

Academic Regulations

Appendix 8:

Academic Misconduct Procedure

2026 - 2027

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Summary

Appendix 8 describes the process by which the University details, investigates and deals with allegations of academic misconduct. We define academic misconduct as ‘an attempt to gain an academic advantage over other students by the use of unfair and/or unacceptable methods.’

Academic misconduct undermines academic integrity and is a serious academic offence that could result in your withdrawal from the University.

Nothing in this policy is intended to restrict lawful freedom of speech or academic freedom as protected under the Education (No.2) Act 1986 and the Higher Education (Freedom of Speech) Act 2023. However, all individuals are expected to express their views in ways that are consistent with professional standards and the law.

Glossary of Terms

Term	Meaning
Regulated programme	This includes programmes which • are regulated and enable qualifying students to be accepted into a specified profession, following the University confirming that they are fit to practise. • are regulated and enable qualifying students to apply for membership of or register with a specific regulated professional body. • enable qualifying students to apply for membership or accreditation of a non-regulated professional body. include a professional practice element which involves contact with children, or adults at risk or which lead to professional registration but are not necessarily regulated.
Senior member of university staff	Cases are considered by a range of senior university staff as appropriate to the circumstances. This term includes directors, faculty deans and associate deans, heads and associate heads of departments or support areas.

Purpose

This document is aimed primarily at students (‘you’) and details the University’s (‘our’, ‘we’) approach and procedure for dealing with academic misconduct. It includes the process the University will follow where academic misconduct is suspected or committed. A student guide is also available which provides more operational detail

including information on academic integrity and how to avoid academic misconduct. There is an operational guide for staff to aid consistent implementation of these regulations.

These regulations apply to all Edge Hill students except those studying on postgraduate research programmes, who are subject to [Research Degree Regulations](#).

Regulations

1. General provisions

1. Academic integrity is essential to the continued success of the University. It underpins the quality of our teaching, qualifications, research and ultimately the University's reputation. These academic misconduct Regulations are designed to support the maintenance of academic integrity for the benefit of all members of the University community.
2. By 'academic integrity' we mean a commitment to the values of honesty, trust, fairness, respect and responsibility, and the courage to act on them in the face of adversity. This is the definition advocated by the [International Centre of Academic Integrity \(ICA\)](#) and is the [definition used by Turnitin](#).
3. When you submit your assessments, you are asked to confirm that the work is your own and by doing so agree that you have maintained academic integrity.
4. We are all responsible for maintaining academic integrity. The purpose of these regulations is to ensure you are fully aware of the process the University will follow if you are suspected of academic misconduct.
5. The University provides information, advice and support to ensure you understand how to maintain academic integrity in your work. This is available at induction sessions and in handbooks, codes of practice, policies and similar documents which you will be provided with or directed to by the University at induction. Training is also available through [UniSkills](#).
6. It is your responsibility to ensure you are aware of all the available information regarding the maintenance of academic integrity. You are also responsible for being aware of and understanding the different types of academic misconduct and the consequences of offending.
7. You are expected to maintain academic integrity throughout your studies and to seek advice or support if you are unsure of how to do this. Advice and support is available from your academic department and [Learning Services](#).

8. Ignorance of these procedures, guidelines on referencing or the acceptable/ethical use of computer-generated support is not an acceptable defence for misconduct.
9. You are responsible for guarding your work against unauthorised access by others, both before and after assessment. The requirement for academic integrity continues to apply even after you have graduated. This means that sharing your work with future students could result in misconduct on both your parts.
10. These regulations follow the Good Practice Framework published by the [Office of the Independent Adjudicator \(OIA\)](#). They are refreshed annually and reviewed every three years (see end matter of this document for details).

2. Definitions relating to academic misconduct

1. We define academic misconduct as activity which is likely to have the effect of gaining an academic advantage by the use of unfair and/or unacceptable methods.
2. This definition applies whether or not intent can be proven. The University does not distinguish between intentional and unintentional misconduct.
3. 'Unfair and/or unacceptable' methods includes all forms of cheating, influencing, unauthorised use of a third party and any other activity likely to undermine academic integrity.
4. 'Assessed work' includes any form of assessment which does not constitute a formal examination. This includes coursework, in-course tests and Time-Limited Assessments (TLAs).
5. 'Formal examination' refers to examinations that are timed and subject to ongoing invigilation.

3. Types of academic misconduct

1. Academic misconduct may include:

Plagiarism

Presenting someone else's work or ideas as your own. This includes representing the work of another student or institution as your own, or presenting work generated by, but unattributed to Artificial Intelligence (AI). Examples include (but are not limited to) the following:

- Verbatim copying or insertion of another's work without appropriate acknowledgement. This includes published or unpublished work and material freely available in electronic form or generated by AI.

- The close paraphrasing of another's work by simply changing a few words or altering the order of the presentation, without appropriate acknowledgement.
- Unacknowledged quotation of phrases from another's work or unreferenced work generated by AI.
- The deliberate and detailed presentation of another's concept as your own. This includes unauthorised AI-generated concepts.

