

REGULATIONS

C1.1 Academic Conduct Regulations and Procedure

1. Introduction

- 1.1 Assessment, in any form, is an opportunity for a student to demonstrate their learning. Equally, it is the means by which the University tests whether a student has achieved the objectives of their programme of study and met the standards of an award.
- 1.2 These regulations set out the standard of academic integrity Oxford Brookes University expects of its students and that it believes to be consistent with upholding its duty to safeguard both the legitimate interests of students and the University's academic reputation.
- 1.3 Students are therefore required to ensure they understand the University's expectations regarding academic integrity in all forms of assessment. Detailed information regarding students' responsibilities with regard to assessment can be found in A3.3 Students' Responsibilities: <http://www.brookes.ac.uk/regulations/current/core/a3/a3-3/>.
- 1.4 Further guidance regarding citing references and avoiding plagiarism can be found on the Brookes Library website: <https://www.brookes.ac.uk/library/library-services/information-skills/citing-references-in-your-work-and-plagiarism/>

2. Scope

- 2.1 These regulations apply to all students undertaking any form of assessment, either under formal examination conditions, or as assessed coursework (including but not limited to, written coursework, practical work, OSCEs, models, sculpture, artwork); whether formative or summative, as part of their studies for credit towards an award of the University. They are intended to be read alongside the University's Core Regulations for the Assessment of Students which can be found at <http://www.brookes.ac.uk/regulations/current/core/a3>.
- 2.2 Institutions that deliver programmes leading to an award of, or validated by, the University are expected to have academic conduct regulations and procedures sympathetic and complementary to these regulations. Students or staff members in these institutions may refer the case to the Oxford Brookes University Academic Conduct Procedure if they have exhausted their own institution's internal academic conduct procedure. In these cases, the case will be investigated at Level 2 of the University's Academic Conduct Procedure.
- 2.3 Students enrolled on Research Degree programmes are also expected to adhere to the Research Code of Practice. Where a breach of the Research Code of Practice has been found, research students may be referred to these conduct procedures at Level 2.
- 2.4 Some students enrolled on courses which lead to professional registration are also required to adhere to the Standards of Conduct: Fitness to Practise Regulations. Any breach of the Academic Conduct Regulations may result in a referral to the Standards of Conduct: Fitness to Practice Regulations.

2.5 The University reserves the right to revisit an award in exceptional circumstances.

3. Principles

3.1 These regulations are intended to ensure that the academic conduct procedure and outcomes are fair, proportional and reasonable for all involved.

3.2 Under these regulations, the University has the power to discipline, suspend or require students to withdraw. Once disciplinary proceedings have been instituted against a student under these regulations, no disciplinary action may be taken against the student under other disciplinary rules or regulations within the University for the piece of work.

3.3 As set out in the Conditions of Acceptance, all students are bound by the provisions of these regulations and general University Regulations (academic and non-academic). It is the responsibility of all students to ensure that they are familiar with the current version of these regulations at all times. Ignorance of their content will not be accepted as a defence or as mitigation in any proceedings brought under these regulations.

3.4 Guidance on these regulations and procedure, for staff and students, is available on the University website (University Regulations and Student Disputes pages) or from the Student Disputes Officers in Student Central. In the event of any uncertainty or dispute, the Student Disputes Officer's interpretation shall be used.

3.5 These regulations include a Fixed Penalty Policy for breaches of the formal regulations for invigilated exams where it is clear that the student is not attempting to gain an academic advantage.

3.6 The intention of introducing a system of fixed penalty fines for breaches of the regulations for invigilated exams is to reduce the administrative load in cases where:

3.6.1 Students generally understand why the regulation is necessary

3.6.2 There is usually little doubt about the facts of an alleged breach

3.6.3 There are usually few valid grounds for mitigation.

3.7 A first offence will result in a £50 fine. Any subsequent offence will result in a fine that increases by £50 per offence. All fines are reduced by 25% if paid within 10 working days. Monies raised through this Policy are added to the Student Hardship Fund.

3.8 All parties involved in the implementation of these regulations will observe the requirement for confidentiality. Whilst confidential information may need to be disclosed or shared in order to consider and determine cases, this will only be divulged to those staff relevant to the procedures. However, where a programme leads to professional accreditation, confidential information may be shared with relevant faculty staff and/or relevant professional, statutory and/or regulatory bodies as appropriate.

