

Part 8 Academic Integrity and Academic Misconduct

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1 Purpose and Scope of the Policy

1.1 Purpose

- 1.1.1 As a learning community, we recognise that the principles of truth, honesty and mutual respect are central to the pursuit of knowledge. Behaviour that undermines those principles diminishes us, both individually and collectively, and devalues our work. We are therefore committed to ensuring that every member of our University is made aware of the responsibilities in maintaining the highest standards of academic integrity and of the steps we take to protect those standards.
- 1.1.2 Our determination that students should know and understand academic good practice is matched by our resolve that academic malpractice should not prosper. Accordingly, we have adopted a balanced approach, providing support to enable students to acquire knowledge and skills to maintain academic integrity. The University of East London is committed to academic integrity and will take firm action against any student who breaches these regulations. All students are responsible for ensuring that every element of their studies is their own work and for following regulations for the proper conduct of assessments. No credit will be awarded for work which is found to have breached these Academic Misconduct Regulations.



1.2 Scope

- 1.2.1 The Academic Misconduct policy and academic misconduct procedures applies to students who have a suspected case of academic misconduct in undergraduate programmes, taught postgraduate programmes, taught elements, annual review and transfer of postgraduate research programmes, and undergraduate and postgraduate credit bearing short courses.
- 1.2.2 A student cannot initiate an academic misconduct action against another student; this can only be done by an academic member of staff.
- 1.2.3 Students studying under an Academic Partnership with UEL are subject to the procedures as outlined in their individual agreement

2 Policy Statement and Principles

2.1 Statement

- 2.1.1 All University of East London students are expected to adhere to the standards of behaviour required of them as a member of the University community. The University has a range of policies and procedures in place to manage breaches of student codes of conduct, student contracts or other codes of practice.

2.2 Academic Integrity Principles

- 2.2.1 The University's approach to Academic Integrity is based upon the values of honesty, integrity, responsibility, trust, respect and fairness and guided by the following principles:

- a. Each of us takes responsibility for our own work.



- b. We treat the work of others with respect and in accordance with good academic practice.
- c. We recognise that not all students will be familiar with such practice and we are committed to providing support in a variety of ways, so that they are able to learn the skills necessary for academic success.
- d. Our teaching and support staff will reinforce these learning opportunities by exhibiting and promoting academic integrity in all areas of their professional practice.
- e. Teaching staff will be encouraged to design assessments that minimise the opportunity to breach academic integrity
- f. No credit will be awarded to any work that breaches our regulations.
- g. All proven instances of academic misconduct will be penalised.

2.2.2 For the purposes of these Regulations, please note the definitions for the following words/phrases in [Section 9](#).

- [Academic Integrity](#)
- [Academic Misconduct](#)
- [Academic Poor Practice](#)
- [Collusion](#)
- [Contract Cheating](#)
- [Coursework Submitted for Assessment](#)
- [Examinations](#)
- [Plagiarism](#)
- [Self-Plagiarism](#)



2.3 Appointing School Responsible Officers

- 2.3.1 Each Head of School will appoint a Responsible Officer, to deal with cases of academic misconduct within the School on their behalf. The Responsible Officer is a member of the University's academic staff who works closely with Module Leaders, the Student Conduct Team and the relevant administrator to manage incidents of reported academic misconduct within their School. This includes meeting with students to discuss cases and to outline the support available to prevent future incidents of academic misconduct. The role of Responsible Officer may be shared but a minimum of one of the appointees must be a member of academic staff.

3 Academic Misconduct Procedure

3.1 Procedure

- 3.1.1 If an assessor suspects that academic misconduct has occurred, they should inform the relevant Module Leader, School Responsible Officer, and the relevant administrator, by means to be agreed within the school, within 5 working days after detection.
- 3.1.2 The Module Leader, in consultation with the Responsible Officer, will determine whether or not it appears that academic misconduct has occurred, by reviewing the reported circumstances and any relevant materials, including suspected source materials within a period of ten working days.
- 3.1.3 Academic Misconduct Regulations do not apply in an instance where:
- a. No extension has not been made or granted
- and**
- b. no extenuation claim is either made or granted.



- 3.1.4 If, within the stipulated time period noted in [4.1.2](#), the Module Leader and Responsible Officer have not found evidence that misconduct may have occurred, the work will be marked as normal.
- 3.1.5 If, within the stipulated period noted in [4.1.2](#), the Module Leader and Responsible Officer have evidence that misconduct may have occurred and:
- a. There is a record that the student has previously been issued with a penalty sanction.
- Or**
- b. The suspected academic misconduct is such that it might (according to the tariff at section 10 below) incur a Level B, C or D penalty (regardless of whether it is a first instance of academic misconduct).
- 3.1.6 The matter will be referred to the Student Conduct Team within three working days of decision ([Section 3.2](#)).
- 3.1.7 If the Module Leader and Responsible Officer agree that there is a case to answer and there is no record of the student having previously breached our Academic Misconduct Regulations, the Module Leader, together with the School's Responsible Officer, will hold a School Meeting with the student.
- 3.1.8 The student will be entitled to be accompanied to the meeting by one person, who may be a relative, friend, colleague or a Student Union Advisor. The accompanying person cannot be a professional legal representative who has been employed to act on the student's behalf, nor can they act in the capacity of a legal advisor. The accompanying person can comment, assist and help to present evidence, but cannot answer questions on the student's behalf.