Self-plagiarism

Submitting the same (or substantially the same) work that you have already submitted for another assessment, when this is not permitted.

Collusion

Working with someone else on an assessment which is intended to be your own work. It also includes the following:

- Collaborating with another student to complete work which you know they intend to submit as their own.
- Knowingly permitting another student to copy all or part of your work and allowing them to submit that work as their own unaided work.

Please note, you may be found guilty of collusion if you did not take the appropriate steps to protect your work from others.

Cheating in examinations (or other formal assessment)

This is an infringement of the rules governing conducting examinations or other formal, time-constrained assessment. It includes the following:

- Communicating with or copying from any other student during an examination, except where specifically permitted, for example, in-group assessments.
- Communicating during an examination with any person other than an authorised invigilator or other authorised member of staff.
- Possession of any unauthorised material in an examination room, whether written, printed or electronically stored, unless expressly permitted by the regulations for the module or in-course assessment.
- Gaining access to any unauthorised material relating to an examination during or before the specified time.
- Providing or helping to provide in any other way, false evidence of knowledge or understanding in examinations.
- Arranging for someone else to sit an examination on your behalf (also known as 'impersonation').

Contract Cheating

This is where a third party (including a person or AI) completes work on your behalf which you then submit as your own unaided work. This includes the use of essay mills or buying work online. It may also incorporate other forms of academic misconduct such as cheating, plagiarism or collusion as defined by the University. Payment does not have to be made for contract cheating to occur.

The University has outlined what it considers to be acceptable and unacceptable use of AI. This is detailed in the AI Toolkit for Students which is published on the Virtual Learning Environment. You are responsible for familiarising yourself with this information. Unacceptable use of AI may fall into any of the definitions of academic misconduct listed in this document.

Falsifying data or material

This includes the following:

- Falsifying the data or material presented in reports or any other assessment.
- Falsely claiming to have undertaken experimental or experiential work or to have obtained such data by unfair means.
- The fabrication of references or a bibliography.

Breaches of research and ethical policies

These include the following:

- Evasion of ethical responsibilities.
- Failure to gain ethical approval.
- Careless and irresponsible research practice.
- Conducting research without appropriate permissions
- Any other ethical issues which contravene the University's [Research Ethics Policy](#).
- Where ethical misconduct is suspected, the Head of Department (or their nominee) will report this directly to the Associate Dean of Faculty with responsibility for teaching, learning and assessment.

Ethical matters relating to professional programmes, including breaches of GDPR in assignments, may be handled through another process (for example, fitness to practise). In some cases, they may require reporting to the relevant Professional, Statutory or Regulatory body (PSRB).

Other forms of academic misconduct

Other forms of academic misconduct may include (but are not limited to) the following:

- Submitting fraudulent personal circumstances claims or falsifying evidence in support of personal circumstances or academic appeal claims. This may also be considered a non-academic misconduct matter.

- Attempting to obtain special consideration by offering or receiving inducements or favours; that is, bribery.
 - Ensuring the non-availability of books or journal articles in the University library by removing the relevant article or chapter from the material, or deliberately mis-shelving them so that other students cannot find them.
 - Taking a copy of another student's work without their permission (theft).
2. The types of academic misconduct defined in this document are indicative, not exhaustive. The University reserves the right to deem that academic misconduct has occurred in instances that are not explicitly defined in this document.

4. How academic misconduct impacts assessment

1. These regulations apply to the preparation, presentation and submission of all assessed work, irrespective of the element, method or form of the assessment concerned.
2. If you are suspected of academic misconduct, you will be considered innocent until proven guilty. You will normally be allowed to progress with your academic studies during any investigation unless professional body regulations preside. Decisions about attending placements will be made on a case-by-case basis by your Head of Department (or their nominee).
3. However, an assessment board will not normally confirm your results until any investigation or misconduct panel has been completed and an outcome reported.

If evidence of academic misconduct becomes available after an assessment or award board decision, that board has the authority to reconsider its original decision. Please see Appendix 24 – Revocation of Awards for more details.

Personal Circumstances or other concurrent processes.

4. If you have approved Personal Circumstances (PC) for the assessment(s) under investigation, you must make this known as soon as you are contacted about suspected academic misconduct.
5. If you have undeclared personal circumstances which you believe mitigate your misconduct, you must make these known as soon as you are contacted about suspected misconduct. You should also submit a formal declaration of personal circumstances, in line with the Personal Circumstances Procedures.
6. Personal circumstances, whether approved before or after academic misconduct is proven, will not supersede an academic misconduct outcome.

However, we may be able to take your circumstances into account when determining which sanction to apply if misconduct is proven.