3.9 The provisions of these regulations are without prejudice to the rights of the University, the Students' Union and any other associated body:

3.9.1 Under any contract entered into by a student

3.9.2 And as prescribed by English law.

- 3.10 These regulations are subject to approval by the University's Academic Board and the Board of Governors and will be subject to regular review.

4. Behaviour which will be regarded as a breach of the Academic Conduct Regulations

- 4.1 Behaviour which will be regarded as a breach of the Academic Conduct Regulations in relation to assessed work includes, but is not limited to the following:
- 4.1.1 Plagiarism - copying the words or ideas of another person with or without their knowledge or agreement and presenting it as one's own
 - 4.1.2 Unacknowledged and/or unauthorised use of words or ideas from a source
 - 4.1.3 Falsification - the presentation of data in reports, projects etc. based on research falsely purported to have been carried out by the student, or obtained by unfair means
 - 4.1.4 Collusion - the submission of work produced in collaboration with others, as entirely the student's own work
 - 4.1.5 Actions which enable another student to access or copy all or part of one's own work and to submit it as that student's own unaided work
 - 4.1.6 Gaining access to any unauthorised material relating to an assessment prior to the release date of such information
 - 4.1.7 Custom writing services – the use of materials created by third parties and/or web sites and passed off as the student's own, including all forms of contract cheating, such as the use of, running of, or participation in, auction sites and essay mills to attempt to buy, use or produce assessments or answers to questions set
 - 4.1.8 Duplication - the inclusion in coursework of any material which is identical or similar to material which has already been submitted by the same student for any other assessment within the University or elsewhere, for example, submitting the same piece of coursework for two different modules
 - 4.1.9 Falsification - providing false academic or professional references, or making false claims about achievements, to the University or a third party
 - 4.1.10 Failure to obtain ethics approval to carry out research with human participants, in accordance with Departmental, Faculty and University procedures.
- 4.2 Academic misconduct in relation to formal examinations includes, but is not limited to the following:
- 4.2.1 Submitting other people's work as the student's own - copying or attempting to copy from any other candidate during an examination
 - 4.2.2 Collusion - communicating during an examination with any person other than the invigilator(s) or other authorised member of staff
 - 4.2.3 Introducing into the examination room or being in possession there of any written or printed material(s) or any electronically stored information unless expressly permitted by the examination and/or assessment regulations
 - 4.2.4 Being in possession of or obtaining access to, a copy of an examination question paper in advance of the date and time for its authorised release (this covers both 'seen' and 'unseen' papers)
 - 4.2.5 Falsification - assuming the identity of another person with the intent to deceive, for example, by sitting or attempting to sit an examination or test in the place of the student who should be sitting it
 - 4.2.6 Continuing to write (or continuing to perform whatever task is being examined) after the invigilator has announced the end of the examination
 - 4.2.7 The provision of falsified information that has the potential to give a student an unfair advantage.

- 4.3 Non-compliance with examination regulations or disruptive behaviour in an examination will be considered under the Student Conduct Regulations.

5. Penalties

- 5.1 In order to maintain student discipline, the Vice-Chancellor has the authority to impose penalties upon students in accordance with this procedure (as set out in Article 3.2(g) of the Articles of Government). The Vice-Chancellor may delegate some or all of this authority (including the power to delegate further) to other members of staff and University bodies (as set out in Article 3.3 of the Articles).
- 5.2 The penalties available to be imposed in the case of a breach of the academic conduct regulations are:
- 5.2.1 An absolute discharge. This means that the student technically breached the regulation, but no blame should be attached to them
 - 5.2.2 A formal warning advising the student about future behaviour
 - 5.2.3 A requirement to correct a piece of coursework by a prescribed return deadline for a reduced or capped mark. Failure to meet the prescribed return deadline will result in a mark of zero for the relevant module
 - 5.2.4 A reduction of marks, a cap placed on the marks or the award of no marks for a piece of course work
 - 5.2.5 The award of an appropriate mark (including a minimum resit or a fail grade) for the relevant module or unit
 - 5.2.6 A fixed penalty (restricted use – see 3.5)
 - 5.2.7 A restriction on the maximum award that the student may obtain from the University. As soon as the student has sufficient academic credit for this restricted award, it shall be awarded at the next meeting of the relevant Examination Committee
 - 5.2.8 The withholding or withdrawal of academic credit or a University award
 - 5.2.9 A reduction of the class of the student's Honours degree and GPA. This penalty shall be applied as early as practicable
 - 5.2.10 The required temporary withdrawal of the student from the University¹
 - 5.2.11 The expulsion of the student from the University.
- 5.3 Any penalty imposed will be commensurate with the seriousness of the breach of the Conduct Regulations.
- 5.4 Each case will be judged on its own merits and is generally subject to the University's discretion. However, Academic Conduct Officers may be guided by the categories of academic negligence, academic malpractice and academic misconduct when deciding which penalty to impose.
- 5.5 Exceptionally, where none of these penalties is deemed to be appropriate by the Academic Conduct Officer, University Conduct Committee or Appeal Committee they may determine another penalty provided that this penalty is approved by the Vice-Chancellor before being imposed.