- 3.1.9 At that meeting, the student will be reminded of our Academic Misconduct Regulations (including the tariff of penalties), shown how they have breached the regulations and advised on how to adhere to them in the future. The Module Leader will present the evidence which could consist of the source material, or a report from Turnitin or other program or method used to detect similarity to a published source. The student will be invited to make further comments.
- 3.1.10 Where acceptance occurs in relation to an undergraduate or taught postgraduate programme, a Level A penalty will be issued by the Module Leader and the assessment concerned will be issued the penalty as stipulated in section 6 below.
- 3.1.11 Where acceptance occurs in relation to material submitted for annual review or transfer of postgraduate research programmes, the student will be required to:
- a. amend the documentation submitted for annual review, addressing the affected material before the annual review may be re-considered
- and/or**
- b. amend the progress report documentation addressing the affected material, before the request for transfer between MPhil and PhD status, in either direction, may be re-considered. Required amendments must be resubmitted within 40 working days from the date of the School Meeting.



- 3.1.12 Students are required to confirm their acceptance that they have breached these regulations by explicitly indicating agreement in their school meeting, that they understand how they have breached these regulations, undertake all necessary steps to ensure that they do not do so again and understands that any further instance of academic misconduct is likely to lead to a serious penalty. The Module Leader or School Responsible Officer will inform the relevant administrator, who will notify the Student Conduct Team. The relevant administrator will be responsible for notifying the student formally of the outcome and retaining the record of the School Meeting.
- 3.1.13 Any appeal must be made in writing to the Student Conduct Team, within 10 working days of the date of the outcome correspondence.
- 3.1.14 Where the student denies academic misconduct the Module Leader and Responsible Officer will refer the matter to the Student Conduct Team and inform the relevant administrator.
- 3.1.15 If academic misconduct has been alleged because an assessor suspects that the work submitted is not entirely the student's own work, and it is deemed appropriate (e.g. in cases where it has not been possible to identify the sources from which the work (or parts of it) has (or have) been taken), then a viva voce interview may be incorporated within the School Meeting. The student will be informed in advance that a viva voce interview will be taking place in accordance with UEL's guidance in conducting viva voce interviews in relation to academic misconduct.
- 3.1.16 A report of the meeting at which the viva voce is held will be produced and made available to the Student Conduct Team.



- 3.1.17 The School meeting may take place via MS Team. For Viva voce interviews, all parties will be expected to enable their webcam.
- 3.1.18 If the student does not appear at the date and time scheduled for the School Meeting or refuses to take part, the School's Responsible Officer will consider whether any reasons offered are valid, and if so judges, adjourn proceedings to a later date.
- 3.1.19 Any appeal must be made by the student, in writing, to the Student Conduct Team, within 10 working days of the date of the School's outcome correspondence.
- 3.1.20 Where the outcome of the viva voce interview is such that the suspected academic misconduct might (according to the tariff at section 9 below) incur a penalty (regardless of whether it is a first instance of academic misconduct) the matter will be referred to the Student Conduct Team (see section 6 below) within 5 working days.

3.2 Referrals to the Student Conduct Team¹

- 3.2.1 The Student Conduct Team will write to the student setting out the allegation and the proposed penalty and invite the student to a meeting. The student may be accompanied by one person, who may be a relative, friend, colleague or preferably a Students Union Advisor for support. The accompanying person cannot be a professional legal representative who has been employed to act on the student's behalf nor can they act in the capacity of a legal advisor and answer questions on the student's behalf. The accompanying person can comment, assist and help to present evidence but cannot answer questions on the student's behalf.

¹ Alleged subsequent instances of academic misconduct and alleged first instances of serious academic misconduct and also where a student has denied academic misconduct at a School Meeting



- 3.2.2 The student is required to attend the meeting. If the student does not attend the meeting, they will be deemed to have accepted the proposed penalty (and notified of this in writing).
- 3.2.3 Any appeal must be made in writing to the Student Conduct Team, within 10 working days of the date of the outcome correspondence.
- 3.2.4 Where the student attends the meeting and admits to an instance (or instances) of academic misconduct, they will be reminded of the proposed penalty and required to confirm, in writing, that they understand how they have breached these regulations, undertakes all necessary steps to ensure that they do not do so again and understands that any further instance of academic misconduct will result in a significantly more severe penalty.
- 3.2.5 Where a student attends the meeting and either:
- a. does not admit academic misconduct because they have suitable grounds to challenge the decision
and/or
 - b. feels that there are unique and particular circumstances that mitigate or explain the allegation[s]



3.2.6 Within 10 working days of the date of the meeting with the Student Conduct Team, the student must submit to the evidenced based proposal for proceeding to an Academic Misconduct Panel. The Student Conduct Team will forward the proposal to two identified Responsible Officers (who must be from a different School to the student). Should the submission from the student not be received within the stipulated time period by the Student Conduct Team, they will write to the student informing them that the time allowed to submit a proposal to take the case to an Academic Misconduct Panel has lapsed; will therefore not be considered and the proposed penalty will be applied.

Or

3.2.7 admits academic misconduct but does not accept the proposed penalty

3.2.8 The student must submit a written statement within 10 working days, outlining their reasons for not accepting the penalty. The Student Conduct Team will forward the statement on to the School's Responsible Officer for consideration. If the School Responsible Officer rejects the student's statement, The Student Conduct Team will notify the student that they can submit their statement for proceeding to an Academic Misconduct Panel.

