

6H - Academic Misconduct: Policy and Procedure for Taught Awards

1. SCOPE AND PURPOSE

- 1.1 This policy and procedure is intended for Bournemouth University (BU) staff and students (including those enrolled on programmes delivered at academic partners). It sets out the principles and processes used by the University to identify, investigate and resolve cases of suspected or confirmed academic misconduct committed within taught awards and credit bearing units. Its purpose is to uphold academic integrity and ensure the fair, consistent, and proportionate treatment of students, while safeguarding the academic standards and credibility of the University's awards.
- 1.2 Suspected cases of a serious breach of research ethics, including those which involve undergraduate or postgraduate taught students fall within the scope of *6M – Academic Misconduct in Academic Research: Policy and Procedure*. Some less serious breaches of this policy may be considered Academic Misconduct, please refer to Appendix 1 for further information on how the University categorises and understands different forms of Academic Misconduct. Where suspected cases involve academic misconduct and a serious breach of research ethics, advice may be sought from the Student Casework team as to which policy and procedure is to be followed or whether the case should be referred to *11K – Student Disciplinary: Procedure*.
- 1.3 This policy and procedure should be read in conjunction with the documents listed in Section 3 below.

2. KEY RESPONSIBILITIES

- 2.1 **Students** are responsible for familiarising themselves with this Policy and Procedure and students must act in accordance with it. It is the responsibility of students to seek clarification if necessary.
- 2.2 **Senate** approves new policies or amendments to existing policies relating to academic offences.
- 2.3 **Education and Student Experience Committee** considers the effectiveness of the arrangements for academic misconduct and recommends changes to current policy to Senate. Education and Student Experience Committee will approve new and revised procedures by exception.
- 2.4 **Faculties** are responsible for ensuring students are informed of the principles of this policy and procedure and should endeavour to ensure students are made aware of the implications of committing academic misconduct and their responsibilities in relation to academic practice.

Faculty staff are also responsible for ensuring that procedural guidance is adhered to in relation to the reporting of and consideration of suspected misconduct at the Preliminary Investigation Stage. Faculties also formally investigate, suspected Academic Misconduct at the Preliminary Stage. It is the responsibility of programme teams to frame assessment requirements and procedures in a clear and unambiguous manner to assist in the prevention of potential academic misconduct.

Faculties which host students via academic partnership arrangements are responsible for applying the steps outlined in this policy and procedure during the Preliminary Investigation stage for these students. In these cases, Faculties are expected to liaise directly with relevant staff members at the academic partner in relation to the case.

- 2.5 The **Programme Operations team** are responsible for ensuring that procedural guidance is adhered to and the formal recording, monitoring and administering of suspected academic misconduct at the Preliminary Investigation stage.
- 2.6 **Academic Quality** - the Quality and Governance team own and maintain the policy and procedure. The Student Casework team will provide guidance and support to Faculties and the Programme Operations Team in implementing this policy and procedure at the Preliminary Investigation stage and will advise on case specific matters where necessary. The Student Casework team are also responsible for ensuring that procedural guidance is adhered to and the formal recording, monitoring and administering of suspected academic misconduct at the Formal and Appeal stage of this procedure.

3. ACCESSING OTHER RELEVANT BU DOCUMENTS

- 3.1 All documents can be accessed [here](#)

Other documents with direct relevance to this one are:

- 6A - *Standard Assessment Regulations:*
- 6A - *Standard Assessment Regulations: Undergraduate Programmes*
- 6A - *Standard Assessment Regulations: Postgraduate Taught Programmes*
- 6A - *Standard Assessment Regulations: Foundation Degree Programmes*
- 6A - *Standard Assessment Regulations: Higher National Programmes*
- 6A - *Standard Assessment Regulations: Graduate Certificate and Graduate Diploma Programmes*
- 6A - *Standard Assessment Regulations: Integrated Masters Programmes*
- 6J - *Exceptional Circumstances: Policy and Procedure*
- 6M - *Misconduct in Academic Research: Policy and Procedure*
- 11H - *Fitness to Practise: Procedure*
- 11J - *Support to Study: Policy and Procedure*
- 11K - *Student Disciplinary: Procedure*
- 11L - *Third Party Involvement: Procedure*

