Academic Offences and Bad Academic Practice Policy

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1 Introduction

1.1 Students are expected to write assessments in their own words and to reference the sources they use in accordance with the conventions of their discipline. There are occasional exceptions where the exact words from existing sources need to be used in an assignment, including the use of direct quotations. However, Students should note that using the work of others word for word in any work submitted for assessment should be done sparingly and in accordance with De Montfort University referencing conventions.

1.2 Students who feel that they need assistance in writing appropriate English to help them avoid accidentally committing an academic offence should, in the first instance, seek guidance from their Module Leader or Supervisor. Further information and guidance can be accessed via the Library pages on the University's website.

1.3 In any case where a Student is accused of bad academic practice or of having committed an academic offence (and in either case whether acting alone or in conjunction with one or more other people) the burden of proving that the accusation has been established is the balance of probabilities (more likely than not). For both bad academic practice or an academic offence, the University must prove both that the factual allegations have been established and that in carrying out the acts complained of the accused person has done so intentionally.

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2 Definitions

2.1 <u>Bad academic practice</u>
Bad academic practice is the presentation of work that is not the Student's own as if it were. It is the unintentional passing off of ideas, data or other information that are not within the realm of common knowledge in the discipline as if such materials were originally discovered by the Student, or it is the word for word duplication of short phrases in written work, in oral presentation, or equivalent duplication in non-written forms, where the source is not mentioned, and where such duplication is minor in scale. The expectation is that cases of bad academic practice are only likely to occur at the first level of an undergraduate award. However, there may be instances to be found

throughout both undergraduate and postgraduate programmes.

2.2 It is an academic offence for a Student to commit any act, which is

intended to modify or evade, in an unauthorised manner and/or by unfair means, the condition of assessment specified by the University in relation to a programme leading to a University award or an award offered by an external body. The following are examples of such an academic offence but do not represent an exhaustive definition:

2.3 Cheating in examinations
The list below applies equally to phase tests unless the instructions for the phase test explicitly state that certain activities are permitted. A candidate commits the offence of cheating in an examination if they:

- Deliberately acquire advance knowledge of the detailed content of the examination.
- Copy from the examination script of another candidate.
- Allow another candidate to copy from his or her examination script.
- Provide information to another candidate in an examination.
- Communicate (or attempt to communicate) with another candidate in an examination.
- Obtain any other assistance from another candidate.
- Use or have access to unauthorised material (as defined in 2.5 below).
- Impersonate another examination candidate or allow themselves to be impersonated.
- Have access to an electronic communication device during campus-based examinations.
- Refuse to comply with a reasonable request made by a member of University Staff where they suspect an incidence of cheating.
- Collude with others via social media to gain an unfair advantage, e.g., in the case of online examinations.
- Do any other thing with the intention of gaining unfair advantage over other candidates.

2.4 In such circumstances, all candidates concerned may be deemed to have committed an academic offence.

2.5 Contract Cheating Contract cheating happens when a third party completes work for a Student who then submits it to an education provider as their own. By definition contract cheating applies to Students who have actively engaged/hiredor employed i.e. – contracted – a third party to do some part of their academic work for them, allowing the student to deliberately pass the work off as their own.The contract element may involve some sort of financial exchange, often with an'essay mill' or essay writing service. The term ‘contract cheating’ does not apply exclusively to essay mills or essay writing services. It can, for example, also include friends, family or other Students, private tutors and copyediting services 104 General Regulations and Procedures Affecting Students 2021/2022 completing

assignments for students in whole or in part, and does not always involve a financial relationship. The fundamental distinguishing features of contract cheating is that a Student has deliberately and in a premeditated manner employed or engaged someone else to prepare

the assessed work they have submitted. Contract cheating is a serious academic offence.

2.6 Unauthorised material
Unauthorised material is defined as any textual or numeric material or device which is not explicitly identified as authorised material in the examination paper rubric or any material transmitted via the internet, social media, or other electronic communication processes, and which may reasonably be considered to offer a candidate an unfair advantage.

