

THE UNIVERSITY OF LEEDS
Taught Students Academic Misconduct Procedure

This procedure replaced the *Cheating, Plagiarism, Fraudulent or Fabricated Coursework and Malpractice in University Examinations and Assessments Procedure* in August 2023. It was last updated in August 2024 and applies to all assessments set from September 2024.

Related resources:

[Academic Integrity information and guidance for students](#)

[Generative AI guidance, policies and procedures](#)

[Proofreading Policy](#)

Postgraduate research students:

[Postgraduate Research Academic Misconduct Procedures](#)

Links to sections:

Declaration of Academic Integrity	2
Types of Academic Misconduct Offence.....	4
Procedure for investigation and determination of cases	7
Stage 1: Local Investigation.....	7
Review of School Level Penalties	9
Stage 2: Committee on Applications (the Committee)	11
Stage 3: Deputy Vice-Chancellor Review.....	12
Final Stage: Office of the Independent Adjudicator for Higher Education.....	12
Penalties for Academic Misconduct	13
Figure 1: Determination of Penalties: School/Committee on Applications	15
Figure 2: School penalties: Foundation Year, Level 0, Level 4	16
Figure 3: School penalties: all Levels that count towards classification	17
Figure 4: Committee on Applications penalties – all Levels.....	19
Penalties and Assessment Regulations	21
General provisions	22
Where to get help and support	24

Introduction

1. It is expected that you can work with others, interpret, and present other people's ideas, and produce your own independent academic work in accordance with the University regulations on assessment and University expectations of Academic Integrity.
2. When you submit work for assessment you are asked to declare that it is your own work using the University's Declaration of Academic Integrity:

Declaration of Academic Integrity

1. For Individual pieces of work

Schools may add to this declaration as they see fit provided that the provisions of the University's Declaration are included.

I am aware that as a member of the University community at the University of Leeds I have committed to working with Academic Integrity and that this means that my work must be a true expression of my own understanding and ideas, giving credit to others where their work contributes to mine.

I declare that the attached submission is my own work.

Where the work of others has contributed to my work, I have given full acknowledgement using the appropriate referencing conventions for my programme of study.

I confirm that the attached submission has not been submitted for marks or credits in a different module or for a different qualification or completed prior to entry to the University.

I have read and understood the University's rules on Academic Misconduct. I know that if I commit an academic misconduct offence there can be serious disciplinary consequences.

I re-confirm my consent to the University copying and distributing any or all of my work in any form and using third parties to verify that this is my own work, and for quality assurance purposes.

I confirm that I have declared all mitigating circumstances that may be relevant to the assessment of this piece of work and I wish to have taken into account.

2. For Group Work

On the understanding that other members of the group have made contributions to the attached submission, I declare that (as in 1 above).

3. All work submitted for assessment is expected to be your own independent work. It must not be work that has been submitted for another assessment either at the University or elsewhere. Where you have been asked to work with others, or where you are presenting other people's work as part of an assessment, you must fully acknowledge this. Where you are suspected of submitting work for assessment in breach of University regulations you may be investigated and penalised for academic misconduct.

4. Academic Misconduct offences are the most serious of offences against the University as they undermine the value of the University's academic awards and reputation for academic excellence. The penalties for academic misconduct reflect the seriousness of the offences. Within the range of penalties students may find that they receive a penalty which has an impact on their final award from the University, or they may be temporarily suspended or permanently excluded from the University community if found to have committed an academic misconduct offence. It is important that students familiarise themselves with the University's expectations of Academic Integrity and the Academic Misconduct Procedure.
5. The Academic Misconduct Procedure (the Procedure) applies to all taught elements of programmes of study at the University, including undergraduate programmes, taught postgraduate study and taught elements of research degrees. This includes full-time, part-time, study abroad students, students studying on an international foundation year, students studying on University of Leeds programmes in Leeds and overseas, and students who have been given permission by the University to sit examinations as external students overseas.
6. The Procedure applies to all summative assessments. Where offences are identified in formative assessments Schools should provide feedback to students on the University expectations of Academic Integrity and provide support for good study practice.
7. The Procedure forms part of the Student Contract between students and the University. The Procedure provides a clear statement of academic misconduct offences and a transparent process for investigation and determination of academic misconduct cases.
8. All University academic misconduct case investigations are investigative rather than adversarial. Allegations and investigations shall be private to the student under investigation, members of the University who are directly concerned with the investigation and consideration of the offence, and the student's Head of Parent School. Findings of any offence and penalty given will form part of a student record.

Types of Academic Misconduct Offence

9. The following are offences under the Procedure:

9.1 **Cheating.** This occurs when a student breaches any of the following University rules governing the conduct of in-person University examinations.

