

SWANSEA UNIVERSITY

***Code of Practice for
dealing with cases of
Academic Misconduct 2021/22***

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Introduction/Background

This Code of Practice is designed to assist members of staff in dealing with issues relating to academic misconduct. The University supports and encourages the highest standards of intellectual honesty and integrity. The University endeavours to promote good practice in research and student learning. This document places considerable emphasis on preventative measures both at School/Faculty and University level and also offers a guide to Schools/Faculties on detecting and processing cases of academic misconduct.

A fair, transparent and efficient system is provided for students suspected of academic misconduct. Students shall have:

- access to the Academic Misconduct procedures:
<https://myuni.swansea.ac.uk/academic-life/academic-regulations/assessment-and-progress/academic-misconduct-procedure/>
- the right to be provided with the evidence relating to the suspected misconduct;
- the opportunity to respond to an allegation;
- access to help and advice from the Students' Union Advice Centre;
- the right to request a review of the final decision.

Student Academic Services, within Academic Services, is responsible for the overall administration of academic misconduct cases, including maintaining the regulations, arranging University Committees of Enquiry, record keeping and the processing of final reviews.

The University has also appointed a Director of Academic Integrity and two Deputy Directors of Academic Integrity who are responsible for overseeing the integrity of the University assessments, establishing prima facie cases of academic misconduct and working closely with Academic Services on all issues relating to academic integrity and academic misconduct. This includes:

- assessing prima facie cases of academic misconduct to determine whether they should be addressed at School/Faculty or University level;
- presenting cases at Committees of Enquiry;
- developing strategies for the prevention of academic misconduct;
- ensuring School/Faculty compliance with relevant regulations and procedures;
- developing research and evaluation strategies related to the prevention, detection and processing of academic misconduct.

Regulations Update – 2021/22

The following amendments have been made to the Academic Misconduct Regulations in 2021/22:

- The Director/Deputy Director of Academic Integrity now has the discretion to refer certain second offence allegations back to the School/Faculty to be processed (Please refer to section 3.6 of Academic Misconduct Procedures and section 3.9 of the Code of Practice).
- Figure 1 (page 15), Table 2 of penalties under non-examination conditions (page 31) and appendices 2, 3 and 8 of the Code of Practice have been updated to reflect the amendment to the procedures for dealing with second offence allegations.

1. Definitions

1.1 Academic Integrity

Academic integrity reflects a shared set of principles which include honesty, trust, diligence, fairness and respect and is about maintaining the integrity of a student's work and their award. Academic integrity is based on the ethos that how you learn is as important as what you learn.

Academic integrity is based upon a number of core principles. For students, this means:

- Taking responsibility for their own work and studies;
- Respecting the opinions of others, even if they do not agree with them;
- Respecting the rights of others to work and study within the 'learning community';
- Acknowledging the work of others, where it has contributed to their own studies, research or publications;
- Ensuring that the individual's contribution to group work is represented honestly;
- Supporting others to behave with academic integrity;
- Following the ethical requirements and where appropriate professional standards appropriate to the discipline;
- Avoiding actions which would give an unfair advantage over others;
- Ensuring that the results of research or experimental data are represented honestly;
- Complying with the assessment requirements.

Academic integrity is the guiding principle for all student assessment; from taking exams, making oral presentations, or writing assignments, dissertations or theses for assessment.

Academic misconduct includes: plagiarism; collusion; breach of examination regulations; fabrication of data; impersonation of others, or the commissioning of work for assessment.

1.2 Academic Misconduct

The University defines academic misconduct as follows:

"It is academic misconduct to commit any act whereby a person may obtain for himself/herself or for another, an unpermitted advantage."

This shall apply whether candidates act alone or in conjunction with another/others. An action or actions shall be deemed to fall within this definition whether occurring during, or in relation to, a formal examination, a piece of coursework, or any other form of assessment undertaken in pursuit of an academic or professional qualification at Swansea University.

Examples of academic misconduct in examination conditions

It is academic misconduct to:

- introduce into an examination room any unauthorised form of material such as a book, manuscript, data or loose papers, information obtained via an electronic device or any source of unauthorised information;
- copy from, or communicate with, any other person in the examination room/during an online proctored assessment, except as authorised by an invigilator;
- communicate electronically with any other person during an examination;
- be in possession of any electronic device capable of communicating with other devices or other people during an examination/online proctored assessment;
- Use of unauthorised materials during an online proctored assessment;
- impersonate an examination candidate, or allow oneself to be impersonated;
- present evidence of special circumstances to examination boards which is false, or falsified, or which in any way misleads or could mislead examination boards;
- present an examination script as one's own work when the script includes material produced by unauthorised means.

Examples of academic misconduct in non-examination conditions:

Plagiarism is defined as using, without acknowledgment, another person's work and submitting it for assessment as though it were one's own work; for instance, through copying or unacknowledged paraphrasing. This constitutes plagiarism whether it is intentional or unintentional.

Examples include:

- The use of any quotation(s) from the published or unpublished work of other persons which have not been clearly identified as such by being placed in quotation marks and acknowledged;
- Summarising another person's ideas, judgments, figures, software or diagrams without appropriately attributing that person in the text and the source in the reference list;
- The use of unacknowledged material downloaded from the Internet;

- The submission of another student's work as though it was one's own.

This list of examples is not exhaustive.

Collusion is defined as two or more students or other persons working together without prior authorisation in order to gain unfair advantage and to produce the same or similar piece of work and then attempting to present this work entirely as their own.

Examples include:

- Two or more students working together to develop data or other materials without prior authorisation. Such materials would then be presented for assessment without acknowledging the originator(s) of the work.
- Sharing data, materials or other coursework with another student(s) which is then presented for assessment without the knowledge or permission of the originator(s).

Commissioning of work is the act of paying for, or arranging for another to produce, a piece of work, whether or not this is then submitted for assessment as though it were the student's own work.

Examples include:

- Commissioning an essay to be written by another;
- Downloading materials from essay exchange sites;
- Paying another for the collection, manipulation or interpretation of data where this is a requirement of the student's studies.

Commissioning of work may also include the submission for assessment of the commissioned work as though it were the student's own work.

Examples include:

- Purchasing material from internet sites or another person and then presenting that material for assessment as though it were one's own work;
- Paying for another to write coursework which is then submitted as though it were the student's own work;
- Paying for another to write draft coursework which is then presented to a supervisor for scrutiny and feedback.

This list is not exhaustive.

Falsification of the results of laboratory, field-work or other forms of data collection and analysis also constitutes academic misconduct.

Self-Plagiarism is not recognised in Swansea University regulations. Schools/Faculties are expected to take steps to ensure that the design of programmes/modules/assessments does not allow students the opportunity to submit the same work twice. In addition, Schools/Faculties should take steps to inform

students that they cannot submit work or sections of their work on more than one occasion. A statement to this effect should be included on the coursework submission form. Where a student has self-plagiarised work, the School/Faculty will mark the work in accordance with the normal marking criteria.

2. Prevention and Detection

2.1 Prevention

Academic staff are encouraged to be proactive in the prevention of academic misconduct, and Schools/Faculties are encouraged to adopt procedures for preventing the spread of academic misconduct.

The following are examples of good practice which Schools/Faculties may adopt:

- An induction session at the beginning of each module on the dangers of plagiarism and quoting examples of plagiarism relevant to the particular module;
- Publicising, to students, web resources offering advice on referencing and the prevention of academic misconduct;
- Introducing Study Skills modules, which advise students on good referencing practices, including references to plagiarism and the consequence of engaging in academic misconduct;
- Schools/Faculties making use of the Turnitin software and where possible explaining the use and content of reports to students. Some Schools/Faculties may also allow students to access the detection software in relation to formative work (only) to assess their ability to attribute sources correctly.
- Schools/Faculties to review their assessment practices and to ensure that assignments are not 'recycled';
- Schools/Faculties to remind students of the University's definitions of academic misconduct and the implications of being found guilty of academic misconduct;
- Schools/Faculties to provide students with written guidance on referencing;
- Schools/Faculties to publicise the outcome summaries of cases, without naming students;
- Schools/Faculties to integrate assessment tasks to prevent students from purchasing assignments online;
- Clear guidance to be given to students on when collaboration or group work is acceptable and when independent work is expected.

Schools/Faculties

As a minimum requirement, Schools/Faculties should publish in their handbooks:

- Advice on referencing;
- The University's definition of academic integrity, academic misconduct, plagiarism and examples of academic misconduct.

A University template for School/Faculty Handbooks is available.

School/Faculty Academic Integrity Officers should also promote academic integrity at the School/Faculty level, and it is considered good practice to ensure that information on academic integrity and academic misconduct is included in any School/Faculty induction, and where feasible in each programme/module.

Schools/Faculties should also use a coursework submission form, which would include a signed statement from the student that the work submitted is his/her own, and that he/she is aware of the University's definition of plagiarism and the consequences of committing plagiarism. A proforma is attached as Appendix 1. This **must** form the basis of any School/Faculty proforma and include the standard University wording in the statement of authorship, although Schools/Faculties may add additional information as appropriate.

University

The University should assist Schools/Faculties in the prevention of academic misconduct by:

- Including a section on academic integrity and academic misconduct in the template for School/Faculty Handbooks;
- Including a section on academic integrity and academic misconduct in the University Academic Handbook
- Including information on academic integrity and academic misconduct at relevant University induction events;
- Publishing outcomes of academic misconduct hearings, not student specific, possibly through Waterfront or the University Newsletter;
- Offering a suite of online courses which aim to support students in their studies, including a course on academic integrity, 'Academic Skills for Learning, Skills for Life' available on student Canvas accounts;
- Referring students to University subject librarians for support and guidance on referencing;
- Making students aware of support offered by Swansea University's Centre for Academic Success;
- Providing training, advice and guidance to Schools/Faculties;
- Providing advice and information to students on regulations and procedures;
- Providing written warnings, in each examination venue, of what may or may not be taken into the examination venue;
- Promoting academic integrity.

Students' Union

The Education Officer should work in conjunction with University authorities and academic Schools/Faculties in the prevention of academic misconduct.

2.2 Detection

It can be difficult for staff to detect academic misconduct due to the wide variety of sources which students have access to. Schools/Faculties/the University should

ensure that there is no bias in the detection of academic misconduct. The following may help in the detection of academic misconduct:

Academic misconduct under examination conditions

- Training of invigilators and reports of incidents;
- Clear guidance to students regarding items which cannot be taken into examinations e.g. mobile phones, notes etc.

Academic misconduct under non-examination conditions

Staff should be encouraged to look at the following:

- Turnitin reports;
- Unusual formatting;
- URLs left at the top of student's work;
- Odd changes in font and/or layout;
- The inconsistent use of jargon or American spelling in a piece of work;
- Sections or sentences that do not relate;
- Inconsistent grammatical errors;
- Bibliographies which are incompatible with the content of the assignment, or which do not include reference to key texts or work covered in lectures/seminars;
- Inconsistencies of style within the assignment and between the student's other work;
- Inappropriate reference to out of date sources.

Academic Integrity Vivas

- Schools/Faculties may use academic integrity vivas in the detection of academic misconduct;
- Schools/Faculties may also choose to implement a system of random vivas in particular subject areas.

(The process for undertaking academic integrity vivas as a means of detecting academic misconduct in non-examination conditions is laid out in section 3.13)

3. The School/Faculty Academic Integrity Officer

3.1 Role and Responsibility

Each School/Faculty shall appoint at least two Academic Integrity Officers, who shall be responsible for progressing and determining all cases referred to them by academic staff within the School/Faculty. One Academic Integrity Officer shall be responsible for investigating the case and confirming whether a prima facie case exists, and the second Officer will determine the penalty. The allocation of responsibilities shall be left to the discretion of the School/Faculty. However, the Head of School/Faculty must ensure that all staff are aware of the reporting procedures. In addition, the School/Faculty Academic Integrity Officer would be expected to:

- Act as first point of contact for the School/Faculty on any academic misconduct matters;
- Act as a point of contact for the Director of Academic Integrity in academic misconduct cases found during examinations;
- Attend academic misconduct hearings as required and provide evidence to Committees of Enquiry regarding individual cases and general information given to students;
- Liaise with Academic Services in checking whether other cases exist, informing them of cases and penalties etc;
- Record cases of academic misconduct at School/Faculty level and provide case reports and minutes (where relevant) to Academic Services;
- Apply penalties in line with the University guidelines contained in the Code of Practice (see section on penalties);
- Offer advice to colleagues on procedures, prevention and changes to regulations;
- Disseminate information on academic misconduct to School/Faculty staff and students;
- Attend training/briefing sessions as required;
- Respond to requests for information relating to appeals/reviews and provide, on request, copies of documentation;
- Serve on Committees of Enquiry.