- 3.2 Other documents with direct relevance to this are:

- Information on [citing references](#) including the BU Guide to Citation in the APA style.
- Information on [avoiding academic misconduct](#).
- [Important Information \(Student-facing Policies and Procedures\)](#)

Policy

4. GENERAL PRINCIPLES

- 4.1 Students entering higher education commit to achieving recognised standards of learning, and universities must uphold the integrity of their qualifications. Academic integrity means completing work honestly, responsibly, and respectfully, including acknowledging others' contributions and avoiding unfair advantage or misconduct. It requires both students and staff to take responsibility for their actions, follow ethical and professional standards, support others in doing the same, and comply with university regulations and research obligations.
- 4.2 Academic misconduct is taken very seriously. It is important that everyone in the academic community understands their responsibilities and rights. Cases of academic misconduct will be assessed based on their nature and seriousness, and any action taken will be proportionate. If a student commits a second or further offence, or if the case involves dishonesty, deception, or other aggravating factors, a more severe penalty may be applied, taking into account the individual circumstances of the case. In some cases, this may include referral to other University procedures, such as 11K – Student Disciplinary Procedure, 11J – Support to Study Policy and Procedure, or 11H – Fitness to Practise Procedure, where appropriate.

All suspected cases of academic misconduct will be considered promptly to allow the outcome to be confirmed and any action taken in line with the university's assessment regulations as outlined in *6A - Standard Assessment Regulations*.

- 4.3 Procedures should facilitate early deterrence, identification and warning of the consequences of academic misconduct.
- 4.4 In order to prevent plagiarism, protect the intellectual property of both the University and its students the University may use plagiarism detection software or other technology as appropriate.

This Policy does not apply to minor issues identified in **formative assessments**. However, the student should be advised by the relevant Unit Leader about the concern and advised that similar behaviour in a summative assessment could be treated as academic misconduct. Reference to the potential misconduct should be made in any student feedback on the work in question and an advice and guidance sheet should be issued to the student at that stage (see Appendix 9).

6H - Academic Misconduct Policy and Procedure for Taught Awards is an internal procedure and is not a legal process.

5. STUDENT RIGHTS

- 5.1 Students under investigation should be given every opportunity to seek independent advice, for example from SUBU Advice, who are independent and experienced in supporting students through university procedures. In all cases students must be told in writing at the beginning of the process the academic misconduct they are suspected of committing and why. Students should be given any available supporting evidence at all stages. This should include provision of evidence considered at any previous relevant meetings (whether the student was present or not) and the notes of those meetings. The student should be given a reasonable opportunity to respond to the allegation and supporting evidence before a decision is made about whether they have committed the offence. Students also have the right to appeal against matters of procedural irregularity or mal-administration linked to the academic misconduct process.

6. DEFINITIONS

- 6.1.1 Academic misconduct may be defined as any attempt by a student, or any attempt by an individual to aid a student, to gain an unfair advantage in any assessment (including an assessment of practice or an assessment in practice) by deception or fraudulent means.

Academic misconduct involving fraud, e.g. by electronic means, may not be unit-specific and some may fall within the scope of the *Student Disciplinary Procedure*. Additionally, section 1.2 above refers to the handling of suspected cases of a serious breach of research ethics.

- 6.1.2 The definition of academic misconduct given in section 6.1.1 assumes dishonest intent. It is important to distinguish this from situations where a student lacks understanding or skills. For example, a student may rely too heavily on quotations (even if they are properly referenced), resulting in very little original work. Academic failings of this kind should be addressed, and appropriately penalised, through the application of assessment criteria (using the University's Generic Assessment Criteria as normative) in the marking process. Written feedback should clearly explain the weaknesses in the work and how the student can improve. In such cases, the application of academic judgement through marking and feedback will not constitute academic misconduct.
- 6.1.3 Further information relating to how the University categorises and understands different forms of Academic Misconduct can be found in Appendix 1.
- 6.2 Academic misconduct is determined based on the severity of the misconduct either as an academic misconduct or a severe academic misconduct.