3.2.9 Where a proposal or statement to proceed to an Academic Misconduct Panel is received within the stipulated time period, the Responsible Officers will review the proposal and decide whether there are sufficient grounds for the case to be considered by an Academic Misconduct Panel. This decision must be made within 10 working days of receipt of the proposal by the Responsible Officer. In the event of an irreconcilable difference of opinion between the Responsible Officers the proposal shall proceed to an Academic Misconduct Panel.



- 3.2.10 In reaching their decision as to whether there are sufficient grounds for the case to be considered by an Academic Misconduct Panel, the Responsible Officer (Academic Misconduct) will consider the full range of issues relating to the student's proposal along with the details of the alleged breach.
- 3.2.11 Where the proposal or statement does not provide sufficient grounds to allow the student's case to proceed to an Academic Misconduct Panel, the reviewing Responsible Officer will, within ten working days of receiving the proposal, complete a written report providing their decision and explanation for their decision. This will be forwarded to the Student Conduct Team who will inform the student within three working days of receipt and confirm that the proposed penalty will be applied. The decision of the reviewing Responsible Officer (Academic Misconduct) will be final and there shall be no right of appeal.
- 3.2.12 If the proposal or statement is deemed valid by the reviewing Responsible Officer, the matter will be considered by an Academic Misconduct Panel. The student will be informed of this, in writing, by the Student Conduct Team within three working days.
- 3.2.13 This written notification will also inform the student that any case heard by an Academic Misconduct Panel may result in the awarding of a more severe penalty than that originally proposed.

3.3 Academic Misconduct Panels

- 3.3.1 Academic Misconduct Panels shall be convened on a regular basis by the Student Conduct Team, to investigate the facts of a case and/or to determine the appropriate penalty.
- 3.3.2 The constitution of the Academic Misconduct Panel shall be:



- a. three members of our University's academic staff, at least one of whom should be a Senior Lecturer or above, with appropriate expertise of academic misconduct procedures, who will act as the Chair
- b. a student representative nominated by the Students' Union.

3.3.3 Where possible we will seek to ensure that the composition of the panel reflects the character of our institution.

3.3.4 In cases such as collusion, where two or more students have an alleged academic misconduct allegation, the University may decide to deal with the cases together.

3.3.5 Proceedings of an Academic Misconduct Panel shall be as follows:

- a. The Academic Misconduct Panel shall, as far as is practicable, be constituted of persons who have no knowledge of the student concerned.
- b. All relevant documentation and written submissions, including statements from witnesses unable to attend the Panel, such as examination invigilators, to be considered by Academic Misconduct Panels must be sent to the Student Conduct Team 7 working days prior to the Panel date.
- c. All relevant records of a School Meeting shall be made available to the Academic Misconduct Panel, together with all relevant correspondence from the Student Conduct Team.
- d. Five working days prior to the Panel date the Servicing Officer will circulate the evidence file to: members of the Academic Misconduct Panel; the student; the relevant Responsible Officer and any other colleague(s) from the relevant School who will present the case at the Academic Misconduct Panel.
- e. The student will be entitled to be accompanied to the meeting by one person, who may be a relative, friend, colleague or a Student



Union Advisor. The accompanying person cannot be a professional legal representative who has been employed to act on the student's behalf, nor can they act in the capacity of a legal advisor. The accompanying person can comment, assist and help to present evidence, but cannot answer questions on the student's behalf.

- f. Five working days prior to the Panel, the student must inform the Student Conduct Team of any person accompanying them. If details of the accompanying person are not provided at least five working days prior to the Panel date, the Panel can reserve the right to refuse admission to the accompanying person. If the accompanying person's behaviour within the Panel is deemed inappropriate, the Chair has the right to demand that they be removed from the Panel.
- g. The student shall have the right to call and to question witnesses.
- h. The Academic Misconduct Panel shall have the right to call and to question witnesses in the presence of the student (and relative, friend, colleague or a Student Union Advisor if present).
- i. If the student does not appear at the date and time scheduled for the hearing, the Academic Misconduct Panel shall consider whether any reasons provided for non-attendance are valid, and:
 - if no reasons are provided, or if they are judged invalid, proceed in the respondent's absence, regarding him or her (subject to any written account) as having admitted none of the allegations.
 - if members so judge, adjourn proceedings to a later meeting;
- j. If the School's Responsible Officer (or nominee) delegated to present the case on behalf of the School does not appear at the date and time scheduled for the Academic Misconduct Panel, the case will be permanently withdrawn, with no grounds for appeal by the School.



- k. At the discretion of the Chair, an Academic Misconduct Panel may take place via MS Team.
- l. The Academic Misconduct Panel shall consider its findings in private and shall submit a written report to the School's Responsible Officer and the student. The outcome is presented to the relevant Progression Board, as soon as is practicable following its deliberations.
- m. In determining whether the allegation(s) has/have been proven, the Panel must be satisfied that the allegation(s) is/are proven on the balance of probability.
- n. In reaching its conclusions on whether the allegation(s) has/have been proven, the Academic Misconduct Panel shall consider fully any relevant input from staff familiar with the student's circumstances and/or previous performance.
- o. Should an Academic Misconduct Panel be unable to reach an agreed decision, the Chair will determine a final decision.
- p. If the student is found to have breached these regulations, the Panel will impose a penalty in accordance with the tariff at section 11 below and a record of the outcome shall be kept on the student's file.
- q. An annual report will be made available to the Academic Board or other University body authorised by it to monitor consistency across the institution
- r. Where a Panel decides that a student should be expelled, a full report on the matter should be submitted to the Vice-Chancellor & President by the Student Conduct Team, with the recommendation that any student concerned be expelled under the general disciplinary powers of the Vice-Chancellor & President.



