First case*

*If the type of misconduct is personation, fabrication of results, exam misconduct or breach of research ethics, the first case process is **not used**, regardless of whether there is previous misconduct or not. This is also true if the student is in the final year of an UG course or the last stage of a Masters. This means a Panel must be held.

No case

First case* (Collusion or Plagiarism)

Minor or Major case

Exception 1: Delegated Panels for exam misconduct. Normal procedure is taken, however student is not invited to panel (but can submit a statement). The PS reviews the evidence and may consult with designated chair (who can convene a full panel if necessary) to come to a decision.

Exception 2: Online exams (DEX, CEX, MCQ). Marker provides MC with evidence file of suspected misconduct, cross-referencing all instances for easy reference. If MC agrees there is a concern, the MC/Marker may contact the student for discussion. MC sends evidence file and report of discussion (if held) to IO, who determines No case or Majo (d)2. W nB-0.005w 11.04 0 11

Panel held, Chair confirms whether the case is upheld and any penalty (penalty severity depends on whether students has been considered by Panel previously)

Within 10 days AM sends <u>Panel report</u> to student, Academic Advisor, MC, CAO, IO and SPA

Penalty applied to student record, where necessary