School/Faculty Academic Integrity Officers shall have access to:

- Advice on determining cases and penalties from the University's Director of Academic Integrity, the Deputy Directors of Academic Integrity and professional staff within Academic Services;
- Letter templates and case report templates;
- Annual training provided by the Director/Deputy Director of Academic Integrity;
- Case history (from Academic Services);
- An email-based discussion forum of School/Faculty Academic Integrity Officers;
- The annual report on academic misconduct which is submitted to the Academic Regulations and Cases Committee;
- The University's regulations and this handbook.

Although each School/Faculty Academic Integrity Officer shall work independently and individually, the consistency of outcomes shall be monitored by the University and the systems, communication, mechanisms and practices described in the Code of Practice shall assist the University in achieving consistency. Academic Integrity Officers are also encouraged to enhance the student's learning experience by identifying and reporting issues which require attention to Academic Services.

Newly appointed Academic Integrity Officers are invited to request one or more sessions with the Director/Deputy Director of Academic Integrity and Academic Services to assist them with their role.

Academic Integrity Officers are expected to bring to the attention of Module Lecturers any patterns or breaches which may suggest that the method of assessment for the

module may require reviewing. An example may include group work where roles and responsibilities of each student are unclear and may lead students to collude in the production of the work.

3.2 Conflicts of Interest

In cases where the School/Faculty Academic Integrity Officer is also the marker/module co-ordinator of the module, it is recommended that the Academic Integrity Officer does not deal with the case. In such instances the case should be referred to the other Academic Integrity Officer within the School/Faculty or an Officer from another School/Faculty, or to Academic Services.

3.3 Dealing with Allegations

The University has distinctive procedures and penalties for dealing with allegations of academic misconduct:

- i. In Non-Examination conditions;
- ii. In Examination conditions;
- iii. In Research degrees;
- iv. After an Award has been bestowed.

All cases of academic misconduct must be dealt with in accordance with the regulations and no "informal" cases can be heard. Allegations relating to ii-iv above will be dealt with by the Director of Academic Integrity/Deputy Director of Academic Integrity. School/Faculty Academic Integrity Officers will be responsible for dealing with allegations relating to (i) above, where the allegation relates to first offences or the Director of Academic Integrity has referred a second offence back to the School/Faculty to be processed (see figure 1).

3.4 Checking on prior offences

It is the responsibility of the School/Faculty Academic Integrity Officer to determine whether a student has any prior offences. The Academic Integrity Officer should contact Academic Services to check for prior offences, this information is relevant to whether the Academic Integrity Officer can deal with the case. Any student with prior offence/offences must have their case referred to the Director/Deputy Director of Academic Integrity for consideration (via Academic Services).

3.5 The College, Swansea University students

Joint cases (first offences) involving The College students on non-integrated programmes and Swansea students and/or The College students on integrated programmes shall be dealt with in accordance with the Swansea University procedures.

Cases involving The College students on non-integrated programmes only shall be dealt with by The College.

In joint cases dealt with by the University, a representative from The College may be involved in stages two to six (see regulation 3.5-3.9).

In cases dealt with by a University Committee of Enquiry, a representative from The College may be invited to sit on the Committee in accordance with regulation 9.0.

3.6 Standard of Proof

In deciding whether students have committed offences, the Academic Integrity Officer must determine that “on the balance of probabilities”, the student has committed the offence. This means that it is more likely than not that the student has committed the offence.

3.7 Dealing with “Simultaneous First” cases

In certain cases, students will be under investigation in relation to two separately submitted pieces of work at one time. This situation applies where a student is suspected of having committed academic misconduct in relation to a first piece of work, or has been found to have committed academic misconduct in relation to a first piece of work, but has not yet received an outcome in relation to that investigation. Where the same student is then investigated in relation to a second piece of work, this will be considered a “simultaneous first” case. In this situation, if the student is found to have committed academic misconduct in both cases, then they should be given a penalty in line with the procedures for a first offence, rather than the second case being referred to the Director of Academic Integrity in line with the procedures for a second offence.

3.8 Evidence

Sufficient evidence is required to determine if there is a case of academic misconduct. Module lecturers are expected to provide Academic Integrity Officers with this information when referring a case. If the Academic Integrity Officer requires additional information they should request this from the module leader. Before the student is asked to respond to the allegation (in person or in writing), it is essential that all relevant information regarding the case is provided to the student.

It is reasonable for an Academic Integrity Officer to expect a student to provide evidence of originality, for example, by providing earlier drafts of their work, copies of preparatory notes, data or photocopies of cited sources.

In certain cases, students can be requested to attend vivas or interviews. In these cases, minutes of those meetings should be kept as part of the evidence to be considered by the Academic Integrity Officers/Committee of Enquiry.

Please note, covertly obtained evidence or evidence submitted by third parties who wish to remain anonymous is usually inadmissible unless those third parties are prepared to waive their anonymity.

3.9 Poor Referencing or Academic Misconduct?

In some cases the Academic Integrity Officer may decide that poor referencing has occurred rather than academic misconduct. Normally, this would be in the case of first offences where there is minor plagiarism and where it is deemed that a student has failed to understand the referencing requirements. In such instances the student should be referred to appropriate sources of advice (such as the Academic Mentor, the subject librarian or the Centre for Academic Success) for advice and guidance on correct referencing. Once they have met with their Academic Mentor, students should then be asked to sign a statement confirming that they have received advice and understand referencing conventions. If a student declines to sign such a statement, the School/Faculty shall note the refusal and the fact that the student declined the advice. Where a School/Faculty feels that poor referencing has occurred, the School/Faculty should mark the assignment/essay in accordance with normal marking criteria. Such cases would not be recorded as academic misconduct; however, any subsequent offences will be considered under the academic misconduct procedures.

The regulations allow Schools/Faculties to issue a penalty where it involves a first allegation against the student under non-examination conditions (excluding PGT directed independent learning and research theses). Therefore, it is essential to check with Academic Services for previous offences. Schools/Faculties should refer serious cases e.g. cases involving free or purchased work from essay writing agencies, to a University Committee of Enquiry.

Allegations under examination conditions must be dealt with by a University Committee of Enquiry.

Second offence allegations should be referred to the Director of Academic Integrity who will review the case based on the evidence provided and decide whether to:

- refer the case back to the School/Faculty and request that the student is dealt with in accordance with 3.7 of the Academic Misconduct Procedure, with the requirement that the case is dealt with through interview with the student.
- refer the case to Academic Services and request that a University Committee of Enquiry be established to consider the case (regulation 9 of the Academic Misconduct Procedure).

Full regulations are available at -

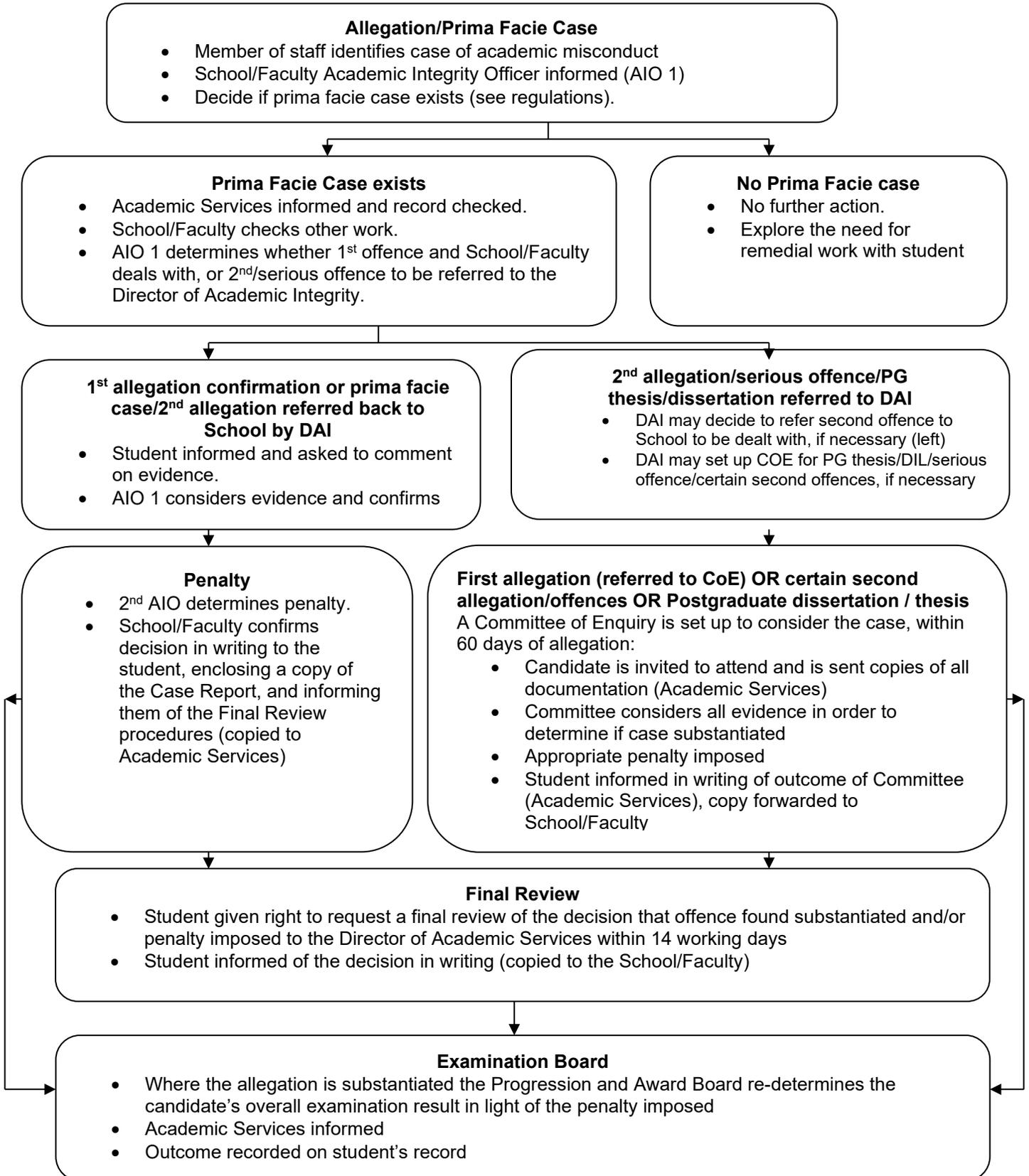
<https://myuni.swansea.ac.uk/academic-life/academic-regulations/assessment-and-progress/academic-misconduct-procedure/>

A summary of the process is contained in figure 1.

In cases dealt with by the School/Faculty, the first Academic Integrity Officer shall investigate the case and the second shall decide upon the penalty to be imposed. A record of the investigation should be kept (a template is available in Appendix 8).

In cases referred to the Director of Academic Integrity, the Academic Integrity Officer should complete the proforma Appendix 9 and include all appropriate documentation.

Figure 1. Dealing with Cases in Non-Examinable Conditions



3.10 Collusion Cases

In cases of alleged collusion it is recommended that the School/Faculty Academic Integrity Officer interview both/all of the students involved. Students should be informed that the interview will form part of the investigation process and that they may be accompanied at the interview e.g. Students' Union Advice Centre, parent or friend.

An allegation of collusion may be amended during a hearing/investigation to allow a student to be exonerated of the offence whilst alleging plagiarism against another student(s). An Academic Integrity Officer must be satisfied that where a student is exonerated of an offence that he/she has clearly demonstrated that there was no intention to assist the other student/students involved.

3.11 Dealing with cases of suspected Commissioning

Commissioning cases are dealt with by a University level Committee of Enquiry, however Schools/Faculties will be asked to assist in the preparation of these cases.

As a starting point, Schools/Faculties are asked to provide the following information along with the referral to the Director of Academic Integrity/ Committee of Enquiry (Appendix 9):

- Any emails between the student and their supervisor/Academic Mentor relating to academic guidance on the work;
- The metadata for the assignment of concern. Also, if possible, metadata from previous assignments submitted in proximity to the suspicious work (for comparison purposes);
- If possible, consideration by the supervisor/ Academic Mentor of the student's reference list (as to whether any of the references are not available for free/in Swansea);
- Comparative work which demonstrates the student's grasp of spelling or grammatically correct/technical language, where appropriate;
- Any draft work sent to the supervisor prior to submission;
- The record of any viva undertaken (see para 3.13 below). A digital recording of the viva would be helpful, if possible;
- Original documents (even if in a foreign language) – if for example, the student claims to have written the essay in a first language and translated it thereafter;
- Original data, if appropriate;
- Receipts or invoices for any proof reading services;
- Any evidence of a commission order being placed on an online site, where available;

It is also helpful for Director or Deputy Director of Academic Integrity to be provided with access to the relevant Canvas site.