¹ This penalty will only be imposed if, at the point of imposition, it does not prevent the student from completing their study within the required timeframe.

- 5.6 All penalties issued under these conduct regulations will take precedence over any outcome of a mitigating circumstances application or course withdrawal request, for the relevant period of time.

6. The Academic Conduct Procedure

6.1 Initiating the Academic Conduct Procedure:

- 6.1.1 All staff or students who become aware of a potential breach of the Academic Conduct regulations are required to report the matter to the relevant Academic Conduct Officer (ACO), providing the necessary information and any supporting evidence. Guidance on the relevant Academic Conduct Officer is available from the Student Disputes Officers.
- 6.1.2 The referral to the relevant Academic Conduct Officer should be made as soon as possible, but within 5 working days of the discovery of the potential breach.
- 6.1.3 The Academic Conduct Officer will decide whether the case is appropriate for the Academic Conduct Procedure.
- 6.1.4 If the Academic Conduct Officer decides there is a potential case to answer they will investigate the case, following the procedure detailed in the Academic Conduct Officers' Handbook and Guidance notes.
- 6.1.5 If the Academic Conduct Officer decides there is no case to answer, the matter will be closed.
- 6.1.6 The Academic Conduct Officer will contact the student to inform them of how the matter is to be taken forward within 5 working days of the referral.
- 6.1.7 If the matter occurs in an invigilated exam, it will be dealt with by the Disciplinary Officer for Examinations.

6.2 Level 1: Investigation by the Academic Conduct Officer

- 6.2.1 The Academic Conduct Officer shall carry out an investigation following the procedure detailed in the Academic Conduct Officers' Handbook and Guidance Notes.
- 6.2.2 Depending on the circumstances they may decide to take one or more of the following actions:
- 6.2.2.1 Arrange an Interview with the student, or anyone relevant to the case. The Academic Conduct Officer will write to the student, giving at least 5 working days' notice of the interview
- 6.2.2.2 Decide there is no case to answer.

6.3 The Conduct Interview (Level 1)

- 6.3.1 The exact arrangements will be organised by the Academic Conduct Officer. All students will have the right to:
- 6.3.1.1 Be accompanied by a friend or other person who is not acting in a legal capacity
- 6.3.1.2 Make representations/comments about any procedural issues
- 6.3.1.3 Hear the case and ask about the detailed allegations made against them

- 6.3.1.4 Access all the evidence against them, excluding legal, confidentiality and safety considerations
- 6.3.1.5 State their case, including liability, mitigation, evidence, witness testimony
- 6.3.1.6 Question any witnesses and challenge any submissions made and/or evidence produced by the Academic Conduct Officer.

- 6.3.2 The Academic Conduct Officer may be accompanied by a note-taker during the interview.
- 6.3.3 At the end of the conduct interview, the Academic Conduct Officer will normally state the decision about breach of the regulations (if any), liability, and impose a penalty within the range delegated to them if applicable (if applicable).
- 6.3.4 On occasion, the Academic Conduct Officer may reconvene the interview, for example, where more evidence is required.
- 6.3.5 The Academic Conduct Officer may give penalties appropriate to the breach up to and including 5.2.6. The maximum fine which an Academic Conduct Officer can impose is £250 and the maximum period of unpaid community service is 10 hours per breach of the Student Conduct Regulations.
- 6.3.6 The Academic Conduct Officer may refer the case to a University Conduct Committee if they decide a breach of the regulations has been committed, but the penalty they feel is appropriate is not one which they are permitted to award (5.2.7 to 5.2.11).
- 6.3.7 The student will receive written confirmation of the decision at Level 1, any penalty and an explanation of the appeal process where applicable within 5 working days from the date of the Interview and within 20 working days of the original contact by the Academic Conduct Officer.

