty and record on ASIS the offence and penalty applied against the student’s record.

5 If the student accepts the allegation and the applicable penalty is either Penalty 4 or Penalty 5 on the Tariff of Penalties, the (D)AIO will refer the case to the Academic Integrity Committee who will consider the academic offence and apply an appropriate penalty using the University tariff.
6 In all cases where the student refutes the allegation the (D)AIO should send 7 copies of the written report and supporting evidence within 5 working days of the School hearing to the Head of Registry for consideration by the Academic Integrity Committee. Supporting evidence includes:
   1 report from (D)AIO
   2 report from member of staff bringing the allegation
   3 signed statement from the student confirming the notes of the School based meeting
   4 copy of Turnitin report or examination paper or other evidence as appropriate
   5 copy of the assessment submitted by the student and a copy of the original source text with relevant sections highlighted;
   6 any mitigating evidence provided by the student
   7 module assessment criteria where appropriate.

4.4 Student absence from a school based Academic Integrity meeting

4.4.1 If a student has indicated that they do not wish to attend, the (D)AIO will make a decision and advise the student accordingly.

4.4.2 If a student has indicated that they are attending but is prevented from doing so for good reason which can be evidenced, and the student advises the School Office before the meeting, the meeting will be deferred to a later date.

4.4.3 If the student has indicated that they are attending but fails to attend and does not inform the School Office prior to the meeting, the meeting will go ahead and a decision will be reached based on the information available to the (D)AIO.

4.4.4 If a student fails to confirm attendance and all attempts to contact the student have failed, the meeting will go ahead and a decision will be reached based on the information available to the (D)AIO. Attempts to contact the student will be recorded on the student file including, copy letters and emails.

4.4.5 A student who does not attend the Academic Integrity Meeting waives the right of appeal except where an unavoidable inability to engage with the process can be demonstrated.

4.5 The Academic Integrity Committee

4.5.1 Where a case is reported to the Head of Registry for consideration by the Academic Integrity Committee the (D)AIO will advise the Chair of the Course Assessment Board who will defer consideration of the work in question until a decision has been made by the Academic Integrity Committee. The results for modules unaffected by the allegation should be considered as normal. Where the student has refer or defer work to be completed the student should be required to complete this work.
4.5.2 The Head of Registry will convene the hearing of the Academic Integrity Committee. The date of the hearing will be governed by a predetermined schedule.

4.6 Notifying the Student/s

4.6.1 Students should be given at least 5 working days’ notice of the hearing. The student will be advised in writing of the allegation together with accompanying documents, a copy of the regulations concerning academic integrity, the timing of the hearing and who the panel members will be. Correspondence should be sent to students by first class post using the relevant address as recorded on ASIS or an address provided by the student to Registry.

4.6.2 The student should be advised that he/she is entitled to have a person of their choosing from the University community to attend the hearing with them, normally a member from the Students’ Union Advice Centre, a member of academic staff, a student or a member of staff from Student Services. The student should be asked to confirm attendance at the hearing and the name and status of the person accompanying them to the hearing. A supporter will not normally act as an advocate.

4.6.3 If the student has previously provided witness statements he/she should be advised to notify the witnesses of the date of the hearing to ensure that they can attend.

4.7 Composition of the Academic Integrity Committee

4.7.1 The Academic Integrity Committee will comprise of a minimum of four members including:

1. any combination of 3 (D)AIOs not drawn from the Schools where the allegations originated

2. a member of the Students’ Union Executive normally the SU President.

The Head of Registry or nominated deputy will act as secretary but will not be a member.

4.7.2 The Academic Integrity Committee reserves the right to call any witness not already identified by the student or the School.

4.7.3 Any member of the Committee who knows of any possible conflict of interest or who has been personally involved in the individual’s current or prior case will not be eligible to be a member of the Committee for that case and should inform the Head of Registry prior to the meeting.

4.7.4 Documents for the hearings will be distributed to committee members and are private and confidential. They should only be discussed with other committee members or for clarification purposes with Registry.
4.8 Student absence from a University Academic Integrity Committee

4.8.1 If a student has indicated that they do not wish to attend, the Chair will ensure that the Committee is familiar with all facts related to the case and present any supporting evidence forwarded by the student. The Committee will make a decision and advise the student accordingly.