7. If you are found guilty of misconduct in an assessment for which you have an approved PC, your assessment will not be 'Deferred' and the PC will not apply to any subsequent sittings for that assessment. However, if you are found guilty of misconduct on your final attempt, for which you have an approved PC, you will normally be allowed another final attempt unless the offence is so serious that the Panel recommend your withdrawal from the University. This provision relates to the opportunity to submit the assessment only. Any other sanctions, for example capping the module, will still apply.
8. Where there is a case of academic misconduct, the University will follow these procedures through to their conclusion regardless of any concurrent activity, for example, submission of a PC.
9. If you are on a Regulated Programme, proven academic misconduct may bring into question your fitness to practise in your chosen profession. In such cases, we may invoke the University's Fitness to Practise Procedures and/or report the activity to the relevant external body as appropriate in the circumstances.

5. How we deal with academic misconduct in coursework

Stage 1 – Allegation and initial assessment

1. Where the marker of a piece of assessed work suspects academic misconduct has occurred, they will immediately advise the module leader, misconduct lead or equivalent. If both parties suspect academic misconduct, you will be invited to an informal meeting with your tutor or lecturer.
2. This initial meeting is your opportunity to explain how you produced your assessment and demonstrate that the work is your own or explain if it is not. You may be asked some general questions about your assessment. At this meeting you should also highlight any mitigating circumstances or confirm if you have an approved PC.
3. This meeting will result in one of the following outcomes:
 - No academic misconduct has occurred. No further action will be taken.
 - Poor academic practice has been found. You will be required to attend and undertake the appropriate [UniSkills](#) workshop(s) to enable you to learn and prevent recurrence.
 - Academic misconduct is suspected. You will be advised that academic misconduct is suspected, and an investigation will take place to determine whether academic misconduct has occurred.

Stage 2 – Investigation and establishing a case

4. Where academic misconduct is suspected and cannot be resolved at the informal stage, you will be called to a formal departmental misconduct meeting to discuss your work. The investigation may also include any of the following:
 - A review of the submission and marking.
 - A second marking procedure, where appropriate and practical.
 - An oral investigation or 'viva'. This may be used where there is reasonable doubt that your submission is your own work. There are more details on the viva process in Annex A.

Departmental Meeting

5. At least five working days before the meeting takes place you will receive a written invitation to the meeting. This will include the date, time, location and purpose of the meeting and any evidence of the alleged misconduct.
6. You have the right to be accompanied to this meeting by a friend. Please read [Appendix 23 \(Role of a Student's Friend\)](#) for more details. This will be explained to you in your invitation to the meeting.
7. The following people will be present at the meeting, one of whom will act as Chair:
 - First marker
 - Module/programme leader, academic misconduct lead or equivalent

The meeting will be documented, and a record kept by a note taker. The Faculty Assistant Registrar may also attend to provide advice and guidance on the Academic Regulations.

8. If you do not attend the departmental meeting, it may proceed in your absence. Similarly, if you make unreasonable attempts to delay the meeting it may proceed in your absence.
9. At the meeting, the Chair will explain their suspicions and provide a copy of the evidence. You will then have the opportunity to respond to the allegations.
10. If you have not already disclosed mitigating/personal circumstances or that you have an approved PC, it is in your best interest to do so at this point.
11. When you have presented your case and left the meeting, the departmental representatives will discuss whether they believe you have committed an offence. They will consider all relevant discussion from the meeting, any evidence presented and any personal circumstances or concurrent processes they are aware of.

12. Classification of academic misconduct is a matter of academic judgement in relation to the alleged offence. Whether an offence is a first or subsequent offence may impact how it is classified.

Determining the outcome and classifying offences

13. Academic misconduct outcomes are determined by the programme/module leader, misconduct lead or equivalent, in conjunction with the Head of Department. One of the following outcomes/classifications will be applied following an investigatory meeting:
- No offence committed
 - Poor academic practice (no offence committed)
 - First or subsequent minor offence
 - First or subsequent major offence
 - First or subsequent grave offence.

Examples of each of these classifications are listed in Annex B.

14. Where it is established that no offence has been committed, your department will inform you of this outcome in writing. No further action will be taken.
15. Where it is established that poor academic practice has occurred, but no offence has been committed, you will be advised of next steps in writing. This will include a requirement to attend one or more [UniSkills workshops](#).
16. If it is found that misconduct has been committed, the department will establish the level of offence and determine the most appropriate outcome in line with the list of classifications and associated sanctions in Annex B of this document.
17. With the exception of Grave offences (which must be referred to an academic misconduct Panel), your department may take any personal or other mitigating circumstances into account when making their decision.
18. You will be notified of the meeting outcome in writing. This will explain the classification of the offence and details of which sanction the department will apply. Depending on the severity of the misconduct, the department may decide that the appropriate outcome is to refer your case to an academic misconduct Panel. All Grave offences will be referred to an academic misconduct Panel.

Your options if you are dissatisfied with the outcome

19. If you are dissatisfied with the outcome of the departmental meeting or have experienced any mitigating circumstances which have not been considered, you may request to present your case to an academic

misconduct Panel. There are details of how to do this in Section 7 of this document.

