

**Academic Misconduct for Undergraduates and Taught Postgraduate students**

The Academic Misconduct Officer (AMO) for your School will decide if your work should be investigated for academic misconduct, and at what level.  
If they decide there is a case to answer, they will pursue it in one of 3 ways:

**AMO**

Your case may be dealt with by the AMO if you have no history of academic misconduct.

Your case may also come to the AMO if you have engaged in academic misconduct before but not this type (e.g. you plagiarised before, but this time you are accused of false citation).

You don't need to do anything, there's no meeting or hearing for you to attend; you will just receive an email from the AMO telling you the reason why your work was looked into, and the sanction (if any).

Sanctions

- Written warning in MMS and you need to retake the Good Academic Practice module **within 5 working days** of your outcome letter.

**School Board**

If this is your first time experiencing academic misconduct, cases can come to School Board level

If you have had written warnings for academic misconduct before, you are likely to have new cases dealt with at School Board.

Your case may also come to a School Board if you have engaged in academic misconduct before but not this type (e.g. you plagiarised before, but this time you are accused of false citation)

You will get **5 working days' notice** in advance of the hearing. You can attend this meeting (with or without a representative), or you can submit a written statement for the Board to consider if you don't feel able to attend.

Sanctions

You'll receive your outcome letter **within 5 working days** of the hearing.

- Written warning in MMS + retake the GAP module.
- Assessment capped at 7.
- Zero for the assessment.

**University Board**

All cases of contract cheating must come to this level.

If this is your first case of academic misconduct and it's particularly worrying, it can be brought to this level.

If you have had a previous offence of academic misconduct that was dealt with at the School or University Board, new cases must be dealt with at University Board.

You will get **5 working days' notice** in advance of the hearing. You can attend this meeting (with or without a representative), or you can submit a written statement for the Board to consider if you don't feel able to attend.

Sanctions

You'll receive your outcome letter **within 5 working days** of the hearing.

Assessments

- Written warning in MMS + retake GAP module.
- Assessment capped at 7
- Zero for the assessment

Modules

- Module capped at 7
- Zero for the module and:
  - Retake the module for credit
  - Take another module to make up credits
  - No right to take another module

They may apply these sanctions to another module if they can't apply them to the module under investigation

Degrees

- Terminate studies

Please note that if you have extenuating circumstances, they won't prevent you from receiving a sanction, but the AMO/Board may decide to give a lighter sanction.

You can appeal if you have grounds. Please refer to our Appeals process information, and contact helphub@