4 Penalties for Academic Misconduct

4.1 Criteria for determining the penalty for academic misconduct

4.1.1 In determining the sanction to be imposed, an Academic Misconduct Panel will assess the seriousness of the academic misconduct using the following criteria:

- **Pre-meditation:** Deliberate or intended misconduct will normally be considered more serious than that which has arisen inadvertently.
- **Previous history:** A previous history of academic misconduct will normally be considered as being more serious than a first instance of academic misconduct.
- **Theft, falsification and work purchased from third parties:** Academic misconduct involving theft (e.g. stealing a piece of coursework from another student), the falsification of another person's work or ideas, the purchase of work from a third party, or the use of a “cheat site”, will normally be considered more serious than that involving the authorised, but unattributed, use of another person's work.
- **Effect on other students:** Academic misconduct that has an adverse effect on the standing or wellbeing of a fellow student will normally be considered to be more serious than an act that only affects the offender.
- **Miscellaneous:** Any other relevant factors pertinent to individual cases may be considered in penalty.



4.2 Tariff of penalties for academic misconduct

In determining the penalty, the School Responsible Officers and Academic Misconduct Panel shall have due regard of the need to:

- (a) maintain the academic standards of the University.
- (b) deal equitably with the students of the University.
- (c) apply proportional penalties in all circumstance.

Academic Misconduct Penalties – Undergraduate Programmes (UG)	
<p>Level A1: First instance of minor offence</p> <p>A student who plagiarises for the first time will be issued with a Level A1 Penalty, providing that there is no evidence of pre-meditated dishonesty</p>	<p>Level A2: First instance of minor offence</p> <p>A student who colludes or self-plagiarises for the first time will be issued with a Level A2 Penalty, providing that there is no evidence of pre-meditated dishonesty.</p>
<p>Penalty Outcome:</p> <ul style="list-style-type: none"> • The student will be issued with a capped pass mark at the relevant component. <p>Or</p> <ul style="list-style-type: none"> • If the extent of the academic misconduct means that the work is a fail, the student will be issued with a mark of 0 for the relevant component. • The student will be permitted to retake this component at the next assessment point. • The relevant module will be capped at the pass mark. <p>If a mark of zero is issued during a reassessment opportunity, the Progression Board will determine the appropriate consequence.</p>	<p>Penalty Outcome:</p> <ul style="list-style-type: none"> • The student will be issued with a mark of 0 for the relevant assessment component • The student will be permitted to retake this component at the next assessment point. • The relevant module will be capped at pass mark <p>If a mark of zero is issued during a reassessment opportunity, the Progression Board will determine the appropriate consequence.</p> <p>A Level A2 Penalty is neither recorded on a transcript, nor reported to a professional body.</p>



A Level A1 Penalty is neither recorded on a transcript, nor reported to a professional body.	
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Level B: First instance of serious academic misconduct and/or any academic misconduct following a Level A Penalty	
<p>Penalty Outcome:</p> <ul style="list-style-type: none">• The student will be issued with a mark of 0 for the relevant assessment component.• The student will be permitted to retake this component at the next assessment point.• The relevant module will be capped at the pass mark. <p>Where a level B penalty is issued at the reassessment point, the Assessment Board will determine the appropriate consequence.</p> <p>NB – This penalty will be recorded on a transcript and the allegation may be reported to a professional body.</p>	<p>Indicative Misconduct:</p> <p>Attempting to copy from another student in an examination.</p> <p>Importing prohibited materials of any type into an examination room</p> <p>Any instance of academic misconduct that has been preceded by a Level A penalty</p>
Level C: First instance of serious academic misconduct involving pre-meditated dishonesty and/or any academic misconduct following a Level B Penalty)	
<p>Penalty Outcome:</p> <ul style="list-style-type: none">• The student will be issued with a mark of 0 for the relevant assessment component.• The student will be permitted to retake the component at the next assessment point.	<p>Indicative Misconduct:</p> <p>Any instance of academic misconduct that has been preceded by a Level B penalty.</p> <p>A serious first instance where the student has acted in a grossly</p>



<ul style="list-style-type: none">• The overall module mark will be capped at the pass mark.• The student will be suspended from their studies for the next academic year. <p>Where a level C penalty is issued at the reassessment point, the Assessment Board will determine the appropriate consequence.</p>	<p>dishonest way (this might apply to academic misconduct involving theft and falsification contract cheating (work produced by third parties, i.e., essay mills or other sources).</p> <p>Any other types of misconduct involving impersonation, bribery, reference to prohibited materials in an examination and/or the attempted intimidation of an invigilator</p>
Level D: Any academic misconduct following a Level C Penalty	
<p>Penalty Outcome:</p> <ul style="list-style-type: none">• The student will be issued with a mark of 0 for the relevant assessment component.• Expulsion with immediate effect.	<p>Misconduct:</p> <p>Any instance of academic misconduct that has been preceded by a Level C penalty, or any instance of academic misconduct deemed to merit this penalty.</p>



