FLOWCHART OF THE ACADEMIC MISCONDUCT REGULATIONS FOR STUDENTS ON TAUGHT PROGRAMMES

This flowchart is designed to detail the main stages of the academic misconduct process. It is not designed to provide a complete set of information on the way in which cases of alleged academic misconduct are managed at City.

Please use this flowchart alongside the relevant Assessment Regulations [http://www.city.ac.uk/adu/dps/senate_regs/s19.doc], the Assessment and Feedback Policy [http://www.city.ac.uk/adu/dps/assessment_and_feedback_policy.pdf] and any information provided in your Programme Handbook.

Support for students alleged to have committed academic misconduct is available from the Union Support Service at http://www.culsu.co.uk/advice and the Appeals, Complaints and Enhancement Office at www.city.ac.uk/ace.

Key to the flowchart:

- = action/stage
- = end of process
- = to next action/stage
- = regulations allow a choice of approach/action
- = stage outside the University’s internal processes
- = interface with a different set of regulations
Academic misconduct suspected

Local procedures followed

Local procedures sufficient?

Yes

Process concluded

No

Academic Misconduct Panel meets, considers case and makes recommendation for outcome

Academic misconduct found

Outcome reported to Assessment Board

No academic misconduct found

Process concluded

Minor academic misconduct

First instance?

Yes

Mark deductions and/or written warning

No

Sanction from:
- Fail for assessment component (keep remaining resits)
- Fail for module (keep remaining resits)
- Fail for assessment component/module (gain only credits from resit rather than marks)
- Fail for assessment component/module plus capped marks in other assessments

Major academic misconduct

First instance?

Yes

Sanction from:
- Fail for assessment component (keep remaining resits)
- Fail for module (keep remaining resits)
- Fail for assessment component/module (gain only credits from resit rather than marks)

No

Process concluded

Serious academic misconduct

First instance?

Yes

Referred to University Disciplinary Panel

No

Process concluded

Assessment Board recommendation accepted and process concluded

Student decides to appeal against the Assessment Board decision