Where a student has previously been found to have committed academic misconduct the case will usually be referred directly to the Formal Stage of this procedure. In making this decision, the University will take account of the nature and seriousness of the alleged misconduct, any previous findings, and the individual circumstances of the case.

Where a student is suspected of committing academic misconduct relating to several pieces of assessment (either for the same unit or for different units) which are submitted at approximately the same time this may be approached as a first offence in the case where the student has not yet had an opportunity to reflect on the outcome.

6.3 The following factors will be taken into consideration when determining whether suspected misconduct should be treated as an academic misconduct or severe academic misconduct;

- **The extent of the academic misconduct.** For example, work containing large amounts of unreferenced material will usually be treated as severe academic misconduct, while minor issues with referencing or citation may be treated as an academic misconduct. The weighting of the assessment does not affect this judgement, misconduct is still taken seriously regardless of its contribution to overall marks.
- **The extent of premeditated intention to deceive** or otherwise gain advantage through deception or fraudulent means. For example, this may include submitting work they did not produce themselves, using unattributed material in a sophisticated way, and-or attempting to change minor aspects of plagiarised text to give the impression that it is their own work or in an attempt to deceive anti-plagiarism software.

6.4 Responsibilities of the Assessment Board

6.4.1 Where academic misconduct is suspected, the Assessment Board should not come to a decision on the student's results until the investigation has been completed in accordance with this Policy. This includes provision for;

- i the allegation to be substantiated;
- ii the student's right to respond to the allegation before their assessment results are determined;
- iii the outcome of the investigation to be reported to the Assessment Board;
- iv the Assessment Board to confirm the outcome of the investigation, and to use it in its determination of the student's results in accordance with the University's assessment regulations;
- v for the referral of more severe misconduct to the University's *Student Disciplinary Procedure*.