An allegation of commissioning may be amended during a hearing/investigation to allow the allegation to be amended to one of the other academic misconduct offences.

3.12 Cases involving interviews

If a prima facie case of academic misconduct exists and the First Academic Integrity Officer determines that the case should be dealt with at School/Faculty level, he/she (or nominee) should inform the student concerned, in writing, of the suspected case of academic misconduct. Within the letter (a template of which will be available from Academic Services) the School/Faculty Academic Integrity Officer will either: invite the student to comment in writing or; invite the student to attend for interview.

Where the student is invited to an interview, the student shall be entitled to be accompanied to the interview by a friend or colleague (who is a member of the University) or a Students' Union representative. The role of any person accompanying the student will be to support the student, and he/she will not normally be allowed to answer questions on behalf of the student.

The interview would normally involve at least two members of staff, normally the First Academic Integrity Officer and one other. A record of the meeting must be kept; this may take the form of written minutes and/or an audio/media recording. At the discretion of the School/Faculty, a third member of staff may be nominated to record/transcribe the meeting.

The Second Academic Integrity Officer may also attend the interview.

Students should be provided with copies of evidence, normally this will be a copy of the marked-up essay and/or the Turnitin report, sources etc.

In cases of collusion students will normally be asked to attend an interview. Students should be sent copies of all the work under investigation, or extracts as appropriate and any evidence submitted in advance of the interview by the other student(s).

The terms of reference for the interview shall be:

- to consider the evidence submitted with regard to the allegation of academic misconduct;
- to make a recommendation as to the outcome of the case (including, if substantiated any penalty).

In cases where the second Academic Integrity Officer is present at the interview the terms of reference shall include:

- to determine whether the allegation has been substantiated;
- To determine, in appropriate cases, the penalty which should be imposed.

The procedure during the interview shall be as follows:

The First Academic Integrity Officer shall:

- Introduce themselves and any additional staff to the student;
- Inform the student that they and the second member of staff will question the student, calling witnesses and presenting evidence as he/she thinks fit

- Outline the purpose of the interview and the possible consequences;
- Allow the student and/or their representatives the opportunity to respond to the allegation and outline their case;
- Allow the student to present any evidence which they have brought with them such as drafts, sources.
- Assess the student's understanding of academic integrity and academic misconduct;
- Where appropriate, ask the student whether they wish to provide any mitigation and remind the student that where they could have reported such circumstances to the School/Faculty, prior to their decision being made, those circumstances cannot subsequently be cited as grounds for review.
- Provide the student with information regarding the timeline for their decision and the right to appeal against the decision;
- Where appropriate refer the student for additional help and support, for example to the Academic Mentor, subject librarian or the Academic Success Programme.
- Keep a record of the meeting;

The School/Faculty Academic Integrity Officer does not have to take intent into consideration and in relation to an allegation of academic misconduct - there can be no defence that the offence was committed unintentionally or accidentally. Such circumstances can, however, be submitted by the student as mitigation in relation to the penalty to be imposed.

After having considered the evidence and any response provided by the student, the First Academic Integrity Officer shall refer the case, all relevant evidence, any written response received from the student and any notes of any meeting held with the student to the Second Academic Integrity Officer together with his/her recommendation as to the outcome of the case and any penalty to be applied (unless the Second Academic Integrity Officer was also present at such meeting) using the case report form available from Academic Services.

The Second Academic Integrity Officer shall determine the outcome of the case. If the case is substantiated he/she shall also determine any penalty to be applied and the reasons for the penalty.

The Second Academic Integrity Officer shall consult the Code of Practice for Academic Misconduct, case history and the candidate's academic record before imposing any penalty. In order to ensure consistency in the application of penalties the University provides guidance on penalties in the Code of Practice on Academic Misconduct. However, the Second Academic Integrity Officer -shall also wish to take into consideration the implications of the penalty on the student, intent and any mitigating circumstances. The Second Academic Integrity Officer should be convinced that the mitigating circumstances have a direct bearing on the case and, in particular, had influenced the action of the student(s) concerned.

The Second Academic Integrity Officer will inform the student in writing of the outcome of the interview using the template letters available from Academic Services

3.13 Academic Integrity Vivas as a means of Detecting Academic Misconduct in non-examination conditions at School/Faculty level

In cases where School/Faculty academic staff, the School/Faculty Academic Integrity Officer and/or the Director of Academic Integrity has concerns about whether a piece of coursework, or any work completed under non-examination conditions, submitted by a student is his/her own work, the School/Faculty may invite the student to attend an academic integrity viva. The purpose of the academic integrity viva is to test the student's knowledge of the work which he/she has submitted and to provide the student with the opportunity, prior to any academic misconduct proceedings, to demonstrate that the work is their own.

The student should be given no less than two days notification of the academic integrity viva in writing. A standard template must be used which will be available from Academic Services. A student may be accompanied by a friend or representative from the Students' Union Advice Centre and contact details for the Advice Centre will be included in the letter. However, such person(s) accompanying the student will not be able to respond to any questions on behalf of the student. The student will be advised to bring with them evidence of preparatory work relating to the submission such as drafts, sources, feedback. If a student has had any third-party assistance with their work (e.g. proof reader) they will be advised to bring with them the original un-amended copy of the work to assist the panel in assessing the extent to which amendments have impacted on the quality of the work.

The viva process would normally involve a Panel of at least 2 members of Academic Staff, normally a Chair and a Subject Expert (normally the module leader or module marker). The Panel should not consist of any School/Faculty Academic Integrity Officers who have been or shall be involved in the particular case. A record of the viva must be kept; this may take the form of written minutes and/or an audio/media recording. At the discretion of the School/Faculty, a third member of staff may be nominated to record/transcribe the viva.

The terms of reference for the Viva Panel shall be:

- To test the student's knowledge of the work which he/she has submitted
- To provide the student with the opportunity prior to any academic misconduct proceedings, to demonstrate that the work is their own.

The procedure during the viva meeting shall be as follows:

- The Chair will ask all participants to introduce themselves.
- The Chair will inform all participants of the terms of reference for the Panel

The Panel may ask questions relating to the work such as how the student approached the work, what research was carried out, what sources were used and how these were chosen, what the key concepts of the work are, how ideas/arguments/data was formulated etc. The student may also be asked to explain particular statements, theories or terms used within their work. The student may also be asked whether they received any help or support from any third party.

The student should be given the opportunity to demonstrate that the work is their own, including the opportunity to present any evidence which they have brought with them such as drafts, sources etc.

Where the student fails to attend the academic integrity viva without good reason, inferences may be drawn in relation to the student's failure to attend by the School/Faculty Academic Integrity Officer and/or Academic Misconduct Committee of Enquiry.

Following the academic integrity viva, the Chair will prepare a report setting out their opinion on the student's knowledge of the work which he/she has submitted and the reasons for their opinion.

If the Panel, based on the academic judgment of the staff involved, determine that the student has not demonstrated that the assessment is their own work then the Chair will provide to the School/Faculty Academic Integrity Officer or to the Director of Academic Integrity (as appropriate) a copy of their report and the recording / transcription of the viva, in addition to the normal supporting paperwork relating to the case - normally within five working days of the date of the student's academic integrity viva.

If the Panel determines that, based on the academic judgment of the staff involved, the student has demonstrated that the assessed work is their own, the Chair will inform the Module Leader/Marker that the work shall be marked in accordance with the normal assessment criteria for the module. The student shall be informed of this in writing and no further action shall be taken.

3.14 Support for Academic Integrity Officers

The primary support for Academic Integrity Officers is through the Academic Integrity Officers Forum which meets annually to disseminate new information, brief officers of any regulation changes and acts as a platform for discussion of common issues. Academic Integrity Officers are also encouraged to discuss issues with other School/Faculty Officers (internal and external to their School/Faculty) and to seek advice and support from the University Officers (details provided below).

Name	Role	Contact details
Name	Role	Contact details
Mrs Andrea Watkins Assessment and Awards Manager	Advice on regulations/ procedures/case history/penalties/templates	Andrea.watkins@swansea.ac.uk Academicintegrity@swansea.ac.uk
Ms Heather Casey Student Cases Assistant	Advice on case history/recording cases/templates	H.C.Casey@swansea.ac.uk Academicintegrity@swansea.ac.uk
Ms Gemma Wilkins Student Cases Officer	Advice on regulations/ procedures/case history/penalties/templates	G.A.Wilkins@swansea.ac.uk
Dr Warren Perkins Director of Academic Integrity	Advice on confirming a prima facie case	W.Perkins@swansea.ac.uk
Ms Deborah Rowberry Deputy Director of Academic Integrity	Advice on confirming a prima facie case	D.J.rowberry@swansea.ac.uk
Ms Jo Redcliffe Deputy Director of Academic Integrity	Advice on confirming a prima facie case	J.T.redcliffe@swansea.ac.uk
Mrs Jane Lewis- Normand Head of Student Academic Services	Advice on regulations/ procedures/case history/penalties/templates	J.M.E.Lewis- Normand@swansea.ac.uk

4. University Level Cases

4.1 University Level Committee of Enquiry

Academic Services will establish a Committee of Enquiry to consider allegations of academic misconduct referred to it. These shall normally include the following:

- Examination Conditions – all cases (see figure 2);
- Serious cases of first offences in non-examination conditions – cases referred by School/Faculty (see figure 1);

- Second or subsequent offences/allegations that the Director of Academic Integrity has determined should be heard by a Committee of Enquiry (see figure 1);
- Postgraduate research theses or taught masters' directed independent learning—all cases (see figure 3);
- After an Award has been bestowed (see figure 4).

Academic staff may be invited to attend hearings as a witness for the Director of Academic Integrity or at the request of a student. They may agree to act as a witness, provide moral support, or in their capacity as Academic Mentor.

4.2 After an Award has been bestowed

In addition to dealing with allegations of academic misconduct prior to the conferment of an award, the University has devised procedures for dealing with allegations of academic misconduct after an award has been bestowed on a student. In such cases the procedure in figure 4 would apply. Staff are advised to contact Academic Services in the first instance.

Figure 2 DEALING WITH ALLEGATIONS IN EXAMINATION CONDITIONS

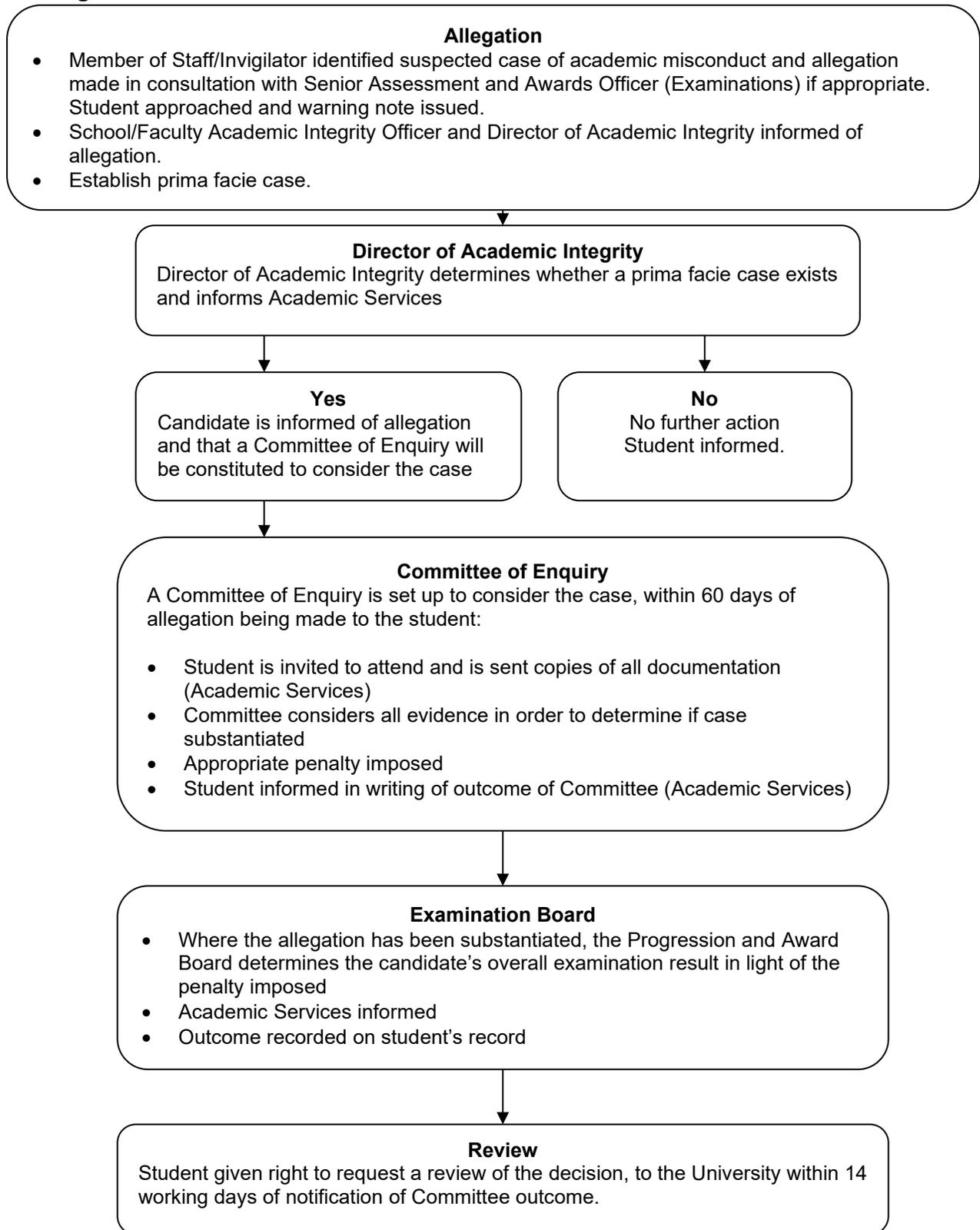


Figure 3 DEALING WITH ALLEGATIONS - RESEARCH (including the directed independent learning for Masters degrees)