2.7 It shall be an offence for a candidate to use or have access to unauthorised material at any time while the examination is in progress. The definition of 'access' includes material on the candidate's person or on or by their examination desk.

2.8 Plagiarism
Plagiarism is the deliberate attempt to gain advantage by presenting any work, data or concepts (including drafts and work in progress) that are not the Student's own as if they were. An example of this may be the word-for-word substantial duplication of phrases or sentences in written work, or in oral presentations and the creative arts, whether or not the original source is mentioned.

2.9 This definition of plagiarism also extends to non-written forms of production (for example, in performance, design, the making of artefacts or other objects) where equivalent duplications are made; this is sometimes referred to a 'visual plagiarism'. An example of this may be where a Student's work copies, parodies, appropriates, pays homage to, or pastiches a specific source/artistic work but fails to acknowledge or reference the influence or significance of this source. In all cases, such sources may include the work of other Students at the University or another institution or contracted third parties.

2.10 The University reserves the right to test any work submitted by a Student, for consideration by an academic member of Staff, for plagiarism. This includes the submission of student work to third parties for electronic testing. Content submitted to such third-party providers is only ever disclosed to another university or equivalent institution in the event of matching material being found.

2.11 Acquiring and submitting work not written or produced by the Student
It is an academic offence for a Student to acquire (or attempt to acquire) and then subsequently submit work that they have not written or produced themselves. Examples of this can include, but are not limited to, work that is purchased from third parties and/or online sources (essay mills/ contract cheating) and work that has been substantially amended and/or improved by a third party.

2.12 The Use of Language Generation/Enhancement Software/Websites
All work submitted must be a true reflection of a Student competence in the use of English language (or, in cases where the assignment brief explicitly requires the Student to produce the assignment in a language other than English, the language specified). This means that the use of any language generation/enhancement software or websites is strictly

prohibited. The use of such tools will be considered as an Academic Offence.

2.13 Fabrication and/or falsification of results

It is an academic offence for a candidate to claim to have carried out experiments, observations, interviews or any form of research, which they have not, in fact, carried out.

2.14 Collusion

Collusion for the purposes of this Chapter 4 is the deliberate attempt to gain advantage by presenting work that is not solely the Student's own as if it were, where the source of the unreferenced work is that of another Student who has provided it to the Student in question knowing or suspecting that the Student in question was going to pass it off as their own. Being party to collusion in providing material for another Student is just as much an academic offence as using such material. Evidence of collusion may be that passages or phrases in written work or in oral presentations, have been copied by one or more Student from another's work, with the knowledge of both the Students who have copied and the Student who produced the original work. This also applies to work submitted in non-written forms. Collusion must not be confused with the good practice of collaborative learning and peer support. Collaborative learning means that a Student may benefit from sharing third-party material (books, articles etc) but unless the Student is explicitly instructed to plan, organise and write an assignment in a group of two or more, the Student must plan, organise and write assignment work individually.

2.15 Repeated bad academic practice

As per the definitions in Annex 1 Student who have repeated cases of bad academic practice could be found to have committed an academic offence and will be dealt with accordingly.

2.16 Re-use of assessed material

It is an academic offence to include work submitted for assessment material, which has already been submitted for a different assessment (whether in the current programme or for a different award at this University or any other institution) unless such inclusion has been agreed with the appropriate Module Leader or equivalent and is fully referenced. For example, work that has been submitted as part of a resit assignment for the same module as the original submission where the brief is clearly to improve upon an existing piece of work, e.g. projects, would be permitted. Students can utilise previous work as a building block for future work as long as this is explicitly referenced.

2.17 Ethics offences

Failure to follow correct procedures for undertaking research, including conducting research without ethics approval or in contravention of any approval that has been granted is considered an academic offence.

3 Actions to be taken in the event of suspected academic offences or bad academic practice (Students on taught programmes)

For information pertaining to research Students please, refer to section 4 of this chapter.

