



Academic Integrity

This guidance should be read in conjunction with the University's full Academic Integrity Policy.

Academic misconduct is an attempt to gain improper advantage, whether deliberately, or without intention. An allegation of academic misconduct can come as a shock so you may be feeling upset or unsure about what is going to happen next. The Advice Centre is here to help.

First offence of poor academic practice

Poor academic practice is considered to be a minor failure to meet the expected academic standards (like referencing and poor paraphrasing). Where PAP is suspected, the marking tutor liaise with their administration team to see if there have been any previous cases of PAP or academic misconduct. If there is a previous record of PAP or academic misconduct, it will likely be treated as academic misconduct.

Possible outcomes:

The marking tutor confirms PAP, and the student is asked to undertake additional academic learning. The programme administrator will record this on the student's record. The marking tutor will inform the student's Personal Academic Tutor to discuss in their next meeting.

The marking tutor suspects academic misconduct, and the following procedure will be followed.

The marking tutor agrees that there is no evidence of PAP. In this case, no further action will be taken.

Plagiarism, falsification of data, collusion, contract cheating or second/subsequent allegations of poor academic practice

Where a marking tutor or moderator suspects one or more of the above forms of academic misconduct, they shall immediately cease grading. Where the marking tutor is unable to establish the source(s) from which the work has been taken, they should explain why they believe the work is not that of the student, enclosing evidence of the student's own style from previous work.

You may be requested to attend a viva voce interview.

Cheating in an exam or practical assessment, or attempting to obtain unauthorised access to exam question papers, bribery attempts, unethical conduct and submission of false declarations for special consideration

The staff member/invigilator who suspects a candidate of attempting to gain improper advantage shall report the incident and provide any evidence to Registry. Unauthorised materials may be confiscated or photographic evidence passed to Registry once the exam has ended. Registry will forward the report to the Associate Dean from the faculty who will appoint an Academic Integrity Officer to consider the case.

Personation

If an invigilator believes that a student is being or has been impersonated, they may request to see photo identification. The invigilator(s) shall complete a report on the day of the exam to be submitted to the Exams Officer in Registry. Registry shall forward the report to the the Associate Dean from the faculty who shall appoint an Academic Integrity Officer to investigate.

Informing you and reaching a conclusion

The Academic Conduct Officer allocated to the investigation will determine whether there is evidence of academic misconduct. They will review the assessment, and email you with a summary of the evidence which supports the allegation. You will be invited to provide a response within 10 working days of the date of the email. Although Extenuating Circumstances cannot be used to deny an allegation, if serious adverse circumstances have contributed, you may request that this is taken into consideration. If you do not respond to the email within the time frame they will presume that you do not wish to deny the allegation.

The Academic Integrity Officer shall then prepare a report taking into account all available evidence, including your response, before reaching one of the following conclusions:

- a) No case to answer - all records of the allegation are destroyed
- b) Poor academic practice
- c) Academic misconduct

If you admit the allegation the Academic Integrity Officer shall write to you confirming the penalty imposed, as recommended by the investigating officer in their report, and confirmed as appropriate by an academic integrity officer from another faculty. This will depend on the nature of the offence and on the number of previous offences.

If you deny the allegation, the Investigating Officer may conclude that there is no case to answer, or conclude that despite your denial, there is evidence for poor academic practice or academic misconduct. If the allegation is upheld, you will be invited to add to your statement and attend a Hearing. If you do not respond to the Academic Integrity Officer's email confirming that there is an allegation of academic misconduct being investigated, they will presume that you do not wish to deny the allegation and the matter will not proceed to a Hearing.

Any denial must be accompanied by evidence as to why no offence has taken place. It is not sufficient to respond with "I didn't do this" or "it was an accident".

Once it has been confirmed that you are denying the allegation, the Conduct and Casework team shall proceed to convene a Panel for a hearing, held at the University. Here you will have the opportunity to present your case. This is normally held within a further 20 working days, you will receive at least 5 working days' notice of the date, time and place of the meeting. Panel members will not normally have taught you, be closely connected to you or to your Faculty. If you do not attend the Panel will proceed to deal with the allegation in your absence provided the Chair of the Panel is satisfied that you were properly notified. All proceedings and papers associated with the Hearing shall be confidential to those who attend it.



You will be informed in writing, of the outcome of the Hearing, normally within 5 working days.

Possible outcomes:

No case to answer (all records of the allegation are destroyed)

Poor academic practice or academic misconduct identified (penalty determined as indicated in policy)

The decision of the Panel shall be final. You can only appeal on the grounds that correct procedure was not followed. You may submit a complaint, in accordance with the Complaints Policy. Details of this process will be given in your confirmation of outcome letter / email.

The University will then issue you with a Completion of Procedures Letter after its internal procedures have been completed. This allows you to take a complaint to the Office of the Independent Adjudicator (OIA).



Winchester Student Union Advice Centre can be accessed by all current University of Winchester students. We aim to support students to make their own informed choices by offering free, impartial advice and information on a range of matters.

If you would like further support, get in touch by completing our Advice Enquiry Form: www.winchesterstudents.co.uk/advice

You'll find the Advice Centre in the King Alfred Centre on Level 3 (next to the Foodhall).