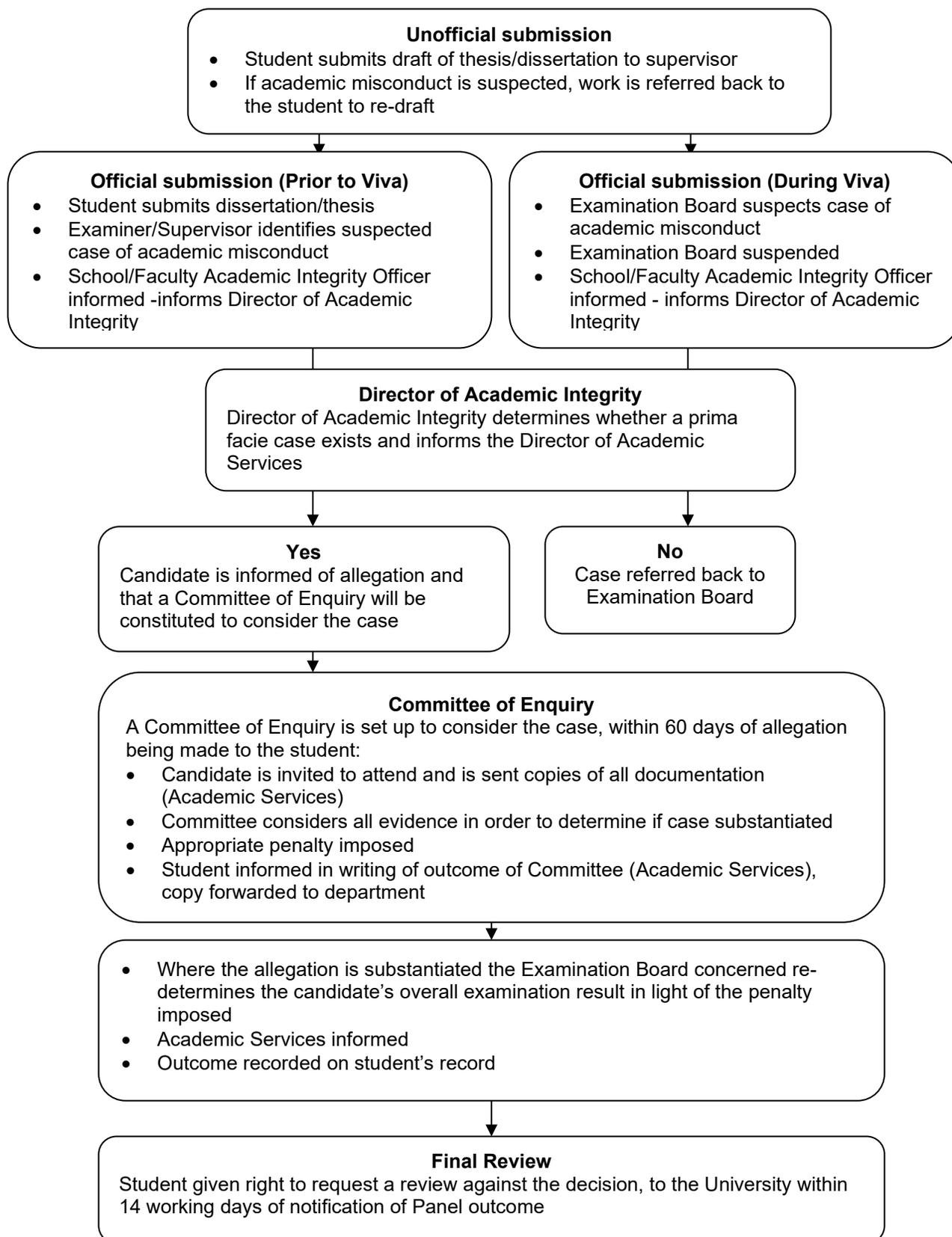
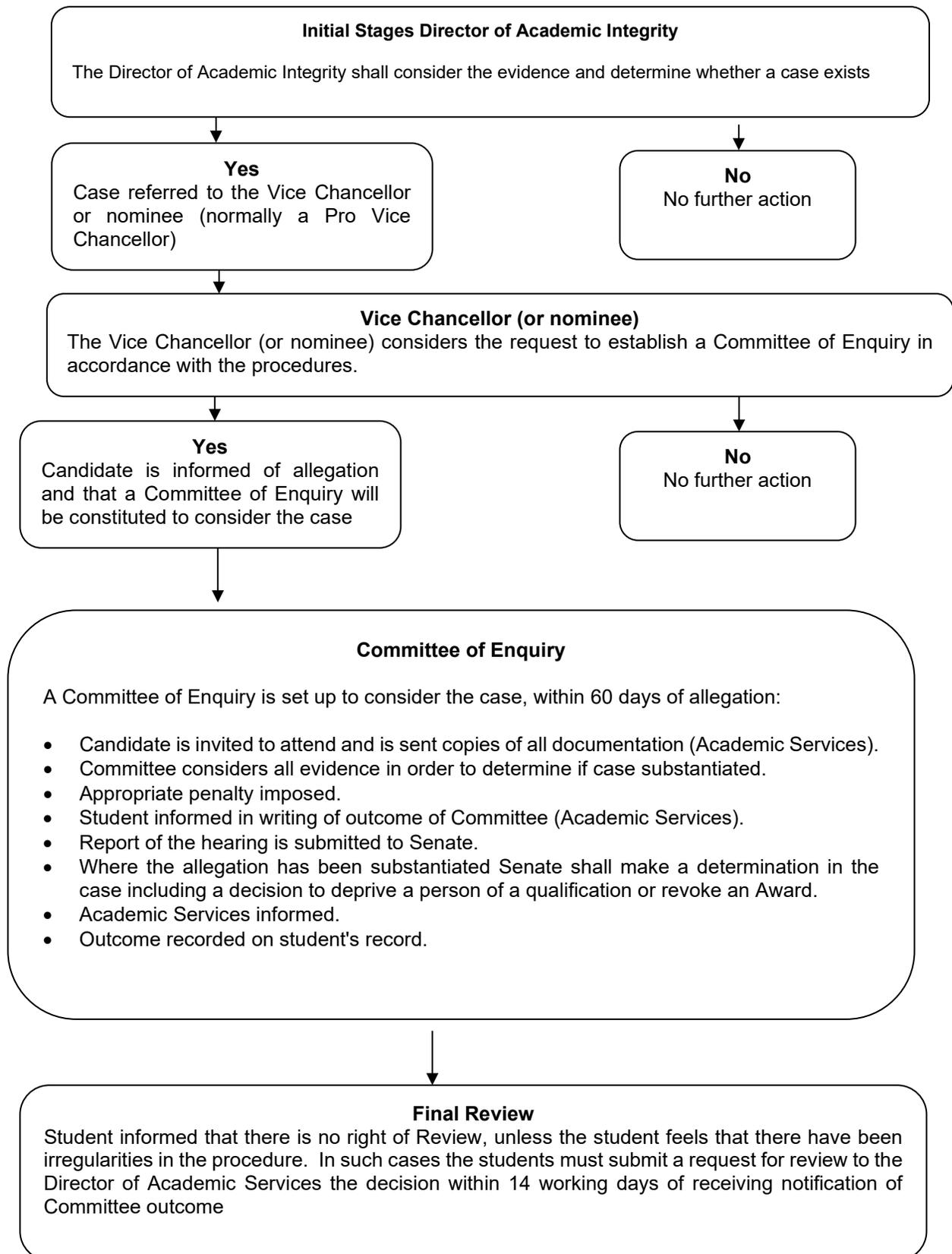


Figure 4 PROCEDURES FOR DEALING WITH ALLEGATIONS AFTER AN AWARD HAS BEEN BESTOWED



5. Penalties

Every case shall be considered on its own merits and penalties should be proportionate to the offence. However, in order to ensure consistency in the application of penalties, Academic Integrity Officers and Committees of Enquiry are expected to determine penalties in accordance with the framework provided in the following tables. The Committee/School/Faculty are expected to refer to the recommended penalties and ensure that penalties are proportionate to the offence.

Intent

Intention is not taken into consideration in determining whether the allegation is upheld and there can be no defence that the offence was committed unintentionally or accidentally. Such circumstances may be submitted as mitigation in relation to the penalty.

Mitigating Circumstances

Mitigating circumstances may be taken into account. The University does not accept a student's medical or personal circumstances as an excuse/reason for academic misconduct. However, the bodies responsible for imposing penalties for academic misconduct are obliged to consider whether the penalty should be mitigated in the light of personal or medical circumstances.

Candidates raising mitigating circumstances, must provide evidence in support of the circumstances and provide clarity on their effect. Where a candidate could have reported such circumstances to the School/Faculty, prior to the decision being made, those circumstances cannot subsequently be cited as grounds for review.

Committees/Schools/Faculties should be convinced that the mitigating circumstances have a direct bearing on the case and, in particular, had influenced the action(s) of the student concerned, for example severe mental health problems where a student's capacity for rational judgement has been severely impaired. In cases where a student has been found to have committed academic misconduct and was experiencing difficult medical or personal circumstances which were beyond his or her control and are judged to have contributed to his or her commission of the offence, the body responsible for considering the case is required to take due account of the circumstances in determining the penalty for the offence.

Circumstances such as family pressure, anxiety about assessments, short term illness shall not normally be considered.

Deviation from the recommended penalty

Penalties are normally awarded in line with the recommended University Penalties. This is in order to ensure that students across the University are treated consistently. Where a Committee or School/Faculty deviates from the recommended penalty a full explanation for the reason for the penalty applied should be included in the case report/minutes. The University will annually review the application of penalties and identify any areas of concern.

5.1 Academic Misconduct under Examination conditions

5.1.1 Breach of Examination regulations

In a case of a student being found in possession of an electronic device e.g. mobile phone etc, which is not permitted in the rubric of the examination paper and which has not been used or where there is no evidence that it has been used, the offence shall be considered as a breach of examination regulations only.

The Director of Academic Integrity shall interview the student and draw their attention to the examination regulations. The Director of Academic Integrity shall then decide whether to issue a penalty (see below).

5.1.2 Director of Academic Integrity – Penalties

Breach	Illustrative Example	Penalty	Dealt with by
1 st breach (no previous offence)	Possession of an electronic device e.g. mobile phone etc, which is not permitted in the rubric of the examination paper and which has not been used or where there is no evidence that it has been used.	Written warning	Director of Academic Integrity/ Academic Services
2 nd breach	Possession of an electronic device e.g. mobile phone etc, which is not permitted in the rubric of the examination paper and which has not been used or where there is no evidence that it has been used.	Cancellation of the mark for the paper	Director of Academic Integrity/ Academic Services

Such students will have the right to request a review of this decision under the Final Review Procedures.

<https://myuni.swansea.ac.uk/academic-life/academic-regulations/conduct-and-complaints/final-review-procedure/>

The Director of Academic Integrity may also decide not to issue a penalty but to refer the case to an Academic Misconduct Committee of Enquiry in accordance with regulation 2.6.

