

Module Convenor completes a 'Notice of Advice' to inform the student that the work is being investigated for potential academic misconduct.

The Module Convenor is responsible for providing the Investigating Officer with an Evidence File² comprising:

- y the assessment with areas of concern highlighted and annotated
- y for a plagiarism case the marked up sources that have been allegedly plagiarised
- y the module handbook
- y any relevant information on study skills/academic misconduct training the student would normally have received
- y the Turnitin Similarity Report (Turnitin submissions only)
- y an Academic Misconduct Cover Sheet with Section A completed

The Investigating Officer scrutinises the Evidence File and determines whether:

- y there is no case to answer (following request for more information from the Marker, if necessary)
- y this is a case of minor academic misconduct
- y this is a case of major academic misconduct
- y there is a First Case of Collusion/Plagiarism (following confirmation from the Academic Misconduct Panel Secretary of no previous cases of academic misconduct upheld)

If there is no case to answer:

- y the Investigating Officer passes the Evidence File (including the assessment and the attached original Academic Misconduct Cover Sheet) to the School Curriculum & Assessment Officer (CAO):
- y the CAO issues the Investigation of Academic Misconduct letter to the student to confirm the Investigating Officer's decision (and sends a copy to Academic Misconduct)

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If there is a First Case of collusion or plagiarism:



y the

Investigating Officer passes the Evidence File including the assessment and the Academic Misconduct Cover Sheet, the First Case of Plagiarism or Collusion form and Guidance to Module Convenor to the Module Convenor.

- y Module Convenor arranges to meet with student to complete First Case of Plagiarism or Collusion form and sends completed form to Academic Misconduct (AM).
- y the Investigating Officer sends a copy of the Academic Misconduct Cover Sheet to CAO and Academic Misconduct (AM).

¹ In these documents the meaning of 'marker' is 'the person who marks the assessment'

² This could be an iterative process involving the Module Convenor and the Investigating Officer building up a case

y the CAO issues the Investigation of Academic Misconduct le