Academic Misconduct Penalties – Postgraduate Programmes (PG)	
<p>Level A1: First instance of minor offence</p> <p>A student who plagiarises for the first time will be issued with a Level A1 Penalty, providing that is no evidence that they have behaved in a pre-meditated dishonest way.</p>	<p>Level A2: First instance of minor offence</p> <p>A student who colludes or self-plagiarises for the first time will be issued with a Level A2 Penalty, providing that there is no evidence of pre-meditated dishonesty.</p>
<p>Penalty Outcome:</p> <ul style="list-style-type: none"> The student will be issued with a capped mark at the relevant component <p>Or</p> <ul style="list-style-type: none"> If the extent of the academic misconduct means that the work is a fail, the student will be issued with a mark of 0 for the relevant component. The student will be permitted to retake this component at the next assessment point. The relevant module will be capped at the pass mark <p>If a mark of zero is issued during a reassessment opportunity, the Progression Board will determine the appropriate consequence.</p> <p>A Level A1 Penalty is neither recorded on a transcript, nor reported to a professional body.</p>	<p>Penalty Outcome:</p> <ul style="list-style-type: none"> The student will be issued with a mark of 0 for the relevant assessment component The student will be permitted to retake this component at the next assessment point. The relevant module will be capped at pass mark <p>If a mark of zero is issued during a reassessment opportunity, the Progression Board will determine the appropriate consequence.</p> <p>A Level A2 Penalty is neither recorded on a transcript, nor reported to a professional body.</p>



Level B: First instance of serious academic misconduct and/or any academic misconduct following a Level A Penalty

Penalty outcome:

- The student will be issued with a mark of 0 for the relevant assessment component.
- The student will be permitted to retake this component at the next assessment point
- The relevant module will be capped at the relevant pass mark.

Where a level B penalty is issued at the reassessment point, the Assessment Board will determine the appropriate consequence.

Indicative Misconduct:

Attempting to copy from another student in an examination.

Importing prohibited materials of any type into an examination room

Any instance of academic misconduct that has been preceded by a Level A penalty

Level C: First instance of serious academic misconduct involving pre-meditated dishonesty and/or any academic misconduct following a Level B Penalty)

Penalty Outcome:

- The student will be issued with a mark of 0 for the relevant assessment component.
- The student will be permitted to retake the component at the next assessment point.
- The overall module mark will be capped.
- The student will be suspended from their studies for the next academic year.

Where a level C penalty is issued at the reassessment point, the Assessment Board will determine the appropriate consequence.

Indicative Misconduct:

Any instance of academic misconduct that has been preceded by a Level B penalty.

A serious first instance where the student has acted in a grossly dishonest way (this might apply to academic misconduct involving theft and falsification contract cheating (work produced by third parties, i.e., essay mills or other sources)

Any other types of misconduct involving impersonation, bribery, reference to prohibited materials in an examination and/or the attempted intimidation of an invigilator



Level D: Any academic misconduct following a Level C Penalty

Penalty outcome:

- The student will be issued with a mark of 0 for the relevant assessment component.
- Expulsion with immediate effect

Indicative Misconduct

Any instance of academic misconduct that has been preceded by a Level C penalty, or any instance of academic misconduct deemed to merit this penalty.

Additional Key Academic Misconduct Penalty Issues – UG and PG Programmes

A student whose mobile telephone or electronic device sounds during an examination may be issued with a Level A Penalty, provided that there is no evidence that they have behaved in a pre- meditated dishonest way.

The work concerned may be given a mark of 0.

Where a student takes any module in place of a module failed as a result of academic misconduct, the mark for that module will be capped at the minimum pass mark.

Where a student has previously received a Level A Penalty for an instance of academic misconduct of a type significantly different from that currently alleged, the decision as to whether it remains appropriate to impose the next most severe penalty in the tariff, should be considered.

Upheld allegations of academic misconduct resulting in a Level B, D and D penalty will be recorded on the transcript and the University may also notify any relevant professional body.

Where a student is found to have breached Academic Misconduct Regulations more than once over a short period of time, the level of penalty to be imposed should be fully considered in light of the circumstances, types of misconduct and timings of misconduct.

Academic Misconduct Penalties will not be carried forward where there is a change in qualification level from undergraduate to postgraduate study.

For the purposes of these regulations, Integrated Masters Programmes will be treated as a single qualification level.



Any module with a level C or level D recorded breach, on any previous assessment attempt, cannot be pass compensated.

Any module with a level A or level B recorded breach cannot be pass compensated where that breach occurred on the latest assessment attempt. If the breach occurred on a previous assessment attempt to the one being considered by the assessment board, the module can still be pass compensated.

5 Appeals

5.1 Appeals against the decision of an Academic Misconduct Panel

5.1.1 An appeal is not a re-hearing of the case previously presented under the relevant procedure. It is solely a review of that process, or procedure, which is intended to establish whether the conduct of that process under the relevant procedure, prior to the appeal, was fair and had been conducted properly, and that the decisions made were not the result of perversity of judgement in the face of the evidence presented.

5.1.2 There shall be no appeal against the decision of the Academic Misconduct Panel except on the grounds that:

- a. There is new and material evidence which the student was for exceptional reasons unable to present to the Academic Misconduct Panel.
- b. The procedures were not complied with to the extent that it was questionable whether the outcome would have been different had the procedures been complied with.
- c. There is documented evidence of bias on the part of the members of the Academic Misconduct Panel or its Clerk.
- d. The penalty imposed exceeded that available to the Academic Misconduct Panel.