Where there is suspicion/evidence that the electronic device may have been used, e.g. witnessed by the invigilator, such cases should be referred to the Director of Academic Integrity who will determine whether a prima case of academic misconduct has been established.

5.1.3 Committee of Enquiry - Penalties

The **recommended penalty** for students found guilty of academic misconduct under examination conditions shall be **the cancellation of the candidate's mark for the module concerned**. However, the full range of penalties is included in Table 1 below. Where a student is allowed to re-take the work in question, the Committee shall also determine whether the marks achieved should be capped or uncapped.

Where an allegation has been substantiated, and this may affect the candidate's ability to practise in a particular profession, the case may also be referred to the Head of School/Faculty who will decide whether to inform the Professional Body. In some instances, the Head of School/Faculty or nominee will be obliged to inform the Professional Body.

Table 1: Penalties under Examination Conditions

Allegation/ Offence	Illustrative Example	Penalty	Dealt with by
1 st allegation (no previous offence)	Minor breach of examination regulations e.g. written or verbal communication which clearly has <u>no bearing</u> on the examination and is <u>not</u> of an academic nature	Written warning	Director of Academic Integrity/ Academic Services
1 st allegation (no previous offence)	Moderate breach of examination regulations e.g. where a student has attempted written or verbal communication with another student relating to the examination, copying from another student's work.	Cancellation of the mark for the paper	Committee
1 st allegation (no previous offence)	Major breaches of examination regulations, e.g. notes taken into examination, which are relevant to the subject area	Mark of 0% in the module	Committee
1 st allegation (no previous offence)	Serious breaches of examination regulations, with evidence of <u>premeditated action</u> e.g. notes pasted into reference books, impersonating another or allowing to be impersonated, use of electronic devices pre-set with relevant material	Cancellation of all marks for the level of study	Committee
2 nd allegation (previous offence)	Minor Plagiarism from published work listed in the bibliography or minor amounts from a source not listed in a	The penalty will be a mark of 0% for the module as a whole.	DAI/DDAI discretion

	<p>bibliography, misrepresentation of data which is of minor importance’.</p> <p>Plagiarism from published work not listed in the bibliography or large sections of plagiarised text in the work & the source is listed in the bibliography, unauthorised collusion with another student, falsification of data which is substantial in extent or importance and where the data are the basis on which conclusions/knowledge are based.</p>	<p>Cancellation of all marks for the level of study</p>	
<p>2nd allegation (previous offence)</p>	<p>Large or substantial texts plagiarised in more than one assignment/module misrepresentation or falsification of data which is major in extent or importance. Placing of an order for a commissioned assignment with no evidence of submission. Commissioning another person to prepare the work on the student’s behalf and the student passing it off as his/her own, falsification/forgery of University documents, use of essay writing companies (purchased or un-purchased work), Fabrication of data</p>	<p>Cancellation of all marks and disqualification</p>	

5.2 Academic Misconduct under non-examination conditions

5.2.1 School/Faculty Level

Cases of 1st allegation (no previous offence) (excluding Postgraduate Taught directed independent learning/theses).

The **recommended penalty** for students found guilty shall be the **cancellation of the candidate's mark for the module concerned** (see Table 2).

However, the full range of penalties is included in Table 2 below. The decision whether to allow a student to retake work/assessment(s) shall be taken by the relevant Examination Board, in accordance with the assessment regulations for the programme.

Where an allegation has been substantiated, and this may affect the candidate's ability to practise in a particular profession, the case may also be referred to the Head of School/Faculty who will decide whether to inform the Professional Body. In some instances, the Head of School/Faculty will be obliged to inform the Professional Body.

5.2.2 Penalties – Committee of Enquiry

The **recommended penalty** for first offence students found guilty under non-examination conditions shall be **the cancellation of the candidate's mark in the module concerned.**

However, the full range of penalties is included in Table 2 below. The decision whether to allow a student to retake work/assessment(s) shall be taken by the relevant Examination Board, in accordance with the assessment regulations for the programme.

Where an allegation has been substantiated, and this may affect the candidate's ability to practice in a particular profession, the case may also be referred to the Head of School/Faculty who will decide whether to inform the Professional Body. In some instances, the Head of School/Faculty will be obliged to inform the Professional Body.

Table 2: Penalties under non-examination conditions

Allegation/ Offence	Case	Illustrative Example	Penalty	Dealt with by
1 st allegation (<i>no previous offence</i>)	Academic Misconduct	Minor plagiarism to include where the amount of the work affected was small and/or it is early in the student's academic career or there is well-founded reason to suppose that the student did not understand the academic conventions.	Written warning or written warning and plagiarised text to be ignored when marking, resulting in a reduced mark.	School/Faculty
1 st allegation (<i>no previous offence</i>)	Academic Misconduct	Plagiarism from published work listed in the bibliography or minor amounts from a source not listed in a bibliography, misrepresentation of data which is of minor importance'.	The penalty will be a mark of 0% for the assignment /component(s).	School/Faculty
1 st allegation (<i>no previous offence</i>)	Academic Misconduct	Plagiarism from published work not listed in the bibliography or large sections of plagiarised text in the work & the source is listed in the bibliography, unauthorised collusion with another student, falsification of data which is substantial in extent or importance and where the data are the basis on which conclusions/knowledge are based.	The penalty will be a mark of 0% for the module as a whole.	School/Faculty
1 st allegation (<i>no previous offence</i>)		Large or substantial texts plagiarised in more than one assignment/module misrepresentation or falsification of data which is major in extent or importance. Placing of an order for a commissioned assignment with no evidence of submission.	Cancellation of all marks for the level of study	Committee
1 st allegation (<i>no previous offence</i>)	Extreme cases (SU Committee of Enquiry only)	Commissioning another person to prepare the work on the student's behalf and the student passing it off as his/her own, falsification/forgery of University documents, use of essay writing companies (purchased or un-purchased work), Fabrication of data.	Cancellation of all marks and disqualification	Committee

2 nd allegation (previous offence)		<p>Minor Plagiarism from published work listed in the bibliography or minor amounts from a source not listed in a bibliography, misrepresentation of data which is of minor importance.</p> <p>Plagiarism from published work not listed in the bibliography or large sections of plagiarised text in the work & the source is listed in the bibliography, unauthorised collusion with another student, falsification of data which is substantial in extent or importance and where the data are the basis on which conclusions/knowledge are based.</p>	<p>The penalty will be a mark of 0% for the module as a whole.</p> <p>Cancellation of all marks for the level of study</p>	DAI/DDAI discretion
2 nd allegation (previous offence)		<ul style="list-style-type: none"> • Large or substantial texts plagiarised in more than one assignment/module misrepresentation or falsification of data which is major in extent or importance. • Placing of an order for a commissioned assignment with no evidence of submission. • Commissioning another person to prepare the work on the student's behalf and the student passing it off as his/her own, falsification/forgery of University documents, use of essay writing companies (purchased or un-purchased work), Fabrication of data 	Cancellation of all marks and disqualification	Committee

5.3 Academic Misconduct in Research Degrees or Taught Master's Directed Independent learning

Due to the nature of supervision of Research students, a case of academic misconduct should normally only be heard officially when a student has formally submitted a thesis for assessment. If a Supervisor suspects an attempt of plagiarism during the period leading up to submission of the thesis, i.e. when drafts of chapters are submitted for comment, then the Supervisor should raise concerns with the student and either advise

on better referencing or require the student to resubmit work. Following submission of work, plagiarism could be detected at one of three stages, normally prior to viva, during viva, or possibly subsequent to the conferment of the award.

Penalties

The penalties available to the Committee of Enquiry are:

1. the issue of a written reprimand to the candidate;
2. the candidate be awarded a decision of Fail, with a right of resubmission;
3. the candidate be awarded a decision of Fail, with no right of resubmission;
4. in the event of a Committee deciding that the above penalties are inappropriate, the Committee may use its discretion to decide upon an appropriate penalty.

The recommended penalties are included in Table 3.

Where an allegation has been substantiated, and this may affect the candidate's ability to practice in a particular profession, the case may also be referred to the Head of School/Faculty or nominee who will decide whether to inform the Professional Body. In some instances, the Head of School/Faculty or nominee will be obliged to inform the Professional Body.

Where a student is allowed to re-submit their work, the mark will be capped.

Table 3: Penalties Research Degrees or Taught Master's Directed Independent learning

Allegation/ Offence	Case	Penalty	Dealt with by
1 st allegation <i>(no previous offence)</i>	Minor Academic Misconduct which does not affect the substance of research	Fail, with a right of resubmission	Committee
1 st allegation <i>(no previous offence)</i>	Major act of Academic Misconduct e.g. substantial sections of the thesis are copied from another source, or statistics fabricated/copied	Fail, with no provision for resubmission	Committee
2 nd allegation <i>(previous offence)</i>		Fail, with no provision for resubmission	Committee

6. Reviews and OIA

6.1 Review of Decision

The academic misconduct procedures are not a judicial process, but a University process. The following basic principles apply:

1. The student should be informed of the case against them, in advance of the case being heard/determined.
2. The student has the right to challenge and respond to the case against them.
3. The person/persons deciding on the case, do so without bias.
4. There is a mechanism for reviewing the decision.
5. Students are entitled to support during the process.

All students found guilty of academic misconduct have the right to request a final review (please see flow charts) under the University's Final Review procedures.

<https://myuni.swansea.ac.uk/academic-life/academic-regulations/conduct-and-complaints/final-review-procedure/>

School/Faculty Academic Integrity Officers may be asked to provide documentation on the case and respond to specific questions raised.

6.2 OIA

Students who are dissatisfied with the outcome of their final review may be able to complain to the Office of the Independent Adjudicator (OIA) provided that their complaint is eligible under its rules (please see the OIA website www.oiahe.org.uk).

APPENDIX ONE – COURSEWORK SUBMISSION PROFORMA

Sample Proforma for Schools/Faculties to refer to. Schools/Faculties should ensure that a mechanism is in place to retain student anonymity.

SWANSEA UNIVERSITY	
School/Faculty	
COURSEWORK SUBMISSION (To be completed and submitted to department)	
Surname:	Forename:
Student No:	Date of Birth:
Degree Programme:	Module Lecturer:
Module Title:	Module Code:
Coursework Title:	
Please indicate whether the coursework is individual work or group project work (Tick appropriate box)	Individual Work: <input type="checkbox"/> Group Project Work: <input type="checkbox"/>
STATEMENT OF ORIGINAL AUTHORSHIP	
I certify that this is my own work, except where otherwise indicated as collaborative work within a School/Faculty and that use of material from other sources has been properly and fully acknowledged in the text. I have read the University’s definition of Academic Misconduct including plagiarism and the School’s/Faculty’s advice on good academic practice. I understand that the consequence of committing academic misconduct, if proven, may include failure. I also certify that neither this piece of work, nor any part of it, has been submitted in the same format in connection with another assessment.	
Signature:	Date:

COURSEWORK SUBMISSION FORM		
For Office use	Initials:	Date received:
	Receipt stamp:	

✂-----

COURSEWORK SUBMISSION RECEIPT		
Coursework Title:		
This part will be returned to you and should be retained as evidence of submission.		
Student name:	Student No:	
For Office use	Initials:	Date received:
	Receipt stamp:	

APPENDIX TWO – SCHOOL ALLEGATION LETTER (FIRST OFFENCE)

Ref: /<Stu No>
<date>

Private and Confidential

<student name>
<address>

And by email: <>@swansea.ac.uk
and: <personal email address>

Dear <>

Re: Suspected Case of Academic Misconduct

I am writing to inform you that there is a prima facie case of academic misconduct against you in respect of <MODULE> (<> credits). **Please find attached the following evidence considered by the School/Faculty**

< list all the evidence>

The allegation is that <>.

This constitutes academic misconduct under the definition of academic misconduct as laid down in Swansea University's Academic Guide. This definition, together with further information regarding Swansea University's academic misconduct regulations, can be found on our website, by visiting: <https://myuni.swansea.ac.uk/academic-life/academic-regulations/assessment-and-progress/academic-misconduct-procedure/>

Either:

You are invited to respond to this allegation, in writing, outlining any facts and/or mitigating circumstances which you would like the School/Faculty to consider. Please also provide any relevant documentary evidence of facts and/or mitigating circumstances. Where you could have reported such circumstances to the School/Faculty, prior to their decision being made, those circumstances cannot subsequently be cited as grounds for review. You are also invited to declare any other work which you would like the School/Faculty to take into consideration. Please address your response to <>, responses must be submitted by <>. If the School/Faculty has not received a response from you by this date, your case will be determined on the evidence available. A further letter will be sent to you in due course and you will also be notified of the review process if applicable.