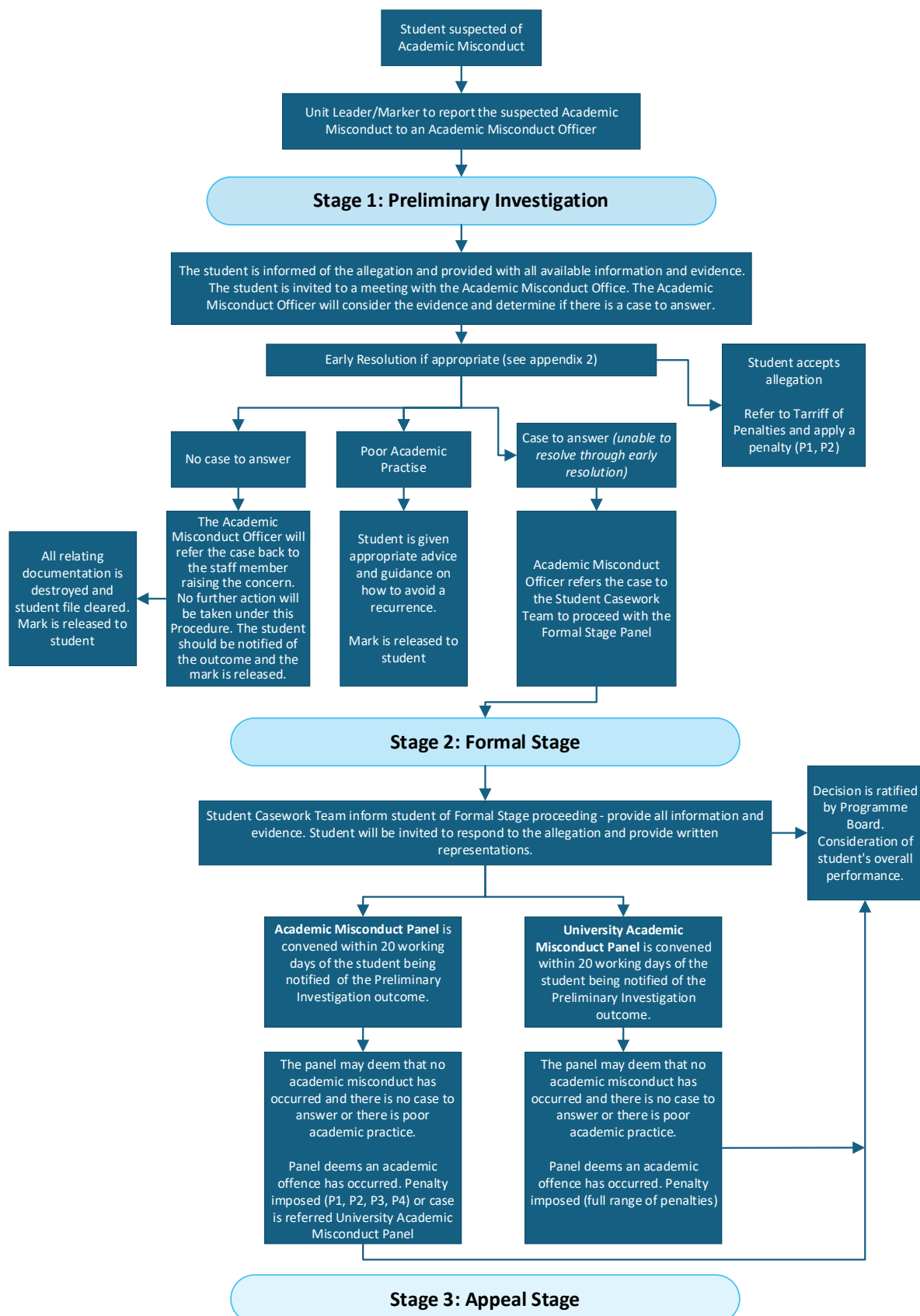
The outcome of any investigation carried out in accordance with this Policy and Procedure will be reported to the Assessment Board which will honour the outcome and will act in accordance with the relevant Assessment Regulations.

6.4.2 Evidence which comes to light after the recommendation of the Assessment Board should be considered initially and promptly in accordance with this policy. At the conclusion of the process, External Examiners should be informed of any decision that materially affects the original recommendation of the Assessment Board.

Procedure

7. APPLICATION

7.1 The diagram below gives an overview of the academic misconduct process:



STAGE 1: PRELIMINARY INVESTIGATION

- 7.2 Programme teams are responsible for identifying suspected instances of academic misconduct and for collating supporting evidence. Programme Teams should follow the guidance on the provision of evidence set out in Appendix 4.
- 7.3 If academic misconduct is suspected, the case must be referred to an Academic Misconduct Officer. All relevant information and evidence should be submitted, normally within five working days of identifying the concern. The Academic Misconduct Officer will review the information, ensure that evidence is gathered in line with 6H, and consult the Unit or Programme Leader, or other Faculty members, if needed. The Academic Misconduct Officer will then determine if the case should proceed under this policy and procedure and advise the Programme Operations team.
- 7.4 The mark and the work will not be released to the student until the suspected academic misconduct has been investigated.
- 7.5 The Programme Operations team will inform the student of the allegation and provide all available information and evidence relating to the suspected academic misconduct, along with a copy of this policy and procedure. The student will be invited to a Preliminary Investigation meeting with the Academic Misconduct Officer where they will have an initial opportunity to respond to the allegation(s). In cases where the authorship of a student's work is in question, the Academic Misconduct Officer may request that the Unit or Programme Leader (or appropriate subject expert) be invited to the Preliminary Investigation meeting.

Students may choose to submit a written statement in advance of the meeting in response to the allegation.

A formal record of the meeting will be taken, and the notes will form part of the evidence for any later investigation at the Formal Stage, such as an Academic Misconduct Panel or University Academic Misconduct Panel.