- 5.1.3 No new evidence may be given at an appeal hearing, except where it can be shown that there were justifiable reasons why it had not been presented previously and, if it had been presented previously, would have been likely to have been material to the decision(s) made. Such justification is to be provided as part of the application to appeal.
- 5.1.4 Any student wishing to appeal must submit to the Chief Operating Officer, a written notice stating the ground(s) of appeal within 20 working days of the date upon which they were informed of the Academic Misconduct Panel's decision.
- 5.1.5 There shall be an Appeal Panel which shall be convened by the Registrar and University Secretary' Services and shall be constituted of:
- a. Two academic staff members one of whom will be a PVC/Dean, or Head of School;
 - b. Student Union Chief Executive Officer or nominee.
- 5.1.6 The Chair of the Appeal Panel shall normally be the PVC/Dean, or Head of School.
- 5.1.7 Where possible our University shall seek to ensure that the composition of the panel reflects the character of the institution.
- 5.1.8 The panel shall, where practicable, be composed of members who are unlikely to know personally any student whose case it may consider.
- 5.1.9 The Panel shall appoint a Secretary, who will be responsible for keeping a written record of the decisions made.

5.2 Powers of the Appeal Panel

- 5.2.1 The Appeal Panel shall have power to:
- a) adjourn the hearing to a future date.;
 - b) confirm the penalty imposed;



- c) moderate the penalty imposed to a lesser penalty as stipulated in section 10 above. The Committee may not impose a greater penalty;
- d) uphold the appeal and overturn a decision to impose a penalty.

5.3 Procedure to be followed by the Appeal Panel

- 5.3.1 The Secretary will invite both parties to attend the appeal hearing, informing them of the date, time and venue. The two parties will be the student and the Chair of the Academic Misconduct Panel that is the subject of the appeal. There shall be no other persons invited to attend the hearing, save that the student may be accompanied (see regulation 14.2).
- 5.3.2 The student will be entitled to be accompanied to the meeting by a relative, friend, colleague or a Student Union advisor. The accompanying person cannot be a professional legal representative who has been employed to act on the student's behalf, nor can they act in the capacity of a legal advisor. The accompanying person can comment, assist and help to present evidence, but cannot answer questions on the student's behalf.
- 5.3.3 At least ten working days prior to the hearing, the Secretary will circulate the case papers to the members of the Appeal Panel, the appellant and the Chair of the relevant Academic Panel.
- 5.3.4 The Chair of the relevant Academic Misconduct Panel shall be invited to submit a response to the appeal, which should be received at least five working days prior to the hearing. The Secretary shall circulate the response to the members of the Appeal Panel and the appellant (and friend, relative or representative) at least three working days prior to the hearing.



- 5.3.5 In the event of late papers being received by the Secretary, or previously uncirculated papers being presented by either side at the hearing, the Chair of the Appeal Panel shall decide whether they should be admitted, taking into account that, should such admission be permitted, it should not be to the disadvantage of either party.
- 5.3.6 The appellant may elect not to appear in person before the Appeal Panel. In such cases the Appeal Panel will decide the appeal on the basis of written submissions. If, however, a written submission is not clear, the Panel will arrive at a decision on the basis of the evidence available to it.
- 5.3.7 Should the appellant fail to appear at the hearing without reasonable cause or explanation, the Appeal Panel will hear the appeal *in absentia* and arrive at a decision on the basis of the evidence available to it.
- 5.3.8 The Appeal Panel, having regard to all the written and oral evidence provided, will decide whether the decision being appealed was fair, reasonable and proportionate.
- 5.3.9 In the event of the Appeal Panel not being able to reach a unanimous decision, there will be a majority conclusion.
- 5.3.10 The decision of the Panel will be final and there shall be no further right of appeal. Within ten working days of the appeal hearing the Panel shall issue to the appellant and the Chair of the relevant Academic Misconduct Panel, a Completion of Procedures letter which will set out its reasons for either dismissing or upholding the appeal. No further correspondence shall be entered into.



6 Independent Review

- 6.1.1 If a student has exhausted the appeal procedure set out in sections 12 to 14 above and is not satisfied with the outcome, they may request that the case is reviewed by the Office of the Independent Adjudicator which is a body independent of our University.
- 6.1.2 The grounds and eligibility for review shall be determined by the [Office of the Independent Adjudicator \(OIA\)](#) The OIA provides an independent scheme for the review of student grievances under the Higher Education Act 2004.

7 Links to other Institutional Policies and Procedures

- 7.1.1 Across the University there are a range of related procedures and policies which may offer a more relevant, effective and immediate means of influencing and managing student conduct. Where appropriate the University may choose to use one of the following policies and procedures in addition to, or instead of, the Academic Integrity policy and Academic Misconduct Regulations.
- 7.1.2 For academic misconduct allegation relating to research misconduct, the [Staff and Student Misconduct in Research Procedure](#) will apply.
- 7.1.3 If a member of staff suspects misconduct against a student on the Professional Policing Practice organised by Babcock International Group (Babcock), the 'Unfair Academic Practice (Misconduct) Policy' will apply.
- 7.1.4 For non- academic misconduct allegations, the [Non-Academic Misconduct Policy](#) will be applied.



- 7.1.5 For complaints against the University the [Complaints Procedure](#) will be applied.
- 7.1.6 For appeals against assessment board decisions against the University the [Appeals against assessment board decisions \(Part 7\)](#) procedure will be applied.
- 7.1.7 For students with health or mental health issues that are significantly impacting on their student experience, the [Fitness to Study Policy and Procedure](#) will be applied.
- 7.1.8 For students on professional courses the [Fitness to Practise Policy and Procedure](#) may be applied.