9.2 This includes on campus summative in class tests and practical examinations, such as performance or laboratory assessments. It does not include Remote and Online Proctored examinations; allegations of breaches of the Policy for Online Proctored Assessments should be considered as offences under 9.4-9.9.

9.3 Students shall not, intentionally or otherwise:

- a. introduce unauthorised items or materials into the examination room, e.g. notes (however so recorded), blank paper, mobile telephones or pagers, portable or laptop computers or other electronic devices. This list is not exhaustive, for more information see:
https://students.leeds.ac.uk/info/1000021/important_assessment_information/1112/examination_materials
- b. copy from other students or from notes;
- c. access or copy from sources of information (except as allowed by the examiners) annotate or mark authorised information (except as authorised by the examiners);
- d. disobey the regulations relating to the use of calculators;
- e. communicate in any way with other students or person(s) except the invigilators;
- f. remove script books (blank or otherwise) from the examination room.

9.4 **Plagiarism.** Students shall not intentionally or otherwise present someone else's work, in whole or in part, as their own. Work means any intellectual output, and typically includes but is not limited to text, data, images, sound or performance;

9.5 **Re-use of own work.** Unless permission in writing has been given by the University in advance, students shall not intentionally or otherwise present work for assessment already presented in another assessment (unless this is a part of the assessment) or for a different qualification or completed prior to entry to the University.

9.6 **Collusion.** Students shall not intentionally or otherwise work with others on assessment expected to be produced independently. This includes writing, rewriting, correcting or editing another student's work or suggesting specific edits to their work; sharing answers; providing examples of your own work to be incorporated into another student's work, knowingly aiding another student to copy work, or submitting work for another student.

9.7 **Fabricated coursework.** Students shall not intentionally or otherwise submit work, such as data or reports of laboratory or practical work that is untrue and/or made up - see also Assessment Malpractice Group A offences below.

9.8 **Assessment Malpractice.** Students shall not intentionally or otherwise mislead or deceive the University concerning the work submitted for assessment. Offences are in groups A-D:

Group A

- Taking the work of other students and/or theft.
- Submitting assignments obtained from third parties, whether within or without the University, including on a commercial basis, and including from essay mills or websites.

- Submitting assignments that have been wholly or substantially created with the use of generative artificial intelligence software where this is not permitted by the assessment.
- Fabrication of evidence relating to the submission (including drafts and submission receipts).
- Theft or Misrepresentation of identity (which includes requesting others to undertake an assessment).
- Acting to obtain the assessment questions in advance of the time period for assessment.
- Breaches of the assessment regulations for an online proctored examination.

Offences falling under Group A could be characterised by the following:

- the student is unlikely to have misunderstood the offence;
- there may be an element of premeditation;
- successful commission of the offence would significantly undermine the academic assessment processes and procedures and is likely to give a clear advantage to the dishonest over the honest student;

Group B

- Misrepresenting or defaming the work or opinions of others.
- Submitting the same work to satisfy the requirements of two assessments.
- Submitting assessments that have been partially created with the use of generative artificial intelligence software where this is not permitted by the assessment.
- Submitting assessments that have been created with the use of generative artificial intelligence software where this is permitted by the assessment, but its use is not appropriate to the assessment or it has not been correctly acknowledged or referenced.
- Submitting assessments that have been created with the use of translation tools where this is permitted by the assessment but their use is not appropriate to the assessment or they have not been correctly acknowledged or referenced.
- Making or causing to be made a fraudulent statement concerning the work submitted for assessment or the student's candidature for assessment or examination (this is also intended to address the false signing of a declaration of integrity).

Offences in Group B could be characterised as lesser than those of Group A and may be less clear cut. Consideration of such offences is likely to require careful judgement both to determine on the balance of probabilities the offence itself and to decide upon the penalty.

Group C

- Any breach of University assessment rules which may or may not encompass any of the above.
- Inciting or conspiring with others to commit any of the above offences.
- Sharing University assessment questions with a third party in breach of University copyright.

9.9 Grievous Academic Misconduct. Students shall not intentionally or otherwise submit work in whole or in part that is stolen, obtained by deceit or fraud, obtained from a commercial or non-commercial source, including online, requested or commissioned from a third party, or where the content has been manipulated to avoid detection. Offences include activities which may be commonly described as 'contract cheating', purchase of work from 'essay mills', subscription use of online tutors and online homework sites for payment or otherwise, and substantial misuse of generative artificial intelligence software where this is not permitted in the assessment.