3.1 Informing the Academic Practice Officer and Chair of the Assessment Board

3.1.1 Bad academic practice
A finding that a Student's work contains instances of bad academic practice may be made:

- at year zero and all further levels either by a Module Leader or other appropriate member of the academic Staff without reference to an Academic Practice Officer, or

- by the appropriate Academic Practice Officer, if a Module Leader is unable to make a clear distinction between bad academic practice and plagiarism.

3.2 An Academic Practice Officer will always have the discretion to judge that a piece of work submitted to them on suspicion of plagiarism, instead constitutes bad academic practice.

3.2.1 Cheating in examinations
In accordance with the requirements of the Instructions to Invigilators, an invigilator shall, where a candidate is suspected of contravening the 'Regulations for Candidates', endorse the candidate's script at the appropriate point with the time and with a brief description of the incident and shall inform the candidate that the circumstances will be reported to the appropriate Academic Practice Officer and the Chair of the relevant assessment board.

3.2.2 Plagiarism, fabrication of results, collusion, reuse of assessed material, and other academic offences other than bad academic practice
In the case of a Student on a taught programme, when a supervisor, tutor or examiner suspects plagiarism, collusion, the fabrication of results, reuse of assessed material, or any academic offence other than bad academic practice in any work which forms part or all of a unit of assessment, they shall report the matter to the appropriate Academic Practice Officer and notify the Chair of the candidate's assessment board for

information.

3.2.3 Any Student has the right to draw the attention of an Academic Practice Officer to any suspicions of an academic offence.

3.3 Actions taken by the Academic Practice Officer

3.3.1 Consultation with the Executive Director of Student and Academic Services

In the case of a taught course Student, the Academic Practice Officer will act in accordance with protocols devised by the Academic Practice Officers Forum. This will include establishing whether the case is a first offence. The Executive Director or nominee will provide guidance on appropriate courses of action in order to provide for consistency and fairness across the University.

3.3.2 Departmental Hearing
Where it is suspected that work submitted by a Student is not their own work, the Academic Practice Officer may require the Student to attend an oral examination or practical test in advance of a formal hearing, which may take place on the same day. The examination or test would normally be conducted by the Module or Subject Leader or the Academic Practice Officer (with additional subject specialist if required). The purpose of this examination or test is to establish whether the Student's familiarity with the work and subject is consistent with authorship of it. At least five working days' notice should be given of such an examination or test.

3.3.3 **In cases of academic offences**, within ten working days of receiving a report from a member of Staff or from an examiner/invigilator, the Academic Practice Officer, shall take action to inform the Student concerned in writing of the allegation and invite the Student to a formal hearing. This will be done in a secure manner, with information contained within an encrypted and password protected document, via the Student's university email address and any personal email addresses provided by the Student. At the hearing, the Student may make representations and submit any appropriate evidence.

3.3.4 **In the case of bad academic practice,** the matter will be dealt with in accordance with the tariff set out in Annex 1 to this Chapter.

3.3.5 The Student is entitled to be accompanied by a Student's Companion (as defined in the Glossary to these Regulations). The Student can choose to decline an invitation to attend the hearing and can make written representations instead, in which case the matter will be decided in the Student's absence. If the Student does not attend or respond to an invite to the hearing, the hearing will go ahead in their absence.

3.3.6 After considering any representations from the Student, including any evidence in mitigation, the Academic Practice Officer will decide whether there may be any substance to the allegations. The Academic Practice Officer can decide:

- to take no further action if they believe there is no case to answer
- to take action in accordance with the options given in the bad academic practice and academic offences tariff (Annex

1 to this Chapter)

- to refer the case to the Academic Offences Panel as a major offence (see 3.4 below)

3.3.7 In addition to any action taken by the Academic Practice Officer in accordance with the relevant tariff, the piece of work in question will be awarded a mark, normally by the Module Leader, for consideration by the relevant assessment board. This mark will reflect the degree to which the work is impaired by bad academic practice or an academic offence and will normally be determined on those elements of the work, which are not impaired by bad academic practice or an academic offence. Alternatively, and in exceptional circumstances only, the Module Leader may require the work to be resubmitted.