8 Internal Policies

8.1 These Regulations should be read in conjunction with:

- 8.1.1 [UEL Student code of conduct](#)
- 8.1.2 Academic Integrity matters guide for Students
- 8.1.3 [Academic Regulations](#)

9 Definitions

9.1 Definitions of acronyms or phrases used within the policy

- 9.1.1 **Academic Integrity:** The honour code of academia. It means that you uphold specific values and ideas associated with good scholarship.



9.1.2 **Academic Misconduct** is defined as practice which leads to unfair advantage in an assessment for the purposes of achieving personal gain. Examples of such misconduct are given in the section below: the list is not exhaustive and the use of any form of unfair or dishonest practice in assessment can be considered potential misconduct.

9.1.3 **Academic Misconduct** includes, but is not limited to the following:

- a) Obtaining information from any other person or source during a viva examination, except those materials explicitly permitted.
- b) Importation into an examination room of materials or devices.
- c) Other than those which are specifically permitted under the regulations applying to the examination in question.
- d) Reference to such materials (whether written or electronically recorded) during the period of the examination, whether or not such reference is made within the examination room.
- e) Refusing, when asked, to surrender any materials requested by an invigilator.
- f) The application of an electronic device, unless this has been expressly permitted for that examination.
- g) Copying the work of another candidate.
- h) Disruptive behaviour during examination or assessment.
- i) Obtaining or seeking to obtain access to unseen examination questions prior to the examination.
- j) Failure to observe the instructions of a person invigilating an examination or seeking to intimidate such a person.
- k) Impersonating or attempting to impersonate another candidate or being knowingly impersonated.
- l) Offering an inducement to invigilators and/or staff and/or other persons connected with assessment.



- m) Communicating with other students during a timed assessment, unless clearly stated as collaborative or groupwork.
- n) Participating in collusion during an examination, this includes actioning dishonestly in any way, whether before, during or after an assessment, to obtain an unfair advantage.

9.1.4 **Academic Poor Practice** is defined as work that the student has produced which is poorly referenced or incorrectly referenced resulting from misunderstanding or lack of confidence using academic conventions. Examples include (but not limited to):

- Incomplete or incorrect citations.
- An attempt to show that the content/concepts were not the student's own.
- 1 or 2 sentences of direct copying without acknowledging the source.
- Over reliance on references and sources.
- Inappropriate paraphrasing– which does not include the following:
 - (i) If a passage of text replicates a published source with only a few words having been altered, this will be treated as if the entire passage of text had been copied, and is therefore Academic Misconduct, not poor academic practice.
 - (ii) If a substantial portion of the text mirrors the structure of a published source, with alterations to the wording but maintenance of the detailed sequence of information, this will be treated as not being the original work of the student, and is therefore Academic Misconduct, not poor academic practice.



- 9.1.5 The outcome of work that is poor practice is that it should be dealt with as part of the marking and feedback process (not through the academic misconduct process). Students who wish to appeal against their confirmed results may appeal in accordance with the procedure for [Appeals against Assessment Board decisions - Part 7 of Manual of General regulations.](#)
- 9.1.6 **Collusion:** Occurs when work that has been created together is submitted as a person's own work, or one person shares their work with others who submit part or all of it as their own work.
- 9.1.7 **Contract Cheating:** When work is produced or commissioned by someone else i.e., essay mills or ghost-writing companies.
- 9.1.8 **Coursework Submitted for Assessment:** for coursework submissions, academic misconduct includes, but is not limited to the following:
- a) Including in your own work material whether written, visual or oral without giving suitable acknowledgement to its creator and/or author Showing work as if it were your own but in fact it had been done by someone else regardless of whether permission was obtained or not.
 - b) Including in your own work material whether written, visual or oral without giving suitable acknowledgement to its creator and/or author-including in your own work material whether written, visual or oral without giving suitable acknowledgement to its creator and/or author.
 - c) The submission or presentation of another person's work which has been offered to you for your use, but which is actually not your own work.
 - d) Including in your own work concepts, ideas or theories paraphrased from a source(s) without the use of citing it/ or them.



- e) Submitting sections of a text regardless of whether it is electronic or hard copy, without acknowledging the source.
- f) The submission of work that the student, as the author, has previously submitted, without suitable acknowledgement of the source of their previous work.
- g) Including or quoting the work of other students in one's work, except for published work, or outputs held in the library as a learning resource, which should be cited and acknowledged appropriately.
- h) Being party to any arrangement whereby the work of one candidate is represented as that of another.
- i) The submission, as your own work, of any work that has been purchased, or otherwise obtained from others, whether this is from other students, online services, "cheat sites", or other agents or sources that sell or provide assignments.
- j) Practices such as 'cutting and pasting' or otherwise copying segments of text into your work, without clearly indicating that the text is a quotation.
- k) For work not intended to be submitted as a collaborative assignment: producing work with one or more other students, using study practices that mean the submitted work is nearly identical, overall or in part, to that of other students.
- l) Attempts to circumvent the similarity checking programmes that the University uses (including the use of spinning websites to rephrase text).
- m) Offering an inducement to staff and/or other persons connected with assessment.



- 9.1.9 **Examinations:** for examinations including online and viva voces conducted online.
- 9.1.10 **Plagiarism:** Using parts of or whole materials or work created by someone else without acknowledgment or relevant permission and presenting it as your own work.
- 9.1.11 **Self-Plagiarism:** When work that has already been submitted for assessment either to the University, or another institution and is then used again in another assessment.