Or:

You are invited to respond to this allegation by attending a meeting in the School/Faculty on <date> at <time> in <venue> with <names of those to be present at the meeting>. I would be grateful if you can confirm your attendance by contacting <name> by <deadline>. You may be accompanied at the meeting by another member of Swansea University or a Students' Union representative (to include an advisor from the Students' Union Advice Centre; detailed below). Please note that a record of the meeting will be taken.

*In order that all evidence can be provided to all parties before the date of the meeting, if there is any additional evidence that you would like to be considered, I would ask that you please forward to me all such evidence in writing **by <> 2022**. All evidence received will be circulated to the staff who will be present at the meeting, <IN COLLUSION CASES ALSO INCLUDE and the other student(s)> prior to the meeting. Please note that the School/Faculty may refuse to consider any evidence received from you after this date.*

If you fail to attend this meeting or contact the School/Faculty your case will be determined on the evidence available. At this meeting you are invited to respond to this allegation and to explain any mitigating circumstances which you would like the School/Faculty to consider. You are advised to take to this meeting any relevant documentary evidence of facts and/or mitigating circumstances. Where you

could have reported such circumstances to the School/Faculty, prior to their decision being made, those circumstances cannot subsequently be cited as grounds for review. *You are also invited to declare any other work which you would like the School/Faculty to take into consideration.*

Advice for academic misconduct is available from the Students' Union Advice Centre, Ground Floor, Fulton House. Please telephone (01792) 295821 or email advice@swansea-union.co.uk for an appointment.

Yours sincerely

<name>
School/Faculty Academic Integrity Officer

Encl. documentation

APPENDIX THREE – SCHOOL ALLEGATION LETTER (SECOND OFFENCE)

Ref: /<Stu No>
<date>

Private and Confidential

<student name>
<address>

And by email: <>@swansea.ac.uk
and: <personal email address>

Dear <>

Re: Suspected Case of Academic Misconduct

I write further to my letter issued to you on <date> in which I informed you that there was a suspected case of academic misconduct against you in respect of <module> (<> credits). The allegation referred to the Director of Academic Integrity was that <allegation>.

The Director of Academic Integrity has now considered the evidence and determined that there is a prima facie case of academic misconduct. The Director of Academic Integrity has decided that the allegation should be dealt with by the School/Faculty and I am writing to confirm the arrangements for this meeting.

Please find attached the following evidence in respect of your case:

< list all the evidence>

The allegation is that <>.

This constitutes academic misconduct under the definition of academic misconduct as laid down in Swansea University's Academic Guide. This definition, together with further information regarding Swansea University's academic misconduct regulations, can be found on our website, by visiting: <https://myuni.swansea.ac.uk/academic-life/academic-regulations/assessment-and-progress/academic-misconduct-procedure/>

You are invited to respond to this allegation by attending a meeting in the School/Faculty on <date> at <time> in <venue> with <names of those to be present at the meeting>. I would be grateful if you can confirm your attendance by contacting <name> by <deadline>. You may be accompanied at the meeting by another member of Swansea University or a Students' Union representative (to include an advisor from the Students' Union Advice Centre; detailed below). Please note that a record of the meeting will be taken.

In order that all evidence can be provided to all parties before the date of the meeting, if there is any additional evidence that you would like to be considered, I would ask that you please forward to me all such evidence in writing **by date**. All evidence received will be circulated to the staff who will be present at the meeting, Please note that the School/Faculty may refuse to consider any evidence received from you after this date.

If you fail to attend this meeting or contact the School/Faculty your case will be determined on the evidence available. At this meeting you are invited to respond to this allegation and to explain any mitigating circumstances which you would like the School/Faculty to consider. You are advised to take to this meeting any relevant documentary evidence of facts and/or mitigating circumstances. Where you could have reported such circumstances to the School/Faculty, prior to their decision being made, those

circumstances cannot subsequently be cited as grounds for review. You are also invited to declare any other work which you would like the School/Faculty to take into consideration.

Please be advised that you do have the option of your case being considered by a University Committee of Enquiry rather than your School/Faculty Academic Integrity Officers. If this is your preference, please let me know as soon as possible and in advance of the scheduled meeting date above.

Advice for academic misconduct is available from the Students' Union Advice Centre, Ground Floor, Fulton House. Please telephone (01792) 295821 or email advice@swansea-union.co.uk for an appointment. I would strongly recommend that you contact the Advice Centre for support in respect of your case.

Yours sincerely

<name>
School/Faculty Academic Integrity Officer

Encl. documentation

APPENDIX FOUR – PENALTY LETTER

Ref: /<Stu No>

<date>

Private and Confidential

<student name>

<address>

And by email: <>@swansea.ac.uk
and: <personal email address>

Dear <>

Re: Academic Misconduct

I am writing to inform you that the School/Faculty Academic Integrity Officer(s) have now considered the allegation of academic misconduct against you, that you

<insert allegation>

Following consideration of all of the evidence presented, it has been decided that the allegation has been substantiated.

The School/Faculty has decided that you be awarded the following penalty:

<insert penalty option from regulations e.g.:

- 3.9.1 the issue of a written reprimand to the candidate and the text to be ignored when marking, resulting in a reduced mark;

You are required to meet with <your Academic Mentor/Supervisor or insert any other relevant staff> to discuss the issue of academic misconduct and obtain guidance on how to avoid it in the future.

Support and guidance on referencing is also available from your subject librarian. Contact details for subject librarians can be found at the following link <http://www.swan.ac.uk/iss/libraries/subjectinformation/> . The subject librarians can offer support on referencing skills and will confirm to your School/Faculty that you have proactively sought advice and attended a session with your librarian.

I must also warn you that if you are found guilty of academic misconduct on a further occasion the likely penalty will be the cancellation of all marks for the level and you will be withdrawn from the University.

Please be advised that if you have a professional registration with a professional, statutory or regulatory body, it is your responsibility to notify this professional body of the academic misconduct outcome, where appropriate.

If you decide that you wish to request a review of this decision, you need to do so in writing by completing form AR1RD-2-B1 Final Review Application Form within 14 working days of the date of this letter in accordance with the University's Final Review Regulations. The form should be addressed to the Student Cases Office, and can either be sent by email to myunihub@swansea.ac.uk or by post to Academic Services, Stable Block, Singleton Park, Swansea SA2 8PP The procedures and review grounds can be accessed from the University's website at:

<https://myuni.swansea.ac.uk/academic-life/academic-regulations/conduct-and-complaints/final-review-procedure/>

Advice for academic misconduct is available from the Students' Union Advice Centre, Ground Floor, Fulton House. Please telephone (01792) 295821 or email advice@swansea-union.co.uk for an appointment.

Please note that cases will only be considered based on the following grounds for review:

- Irregularities in the conduct of the relevant procedures, which are of such a nature as to cause reasonable doubt whether the party/parties concerned would have reached the same decision had they not occurred;
- New evidence which was not made available to the party/parties concerned when the candidate's case was considered and which can be shown to be relevant to the case. The student must show a compelling reason why such evidence was not made known prior to the decision being made. Where the student could have made the new evidence available prior to the decision being made, such evidence cannot subsequently be cited as grounds for review.
- That the decision reached was unreasonable on the information which had been available to the party/parties when the case was considered. To apply this ground the student must explain why no reasonable person could have reached the decision that was made.

Please note that if you are a sponsored student or a student on a professional programme, the University may be obliged to inform your sponsor/professional body of the outcome of this allegation.

The University offers a suite of on-line courses which aim to support students with their studies. One of the courses focuses on academic integrity. If you have not already done so please complete the course which is available on Canvas under the "my studies" tab. If you have already completed the course you may wish to re-visit the course. You can access the course via your Canvas account. The course is available under "My Organisations" and is entitled Academic Success Skills for learning, Skills for life. You should then select course "03 Academic Integrity". **Following completion of the self-directed learning, there is a short online quiz, which will only take about 5 minutes to complete, to assess your level of understanding of the learning material. You can revisit the training material and retake the quiz as many times as you wish.** On the site there is also a link to a **feedback questionnaire**, which we would be grateful if you could complete. It will only take 5 minutes and will be anonymous. The data from this will be used for statistical purposes to provide the University with an evaluation of the course content. We respect the privacy of those taking part and as such individual responses are confidential and at no point will students be identified. The full course should take about 1 hour to complete.

Yours sincerely

<name>
School/Faculty Academic Integrity Officer

cc Andrea Watkins/Heather Casey, Academic Services

APPENDIX FIVE – UNSUBSTANTIATED LETTER

Ref: /<Stu No>

<date>

Private and Confidential

<student name>

<address>

And by email: <>@swansea.ac.uk
and: <personal email address>

Dear <>

Re: Academic Misconduct

I am writing to inform you that the School/Faculty Academic Integrity Officer(s) have now considered the allegation of academic misconduct against you, that you

<insert allegation>

Following consideration of all of the evidence presented, it has been decided that the allegation has been unsubstantiated. No further action will be taken against you with regard to this allegation and no record of this allegation of academic misconduct will be placed on your record.

Optional paragraph (can be adapted as appropriate) :

I would just like to advise you that this case was brought to our attention and investigated because your lecturer had concerns regarding your submission. Whilst it has been found that you have not been found guilty of academic misconduct, your work has been found to contain poor referencing. As such, to help you to avoid the risk of committing academic misconduct, we would encourage you to seek help on referencing from your subject librarian. Contact details for subject librarians can be found at the following link <http://www.swan.ac.uk/iss/libraries/subjectinformation/>. The subject librarians can offer support on referencing skills and will confirm to your School/Faculty that you have proactively sought advice and attended a session with your librarian. I would also like to draw your attention to Swansea University's Centre for Academic Success: <http://www.swansea.ac.uk/cas/>

The University offers a suite of on-line courses which aim to support students with their studies. One of the courses focuses on academic integrity. If you have not already done so please complete the course which is available on Canvas under the "my studies" tab. If you have already completed the course you may wish to re-visit the course. You can access the course via your Canvas account. The course is available under "My Organisations" and is entitled Academic Success Skills for learning, Skills for life. You should then select course "03 Academic Integrity". **Following completion of the self-directed learning, there is a short online quiz, which will only take about 5 minutes to complete, to assess your level of understanding of the learning material. You can revisit the training material and retake the quiz as many times as you wish.** On the site there is also a link to a **feedback questionnaire**, which we would be grateful if you could complete. It will only take 5 minutes and will be anonymous. The data from this will be used for statistical purposes to provide the University with an evaluation of the course content. We respect the privacy of those taking part and as such individual responses are confidential and at no point will students be identified. The full course should take about 1 hour to complete.

Yours sincerely

<name>

School/Faculty Academic Integrity Officer

Cc academicintegrity@swansea.ac.uk

Ref: /<Stu No>

<date>

Private and Confidential

<student name>

<address>

And by email: <>@swansea.ac.uk
and: <personal email address>

Dear <>

Re: Suspected Case of Academic Misconduct

I am writing to inform you that there is a suspected case of academic misconduct against you in respect of <MODULE> (<> credits). The allegation referred to the Director of Academic Integrity is that <ALLEGATION>.

This constitutes academic misconduct under the definition of academic misconduct as laid down in Swansea University's Academic Guide. This definition, together with further information regarding Swansea University's academic misconduct regulations, can be found on our website, by visiting: <https://myuni.swansea.ac.uk/academic-life/academic-regulations/assessment-and-progress/academic-misconduct-procedure/>

As this case involves <more than one assignment or second offence / PG dissertation / thesis> your case has been referred to the University's Director of Academic Integrity. If the Director of Academic Integrity confirms that there is a prima facie case of academic misconduct against you, arrangements will be made for the hearing of your case. A letter confirming the date of the hearing and copies of the evidence will be forwarded to you in due course.

Advice and/or representation for academic misconduct is available from the Students' Union Advice Centre, Ground Floor, Fulton House. Please telephone (01792) 295821 or email advice@swansea-union.co.uk for an appointment.

Yours sincerely

<name>

School/Faculty Academic Integrity Officer

cc Mrs Andrea Watkins, Academic Services

APPENDIX SEVEN – ACADEMIC INTEGRITY VIVA LETTER

Ref: /<Stu No>
<date>

Private and Confidential

<student name>
<address>

And by email: <>@swansea.ac.uk
and: <personal email address>

Dear <>

Re: Academic Integrity Viva

I am writing to inform you that you are required to attend an Academic Integrity viva. This issue relates to the <assignment> which you submitted for module <>. Please find attached the assignment you submitted to your School/Faculty.

