

ACADEMIC MISCONDUCT REPORTING AND APPEALS POLICY: COURSEWORK

1. An instructor who suspects academic misconduct will give the student a written summary of the case, using an Academic Misconduct Incident Report and, where appropriate, a report from plagiarism detection software.
2. The instructor will indicate the disciplinary action to be taken if the academic misconduct is confirmed. The Academic Misconduct Flowchart which summarises the procedure will be given to the student.
3. The instructor will discuss the incident with the student, allowing the student to respond to the charge.
4. There are four possible outcomes:
 - a. The instructor may accept that academic misconduct has not occurred. In this case no action is taken and the summary report is destroyed.
 - b. The student may admit to the academic misconduct. In this case, the instructor notes the disciplinary action is to be taken, and both the instructor and the student sign the report, which is then sent to the Academic Registrar. The Academic Registrar will record the incident and take further action if this is a second incident of the academic misconduct involving the same student.
 - c. The student denies the misconduct or the outcome of the meeting is inconclusive. In this case, the instructor signs and forwards the summary of the case and the discussion to the Associate Dean of the School in which the work was undertaken (see further steps below). The instructor retains a copy of the report. The student is invited to sign the report, but may choose not to.
 - d. The student does not respond to the instructor nor challenges the grade assigned. After 15 working days, the instructor forwards the summary report to the Academic Registrar.
5. In the event where the matter is referred to the Associate Dean, students should refer to the [Academic Appeals Policy Relating to Non-Grade Appeals](#).