3.3.8 In all cases the Academic Practice Officer will record the decision and inform the Executive Director of Student and Academic Services (or appointed nominee) of the outcome.

3.3.9 Standard penalties
Provided the Student admits the academic offence or bad academic practice, shows contrition and is not currently under investigation for another academic offence and provided the offence is minor, the matter will be dealt with in accordance with the tariffs set out in Annex 1 to this Chapter.

3.3.10 In cases where a Student has clearly exercised considerable ingenuity and forethought in the commission of the academic offence, the Academic Practice Officer may refer the case to an Academic Offences Panel even if it is the Student's first academic offence. This may also be the case if there is evidence of (or suspicion of) collusion between Students in relation to cheating during an examination.

3.3.11 Any cases where a standard penalty has been imposed must be reported to the Assessment Board within ten working days following the meeting. A formal note and a copy of the written warning will also be placed on the Student's file.

3.3.12 If the Student has been failed in the work or module, then the assessment board shall determine whether they have the right to be reassessed in that work or module, subject to the University's normal re-assessment regulations and any specific subject, programme or module regulations.

3.3.13 All re-assessments require that the Student has sufficient re-assessment credits remaining. If the Student has insufficient reassessment credits remaining then the marks presented to the assessment board shall stand and an appropriate decision made.

3.4 Student's right of appeal against a Decision of an Academic Practice

Officer

3.4.1 If a Student believes that an Academic Practice Officer's decision was not reached in accordance with the procedures described in these regulations, then the Student may present their case, giving reasons, to the Executive Director of Student and Academic Services (or appointed nominee) in writing within 10 working days of the date on which the Academic Practice Officer notified the decision to the Student.

3.4.2 On receipt of such written representation the Executive Director or nominee will review the action taken by the Academic Practice Officer. If there are good grounds for the appeal, the Executive Director will appoint two Academic Practice officers from outside the Student's Faculty to consider the case. The decision of the Executive Director of Student and Academic Services (or appointed nominee) shall be final and not subject to review by any other University body.

3.5 Referral to Academic Offences Panel

3.5.1 Cases involving Students on taught programmes must be referred to the Academic Offences Panel, where appropriate, in accordance with the guidance given in the tariffs at Annex 1 to this Chapter.

3.5.2 If there is any doubt, the matter must be referred to the Academic Offences Panel.

3.5.3 If the Academic Practice Officer decides to refer the case to the Panel, the Panel shall consider the case and shall be responsible for determining whether, and the degree to which, the allegations have been substantiated.

3.5.4 If the matter is referred to the Academic Offences Panel, the Academic Practice Officer shall provide the Panel with the Academic Services, supervisor's, tutor's or examiner's original report and any other information or observations which the Academic Practice Officer wishes the Panel to consider. The Academic Practice Officer will normally be required to attend the Panel meeting.

4 Actions to be taken in the event of suspected academic offences or bad academic practice (Research Students)

4.1 In the case of a research Student, when a supervisor or examiner suspects either bad academic practice or an academic offence the matter shall be reported to the Faculty Head of Research Students (FHRS) or nominated deputy.

4.2 Where it is suspected that work submitted by a research Student is not their own (including drafts and work in progress), the FHRS will require the Student to attend a meeting to discuss the allegation. During the hearing an oral examination may be undertaken to establish whether the Student's familiarity with the work is consistent with authorship of it. At least five working days' notice shall be given of this meeting.

4.3 The Student is entitled to be accompanied by a Student's Companion (as outlined in the Glossary to these Regulations). At the meeting the Student may make representations and submit any appropriate evidence. The Student can choose to decline an invitation to attend the meeting and can make written representations instead, in which case the matter will be decided in the Student's absence.

4.4 After considering any representations from the Student, including any evidence in mitigation, the FHRS will decide whether there is any substance to the allegations. If the FHRS believes there is substance then the matter will be referred to the Academic Offences Panel. If necessary, the FHRS will seek input from an Academic Practice Officer (from within their Faculty) who will advise on procedural matters and precedent where appropriate.