6.4 Request to progress to a University Conduct Committee (Level 2)

- 6.4.1 If the student is dissatisfied with the outcome, penalty² or procedure they may request that the case is heard by a University Conduct Committee. To do this the student must write to the Student Disputes Officer within 10 working days from the date of the Conduct Interview outcome letter. The Student must state which aspect of the decision, penalty or procedure they disagree with and on which of following grounds:
 - 6.4.1.1 The student would like to present new evidence that they could not have reasonably produced before the interview
 - 6.4.1.2 There was a procedural irregularity
 - 6.4.1.3 The decision regarding liability was not fairly or reasonably made
 - 6.4.1.4 The penalty is unfairly disproportionate to the breach of regulations.
- 6.4.2 Evidence where appropriate, will be required.
- 6.4.3 The Student Disputes Officer may do one of the following:
 - 6.4.3.1 Require clarification of the request, or further documentation before proceeding
 - 6.4.3.2 Not permit the student to go to a University Conduct Committee, if the request is out of time, without a valid reason and/or there is insufficient evidence.
 - 6.4.3.3 Convene a University Conduct Committee.
- 6.4.4 The student will be informed of the decision within 5 working days.

² Students are not permitted to appeal on the grounds that the value of a fixed penalty is too high
University Regulations/C Appeals, Complaints and Conduct/C1.1 Academic Conduct Regulations and Procedure

- 6.4.5 A student who believes that the Student Disputes Officer's decision not to permit the student to go to a University Conduct Committee because the request is out of time, without a valid reason and/or there is insufficient evidence is inappropriate may request that it be reviewed by the Academic Registrar or nominee.
 - 6.4.6 A student who wishes to do so must write to the Student Disputes Officer, setting out the reasons why they believe the decision was inappropriate within ten working days.
 - 6.4.7 The Academic Registrar or nominee will review the Student Disputes Officer's decision and either uphold the decision or allow the student to proceed to a University Conduct Committee within ten working days.
 - 6.4.8 If the Academic Registrar or nominee upholds the Student Disputes Officer's decision they will issue the student with a Completion of Procedures Letter.
- 6.5 Level 2: The University Conduct Committee
- 6.5.1 The University Conduct Committee will normally consist of the following:
 - 6.5.1.1 A Chair (member of the University's Senior Management)
 - 6.5.1.2 Two Academic Conduct Officers
 - 6.5.1.3 Two representatives of the student body.
 - 6.5.2 The University Conduct Committee will be quorate with the Chair plus three members.
 - 6.5.3 The Student Disputes Officer or nominee will act as Secretary to the Committee.
 - 6.5.4 The University Conduct Committee will allow:
 - 6.5.4.1 The Academic Conduct Officer to state their case and provide relevant evidence, including testimony from witnesses; question any witnesses and challenge any submissions made and/or evidence produced by the student
 - 6.5.4.2 The Academic Conduct Officer to state their recommendation for the outcome of the University Conduct Committee
 - 6.5.4.3 The student to state their case and provide relevant evidence, including testimony from witnesses, question any witnesses and challenge any submissions or evidence produced by the Academic Conduct Officer
 - 6.5.4.4 Members of the Committee to question any witnesses and clarify any evidence or statements produced by either party.
 - 6.5.5 The University Conduct Committee will normally state the decision about breach of the regulations, liability and any penalty during the meeting.
 - 6.5.6 On occasion, a decision may be taken to reconvene the committee, for example, where more evidence is required.
 - 6.5.7 The University Conduct Committee may impose the full range of penalties.
 - 6.5.8 The student will receive an outcome letter explaining the decision, penalty and next steps within 5 working days of the University Conduct Committee.
 - 6.5.9 If the University Conduct Committee has decided to impose a penalty which is 5.2.1 – 5.2.6, the student will receive a Completion of Procedures letter which will explain to the student how to raise the matter with the Office of the Independent Adjudicator should the student wish to do so.