6. How we deal with academic misconduct in a timed examination

1. If an Invigilator suspects that any form of cheating has occurred in an examination, they will:
 - inform you of their suspicions and intention to report the incident
 - confiscate any relevant evidence, such as any unauthorised material
 - ask you to remove any unauthorised device from your desk, put it in a clear plastic bag and place it under the desk
 - where possible, have the above steps witnessed by a second invigilator
 - annotate your script and state on the front cover the point at which the alleged cheating was identified
 - return the script to you and permit you to continue with the examination and conclude at the normal stipulated time
 - record this activity on the invigilator's examination report form
2. Should the above procedure lead to unreasonable disturbance or disruption to examination conditions, or where the procedure is invoked for a second time in the same examination, the invigilator may:
 - expel you from the examination room
 - appropriately adjust the duration of the examination for other candidates
3. The invigilator will record their actions in their examination report so that marking tutors are aware of any disturbance or disruption to other students.
4. The invigilator will submit their written report to the Head of Student Casework and relevant Head of Department no later than three working days after the examination. The report will include the time of the incident, your response to the allegation and any relevant supporting evidence including any confiscated materials.
5. Where possible the report will include the comments and signatures of any other invigilators present at the time of the alleged cheating. The examination script will be marked by the relevant marker and made available to an academic misconduct Panel.
6. Where an invigilator/marker uncovers a case of suspected cheating after an examination has been completed, they will follow the steps above as soon as possible and thereafter follow the standard procedure. In such cases, the formal report on the matter should be submitted within three working days of the case being established, rather than three working days of the examination.

7. Suspected misconduct in a formal examination is considered a Grave offence and, in all cases, will be referred directly to an academic misconduct Panel.

7. Student requests for an Academic Misconduct Panel

1. If you do not accept the local outcome agreed by the Head of Department, you have the right to present your case in person before an academic misconduct Panel.
2. To request a panel, you should complete a request form and submit this to the [Head of Student Casework](#) within 10 working days of being notified of your outcome.
3. The process and standards described in Section 8, below, apply whether you request the misconduct panel, or whether it is brought by the University.

8. Academic Misconduct Panel

1. The Student Casework Team convenes all academic misconduct panels and will communicate with you throughout the process. The communication process is described at the end of this section.
2. The role of an Academic Misconduct Panel is to make an independent decision on whether academic misconduct occurred and take appropriate action based on the evidence presented.
3. To ensure a fair hearing takes place, the University has a set process which all Academic Misconduct Panels follow. This process is detailed in Annex C to this document, in the form of an agenda.
4. You will receive written notice of the Panel meeting at least 10 working days before it takes place. The notice will detail the allegation and the date, time and venue for the Panel. You will also receive a copy of these regulations and information about your right to be accompanied to the meeting by a friend. Please see Appendix 23 for details on the [Role of a Student's Friend](#).
5. Prior to the hearing, you will receive a pack which includes a copy of all the documentation sent to the Panel members. Alternative arrangements will be made for you to view any material which is not in written format.
6. You are expected to attend the Panel meeting. In exceptional cases, such as verifiable illness, the Head of Student Casework may agree to reschedule the meeting at your request. However, if you have been given sufficient notice of the date and time of the Panel and do not attend, the meeting may go ahead in your absence. The decision to continue in your absence will be made by the Head of Student Casework.

Panel composition

7. The Panel will comprise the following:
 - Chair – this will be a senior member of university staff from a faculty or area other than your own.
 - Two other members of academic staff who have no previous direct involvement with you.
 - A representative of the Students' Union.
8. The Head of Student Casework (or their nominee) may attend to provide information, advice and guidance about the academic misconduct Regulations. A note taker will also attend. These attendees are not part of the decision-making process.

Terms of reference and panel process

9. The Academic Misconduct Panel has the following terms of reference:
 - To investigate the allegation of malpractice, having regard to the evidence presented to it by both staff and student.
 - To determine whether misconduct occurred and its severity.
 - Where misconduct is proven, to determine the outcome in line with the offences and sanctions listed in Annex B.
 - To inform the student and relevant Assessment Board of their decision.
10. You will be notified in writing of the Panel's decision within five working days of the meeting. We will also report the Panel's decision to the relevant Assessment Board.

9. Panel outcomes

1. Having considered all the evidence available, the Panel will decide whether academic misconduct has occurred. You will be notified of this decision in writing within five working days of the meeting.
2. If the Panel's conclusion is that no misconduct occurred, you may still be required to attend one or more academic integrity workshops. This will be explained in the outcome letter.
3. If the Panel's conclusion is that academic misconduct did occur, a sanction must be applied.
4. Academic misconduct constitutes a wide range of possible infringements, levels of gravity and possible sanctions. Therefore, when deciding the severity of the misconduct and appropriate sanction, panel members will consider the circumstances surrounding the case. This includes:
 - the intent to deceive in order to gain academic advantage
 - the scale and extent of the act

- any subsequent elements to the offence
 - the nature of any theft of academic material
 - the extent to which any verifiable mitigating circumstances may have impacted on the student.
5. Where there is evidence of personal or other mitigating circumstances, the Panel has the discretion to impose a lesser sanction than normally recommended. Any adjustment to a sanction must be proportionate in the circumstances and documented.
 6. The Panel may also decide to refer you to another University procedure where appropriate.
 7. In all cases, continuing students will be provided with support around academic integrity.
 8. In the event that sanction S7 (revocation of an award) is considered, the Panel will make a recommendation to the Vice-Chancellor or nominee from the University Executive, for a final decision.