Your School/Faculty are concerned that there may be elements of Academic Misconduct within your work, and wish to test your knowledge of the work you have submitted. The definition of Academic Misconduct, together with further information regarding Swansea University's academic misconduct regulations, can be found on our website, by visiting: <https://myuni.swansea.ac.uk/academic-life/academic-regulations/assessment-and-progress/academic-misconduct-procedure/>

As part of the investigation process and in accordance with the University's procedures the School/Faculty has decided to hold an academic integrity viva during which you will be questioned on aspects of your work.

You are required to attend a meeting in the School/Faculty on <date> at <time> in <venue>. I would be grateful if you can confirm your attendance by contacting <name> by <deadline> with <names of those to be present at the meeting>.

You may be accompanied by a friend or representative from the Students' Union Advice Centre. You may contact the Advice Centre on 01792 295821 or via email on advice@swansea-union.co.uk.

Please bring with you any evidence of preparatory work relating to your work such as drafts, sources or feedback. If you have received any third party assistance with your work (e.g. you have used a proof reader) you are advised to bring with you a copy of the original un-amended work. This will assist the panel in assessing the extent to which amendments have impacted on the quality of the work.

(If you are unable to attend the viva it may be possible to reschedule the meeting. Please contact <> as soon as possible to discuss this option. Please note that failure to attend the academic integrity viva, without good reason may result in inferences being drawn in relation to your case.)

Based on the academic integrity viva, the School/Faculty will decide whether to pursue the issue further and will advise you of the outcome of this decision in due course.

Yours sincerely

<name>
School/Faculty

NB: Should not be the AIO – should be two staff members with knowledge of the subject

APPENDIX EIGHT – CASE REPORT

Please note that cases will normally be completed within 60 days of the allegation being made

School/Faculty _____ ACADEMIC MISCONDUCT CASE REPORT Sections A-D to be completed by first Academic Integrity Officer. Sections E-G to be completed by second Academic Integrity Officer		
SECTION A: Student Details		
Name in full:	Student Number:	
Level or Year of Study:	Date of Case:	
Degree Programme:		
Module(s) affected:		
SECTION B: Allegation – please state in full		
SECTION C: Initial Stages:		
Reported By (name of staff member):		
Prima facie case determined by 1 st Academic Integrity Officer:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Previous offences:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Student contacted:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Written response received from student (if so attach):	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Student interviewed and record of meeting (if so attach record):	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Notes of Meeting (Please record date, attendees, student's reply to allegation, any mitigating circumstances and a list of any evidence provided by the student in relation to the allegation or to mitigating circumstances): <div style="height: 150px;"></div>		
SECTION D: Recommendations of 1st Academic Integrity Officer Academic Integrity Officer (detail or attach)		

SECTION E: Case Outcome determined by 2nd Academic Integrity Officer:	
Substantiated <input type="checkbox"/>	Unsubstantiated
Detail reasons for finding allegation substantiated (where applicable):	
SECTION F: LIST ANY MITIGATING CIRCUMSTANCES and whether these are evidenced and accepted (including reasons for decision) Please see attached guidance.	
SECTION G: Case Details – Penalty (if substantiated) determined by 2nd Academic Integrity Officer:	
Written reprimand and the plagiarised text to be ignored when marking, resulting in reduced mark	
0% for assignment (please specify the component as it appears on the assessment system e.g. CW1):	<input type="checkbox"/>
0% for the module component(s)	<input type="checkbox"/>
0% for module:	<input type="checkbox"/>
0% for level of study (this penalty is available for second offences cases only)	<input type="checkbox"/>
Other (please specify):	<input type="checkbox"/>
Detail reasons for decision as to penalty (e.g. relevant aggravating and mitigating factors):	
Severity of plagiarism offence (if applicable). Please note recommended penalties within table attached:	
Minor plagiarism to include where a small amount of the work affected was small and/or it is early in the student's academic career or there is well-founded reason to suppose that the student did not understand the academic conventions	
Plagiarism from published work listed in the bibliography or minor amounts from a source not listed in a bibliography, misrepresentation of data which is of minor importance	
Plagiarism from published work not listed in the bibliography or large sections of plagiarised text in the work & the source is listed in the bibliography, unauthorised collusion with another student, falsification of data which is substantial in extent or importance and where the data are the basis on which conclusion/knowledge based	
Reasons for decision on penalty, taking into account the recommended penalties within table attached: (List reasons for deviating from recommended penalty, i.e., academic level, mitigating circumstances, aggravating features, weighting of the assessment within module etc)	

Signed by (2 nd AIO Officer):	Date:
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Completed from must be sent to Academicintegrity@swansea.ac.uk with any attached documents, e.g.: referral of suspected academic misconduct form (if applicable), letters sent to student. Documents relevant to case i.e., Turnitin reports, student representations shall be retained by the School/Faculty and will be requested by Academic Services in the event of a Final Review.

Extracts from the Code of Practice for dealing with Cases of Academic Misconduct 2021/22

Mitigating Circumstances

Mitigating circumstances may be taken into account. The University does not accept a student's medical or personal circumstances as an excuse/reason for academic misconduct. However, the bodies responsible for imposing penalties for academic misconduct are obliged to consider whether the penalty should be mitigated in the light of personal or medical circumstances.

Schools/Faculties should be convinced that the mitigating circumstances have a direct bearing on the case and, in particular, had influenced the action(s) of the student concerned, for example severe mental health problems where a student's capacity for rational judgement has been severely impaired. In cases where a student has been found to have committed academic misconduct and was experiencing difficult medical or personal circumstances which were beyond his or her control and are judged to have contributed to his or her commission of the offence, the body responsible for considering the case is required to take due account of the circumstances in determining the penalty for the offence. Circumstances such as family pressure, anxiety about assessments, short term illness shall not normally be considered.

Candidates raising mitigating circumstances, must provide evidence in support of the circumstances and provide clarity on their effect. Where a candidate could have reported such circumstances to the School/Faculty, prior to the decision being made, those circumstances cannot subsequently be cited as grounds for review.

Please find below an example of how mitigating circumstances may be taken into account when determining penalty and recorded on case report:

- *Student informed School AIO that they had experienced a depressive episode during the lead up to the assignment submission deadline and provided copy of recent GP's letter confirming that this was the case. AIO accepted that student's mental health condition had affected their judgment and decided to award lower penalty in light of the mitigating circumstances.*

Deviation from the recommended penalty

Penalties are normally awarded in line with the recommended University Penalties. Where a School/Faculty deviates from the recommended penalty a full explanation for the reason for the penalty applied should be included in the case report/minutes.

Table of Standard Penalties – Non exam conditions

Allegation/ Offence	Case	Illustrative Example	Penalty	Dealt with by
1 st allegation (no previous offence)	Academic Misconduct	Minor plagiarism to include where a small amount of the work affected was small and/or it is early in the student's academic career or there is well-founded reason to suppose that the student did not understand the academic conventions	Written warning or written warning and text to be ignored when marking, resulting in a reduced mark	School/Faculty
1 st allegation (no previous offence)	Academic Misconduct	Plagiarism from published work listed in the bibliography or minor amounts from a source not listed in a bibliography, misrepresentation of data which is of minor importance	The penalty will be a mark of 0% for the assignment /component(s).	School/Faculty
1 st allegation (no previous offence)	Academic Misconduct	Plagiarism from published work not listed in the bibliography or large sections of plagiarised text in the work & the source is listed in the bibliography, unauthorised collusion with another student, falsification of data which is substantial in extent or importance and where the data are the basis on which conclusions/knowledge are based	The penalty will be a mark of 0% for the module as a whole.	School/Faculty
2 nd allegation (previous offence)	Academic Misconduct	Minor Plagiarism from published work listed in the bibliography or minor amounts from a source not listed in a bibliography, misrepresentation of data which is of minor importance'. Plagiarism from published work not listed in the bibliography or large sections of plagiarised text in the work & the source is listed in the bibliography, unauthorised collusion with another student, falsification of data which is substantial in extent or importance and where the	The penalty will be a mark of 0% for the module as a whole. Cancellation of all marks for the level of study	DAI/DDAI discretion

		data are the basis on which conclusions/knowledge are based.		
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AR1RD-2-BI

Swansea University
Prifysgol Abertawe

FINAL REVIEW APPLICATION FORM
FFURFLEN GAIS AR GYFER ADOLYGIAD TERFYNNOL

This form is only to be used when requesting a final review against the decisions of a Committee of Enquiry (including Academic Misconduct Boards) or final determinations under the Academic Appeal Regulations, Disciplinary Procedures and Complaints Procedures. You are advised to read the Final Review Procedures [accessible via the Online Guide or available from Academic Services] before completing this Form.

If you wish to appeal against the decision of the Examination Board or one of its sub-committees please complete the 'Request for Appeal' form and refer to the Academic Appeal Regulations.

Dylid defnyddio'r ffurflen hon wrth wneud cais am adolygiad terfynol yn erbyn penderfyniadau gan Bwyllgor Ymchwilio (gan gynnwys Byrddau Arferion Annheg) neu penderfyniadau terfynol dan y Rheoliadau Apeliadau Academaidd, Gweithdrefnau Disgyblu a Gweithdrefnau Cwyno yn unig. Fe'ch cynghorir i ddarllen y Gweithdrefnau Adolygiadau Terfynol [sydd ar gael drwy'r Canllaw Ar-lein neu sydd ar gael gan y Gofrestrfa Academaidd] cyn cwblhau'r ffurflen hon. Os ydych yn dymuno apelio yn erbyn penderfyniad y Bwrdd Arholi neu un o'i is-bwyllgorau, cwblhewch y ffurflen 'Cais am Apêl' a gweler y Rheoliadau Apeliadau Academaidd.

SECTION A / ADRAN A (Personal Details / Manylion Personol)

Name in full / Enw'n llawn:	Student Number / Rhif Myfyriwr:
Address / Cyfeiriad:	
Contact Telephone Number / Rhif Ffôn Cyswllt:	
Contact Email Address / Cyfeiriad E-bost Cyswllt:	
School/Faculty / Ysgol/Cyfadran:	Programme of Study or Research / Rhaglen Astudio neu Ymchwil:
Level or Year of Study / Lefel neu Flwyddyn Astudio:	Decision you wish to be reviewed / Y Penderfyniad yr hoffech iddo gael ei adolygu:

SECTION B / ADRAN B (Grounds for Review / Rhesymau ar gyfer yr Adolygiad)

Requests for final reviews should be based upon one or more of the following grounds, please indicate with a cross which of the following grounds your review is based / Dylai ceisiadau am adolygiadau terfynol fod yn seiliedig ar un neu fwy o'r rhesymau canlynol. Rhowch groes i ddynodi ar ba reswm neu resymau o blith y canlynol y mae'ch cais am adolygiad yn seiliedig:

irregularities in the conduct of the relevant procedures, which are of such a nature as to cause reasonable doubt whether the party/parties concerned would have reached the same decision had they not occurred / anghysonderau wrth weithredu'r gweithdrefnau perthnasol, sydd o'r fath natur fel eu bod yn codi amheuaeth resymol a fyddai'r parti/partion dan sylw wedi dod i'r un penderfyniad pe na baent wedi digwydd;	<input type="checkbox"/>
new evidence which was not made available to the party/ parties concerned when the candidate's case was considered and which can be shown to be relevant to the case. The student must show a compelling reason why such evidence was not made known prior to the decision being made. Where the student could have made the new evidence available prior to the decision being made, such evidence cannot subsequently be cited as grounds for review / tystiolaeth newydd na chyflwynwyd i'r parti/partion dan sylw pan ystyriwyd achos yr ymgeisydd ac y gellir dangos ei fod yn berthnasol i'r achos. Rhaid i'r myfyriwr ddangos rheswm anorchfygol paham na roddwyd gwybod am y dystiolaeth hon cyn i'r penderfyniad gael ei wneud. Pan fyddai ymgeisydd wedi gallu rhoi gwybod am y dystiolaeth newydd cyn i'r penderfyniad gael ei wneud, ni ellir cyfeirio at dystiolaeth o'r fath yn ddiweddarach fel rheswm dros adolygiad.	<input type="checkbox"/>

that the decision reached was unreasonable on the information which had been available to the party/parties when the case was considered. To apply this ground the student must explain why no reasonable person could have reached the decision that was made / fod y penderfyniad a wnaed yn afresymol o ystyried yr wybodaeth oedd ar gael i'r parti/partion pan ystyriwyd yr achos. Os yw'r myfyriwr yn defnyddio'r sail hwn mae rhaid iddo ef/iddi hi esbonio pam na fyddai unrhyw unigolyn rhesymol wedi gallu dod i'r penderfyniad a gafodd ei wneud.