6.5.10 If the University Conduct Committee has decided to impose a penalty which is 5.2.7 – 5.2.11, the student may request for their case to be heard by an Appeal Committee.

6.6 Request to Progress to an Appeal Committee (Level 3)

6.6.1 If the student is dissatisfied with the outcome or penalty, or procedure from the University Conduct Committee they may request that the case is heard by an Appeal Committee.

6.6.2 To initiate an Appeal Committee, the student must write to the Student Disputes Officer within 10 working days from the date of the University Conduct Committee outcome letter, stating which aspect of the decision, penalty or process the student disagrees with and on which of following grounds:

6.6.2.1 The student would like to present new evidence that they could not have reasonably produced before the University Conduct Committee

6.6.2.2 There was a procedural irregularity

6.6.2.3 The decision regarding liability was not fairly or reasonably made

6.6.2.4 The penalty is unfairly disproportionate to the breach of regulations.

6.6.3 Evidence where appropriate, will be required.

6.6.4 The Student Disputes Officer may do one of the following:

6.6.4.1 Require clarification of the request, or further documentation before proceeding

6.6.4.2 Not permit the student to go to University Appeal Committee, if out of time, without a valid reason and/or with insufficient evidence.

6.6.4.3 Convene a University Appeal Committee.

6.6.5 The student will be informed of the decision within 5 working days.

6.6.6 A student who believes that the Student Disputes Officer's decision not to permit the student to go to an Appeal Committee because the request is out of time, without a valid reason and/or there is insufficient evidence is inappropriate may request that it be reviewed by the Academic Registrar or nominee.

6.6.7 A student who wishes to request a review by the Academic Registrar or nominee must write to the Student Disputes Officer, setting out the reasons why they believe the decision was inappropriate within ten working days of the issue of the Student Disputes Officer's decision.

6.6.8 The Academic Registrar or nominee will review the Student Disputes Officer's decision and either uphold the decision or allow the student to proceed to a University Conduct Committee within ten working days.

6.6.9 If the Academic Registrar or nominee upholds the Student Disputes Officer's decision they will issue the student with a Completion of Procedures Letter within ten working days.

6.7 Level 3: The Appeal Committee

6.7.1 The Appeal Committee will normally consist of:

6.7.1.1 A Chair (member of the University's Senior Management)

6.7.1.2 A member of the Board of Governors

6.7.1.3 A representative of the student body.

- 6.7.2 Representation from the University's Senior Management, the Board of Governors and the student body will be required for the Appeal Committee to be quorate.
 - 6.7.3 Members of the Appeal Committee must not have been involved with the case previously.
 - 6.7.4 A Student Disputes Officer not previously involved with the case or nominee will act as Secretary to the committee.
 - 6.7.5 The student and the Chair of the University Conduct Committee have the right to attend.
 - 6.7.6 The Appeal Committee shall normally only consider issues raised in the appeal by the student. The Committee will allow:
 - 6.7.6.1 The Chair of the University Conduct Committee to state their case and provide relevant evidence (including testimony from witnesses), question any witnesses and challenge any submissions made and/or evidence produced by the student
 - 6.7.6.2 The student to state their appeal and provide relevant evidence (including testimony from witnesses), question any witnesses and challenge any submissions or evidence produced by the Conduct Officer
 - 6.7.6.3 Members of the Appeal Committee to question any witnesses and clarify any evidence or statements produced by either party.
 - 6.7.7 The Chair of the Appeal Committee will state their decision as to whether there has been a breach of the regulations, any liability incurred, and any penalty. The Appeal Committee may uphold the decision of the University Conduct Committee or they may conclude a different outcome.
 - 6.7.8 The student will receive an outcome letter, explaining the decision and penalty and will be issued a Completion of Procedures letter.
- 6.8 Fixed Penalty Policy
- 6.8.1 Should the matter occur within a formal examination the Fixed Penalty Policy will be implemented by the Disciplinary Officer for Examinations who has delegated authority to impose fines at the level indicated in section 3.7.