4.5 The Panel shall consider the case and shall be responsible for determining whether, and the degree to which, the allegations have been substantiated. The FHRS will be required to attend the Panel hearing to present the Faculty case.

5 Academic Offences Panel

5.1 An Academic Offences Panel shall consist of:

- Chair: Academic Director, Head of Department, Programme Leader.
- A member of the Students' Union Executive Committee.
- In the case of Students on taught courses, a member of academic Staff who has either been trained or is already experienced in such matters.
- In the case of a research Student, a member of the Research Degrees Committee.

- The Executive Director of Student and Academic Services or nominee.
- Additionally, in cases where the Student is enrolled on a programme leading directly to a professional qualification or the right to practise a particular profession or calling, a member of the relevant practice area or profession will act as a member of the Panel and provide an opinion on the accused Student's suitability for admission to and/or to practise the profession or calling to which the Student's programme directly leads in the light of the evidence presented to the Panel. No panel members shall have been connected with the case.

6 Protocols for the conduct of an Academic Offences Panel hearing

6.1 Panels must take steps to ensure that a Student accused of an academic offence is given a full and fair hearing. In disciplinary proceedings such as these, the Panel need only determine whether or not an offence has occurred on a 'balance of probabilities'. Members should demonstrate that the Panel has been 'both fair and reasonable' in its handling of the case.

6.2 A Panel hearing is a formal event, which may have grave implications for the Student and for the University. The fact that the matter has reached the stage of a full hearing means that the accusation against the Student is serious. It is most important that the evidence, including all relevant documents and records of communications between Staff and Students, should be carefully prepared in advance of the hearing. Members of Staff representing the University at a hearing will wish to present themselves and their case in a professional manner, commensurate with the seriousness of the occasion.

6.3 It is expected that the Academic Practice Officer or Faculty Head of Research Students who has been involved in the case will normally attend the panel hearing to present the faculty's case to the Panel.

6.4 The accused student will be given notice of the hearing. Due notice will be deemed to have been given if the notice and supporting information was sent securely using an encrypted and password protected document to the Students University email and any personal email addresses provided by the Student, no less than 10 working days before the date of the hearing. If the Student does not attend the hearing, the hearing will go ahead in their absence.

6.5 The Student is entitled to be accompanied by a Student's Companion whose role is set out in the Glossary to these Regulations.

6.6 The procedure adopted by the Panel shall be as follows:

6.6.1 The accused Student has the right to appear and be heard and to be accompanied by a Student's Companion (as outlined in the Glossary to these Regulations). If the Student intends to exercise the right to be accompanied by a companion, they shall so inform the Academic Support Office in writing in advance of the hearing.

6.6.2 The Panel has the right to call witness and to examine any documentation it considers necessary.

6.6.3 The Panel will decide whether the charge is or is not proven and will decide on the penalty if the charge is proven. It will pass its conclusions to the relevant Assessment Board for recording.

6.6.4 Subject to the Student's right of appeal, the Executive Director of Student and Academic Services (or appointed nominee) will inform the appropriate members of Senior Staff of the Panel's decision. If a Student is not to be permitted to be reassessed andis to be expelled from the University, the Executive Director of Student and Academic Services will issue the notification of expulsion. Copies of the notification shall be sent to the appropriate Dean of Faculty, Faculty Dean Academic.

7 Guidance notes on the conduct of a Panel hearing

7.1 The following notes are provided as guidance on the conduct of an Academic Offences Panel hearing:

7.1.1 The Panel members should be introduced to the Student and it should be confirmed that the Student has received the paperwork, including a copy of the procedures.

7.1.2 The Student should be reminded of the charge against them and asked whether they admit or deny the charge.

7.1.3 The person making the allegation of the academic offence will present the case, calling witnesses and presenting evidence as appropriate. The Panel and the Student shall have the opportunity to question the complainant and the witnesses. All such questions should be addressed through the Panel Chair.