- 7.6 The Programme Operations team will provide secretarial support to the preliminary investigation meeting.
- 7.7 During the preliminary investigation meeting the Academic Misconduct Officer, will consider the evidence from the programme team and the student and referring to appendix 2, determine one of the following outcomes:

- i. there is **no case to answer** (refer to 7.8);
- ii. the student has shown **poor academic practice** in a piece of work (refer to 7.9);
- iii. **Case to answer: Stage 1 - Early Resolution** (refer to 7.10)
- iv. **Case to answer: Stage 2 - Academic Misconduct Panel/University Academic Misconduct Panel** (refer to 7.11)

- 7.8 If the Preliminary Investigation meeting finds that there is **no case to answer**, the Academic Misconduct Officer will refer the matter back to the staff member who raised the concern. No further action will be taken under this Procedure. All documentation relating to the case, including the formal minutes of the preliminary investigation meeting must be removed from the student file and destroyed. The agreed mark and feedback will be released to the student within appropriate timescales. The Programme Operations team will inform the student of the outcome in writing, normally within 5 working days.
- 7.9 If the Preliminary Investigation meeting finds that the student has demonstrated **poor academic practice** in a piece of work, the student will be informed of this and given appropriate advice and guidance on how to avoid a recurrence. A record of this will be kept on the student file. In such cases, no specific penalty will be applied, but the mark will reflect the usual assessment criteria. The agreed mark and feedback will be released to the student within appropriate timescales. The Programme Operations team will inform the student of the outcome in writing, normally within 5 working days.

- 7.10 If the Preliminary Investigation meeting finds that there is evidence of **academic misconduct** and the case may be suitable for Stage 1 - Early Resolution, the Academic Misconduct Officer will inform the student during the meeting that:
- The case may be resolved through **Stage 1 - Early Resolution**;
 - The proposed penalty, in line with **Appendix 3 - Tariff of Penalties**;
 - The outcome will be **recorded on the student's record**, and any future misconduct may be treated as a second offence;
 - The student will have **10 working days to decide whether to accept** the proposed early resolution;
 - If the student accepts the outcome, they will have a further 10 working days **to submit an appeal** in accordance with Section 10 of this policy and procedure;
 - If the student does not accept the allegation, the case will be **referred to the Formal Stage (Stage 2)** of this procedure.

The Programme Operations team will inform the student of the outcome of the preliminary investigation meeting in writing, normally within 5 working days.

If the student does not accept the proposed outcome of the Stage 1 - Early Resolution, the Academic Misconduct Officer will confirm the next steps in line with Appendix 2, and the case will be referred to the Student Casework team to proceed with the Formal Stage (Stage 2) of this procedure.

- 7.11 If the Preliminary Investigation finds that there is evidence to indicate that **severe academic misconduct** may have occurred, the Academic Misconduct Officer will confirm the appropriate next steps in line with Appendix 2. Cases of Severe Academic Misconduct will be referred to the Student Casework team, to proceed to the Formal Stage of this procedure. The Programme Operations team will inform the student of the outcome in writing, normally within 5 working days.

STAGE 2: FORMAL STAGE

- 7.12 When a case is referred by the Academic Misconduct Officer to the Formal Stage of this procedure, the Student Casework team will normally arrange an Academic Misconduct Panel or a University Academic Misconduct Panel within 20 working days. The student will be invited by the Student Casework team and normally given ten working days' notice before the panel will take place and provided with all available information and evidence relating to the suspected academic misconduct, along with a copy of this policy and procedure. Students are given an opportunity to provide a written statement and encouraged to seek advice from SUBU Advice.

7.13 Academic Misconduct Panel

- 7.13.1 The purpose of the Academic Misconduct Panel is to deliberate on cases of suspected severe academic misconduct or cases of academic misconduct that cannot be resolved at the preliminary investigation stage. Taking into consideration all evidence presented by the programme team, the panel will decide if, based on the evidence and information provided by the programme team and the student, if academic or severe academic misconduct has been committed.