7. Timeframes

University Stage of Procedure	Timescale	Responsibility
Referral of case to relevant conduct officer or another procedure	As early as possible, but within 5 working days of the discovery of the potential breach	Assessment Officer, e.g. SDO, Module Leader
Academic Conduct Officer contacts the student for more information or to arrange an interview	5 working days from referral	Academic Conduct Officer
Student Response to Academic Conduct Officer (ACO)	5 working days from Academic Conduct Officer contact	Student
Interview Date and Outcome Letter	20 working days from initial contact from Academic Conduct Officer	Academic Conduct Officer
Student Request to Progress to University Conduct Committee (Level 2)	10 working ways from outcome letter	Student
ACO refers case to go to University Conduct Committee	5 working days from interview date	Academic Conduct Officer
Acknowledgement of Request to Progress to Level 2	5 working days from student request	Student Disputes Officer
University Conduct Committee (Level 2)	30 working days from either the penalty letter or student request to go to Level 2	Student Disputes Officer
Level 2 Outcome Letter	5 working days from Conduct Committee	Student Disputes Officer
Student Request to Progress to Appeal Committee (Level 3)	10 Working Days from Outcome Letter	Student
Acknowledgement of Request to Progress to Level 3	5 working days from Student Request	Student Disputes Officer
Appeal Committee (Level 3)	30 working days from student request to go to Appeal Committee	Student Disputes Officer
Level 3 Outcome Letter (Completion of Procedures)	5 working days from Appeal Committee	Student Disputes Officer

- 7.1 The University will endeavour to respond to any conduct case as rapidly as possible and will, where possible, adhere to the timeframes above.
- 7.2 However, every case will need to be fully investigated and this may mean that a conclusion cannot be reached as quickly as either party would wish, particularly if the case is complex or extensive or was submitted at a time when key staff are away from the University.
- 7.3 Timescales may be varied by the University where there is good reason to do so.

