**COMMUNICATION PLAN: ACADEMIC MISCONDUCT**

**INITIAL CONCERNS/ RAISING AN ALLEGATION**

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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  | Marker/ Module Leader | Student | Notes from the meeting |
| Reporting the case to Student Administration | Module Leader | Student Administration team | Suspected Academic Misconduct Coversheet/ Supporting Evidence/ Notes from exploratory meeting, if deemed relevant |

**ACADEMIC MISCONDUCT OFFICER – FACULTY LEVEL**

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| **Activity** | **Person responsible** | **To be informed** | **Information to be provided** |
| 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/ Checklist for AMO and AMP outcome and rationale |
| Provision of documentation to student | Staff from Student Administration supporting the case | Student*If the student is an apprentice then the employer may need to be informed of the allegation. Please contact the relevant Faculty COURSE contact for further details for each specific course.*  | Suspected Academic Misconduct Coversheet/ Supporting Evidence/ Guidelines, Regulations and Procedure |
| Communication of any delays | Staff from Student Administration supporting the case | Student | Email detailing the length of and reasons for the delay |
| Internal communication of the outcome of Poor Academic Practice OR outcome from the meeting with the Academic Misconduct Officer (if applicable)  | 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).*If the student is an apprentice then the employer may need to be informed of the allegation. Please contact the relevant Faculty contact for further details for each specific course.* | Outcome of meeting memo |
| Communication of the outcome of Poor Academic Practice OR outcome from the meeting with the Academic Misconduct Officer (if applicable) | Staff from Student Administration supporting the case | Student | Outcome letter including information on any penalty/ referral to the Student Development and rationale for the outcome |

**ACADEMIC MISCONDUCT PANEL – UNIVERSITY LEVEL**

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| **Activity** | **Person responsible** | **To be informed** | **Information to be provided** |
| Confirmation that the case should be escalated and considered by the Academic Misconduct Panel | Academic Misconduct Officer | Student Administration team | Suspected Academic Misconduct Coversheet completed with relevant information |
| 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/ Guidelines, Regulations and Procedure/ Checklist for AMO and AMP outcome and rationale |
| Provision of documentation to Student | Staff from Student Administration supporting the case | Student*If student is an apprentice, the employer should be informed through the appropriate Faculty course contact and an invitation extended to them to attend the Panel meeting as an observer only.*  | Suspected Academic Misconduct Coversheet/ Supporting Evidence/ Notes from the Academic Misconduct Officer/ Guidelines, Regulations and Procedure |
| 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 |
| Internal communication of the outcome from the Academic Misconduct Panel meeting  | 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).*If the student is an apprentice then the employer may need to be informed of the outcome of the allegation. Please contact the relevant Faculty course contact for further details for each specific course.* | Outcome of meeting memo |
| Communication of the outcome from the Academic Misconduct Panel meeting | Staff from Student Administration supporting the case | Student (*If student is an apprentice, the employer will be informed as above)* | Outcome letter including information on any penalty/ referral to the Student Development and rationale for the outcome |
| Communication of the outcome from the Academic Misconduct Panel where a recommendation of expulsion is being made to the Vice Chancellor (or nominee) | Staff from Student Administration supporting the case | Student Casework Unit, who will then liaise with the Vice Chancellor (or nominee) before providing final decision back to the Student Administration Team | Suspected Academic Misconduct Coversheet/ Supporting Evidence/ Notes from the Academic Misconduct Officer & Academic Misconduct Panel/ Recommendation statement based on the discussions at the Panel from the Chair to the Vice Chancellor (or nominee) |

**REVIEW**

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| **Activity** | **Person responsible** | **To be informed** | **Information to be provided** |
| Submission of a request for review | Student | Student Casework Unit | Request for Review of an Academic Misconduct Form/Supporting Evidence |
| Confirmation of whether there are grounds for a review | Academic Registrar (or nominee) | Student *If student is an apprentice, the employer should be informed through the appropriate Faculty course contact and an invitation extended to them to attend the Panel meeting as an observer only.* | Letter confirming outcome of consideration of whether there is a *prima facie* case |
| Provision of information to the Review Panel  | Supporting Officer (Student Casework) | Review Panel | Request for Review Form/Supporting Evidence/ Regulations, Procedure 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 | Supporting Officer (Student Casework) | Review Panel | Copy of the Review Panel outcome letter and minutes of the meeting  |
| Communication of the final outcome to student | Supporting Officer (Student Casework) | Student*If the student is an apprentice then the employer may need to be informed of the outcome. Please contact the relevant Faculty course contact for further details for each specific course.* | Outcome letter including information on any decision and rationale for the outcome |

**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 | Head of Student Casework | OIA case handler | As requested by the OIA – normally the full case file |
| Informing staff that a case has been taken to the OIA | Head of Student Casework (or nominee) | Dean of faculty (or nominee)/ Head of School (or nominee)/ Faculty contact/HR Partner (if student is also a member of staff) | Email confirming the case has been allocated to an OIA case handler |
| Informing staff of the outcome of the OIA’s decision | Head of Student Casework (or nominee) | Dean of faculty (or nominee)/ Head of School (or nominee)/ Faculty contact /HR Partner (if student is also a member of staff) | Copy of the OIA’s final report |
| Providing redacted reports to the Students’ Union | Senior Casework Officer  | Chief Executive, Students’ UnionPresident, Students’ Union | A copy of redacted OIA reports |