4.8.2 If a student has indicated that they are attending but is prevented from doing so for good reason which can be evidenced, and the student advises the secretary before the meeting, the meeting will be deferred to a later date.

4.8.3 If the student has indicated that they are attending but fails to attend and does not inform the secretary prior to the meeting, the meeting will go ahead and a decision will be reached based on the information available to the committee.

4.8.4 If a student fails to confirm attendance and all attempts to contact the student have failed, the meeting will go ahead and a decision will be reached based on the information available to the committee. Attempts to contact the student will be recorded on the student file, copy letters held on file and receipts for recorded delivery letters will be requested.

4.8.5 A student who does not attend the Academic Integrity Committee waives the right of appeal except where an unavoidable inability to engage with the process can be demonstrated.

4.9 The Academic Integrity Committee

4.9.1 The following should be adhered to in all circumstances and only varied where there is concern for the welfare of a student, witness or a member of staff:

1 The secretary will meet the student, supporter and School staff outside of the meeting and escort them into the meeting. Witnesses will remain in a designated waiting area until called.

2 The Chair will commence introductions of members present and invite others present to introduce themselves and their function.

3 If a supporter is present, the Chair should confirm that the supporter cannot act as an advocate.

4 The Chair will advise the student of the alleged offence and the specific details of the allegation.

5 The student will be asked whether they understand the allegation.

6 The student will be asked whether they accept or refute the alleged offence.
7 If the student accepts the allegation the Chair will ask the student if they wish to plead mitigating circumstances.

8 The Chair will thank the student, supporter and School staff for attending and advise the student that a decision will normally be made in writing within five working days. The attendees will be escorted from the room.

9 The Committee will discuss the case and consider whether the allegation has been proved and reach its decision.

10 If the student has been previously found guilty of an academic offence the secretary will advise the Committee once a decision has been reached.

11 If the student is found guilty the Academic Integrity Committee will consider what penalty, if any, is to be imposed using the penalties as approved by UTLC. In reaching this decision the Committee will take into account the successful completion or otherwise by the student of the on-line academic integrity training tool.

12 If the student is found guilty the decision of the penalty imposed will be reported electronically to the Dean, the (D)AIO, module tutor, administrative contact and recorded on the student’s file on ASIS. The student will be advised in writing.

13 Notes of the hearing will be made available electronically to the Dean, (D)AIO, module leader and administrative contact and retained in Registry. The student will be sent a written copy of the notes.

14 If the student refutes the allegation the Chair of the Committee will explain that the purpose of the Academic Integrity Committee is to hear evidence in support of the student and the School and make a decision based on the information provided.

15 The Chair will invite the School staff to present the case against the student.

16 The Chair will ask the student if he/she wishes to make a statement to the Committee.

17 If appropriate, witnesses will be called at this stage. The Chair will give members of the Committee an opportunity to ask questions of the witnesses. The witnesses will be escorted from the room.

18 The Chair will give both the student and staff members the opportunity to ask questions of each other, and the members of the Committee to ask questions of the staff and student.

19 The Chair will ensure that all members of the Committee have completed their questioning.

20 The Chair will ask the student and each member of staff if they wish to make any closing statement.
21 The Committee may at the request of either party hear a final statement in private.

22 The Chair will thank the student, supporter and School staff for attending and advise the student that a decision will normally be made in writing within five working days. The attendees will be escorted from the room.

23 The Committee will discuss the case and consider whether the allegation has been proved and reach its decision. Any evidenced mitigating circumstances will be taken into account. Absolute proof of the allegation is not required to determine that an allegation has been substantiated.

24 If the student has been previously found guilty of an academic offence the secretary will advise the Committee once a decision has been reached.

25 If the student is found guilty the Academic Integrity Committee will consider what penalty, if any, is to be imposed using the penalties approved by UTLC and taking into account any previous offences.

26 If the student is found guilty the decision of the penalty imposed will be reported electronically to the Dean, the (D)AIO, module tutor and administrative contact and recorded on the student’s file on ASIS. The student will be advised in writing.

27 Notes of the hearing will be made available electronically to the Dean, (D)AIO, module tutor and administrative contact and retained in Registry. The student will be sent a written copy of the notes within 5 working days of the Committee having reached a conclusion.