Academic misconduct within a regulated programme

9. If you are on a Regulated Programme and are found guilty of academic misconduct, the normal sanction for that offence will be applied. You may also be subject to other University procedures, for example, Fitness to Practise.
10. In certain circumstances, the relevant PSRB may need to be informed before or after any University sanction is imposed. This may result in the PSRB imposing a different or additional sanction to that recommended by the University.

Reassessment after academic misconduct

11. The Academic Regulations detail the University's approach to reassessment and the maximum number of reassessment opportunities available to any student. If you are failed in a module due to academic misconduct, you will normally have the right to a standard reassessment, as detailed in the Academic Regulations, unless the panel deems the offence to be so serious that reassessment is not offered.
12. However, if academic misconduct occurs in your final attempt at assessment, you will not be permitted a further reassessment, unless you have had a PC approved.
13. The outcome of your academic misconduct case will be reported to the relevant Assessment Board who will make a decision on your reassessment status for this module.

14. In all cases where reassessment is recommended, the submission date for reassessment should always align with the standard arrangements for reassessment in that cohort. If you are found guilty of academic misconduct you will not be allowed to resubmit before those students undertaking standard reassessment in that cohort.
15. You are required to engage in the conditions of any sanction applied. If you refuse or fail to resubmit the element(s) of work as requested, a mark of zero will be awarded for the whole module.
16. Where a Major or Grave offence is proven, this will be recorded on your final transcript.

10. Appeals

1. You have the right to appeal the outcome of an academic misconduct Panel, however your appeal must meet one or more of the University's grounds for appeal. These are:
 - Procedural irregularity in the process
 - Bias or perception of bias
 - Personal circumstances, the details of which were, for good reason, not available to the academic misconduct panel.
2. Disagreement with the Panel's decision is not, of itself, a ground for appeal.
3. To submit an appeal, you must complete an [academic misconduct appeal form](#) specifying relevant grounds for appeal and submit it by the deadline given in the decision letter.

The appeal process

1. Appeals submitted outside the specified deadline will normally be ruled invalid. In exceptional circumstances, the Head of Student Casework may accept an appeal submission after the specified date. In such cases you must contact the Head of Student Casework and detail in writing the reasons for the delay in submitting your appeal. You should also state when you will be able to submit your appeal request. The Head of Student Casework reserves the right to extend a submission deadline or to rule that a late appeal submission cannot be accepted.

Initial consideration

2. When the Head of Student Casework has received your completed appeal form, they will appoint a senior manager of the University to consider your grounds for appeal.
3. The senior manager will decide whether your appeal meets one or more of the grounds outlined above and, where relevant, whether there is appropriate or sufficient evidence to support the case.

4. You will be notified of the decision in writing no later than 20 working days after lodging your appeal with the Head of Student Casework. If a decision cannot be made in that timeframe we will write to you explaining the reason for the delay and advising a new date by when you can expect a decision.
5. If the senior manager determines that your request *does not* meet the specified grounds for appeal, they will advise the Head of Student Casework. Your notification of this decision will include a Completion of Procedures letter explaining that the University's internal procedures have been completed. You should refer any further request for review to the [Office of the Independent Adjudicator \(OIA\)](#).
6. If the senior manager determines that your request *does meet* one or more of the grounds for appeal, they will advise the Head of Student Casework that an appeal panel should be convened.

Appeal panel administration

7. The Student Casework team convenes all appeal panels and will communicate with you throughout the process. Please see [Section 10](#).
8. At least 10 working days before the meeting takes place, you will receive written notification of the date, time and location of the appeal panel meeting. This notification pack will also include the following:
 - Details of the appeal panel members and any other attendees. It is your responsibility to notify us, as soon as possible, if you believe there may be a conflict of interest with any of the panel members or attendees.
 - A copy of all the evidence that will be provided to appeal panel members.
 - Details of your right to provide any further evidence you wish the panel to consider in advance of the meeting.
 - A copy of this procedure.
 - A copy of The Role of a Student's Friend, which contains information on your right to be accompanied to the meeting by a supporter/friend or representative of the Students' Union. It also explains the University's position on legal representation during an internal process.
 - Information about support you can access during the appeal process.
9. At least five working days before the meeting, you should provide the Student Casework team with a copy of any further information you intend to rely upon at the meeting. Please note, if you provide your documentation later than this we cannot guarantee it can be included when appeal panel members are considering your case. You should also inform the Student Casework team of the name(s) of any witness(es) you have arranged to give evidence at the meeting. You are responsible for contacting any witnesses you wish to give

evidence on your behalf and arranging for those witnesses to attend the hearing.