SECTION C / ADRAN C (Additional Information / Gwybodaeth Ychwanegol)

Please provide details as to why you are requesting a final review on one or more of the grounds mentioned above, including why you consider the final decision of the University to be unsatisfactory to you. (Please continue on a separate sheet if required) / *Rhowch fanylion i nodi pam eich bod yn gwneud cais ar gyfer adolygiad terfynol ar sail un neu fwy o'r rhesymau a grybwyllwyd uchod, gan gynnwys pam eich bod yn ystyried bod penderfyniad terfynol y Brifysgol yn anfoddhaol. (Gallwch barhau ar ddalen ar wahân os oes angen)*

SECTION D / ADRAN D (Outcome of your final review/ Canlyniad eich adolygiad terfynol)

What would be the preferred outcome of your final review / *Pa ganlyniad fydddech yn dymuno'i gael ar ddiwedd eich adolygiad terfynol?*

SECTION E / ADRAN E

Please submit the following documents in support / *Cyflwynwch y dogfennau canlynol i ategu eich cais :*

1. A chronology listing in date order all letters, phone calls and meetings that are relevant to your final review request / *Rhestr gronolegol yn nhrefn dyddiadau o'r holl lythyrau, galwadau ffôn a chyfarfodydd sy'n berthnasol i'ch cais am adolygiad terfynol:*

2. A copy of all relevant correspondence and other documentation. (Please ensure the information is complete.) / *Copi o'r holl ohebiaeth a dogfennaeth arall berthnasol. (Sicrhewch fod yr wybodaeth yn gyflawn.)*

Please keep a copy of this form and the documents you send. Do not send original documents. / Cadwch gopi o'r ffurflen hon a'r dogfennau a anfonwch. Peidiwch ag anfon dogfennau gwreiddiol.

DECLARATION / DATGANIAD

I declare that, to the best of my knowledge, all the information I have supplied/attached with this form is true, accurate and complete and acknowledge that the submission of fraudulent information could lead to the University taking disciplinary action.

Yr wyf yn datgan bod yr holl wybodaeth yr wyf wedi'i darparu ar/ei hatodi wrth y ffurflen hon, hyd y gwn i, yn wir, yn gywir ac yn gyflawn ac yr wyf yn cydnabod y gallai cyflwyno gwybodaeth dwyllodrus arwain at gamau disgyblu gan y Brifysgol.

I give my consent for this information to be circulated to the relevant members of staff for the purpose of investigating my Final Review.

Yr wyf yn rhoi caniatâd i'r wybodaeth hon gael ei chylchredeg ymhlith yr aelodau o staff perthnasol at ddibenion ymchwilio i'm Hadolygiad Terfynol.

Signed / Llofnod:

Date / Dyddiad:

Advice for Final Reviews is available, free of charge, from the Students' Union Advice Centre, Ground Floor, Fulton House. Please telephone (01792) 295821 for an appointment.

If you do access support from the Students' Union Advice Centre, please tick the box if you wish the Advice Centre to be notified of the outcome of your Final Review.

Mae cyngor ynghylch Adolygiadau Terfynol ar gael, am ddim, o Ganolfan Gynghori Undeb y Myfyrwyr, Llawr Gwaelod, Tŷ Fulton. Ffoniwch (01792) 295821 i drefnu apwyntiad.

Os ydych wedi cael cefnogaeth gan Ganolfan Gynghori Undeb y Myfyrwyr, ticiwch y blwch isod os ydych yn dymuno i'r Ganolfan Gynghori gael gwybod canlyniad eich Adolygiad Terfynol.



I am new in the role of Academic Integrity Officer, where can I get help/advice?

If you are new to the role you should as a minimum:

- Read the Code of Practice on Academic Misconduct (available from Academic Services)

Read through the University Academic Misconduct procedure, which is available in the on-line Academic Guide under: <https://myuni.swansea.ac.uk/academic-life/academic-regulations/assessment-and-progress/academic-misconduct-procedure/>

You could also:

- Meet with other Academic Integrity Officers in your School/Faculty, Academic Services or the Director/Deputy Director of Academic Integrity.
- Ask for advice from other School/Faculty Officers, Academic Services or the Director/Deputy Director of Academic Integrity;
- Attend annual training events.

What do I need to do when I receive a case?

- 1- Determine whether a prima facie case exists or not.
- 2- Check with Academic Services for previous cases involving the same student or students. Please note that this is essential, not only do we confirm if there are previous cases, but we also record any cases you inform us of. This is particularly important during the assessment periods as this information is used to inform Examination Boards. If a case is not pursued/unsubstantiated we can reflect this on our records.
- 3- If it is the student's first offence – you should process the case. Second offences/research theses PGT dissertations and commissioning cases should be referred to the Director of Academic Integrity, via Academic Services.
- 4- If you feel a case exists you should write to the student, using the templates provided in the Code of Practice. Ensure to be clear regarding the allegation **and provide the student with copies of any evidence**. You may ask the student to respond in writing or attend an interview, with you and other staff members, depending on your School/Faculty policy and nature of the case. Set a deadline for the student to respond to your letter, normally 1-2 weeks.
- 5- If the student does not respond or does not wish to provide a response or attend a meeting, you should proceed with the investigation anyway.
- 6- If you need to hold any additional meetings with the student or request further information, you may do so, but the student should be informed that they have the right to be accompanied by a representative from/ seek advice from the Students' Union Advice Centre.
- 7- Following any interview/reply from the student you should decide whether a case of Academic Misconduct exists.
- 8- Where a case does not exist please inform the student and Academic Services. Where a case does exist please forward to the second officer who will issue a penalty in accordance with guidelines given in the Code of Practice on Academic Misconduct.
- 9- Ensure that the case report is completed in full and forwarded to Academic Services.

What if I receive a case and there is not enough evidence/information attached for me to make a decision?

You should refer the case back to the member of staff concerned asking for the additional information. You are not expected to gather the information yourself.

What if a member of staff feels that a piece of work is not the student's own but the Turnitin report does not identify plagiarism?

You could advise the member of staff to look for unusual formatting, styles or referencing. It is possible that the student may not have written it themselves. You could also advise that the student be given a viva (see Code of Practice on Academic Misconduct).

What if I have all the evidence but still feel unsure about whether to go ahead with a case?

Please seek a second opinion, either from the other Academic Integrity Officers in your School/Faculty, Academic Services or the Director/Deputy Director of Academic Integrity.

What should I do if a student wants to see me or asks me to help?

We would always encourage staff to meet with students if they feel that they require further information regarding the case and what they need to do. Sometimes students will ask for help putting their submission together. In such cases they should be encouraged to speak with the Students' Union Advice Centre who have experience in helping students with academic misconduct issues. They are located in Fulton House. Students should be encouraged to visit them as soon as possible, especially during the May/June period when they can be very busy dealing with a variety of student cases.

Turnitin Questions

Is there a minimum percentage match for cases?

No, there is no minimum or University guideline regarding the percentage match, as it is felt that this may be misleading.

Do I need to have print outs of all the sources identified in the report?

No in general, it is enough to identify that the work is not the student's own. Turnitin matches to the primary source(s) containing any plagiarised text and therefore, it is possible that the student had not actually used the source identified. The report merely shows that the student is unlikely to have produced the text themselves. The exception to this is where Turnitin matches another student's work.

Do I need to obtain a copy of a source if it matches another student's submission?

Yes, we would recommend that you do, especially where the work matches submissions at Swansea. This is in order that we can rule out self-plagiarism which is not recognised under our regulations. However, it will only be made available if the staff member concerned (usually the module co-ordinator) agrees to this – Turnitin will send a copy of the paper by email to them. If that lecturer gives consent, Turnitin will release the content to the member of staff requesting it. This same process applies whether it is a paper at another institution or a paper in Swansea.

What if I receive a request from someone inside/outside the university?

It is recommended that you comply, unless there is some compelling reason not to. You are advised to remove any details identifying the student.

Do I need a student's permission to release a paper?

No but you should remove any information which identifies the student.

University Cases and Committees of Enquiry

Will I be involved in University Committees?

Normally, cases are referred to the Director of Academic Integrity and he/she will confirm and process the case. University Committees are then set up by Academic Services. You may be asked to provide additional information on any case concerning a student in your School/Faculty.

In addition, you may also be asked to serve on Committees where there are no students from your School/Faculty being dealt with. If it is your first time, we will ensure that the other 2 members of the Committee are experienced and will normally give you a copy of the Chair's notes which detail the format of the hearing. Academic Services staff are also happy to meet with you beforehand and go through any questions or concerns which you may have.

If I am called as a witness what should I expect?

Unfortunately, if there are a number of cases scheduled that day you may experience a wait before you are called to give evidence. After the Committee informs the student of the allegation, the Director of Academic Integrity will outline the case against the student and will call you as his/her witness. This may involve outlining how the case was discovered, what information students are given regarding academic misconduct, weighting of the assignment in question etc. You may be able to leave after this (depending on whether there are any more cases from your School/Faculty being heard) or the Committee may ask you to remain to answer any additional questions. If the student has a prior offence, you are reminded that in accordance with the procedures, the Committee should not be told of prior offences until they have decided whether the case is substantiated. At this point the Committee will be informed of any prior offences by the Committee Secretary.

What if I am called as a witness and cannot attend at that time/date?

We appreciate that due to the number of people involved not everyone will be able to attend the hearing. If you cannot attend the hearing you will normally be asked if another Academic Integrity Officer can attend from the School/Faculty (if appropriate) or be given the chance to send additional information in writing.

Review of Decisions

What if a student is unhappy with the outcome of the case what can they do?

All students have the right to request a final review of the decision. They must submit this in writing to the Director of Academic Services (using the proforma on the web) within 14 days of the result. Students requiring help with the process are encouraged to speak with the Students' Union Advice centre.

Will I be involved in the Review?

The School/Faculty will be asked to supply the full documentation relating to the case. It is possible that you may also be asked to respond to specific questions. For example, any new circumstances may be brought to your attention and you could be asked whether these would have impacted on the outcome of the case had you been aware of them at the time.

What will I be expected to do?

You will be expected to respond to any questions raised and supply any documentation required. It is therefore essential that the case report includes as much information as possible.

Feedback on the regulations and role

What should I do if I want to feedback on the role/regulations?

You should submit any feedback to Academic Services or Director of Academic Integrity at any point during the academic year. In addition, you will be encouraged to raise any issue at the annual training days.

What if I have any questions relating to regulations/procedures?

Please contact Academic Services. Contact details are contained the Code of Practice on Academic Misconduct.

APPENDIX TWELVE – REFERRAL OF SUSPECTED ACADEMIC MISCONDUCT TO SCHOOL AIO

Referral of Suspected Academic Misconduct

Marker/Module convenor to complete details below & please forward to
 (School/Faculty Academic Integrity Officer/ Academic Integrity Manager)

Section 1:			
Module Code:		Submission Date of Assignment on Canvas:	
Staff Name:		Date:	
Student ID:	Surname:	Forename(s):	Turnitin Paper ID:

Section 2:	
Details of Allegation	
Do you consider that the student has plagiarised, colluded or commissioned work? Please state which:	
Percentage of similarity as indicated on Turnitin:	%
Main reasons and sources of concern (e.g. copied verbatim from unknown sources) and their location in the text (e.g. first page, section named "...", etc.):	
<p>PLAGIARISM can be defined as using, without acknowledgement, another person’s work and submitting it for assessment as though it were their own, e.g. through copying or unacknowledged paraphrasing. Poor referencing can lead to unintentional plagiarism; however, whether it is intentional or unintentional, it still constitutes plagiarism. Please note that in the case of <u>self-plagiarism</u>, i.e. used work that they have previously submitted for another assignment, then this is not deemed to be Academic Misconduct in the formal sense. Self-plagiarism is considered poor practice and as such should be addressed through the marking process.</p>	
<p>COLLUSION is defined as two or more students (or other persons) working together without prior authorisation in order to gain an unfair advantage, producing the same or similar piece of work and then attempting to present this work as entirely their own. Allied to this is COMMISSIONING – which is the act of paying for, or arranging for, another to produce a piece of work which is then submitted for assessment as though it were the student’s own work.</p>	

In the case of collusion, please list below the details of the other students potentially involved:		
Student ID	Surname	Turnitin Paper ID

Section 3:

Any further details that may assist the Academic Integrity Officer in confirming that a *prima facie* case exists - *Please also attach any supporting documentation.*

Please send completed form to School/Faculty Academic Integrity Officer in order to complete Academic Misconduct Case Report.