Appendix A

Procedures to be followed in the event of suspected academic misconduct at or prior to an oral examination for a postgraduate research award

1. Suspected academic misconduct prior to an oral examination
 - a. Where, prior to an oral examination for a postgraduate research award, an examiner suspects a student of making a submittal containing academic misconduct, they will inform the Chair of Examiners and the Director of Research & Knowledge Exchange within 5 working days of reaching this conclusion. Within a further 5 working days, the Chair of Examiners will supply the Director of Research & Knowledge Exchange, with a report on the suspected academic misconduct.
 - b. The Director of Research & Knowledge Exchange will, within 5 working days of receipt, determine whether it appears that academic misconduct has occurred.
 - c. Where the Director of Research & Knowledge Exchange determines that academic misconduct has not occurred, the Chair of Examiners will be informed.
 - d. Where the Director of Research & Knowledge Exchange determines that it appears that academic misconduct has occurred, the oral examination will be postponed, they will inform the relevant School administrator and the procedures detailed in Section 4 below will apply.
 - e. In the case of professional doctorates, the Director of Research & Knowledge Exchange will establish if the programme has professional body recognition and where this is the case, will inform the Programme Leader that action is being initiated under the Academic Misconduct Regulations.



2. Suspected academic misconduct at oral examination
 - a. Where an examiner suspects at the oral examination that the submittal is not the work of the student under examination, they will bring this to the attention of the Chair of Examiners at the conclusion of the examination and after the student and any supervisors have left the room.
 - b. The Chair of Examiners will ensure that the examining team prepare the normal report on the submittal and viva which will be provided to the student in accordance with usual procedure.
 - c. The Chair of Examiners will prepare a report on the suspected academic misconduct on behalf of the examining team for the Director of Research & Knowledge Exchange within 10 working days of the oral examination.
 - d. Director of Research & Knowledge Exchange School will, within 5 working days of receipt, determine whether or not it appears that academic misconduct has occurred.

3. Where the Director of Research & Knowledge Exchange determines that academic misconduct has not occurred, the Chair of Examiners will be informed.
 - a. Where the Director of Research & Knowledge Exchange determines that it appears that academic misconduct has occurred, they will inform the relevant School administrator and procedures detailed in Section 4 below will apply.
 - b. In the case of professional doctorates, the Director of Research & Knowledge Exchange will establish if the programme has professional body recognition and where this is the case, will inform the Programme Leader that action is being initiated under the Academic Misconduct Regulations.

4. Procedure to be followed where suspected academic misconduct has been referred to the School panel:
 - a. Within 10 working days of receipt from the Director of Research & Knowledge Exchange, the relevant School administrator will arrange a meeting between the student and the panel. The panel will consist of: The Director of Research & Knowledge Exchange, the School's



Research Degrees Leader and School Responsible Officer. Ahead of the meeting, the student will receive a written invitation, which will have a copy of the report enclosed. The invitation will explain that the purpose of the meeting is to address the allegation of academic misconduct and the student will have an opportunity to respond.

- b. The student will be entitled to be accompanied to the panel by a relative, friend, colleague or a Student Union advisor. The accompanying person cannot be a professional legal representative who has been employed to act on the student's behalf, nor can they act in the capacity of a legal advisor. The accompanying person can comment, assist and help to present evidence at the appeal, but cannot answer questions on the student's behalf.
5. Should the student fail to appear at the hearing without reasonable cause or explanation, the meeting will take place in the student's absence and the panel will arrive at a decision based on the evidence available to them.
 6. At the meeting, the student will be reminded of our Academic Misconduct Regulations (including the tariff of penalties) and shown how they have breached them. The panel will present the evidence and ask the student to respond.
 7. Following the student's response, they will be asked to leave the meeting, while the panel determines whether it appears that academic misconduct has occurred. If it is concluded that this is probable, the panel will propose one of the following penalties:
 - - a. That the submittal be re-submitted within six months of the date of the meeting with the inappropriate material removed and appropriate editing undertaken. The student will not be allowed to add additional material to the submittal but will be supplied with the normal feedback from the examiners on identified deficiencies with the submittal. Examiners will be instructed to consider the submittal for the original award.
 - b. That the submittal be re-submitted within six months of the date of the meeting with the inappropriate material removed and appropriate editing undertaken. The student will not be allowed to add additional



material to the submittal but will be supplied with the normal feedback from the examiners on identified deficiencies with the submittal. This

penalty may also include the consequence that the re-submittal is no longer sufficiently substantial for the original degree and can only be submitted for a lesser degree.

- c. Fail the submittal. In this case the student will have come to the end of their studies and will be withdrawn. If eligible, they will be given the highest award possible from any modular credit that they have been accumulated on their programme.
8. The student will then be invited to return to the meeting and will be informed of the conclusions referred to above.
 9. Where the student accepts a penalty proposed in accordance with the above, they will do so in writing (by signing the School Meeting pro forma). The penalty will be imposed, and the student will be advised that any further instance of academic misconduct may lead to an expulsion.
 10. Where a student denies academic misconduct at a School Panel, they will be referred to the Student Conduct Team.

Policy Owner: Position and Department/School:

Version	Effective From	Amendments	Equality Analysis	Stakeholders Consulted (e.g. Disability & Dyslexia Team, Policy Review Group)	Approval Date	Author	Date for Review
	16/05/2022		Click or tap to enter a date.		16/05/2022		Click or tap to enter a date.

Add a row each time the regulation/policy is updated (includes both minor and major updates)

This Policy is reviewed by Education & Experience Committee and approved by Academic Board