8. Other procedural matters

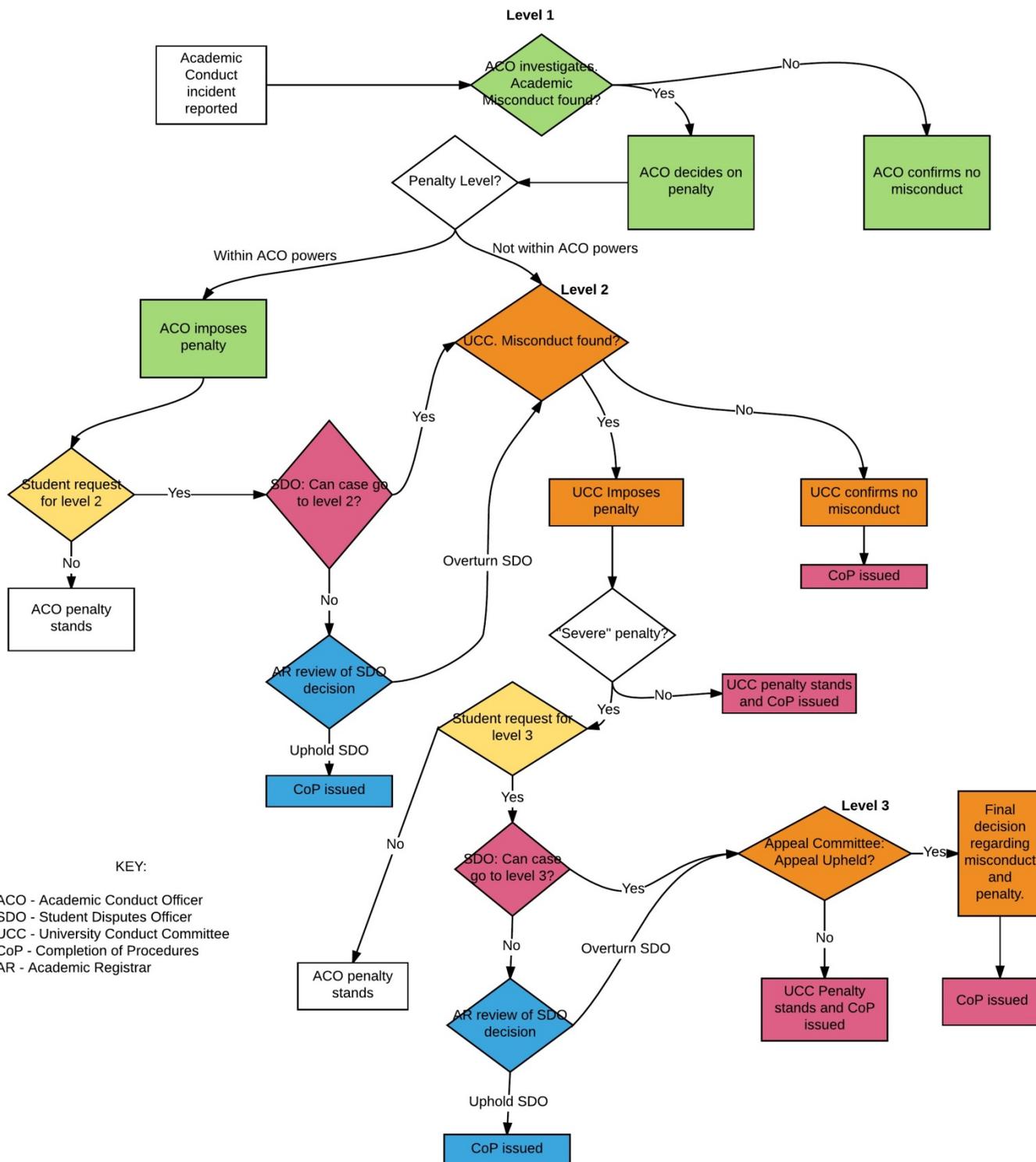
- 8.1 Disciplinary procedures started prior to a student's enrolment end date may continue beyond the expected end date but must normally be concluded prior to any degree or award being conferred. Where this is not possible the University reserves the right to delay the conferment of any degree or award until the disciplinary procedures have been concluded.
- 8.2 Where proceedings have been initiated against an individual under these regulations and the enrolment status of that individual changes, the University may continue with, suspend and subsequently resume, or terminate those proceedings as seems appropriate.
- 8.3 If an Academic Conduct Officer starts to investigate a case and decides that it would be more appropriately handled by another Academic Conduct Officer or Conduct Officer, either because of association or the nature of the alleged breaches, the case can be reallocated.
- 8.4 Whenever an Academic Conduct Interview, a University Conduct Committee or an Appeal Committee is convened, the convening officer shall give all parties at least 5 working days' notice of the arrangements.
- 8.5 If a student cannot attend a Conduct Interview, University Conduct Committee or an Appeal Committee, they must write to the Student Disputes Officer before the meeting with reasons and evidence. The Student Disputes Officer will consider the reasons given and, at their discretion, rearrange the interview or Committee, or inform the student that the reason given for not attending is invalid and that the interview or Committee will go ahead as scheduled. If the student fails to attend (after attempts to rearrange if appropriate) then the Academic Conduct Officer or Committee will hear the case in the absence of the student.
- 8.6 It is the responsibility of the student wishing to be accompanied to inform the friend or colleague of the date, time and place of the interview or Committee. The friend or colleague may undertake the presentation of the case on behalf of the student, but a student may not be represented at a hearing in his or her absence and the friend, colleague or representative may not answer questions on the student's behalf.
- 8.7 At all stages of the disciplinary process decisions will be based on the evidence available and the balance of probability. Academic Conduct Officers, the University Conduct Committee or the Appeal Committee will accept the explanation that is most likely to be true.
- 8.8 At a Conduct Interview, all decisions shall be made by the Academic Conduct Officer alone. At a University Conduct Committee or Appeal Committee, all decisions shall be made by a simple majority of the members of the Committee. In the event of a tied vote, the Chair shall have a second and deciding vote.
- 8.9 If this procedure is initiated on behalf of a student or staff member, the Academic Conduct Officer or Conduct Committee shall keep that person informed about the general progress of the investigation and the general outcome of it, but specific details will not be shared.
- 8.10 While every decision in relation to the case shall be for the Academic Conduct Officer or Conduct Committee, they shall give consideration to the views of the complainant about the original circumstances and any subsequent developments. A complainant is expected to fully co-operate with the Academic Conduct Officer throughout the proceedings.