10. By submitting an appeal you have called for the appeal panel to take place, therefore you are expected to attend the appeal panel meeting. In exceptional cases, such as verifiable illness, the Head of Student Casework may agree to reschedule the meeting at your request.

Appeal panel composition

11. An independent appeal panel will consist of four individuals:
 - Chair: a member of the University's Executive or Senior Leadership Team
 - One senior academic member of your faculty.
 - One representative from Edge Hill Students' Union.

The panel will not include any person who has previously involved in your case or who has had any previous dealings with you.

A regulations secretary (usually the Head of Student Casework) and a notetaker will also attend the meeting to support the proceedings. They are not part of the panel and are not involved in decision-making.

Appeal panel process

12. As you have called the appeal panel, it is your responsibility to present a case which demonstrates and supports your ground(s) for appeal.
13. To ensure a fair hearing takes place, the University has a set process with which appeal panels must comply. The process is detailed in [Annex D](#) in the form of an agenda and ensures that you are able to present your case and that all relevant matters are explored.
14. The appeal panel will not re-hear the case but will instead consider whether the grounds for appeal have been met. The appeal panel will hear only from those individuals from whom it is necessary to make the decision. This will ordinarily be limited to yourself and the Chair of the original panel. However, the appeal panel holds absolute discretion to determine who it hears from.
15. When all the relevant evidence and information has been presented, the appeal panel will deliberate in private. Appeal panel members must base their decision on the evidence that has been presented to them.
16. The appeal panel must then conclude whether
 - you have presented sufficient evidence which undermines the original decision to such an extent that it cannot stand.
 - there is not sufficient evidence to call into question the original decision.

Appeal panel outcomes

17. When deciding the appropriate outcome, the appeal panel will
 - consistently apply the principles set out in this procedure, with support from the regulations secretary where required.
 - consider the classifications and sanctions listed in Annex B
 - balance the requirement to maintain consistency with previous decisions made in similar cases concerning other students, alongside your individual circumstances.
 - agree that the outcome is appropriate and proportionate for the circumstances of the case and give reasons for the decision.
18. If the appeal panel decides that there is not sufficient evidence to call into question the original decision, your appeal will be rejected and the original decision upheld.
19. If the appeal panel upholds the appeal and decides there is sufficient evidence to question the original decision – whether in full or in part – they will consider the appropriate course of action. They may substitute the original decision with any other decision that could have been made by the original panel or make any other recommendations it considers reasonably necessary to address the issues.
20. If the appeal panel is unable to decide on the outcome, for example, where a significant amount of new information has been brought to light, they may decide that your case should be considered in full by a new academic misconduct panel.
21. Where there is any dispute about facts within the case, the standard of proof applied will be the balance of probability.
22. The appeal panel will aim to reach a full outcome by unanimous decision, based on the evidence provided. Where this is not possible, a majority decision may be accepted.
23. The Student Casework team will notify you of the outcome, in writing, within five working days of the decision being made. This letter will give detailed reasons why the appeal panel came to its decision and explain that the University's internal procedures have now been completed.
24. There is no further right of appeal within the University following consideration by an appeal panel and we will issue you with a Completion of Procedures letter.

11. Office of the Independent Adjudicator (OIA)

1. If you remain dissatisfied with the outcome of your appeal, you have the right to refer the matter to the OIA, provided your referral meets the OIA's rules and requirements. Matters concerning academic or professional judgement are not normally accepted by the OIA.
2. Please note, the OIA will normally only review issues that have been dealt with through the University's internal procedures and where a Completion of Procedures letter has been issued. You must take your complaint to the OIA within 12 months of receiving your Completion of Procedures letter.

12. How we will communicate with you during the academic misconduct process.

1. We will use a variety of methods to communicate with you, including telephone, email, text, face to face and online meetings.
2. Our main way of communicating information will be via email (which may include letter attachments). Where we email you, we will use your University email address. If access to this address has been removed during this or another process, we will use the alternative email address you provided at enrolment/registration.
3. It is your responsibility to make sure we have the right contact details for you and to check your emails regularly. We will save all correspondence relating to your academic misconduct case.

13. Timeframes

1. These regulations specify timeframes for us and you to provide or respond to information.
2. Sometimes circumstances beyond our control may impact on the timeframe or alter the process somehow. Where this happens, we will communicate with you regularly to keep you updated and ensure you are able to access any support you require. We will also communicate such changes to the other parties involved.