- 7.13.2 Academic Misconduct Panels will run in accordance with the order of proceedings set out in Appendix 5. Documentation, including evidence will be provided in accordance with the guidance provided in Appendix 6. Its membership shall be as follows:

- A senior member of academic staff (drawn from a pool of trained staff) who shall serve as Chair;
- An independent member of the academic staff of the University;
- An independent member drawn from the University's Quality Assurance and Enhancement Group (QAEG).

The Student Casework team will provide secretarial support.

- 7.13.3 To avoid potential conflicts of interest, members of the Academic Misconduct Panel should not have had previous involvement with consideration of the suspected academic misconduct brought before the panel.
- 7.13.4 Where the suspected misconduct is proven, the academic misconduct panel shall judge the seriousness of the offence, and decide what sanction should be applied, as appropriate to the case, and with reference to Appendix 3.

Where the panel finds that there is no case to answer or that poor academic practice is evident it will act in accordance with sections 7.8 - 7.9 above.

7.14 **University Academic Misconduct Panel**

- 7.14.1 The purpose of the University Academic Misconduct Panel is to deliberate on cases of suspected severe academic misconduct, taking into consideration all evidence presented by the programme team. The panel will decide if, based on the evidence and information provided by the programme team and the student, academic misconduct has been committed.
- 7.14.2 University Academic Misconduct Panels will run in accordance with the order of proceedings set out in Appendix 5. Documentation, including evidence will be provided in accordance with the guidance provided in Appendix 6. Its membership shall be as follows:

- A member of the University Executive Team or nominee to serve as Chair;
- An academic with relevant experience, normally drawn from the University's Quality Assurance and Enhancement Group (QAEG);
- An elected member of the Students' Union.

The Student Casework team will provide secretarial support.

- 7.14.3 Where the suspected case is proven, the University Academic Misconduct Panel shall judge the seriousness of the misconduct, and decide what sanction should be applied, as appropriate to the case, and with reference to Appendix 3.

Where the panel finds that there is no case to answer or that poor academic practice is evident it will act in accordance with sections 7.8 – 7.9 above.

- 7.15 The relevant Programme Leader and/or Unit Leader are expected to present the case for consideration. In the event that the Programme Leader and/or Unit Leader is unavailable, a suitable academic representative who is fully briefed on the case may represent the programme team. The panel will normally proceed as scheduled if the academic member of staff representing the programme team fails to attend, with or without prior notification.

8. **STUDENT ATTENDANCE AT A PRELIMINARY INVESTIGATION MEETING AND FORMAL STAGE PANELS**

- 8.1 If academic misconduct is suspected, all students will be invited to attend a **Preliminary Investigation** meeting. Students are expected to attend the meeting and will be invited by the Programme Operations team, normally ten working days before the meeting will take place.

If suspected misconduct is referred to the Formal Stage, Students are expected to attend the **academic misconduct panel** or the **university academic misconduct panel** and will be invited by the Student Casework team, normally ten working days before the panel will take place.

Students may be accompanied by a friend or representative at the Preliminary Investigation meeting or a Formal Stage panel (they would not usually be acting in a legal capacity nor be an employee of the University). Please refer to *11L – Third Party Involvement: Procedure* for further details.

- 8.2 If, for exceptional and evidenced reasons the student is unable to attend the Preliminary Investigation meeting or a Formal Stage panel and notifies the relevant team usually at least 5 working days in advance, the meeting or panel may be rearranged or they may be

represented by a member of SUBU Advice. In this instance, the meeting or panel will proceed as normal basing its considerations on the evidence available.

- 8.3 If a student fails to attend a Preliminary Investigation meeting or a Formal Stage panel without notifying the University in advance and has not provided satisfactory supporting evidence as to why they are unable to attend, the meeting or panel will proceed as normal, provided that the Academic Misconduct Officer, or the Panel members are satisfied that every reasonable effort has been made to contact the student and to give them the opportunity to attend.

