**COMMUNICATION PLAN: ACADEMIC MISCONDUCT 2018/19**

**ACADEMIC MISCONDUCT OFFICER**

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| **Activity** | **Person responsible** | **To be informed** | **Information to be provided** |
| Raising concerns | Marker/ module leader/ invigilator/ Exams Office | Module leader/ course leader/student | Suspected Academic Misconduct Coversheet/ supporting evidence |
| Exploratory meeting with student | Module leader | Student | Notes from the meeting |
| Reporting the case to Student Administration | Module leader | Senior Registry Officer (Student Casework), Student Administration team | Suspected Academic Misconduct Coversheet/ supporting evidence |
| Provision of documentation to Academic Misconduct Officer | Staff from Student Administration supporting the case | Academic Misconduct Officer | Suspected Academic Misconduct Coversheet/ supporting evidence/ Guidelines and regulations |
| Provision of documentation to student | Staff from Student Administration supporting the case | Student | Suspected Academic Misconduct Coversheet/ supporting evidence/ Guidelines and regulations |
| Communication of any delays | Staff from Student Administration supporting the case | Student | Email detailing the length of and reasons for the delay |
| Communication of the outcome from the meeting with the Academic Misconduct Officer internally | Staff from Student Administration supporting the case | Student Development and Study Skills Service, module leader, course leader, relevant colleague in Student Administration who is responsible for the assessment board, Personal Academic Coach (if applicable) | Outcome of meeting memo |
| Communication of the outcome from the meeting with the Academic Misconduct Officer | Staff from Student Administration supporting the case | Student | Outcome email |

**ACADEMIC MISCONDUCT PANEL**

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| **Activity** | **Person responsible** | **To be informed** | **Information to be provided** |
| Confirmation that the case should be considered by the Academic Misconduct Panel | Academic Misconduct Officer | Student Administration Team | Suspected Academic Misconduct Coversheet |
| Provision of documentation to Academic Misconduct Panel | Staff from Student Administration supporting the case | Academic Misconduct Panel | Suspected Academic Misconduct Coversheet/ supporting evidence/ notes from the Academic Misconduct Officer (if applicable), Guidelines and regulations |
| Provision of documentation to student | Staff from Student Administration supporting the case | Student | Suspected Academic Misconduct Coversheet/ supporting evidence/ notes from the Academic Misconduct Officer (if applicable), Guidelines and regulations |
| Communication of any delays | Staff from Student Administration supporting the case | Student, Academic Misconduct Panel | Email detailing the length of and reasons for the delay |
| Communication of the outcome from the Academic Misconduct Panel meeting internally | Staff from Student Administration supporting the case | Student Development and Study Skills Service, module leader, course leader, relevant colleague in Student Administration who is responsible for the assessment board, Personal Academic Coach (if applicable) | Outcome of meeting memo |
| Communication of the outcome from the Academic Misconduct Panel meeting | Staff from Student Administration supporting the case | Student | Outcome email |

**REVIEW**

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| **Activity** | **Person responsible** | **To be informed** | **Information to be provided** |
| Submission of a request for review | Student | Registry Assistant (Student Casework) | Request for Review Form  Supporting evidence |
| Confirmation of whether there are grounds for a review | Associate Registrar (Student Casework) (or nominee) | Student | Letter confirming outcome of consideration of whether there is a *prima facie* case |
| Provision of information to the Review Panel | Supporting officer | Review Panel | Request for Review Form  Supporting evidence  Regulations and guidance  Confirmation of timescales |
| Additional information for the Review Panel | Student, Academic Misconduct Officer, Academic Misconduct Panel, Student Administration team, faculty staff | Supporting officer, Review Panel | Any additional information requested that does not already form part of the paperwork |
| Communication of the final outcome letter and minutes from the Review Panel meeting internally | Senior Registry Officer (Student Casework) (or nominee)/ supporting officer | Review Panel | Copy of the Review Panel outcome letter and minutes of the meeting |
| Communication of the final outcome letter and minutes from the Review Panel meeting | Senior Registry Officer (Student Casework) (or nominee)/ supporting officer | Student | Outcome letter |

**OFFICE OF THE INDEPENDENT ADJUDICATOR**

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| **Activity** | **Person responsible** | **To be informed** | **Information to be provided** |
| Providing the case file to the OIA | Associate Registrar (Student Casework) (or nominee) | OIA case handler | As requested by the OIA – normally the full case file |
| Informing staff that a case has been taken to the OIA | Associate Registrar (Student Casework) (or nominee) | Dean of faculty (or nominee)/principal of college (or nominee)/faculty contact/Advice Zone contact | Email confirming the case has been allocated to an OIA case handler |
| Informing staff of the outcome of the OIA’s decision | Associate Registrar (Student Casework) (or nominee) | Dean of faculty (or nominee)/principal of college (or nominee)/faculty contact/Advice Zone contact | Copy of the OIA’s final report |
| Providing redacted reports to the Students’ Union | Senior Registry Officer (Student Casework) | Chief Executive, Students’ Union  President, Students’ Union | A copy of redacted OIA reports |