7.1.4 The Student shall have the opportunity to present a defence, calling witnesses and presenting evidence as appropriate. The panel and the complainant shall have the opportunity to question the Student and the witnesses. All such questions should be addressed through the Panel Chair.

7.1.5 The Student will be asked to make a concluding statement, presenting evidence of extenuating circumstances if wished.

7.1.6 The Panel will then go to into private session to consider the case and reach a decision.

7.1.7 All participants will then be invited to return to hear the Panel Chair announce the decision, the reasons for that decision and, where the allegation has been found to be proven, the penalty.

7.1.8 The decision of the Panel shall be final, subject only to the normal procedures available to Students for reconsideration of decisions concerning failure or termination of studies. (See section 8 below).

8 Outcomes/Penalties

8.1 Students on taught programmes

If a Student on a taught programme is found to have committed an academic offence, the Panel shall have authority to impose an appropriate penalty, which can include the following:

8.1.1 Expel the Student, the expulsion to incorporate failure of any and all assessments or examinations taken during that academic year. The Student will not be eligible for readmission to the University at any time in the future.

8.1.2 Reduce the degree classification achieved or to be achieved by the Student by one class (applicable to final level Students only).

8.1.3 Suspend the Student from the University for one year (or part

thereof) and deem the Student to have failed only that academic year (or specified part thereof) and permit the Student to retake its assessments with or without attendance as determined by the Panel. Overall module marks for any reassessments will be capped.

8.1.4 Deem the Student to have failed only that academic year (or specified part thereof) and permit the Student to retake its assessments with or without attendance as determined by the Panel. Overall module marks for any reassessments will be capped.

8.1.5 In certain circumstances, the Panel may impose a failure in the component or module (with a mark of zero) without referring the matter back to the Academic Practice Officer for reconsideration. Overall module marks for any reassessments will be capped.

8.1.6 Refer the matter back to the Academic Practice Officer for reconsideration under their powers and in accordance with the tariff in Annex 1 to this Chapter.

8.2 Any reassessments successfully attempted as a consequence of a candidate being found guilty of an academic offence would normally lead to a minimum pass grade for the module overall.

8.3 The outcome shall be reported to the appropriate Assessment Board.

8.4 Research Students

8.4.1 If a research Student is found by the Panel to have committed an academic offence the Panel shall have authority to expel the Student or to take such other action as it deems appropriate. However, the normal penalty for an academic offence in such cases would be expulsion.

8.4.2 The outcome shall be reported to the Research Degrees Committee and the Doctoral College.

8.5 Students on courses leading to professional qualifications

8.5.1 There are significant risks to the public if Students graduate with an award gained after having used contract cheating services, as graduates may be practising with inadequate professional skills. There are particular consequences in relation to professions that are professionally accredited or otherwise lead to professional status whichcould endanger public health and safety. Students should be made aware that their application to be admitted into a regulated profession may be put at risk if they have committed a deliberate academic offence.

8.5.2 If a Student enrolled on a programme leading directly to a

professional qualification or the right to practise a particular profession or calling, is found by the Panel to have committed an academic offence, the Panel, taking advice from the relevant practice or profession representative (see paragraph 5 above) may impose an appropriate penalty or penalties and in addition, if the penalty is not expulsion, may end that Student's registration on the programme and allow them to transfer into another programme within the University provided that:

- the academic offence would not render them unfit for admission to the new programme;
- the Student meets the normal entry requirements for the new programme;
- there is a place available on the new programme; and
- the Student is accepted as a suitable candidate by the faculty for the new programme.

8.5.3 Where such a case is found not proven or, for an exceptional reason the Academic Offences Panel believes the Student should be allowed to continue on their programme, the University will make every reasonable effort to ensure that, where satisfactory completion of a professional placement is a requirement, a suitable practice or professional placement can be found to enable the Student to complete their qualification.