In cases involving more than one student, acting in accordance with the principles of this policy and procedure the Academic Misconduct Officer or Panel (with advice from the Student Casework team) will decide on the most appropriate way to conduct the meeting or panel and how potential outcome(s) may affect the whole group or individuals.

- 8.4 Students are encouraged to be open and honest and should be aware that the procedure will be reduced in length and complexity if the facts are known and agreed at the Preliminary Investigation stage. Where a student admits to the suspected academic misconduct before the Preliminary Investigation meeting or a Formal Stage panel, the meeting or panel will still go ahead.

Students are given an opportunity to provide a written statement and encouraged to seek advice from SUBU Advice.

Exceptional Circumstances

- 8.5 The written statement described in section 8.4 may be supported by evidence of exceptional circumstances. However, students are not required to submit an exceptional circumstances claim to the panel or board instead, students should provide details of the exceptional circumstance in the form of a written explanation supported by appropriate, independently verified medical or other appropriate documentary evidence. Any costs incurred in supplying evidence are the student's responsibility.
- 8.6 In accordance with *6J – Exceptional Circumstances: Policy and Procedure*: if a student has not informed the University of their circumstances at the appropriate time (i.e. via extension request, assessment board consideration or in advance of or at a Preliminary Investigation meeting or a Formal Stage panel) the circumstances will not be considered unless the student provides evidence of valid reasons for not doing so previously.
- 8.7 Exceptional circumstances will not be considered grounds for excusing academic misconduct. However, the Academic Misconduct Officer or Panel may take the circumstances into account and use discretion if evidence demonstrates that the student's judgement at the time of the alleged misconduct would have been severely impaired due to the circumstances. It is for the Academic Misconduct Officer or Panel to decide if the exceptional circumstances are deemed to have severely impacted a student's judgement.

9. OUTCOMES AND PENALTIES

- 9.1 Penalties 1- 5 in Appendix 3 reflect incrementally the seriousness of the misconduct. The tariff is intended to support consistency and transparency, but penalties are not applied automatically. In considering which penalty to impose, the Academic Misconduct Officer, or Panel will ensure that any penalty imposed is proportionate and reasonable and takes account of the individual circumstances of the case. Consideration will include, where relevant, the nature and seriousness of the misconduct, the student's level of study and experience, the extent and intent of the misconduct, any previous findings, evidence of engagement or reflection, and any mitigating factors.

The Academic Misconduct Officer may stipulate penalty 1 or 2 as per Appendix 3 when a case is deemed suitable for Stage 1 - Early Resolution. The Academic Misconduct Panel may stipulate penalties 1-4 as per Appendix 3. They may also, if deemed necessary, refer the case to the University Academic Misconduct Panel. When the University Academic Misconduct Panel concludes that academic misconduct has been committed, it may stipulate any penalty 1-5 in Appendix 3.

- 9.2 The Academic Misconduct Officer, or Panel will explain the rationale for the penalty to the student. This will be prior to the close of proceedings of a Preliminary Investigation meeting or Panel. In the case of more severe penalties, the panel will confirm why lesser penalties were not deemed appropriate; this must also be recorded clearly in the minutes and in the outcome letter sent to the student.
- 9.3 Where an allegation of academic misconduct, if found to be proven, would bring about concerns for fitness to practise, the case will be referred directly to the procedure outlined in *11H - Fitness to Practise: Procedure*. Referrals to the University's *11K - Student Disciplinary Procedure* and *11J - Support to Study: Policy and Procedure* will also be made as appropriate.
- 9.4 The outcome through Stage 1 - Early Resolution or a Formal Stage panel will be passed to the assessment board for ratification and for inclusion in its recommendations. The outcome may not be overturned by the assessment board and should be taken as a given when considering the student's profile of marks.
- 9.5 The assessment board will include all units failed as a result of the outcome of Stage 1 – Early Resolution or a Formal Stage panel in its consideration of the student's overall performance according to the University's assessment regulations. Reassessment(s) shall only be carried out once the assessment board has met and where the student's overall profile and the assessment regulations permit the student such a reassessment.
- 9.6 All students who are found guilty of academic misconduct or have been found to have shown poor academic practice in their work, will be referred to the learning resource information held in Appendix 8.