14. Support for you

Reasonable adjustments

1. If you decide to share information about a disability or condition we can talk about any reasonable adjustments which may make it easier for you to participate fully in this process.
2. The kinds of reasonable adjustments we can make include, for example:
 - Extending a deadline or changing a panel date if your condition prevents you from meeting the original commitments

- Holding a meeting (including a panel meeting) online rather than in person
 - Accepting a written statement from you instead of attending a meeting
 - Pausing the process and re-starting it when you are well
 - Providing documents to you in your preferred format, font, colour or size
3. If you wish to request any reasonable adjustments, you must do so by emailing the Head of Student Casework with your request at least five working days before the meeting takes place. We cannot guarantee that all requests will be met.
4. Adjustments we cannot make or which we deem to be unreasonable include, for example:
- Exempting you from adhering to any element of the procedure which fundamentally changes the procedure or challenges its validity.
 - Altering any element of the existing procedure which fundamentally changes the procedure or challenges its validity or which sets a precedent that may disadvantage other students now or in the future.
 - Deviations from the procedure which would invalidate the procedure itself.

Sources of support

4. Support is available to you when concerns arise and at all stages of the academic misconduct process. University sources of support include the following:
- [Edge Hill Students' Union Advice Centre](#) (SU). The SU can help you navigate the fitness to practise process and can also accompany you to panel meetings. Please read Role of the Student's Friend for more details and information regarding on the University's position on legal representation during an internal process.
 - [Mental Health and Wellbeing team](#), who can provide emotional support during this process.
 - [Student Support team](#)
 - [Inclusion team](#) or [SpLD](#) if you require any reasonable adjustments throughout the process.
 - [Student Services](#) can also provide money advice and careers support.
 - Disability support services/Occupational Health services.
 - Your personal tutor.
 - Immediate, confidential and professional support is also available from the [Edge Well 24/7 student assistance programme](#).

Key to relevant documents

This policy refers to the following documents, which are available [here](#):

- Appendix 16 - Support to Study
- Appendix 17 - Fitness to Practise
- Appendix 22 - Academic Appeals
- Appendix 23 - Role of Student's Friend

Annex A – The principles of oral investigation (viva)

A viva is a method of investigating whether academic misconduct may have taken place and provides evidence for further investigations only. It is held at a local/departmental level and is not the same as an academic misconduct Panel.

The meeting will be conducted under the normal fair and collegiate departmental arrangements for such meetings.

Participants in the viva will normally be:

- i. The student (you)
- ii. The student's friend (please refer to [Role of a Student's Friend](#))
- iii. The Chair of the meeting, who will be independent of the investigation
- iv. An academic subject expert – usually the person making the allegation

Where appropriate and practical, the external examiner for the area may also be consulted.

We will give you information about the purpose and format of the oral examination in advance of the meeting. You will also be given time to prepare for the meeting. Please note the preparation time allowed will depend on the programme elements under investigation and the nature of the alleged offence.

No sanction may be applied directly as a result of a viva.

Should the concerns of academic misconduct be unresolved by the viva, the normal procedure for classifying the offence (Annex B) will be followed.

Annex B – Classifications and sanctions

Notes:

All outcomes that do not lead to a student's withdrawal from the University must include a prescribed educational element around academic integrity. This will normally mean a student is required to attend a [UniSkills workshop](#) and/or complete the [academic integrity toolkit](#). Outcome notifications will specify the requirements.

If you refuse or fail to resubmit the element(s) of work as requested, a mark of zero will be awarded for the whole module.

Classification: Poor academic practice

No offence committed	Outcome	Authority for use
Includes • poor or careless writing/referencing skills • incomplete or unattributed citations • lack of knowledge of academic writing • lack of understanding of academic protocols • misunderstanding of the expected academic conventions of the department May include • plagiarism, where this is identified as resulting from a lack of understanding • unattributed use of AI This classification is normally only applicable to • students at Level 4 or below • those studying modules on a standalone basis • CPD/Masters/PGCE students who are returning to HE after a break of five or more years	You are allowed to repair the work for the full mark, on the basis of the feedback received and in a timeframe agreed with your tutor	Department and/or faculty level

Classification: First or subsequent: Minor

Offence	Sanction	Authority for use
This includes, but is not limited to: • repeated poor academic practice • unattributed graphic images • several sentences of direct copying without acknowledgement of the source	(S1) The offending sections of the work are set aside and a mark ascribed to the remainder	Department, faculty or academic misconduct panel