8.5.4 However, it should be noted that the University cannot compel practice or placement providers to take Students who they believe are not suitable. If the University's efforts to find a suitable placement are frustrated in this way, the Student will not be able to continue on their programme. The Student will therefore be permitted to transfer to another programme within the University provided the conditions in 8.3.1 are met.

8.6 The University reserves the right to rescind and deprive a person of any award granted to him by or on behalf of the institution in accordance with the provisions of the Further and Higher Education Act 1992. These provisions may be applied in serious cases where an allegation of plagiarism has been substantiated after an award has been conferred. Such cases will be dealt with using the procedures outlined above.

9 Appeal against the decisions of an Academic Offences Panel

9.1 A Student has the right of appeal against the decision of a Panel normally on the following grounds only:

- That there is new and relevant evidence which the Student was demonstrably and for the most exceptional reasons unable to present at the Panel hearing. This may include evidence of extenuation.
- That the Panel did not comply with its procedures as set out in sections 6 and 7 above in such a way that it might cause reasonable doubt as to whether the result would have been different had the Panel complied.
- That there is evidence of prejudice or bias.

9.2 In the event of an appeal notice being received in accordance with paragraph 9.1, the decision of the Academic Offences Panel will not be carried out until the further appeal process is concluded.

10 Process for conducting an appeal against a decision of the Academic Offences Panel

10.1 Any Student wishing to appeal against a decision of the Academic Offences Panel shall give notice of the appeal in writing, stating clearly the specific grounds on which the appeal is based as listed in section 9 above, and providing appropriate documentary evidence. This notice of appeal must be submitted to the Executive Director of Student and Academic Services in writing, within ten working days of receiving formal notification of the Academic Offences Panel decision.

10.2 Notwithstanding the above, the Executive Director of Student and Academic Services may dismiss an appeal at this stage if in their absolute opinion it should appear that the grounds of appeal are so lacking in substance that further consideration would not be justified.

10.3 On receipt of such a notice the Executive Director of Student and Academic Services (or nominee) shall convene the Academic Offences Appeals Committee and arrange for the appeal to be heard. The Academic Offences Appeals Committee shall comprise:

- Chair: The Rector or a Pro Rector/Dean or Deputy Dean.
- A member of the Students' Union Executive Committee.
- A member of the Academic Board.

10.4 No person who has been consulted or involved in the particular case shall act as a member of the Academic Offences Appeals Committee.

10.5 The appellant and the complainant will be given notice in writing of the hearing and the members of the Academic Offences Appeals Committee. Due notice will be deemed to have been given if the notice and supporting information was securely using an encrypted and password protected document to the Students University email and any personal email addresses provided by the Student, no less than 10 working days before the date of the hearing. If the Student does not attend the hearing, the appeal shall be considered to have lapsed.

10.6 If the Student, on good grounds, wishes to object to any member of the Appeals Committee, the Student shall submit their objections in writing to be received by the Executive Director of Student and Academic Services at least five working days before the hearing. If the grounds for objection are upheld, an alternative member of the Panel will be identified.

10.7 The procedure adopted by the Academic Offences Appeals Committee shall be determined by the Committee and shall provide for the

following:

10.7.1 The appellant has the right to appear and be heard and to be accompanied by a representative (as outlined in the Glossary to these Regulations).

10.7.2 The Academic Offences Appeals Committee has the right to call witnesses and to examine any documentation it considers necessary.

10.7.3 The Academic Offences Appeals Committee may set aside, vary or confirm the Academic Offences Panel's findings and/or may set aside, vary (including increasing) or confirm the penalty imposed. The decision of the Appeals Committee is final and not subject to review by any other University body.

10.7.4 Notwithstanding the above, the Rector (or his nominee)may dismiss an appeal at this stage if in their reasonable opinionthe grounds of appeal are so lacking in substance that further consideration would not be justified.

10.7.5 The Rector's decision made in accordance with paragraph 3.9 shall be final and not subject to review by any otherUniversity forum.

10.7.6 The Academic Offences Appeals Committee shall inform the Executive Director of Student and Academic Services and the Dean of the Student's Faculty of its decision