- 8.11 Some circumstances that constitute a breach of these regulations may create serious concerns about the student's welfare, in which case the Fitness to Study Policy may be invoked, or Wellbeing Team informed of proceedings and/or outcome as necessary.
- 8.12 All staff and students who become aware of anyone who may have committed a breach of these regulations are authorised and required to take whatever steps are reasonable and, without risk to themselves, to stop the breach and to prevent a recurrence, and report it to the appropriate Conduct Officer. Failure of a member of staff to do so, for whatever reason, shall not prevent the University initiating proceedings under these regulations in respect of the breach and will not be accepted as a defence or as mitigation in any such proceedings.
- 8.13 If, at any time following the initiation of these regulations, the Academic Conduct Officer has reason to believe that:
the student may:
- 8.13.1 Interfere with the investigation or any witnesses
 - 8.13.2 Repeat the alleged breach or commit another similar breach
 - 8.13.3 Pose a danger to themselves or others
- or
- 8.13.4 The nature of the alleged breach is such that it is not reasonable to expect staff and/or other students to continue to associate with the student while the allegation is investigated
- the Academic Conduct Officer may refer the matter to a Suspension Officer with a recommendation that the student be suspended from one or more (or all) of the services, facilities, activities, premises and grounds of the University and/or an associated organisation and/or be required to have no contact with one or more identified people pending the conclusion of this procedure.
- 8.14 Any such suspension shall be subject to the following conditions and safeguards:
- 8.14.1 The details and conditions of the suspension shall be proportionate to the risks identified
 - 8.14.2 The student shall be informed of the details and conditions of the suspension and the reasons for them in writing as soon as reasonably practicable and shall be given an opportunity to make representations about them
 - 8.14.3 The suspension shall be reviewed regularly and in the light of changing circumstances.
- 8.15 Where the statement of allegations involves more than one student, the Academic Conduct Officer or the Chair of the Committee shall determine whether the cases should be heard individually or by a single hearing for all the students.
- 8.16 All investigated cases will be recorded and the information logged with the Student Disputes Officers. Academic Conduct Officers, University Conduct Committees or Appeal Committees will have access to information relating to a previous breach (if any) by the same student once it has been established that a further breach has occurred. It may be deemed that the subsequent breach is an escalation of the previous breach; should that be the case an appropriate penalty will be imposed.
- 8.17 If a student has completed this procedure and they are still dissatisfied with the outcome, they may be able to refer the issue as a complaint to the Office of the Independent Adjudicator for Higher Education (OIA) providing that it is eligible under the OIA's Rules. A letter stating that a

student has completed this procedure shall comply with the OIA's guidance for a "Completion of Procedures" letter.

9. Process Diagram

Academic Conduct Regulations: Process Flow Chart



10. **Definitions**

- 10.1 **Completion of Procedures Letter** – Issued on completion of the University’s internal procedures. This letter gives details of the grounds upon which a student may take the matter to the Office of the Independent Adjudicator for Higher Education should the student remain dissatisfied with the outcome of the Disciplinary process.
- 10.2 **Academic Conduct Officers** - are trained staff, nominated by a Dean or Director. All Academic Conduct Officers are authorised to investigate, hear and determine any case which has been referred to them under these regulations, from within the relevant Faculty or Directorate. The Academic Conduct Officer shall have the power to access and process personal data for the purpose of the investigation. The Academic Conduct Officer may give penalties appropriate to the breach up to and including 5.2.6.
- 10.3 **University Conduct Committee** - is a panel authorised to investigate, hear and determine any case which has been referred to the panel by a student or Conduct Officer, under these regulations. The UCC can hear cases from across the University or its Partner Institutions relating to any breach and shall have the power to access and process personal data for the purpose of the investigation. The UCC may impose the full range of penalties.
- 10.4 **Appeal Committee** - is a panel authorised to investigate, hear and determine any case which has been referred to the panel by a student following a UCC. The Appeal Committee can hear cases from across the University or its Partner Institutions relating to any breach. They shall have the power to access and process personal data for the purpose of the investigation. The Appeal Committee may impose the full range of penalties.
- 10.5 **Suspension Officers** - are trained staff, nominated by a Dean or Director. They have the authority to temporarily suspend a student.

For further information about these regulations, please contact the Academic Registrar.

Approved by:

Academic Board, 13 July 2016

Board of Governors, 28 September 2016

Next reviewed: September 2018