Classification: First or subsequent: Major

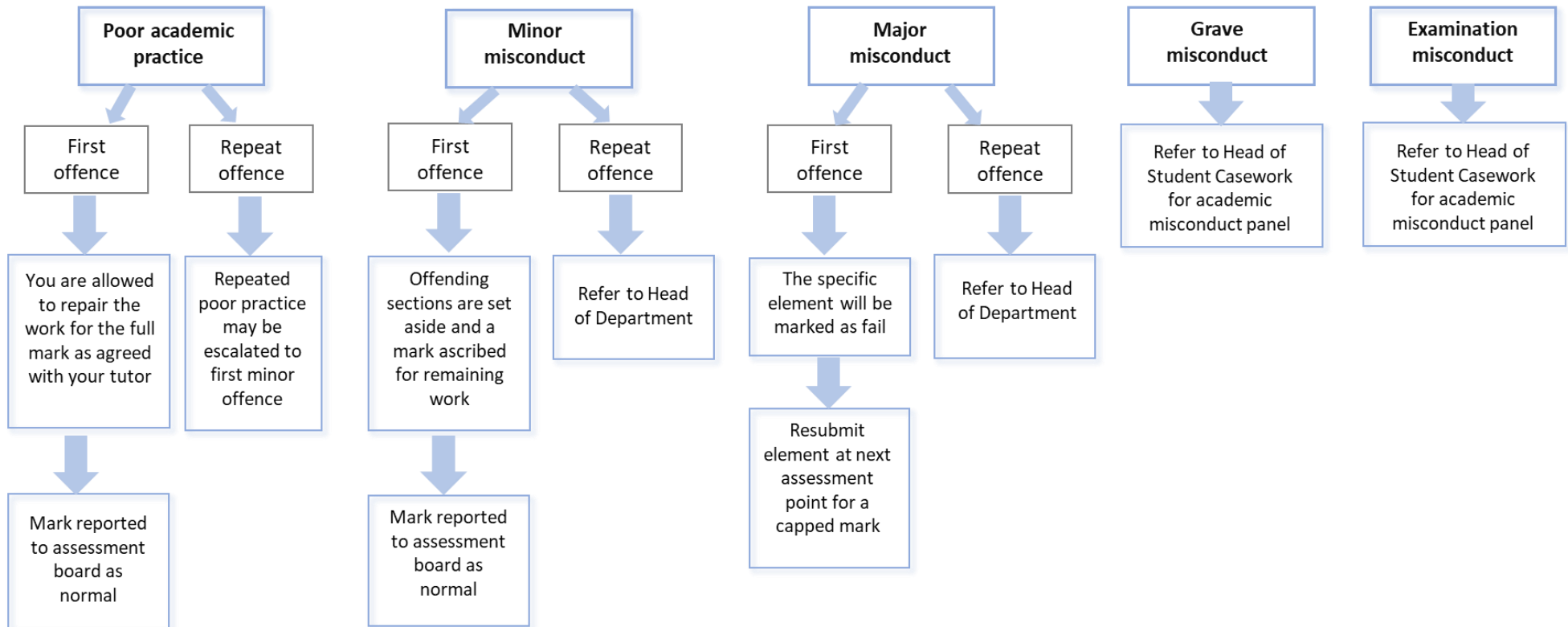
Offence	Sanctions available	Authority for use
This includes, but is not limited to: • copying multiple paragraphs in full without acknowledgement of the source • copying some of the work of a fellow student with or without their knowledge or consent	(S2) You are deemed to have failed in the specific element of assessment in which the academic misconduct occurred. Upon resubmission you will be capped at the pass mark for the whole module	Department, faculty or academic misconduct panel

Classification: First or subsequent: Grave

Offence	Sanctions available	Authority for use
This includes, but is not limited to: • taking an essay or multiple essays from the Internet without revealing the source • copying much of the work of a fellow student with or without their knowledge or consent • any form of cheating in a formal examination • suspected contract cheating including unattributed extensive use of AI	(S3) You will be deemed to have failed in all assessments for the module/unit of a course. Upon resubmission, you will be capped at the pass mark across the whole module (S4) You will be deemed to have failed in all assessments for the module/unit of a course. You are required to resubmit and pass all elements of assessment. Upon completion, a mark of zero is allocated and will be recorded on their academic transcript (S5) Withdrawal from the programme (S6) Withdrawal from the programme and deem a student to have failed all assessment taken in all modules during the assessment period in which academic misconduct occurred (S7) Invoke procedure for the revocation of an award	Academic misconduct panel only

Annex C – Overview of academic misconduct procedure

Overview of academic misconduct procedure



For all the above offences you are required to attend a UniSkills workshop and/or complete the academic integrity toolkit

Annex D – Agenda for Academic Misconduct Panels

1. The Chair will call for the student and tutor presenting the case to enter the room and will:
 - Welcome the student and tutor to the meeting and introduce each member of the Panel.
 - Outline the Panel's remit and the procedure which will be followed.
2. The party which has requested the Panel shall present their case first.
3. The Chair will invite the tutor/student to present the case and then invite questions from anyone in attendance.
4. The Chair will invite the student/tutor to respond and then invite questions from anyone in attendance.
5. When the Chair is satisfied that all relevant information has been provided, they will explain the next steps to the student. That is, the Panel will deliberate and the student will be notified of the outcome in writing within five working days of the Panel taking place.
6. The Chair will then invite the student and presenting officer to leave the meeting.
7. The Panel will recount the evidence heard and discuss whether academic misconduct occurred, and if so, to what extent.
8. Where academic misconduct has occurred, the Panel will discuss and decide the sanction to impose, in line with the information detailed in Annexe B.
9. The meeting will close.

End matter

Item	Information
Title	Appendix 8: academic misconduct Procedures
Policy Owner	Director of Academic Registry
Policy Manager	Head of Student Casework
Approved by	Regulations Review Sub-Committee
Date of Approval	July 2024
Date for Review	July 2027