STAGE 3: APPEAL STAGE

10. APPEAL

- 10.1 The decisions through Stage 1 - Early Resolution or a Formal Stage panel are considered to be academic judgement against which students may not appeal.

Appeals against the outcomes of Stage 1 - Early Resolution, or a Formal Stage panel may only be lodged on the following grounds:

- there has been a material irregularity or significant administrative error in the application of the academic offences procedure;
- the consideration of the academic offence was not conducted in accordance with the regulations for the programme.

- 10.2 Students who wish to appeal must provide full details including evidence to support the claim in writing within 10 working days of the official notification of the outcome of Stage 1 - Early Resolution or the Formal Stage panel.

Appeals against the decision of the Stage 1 - Early Resolution or the Formal Stage panel should be made directly to Student Casework team via the appeals@bournemouth.ac.uk email address. If the student does not appeal within the time limit for doing so, the matter will be closed and student will be notified of this in writing.

- 10.3 A member of the Student Casework team who has had no prior involvement in the case will consider the information submitted and confirm if the appeal is deemed eligible.

Students will be informed as promptly as possible if their appeal is not deemed eligible and the reasons for this will be outlined. Outcomes of valid appeals will normally be provided to students within 20 working days of receipt of the appeal.

If there appears to be valid grounds for the appeal, the decision of the Academic Misconduct Officer, or the Formal Stage panel will not be overturned, but the academic misconduct may be referred for a re-hearing. Should a re-hearing be required, a new investigation by an Academic Misconduct Officer or Academic Misconduct Panel/University Academic Misconduct Panel will be convened and will not include any of those previously involved in the meeting/panel.

- 10.4 The Student Casework team will send the student a *Completion of Procedures* letter when all internal Bournemouth University procedures have been exhausted.
- 10.5 If the student remains dissatisfied after exhausting the University appeals process outlined in 10.1 – 10.3 above, they may request a review from the [Office of the Independent Adjudicator for Higher Education](#). Contact details for the Independent Adjudicator are:
- Office of the Independent Adjudicator, PO Box 3362, Reading, RG1 9UF
Tel: 0118 959 9813
Email: enquiries@oiahe.org.uk
- 10.6 The University may reconsider an allegation of misconduct outside the formal appeals process in exceptional circumstances, such as where new evidence becomes available that could not reasonably have been obtained at the time of the original investigation. In deciding whether to do so, the University will consider factors including whether the original outcome is now in doubt and why, the time that has passed and its impact on the reliability of evidence, the seriousness of the alleged misconduct, the potential impact on the student of a further process, and whether reconsidering the case could affect fitness to practise or the University's obligations to professional or regulatory bodies.

General

11. REFERENCES AND FURTHER INFORMATION

- 11.1 The UK Quality Code for Higher Education (QAA, 2018)
- 11.2 This document has been mapped against the requirements outlined in the Meeting the equality duty in policy and decision-making at Bournemouth University guidelines.
- 11.3 The University will seek to develop a body of case-law, which will provide guidance and precedents that may be used by Academic Misconduct Panels and Assessment Boards, in pursuit of consistent and equitable practice.

12. APPENDICES

Appendix 1 - Further Examples and Categorisation of Academic Misconduct

Appendix 2 - Guidance for resolving academic misconduct by occurrence and level

Appendix 3 - Tariff of penalties

Appendix 4 - Guidance on the provision of evidence

Appendix 5 - Panel Order of Proceedings

Appendix 6 - Panel Documentation requirements and minuting convention

Appendix 7 - Additional guidance for cases where a witness is called

Appendix 8 - Student Learning Guide

Appendix 9 - Guide to good Academic Practice