10. **Multiple Offences.** Students may be investigated for multiple offences relating to the same assessment.
11. **Concurrent Offences.** Offences committed in assessments submitted in the same Semester will be regarded as concurrent, and where possible will be investigated at the same meeting.
12. When an academic misconduct offence is detected or suspected the University reserves the right to investigate and take action in respect of other work submitted by a student even if the other work has already been assessed and the marks published.

Procedure for investigation and determination of cases

Stage 1: Local Investigation

Allegations of Cheating

13. Allegations of cheating will be overseen by a University Assessment Manager, who is the Assistant Head of Programmes and Assessment (Assessment) as nominee of the Head of Programmes and Assessment.
14. Where a student is suspected of cheating in an in-person Examination, the University Assessment Manager will investigate the allegation, consulting and informing both the teaching and parent Schools. Where the University Assessment Manager determines that case should not be referred to the Academic Misconduct Procedure, they will notify the student and may issue informal advice on examination rules.
15. Where the University Assessment Manager determines that the case should be referred to the Academic Misconduct Procedure, they will provide and assemble a Report within 10 working days that includes the following documentation and supporting evidence:
 - a. a report including the results of consultations with the teaching and the parent School and external authorities (where the examination has been taken overseas);
 - b. a copy of the examination question paper (see below);
 - c. a copy of the Student's script book(s) for the examination in question;
 - d. a copy of this Procedure.
16. The University Assessment Manager's Report will be sent simultaneously to the Student Cases Team, the student, and the student's teaching and parent Schools for consideration by the Committee on Applications under Stage 2 of the Procedure.
17. The original evidence will be sent to the Student Cases Team and a copy will be provided to the candidate. If the evidence is of a type that makes it difficult or impossible to provide a copy, i.e. a mobile phone, calculator, pencil case, annotated dictionary etc, then this will be recorded in the report and the article sent to the Student Cases Team. If the examination paper is not to be provided (e.g. for academic and business reasons) to the candidate the fact and reason for this being withheld will be recorded in the Assessment Manager's report.

All other Academic Misconduct allegations

18. Where a student is suspected of an offence other than Cheating, the School where the concern has arisen ('The Investigating School') will:
 - a. ensure that the student's parent School is kept informed (if not the same School).
 - b. ask the student's parent School (if not the same) whether there have been previous offences.
 - c. determine (if appropriate) whether any further assessment currently or previously submitted by the student is subject to an academic misconduct investigation under the Procedure.
19. It is expected that module leaders will discuss with markers any concerns about academic integrity and raise potential offences with the School Academic Integrity Lead for review. The investigation will be led by the Academic Integrity Lead as the nominee of the Head of School, and Module Leaders will be responsible for preparation of paperwork relating to the investigation of an alleged offence on their modules.

20. Some offences are closely related to other academic misconduct offences. Where it is unclear what offence is alleged from the initial evidence, allegations should be put to students against all possible offences for further investigation.
21. The Investigating School will assemble the evidence and will give the student not less than 3 working days' notice in writing of:
 - a. the allegation(s);
 - b. the details of all the piece(s) of work that will be discussed;
 - c. the evidence being relied on by the School, including details of any use by the School of technology to support detection of academic misconduct in accordance with the University Code of Practice for use of Similarity Detection Software;
 - d. in cases of alleged plagiarism, marked-up work which the student will retain after the School meeting;
 - e. the date of the School Investigation meeting (the Investigation Meeting) (see below).
22. The Investigation Meeting will:
 - a. normally comprise the Academic Integrity Lead as nominee of the Head of School and up to two other members of School staff, including those academic staff most closely associated with the work in question
 - b. be minuted by a member of the School attending the Investigation Meeting;
 - c. address all the allegations faced by the student;
 - d. allow the student an opportunity to explain how they created the work submitted;
 - e. ask the student whether the offence is admitted or denied;
 - f. determine on the evidence whether an offence has occurred on a balance of probabilities (i.e. more likely than not); and
 - g. provide an opportunity for the student to put forward evidence of any mitigating circumstances at the time of the assessment.
 - h. may be conducted in person or online at the discretion of the School
23. Students are encouraged to attend the Investigation Meeting with a supporter under the terms of paragraph 78.
24. Where the student is absent from the meeting without good cause they will be presumed to have admitted the allegations. The School will progress the case as an admitted offence. 'Good cause' is at the discretion of the School, but it is expected that there is evidence from a third party explaining why the student cannot attend at the date and time of the meeting.
25. Where the student admits the allegation(s) the School will decide whether it can give a penalty or whether it is necessary to forward the case to the Committee on Applications for a penalty to be given. (Refer to figure 1: determination of penalties).
26. Where the student denies the allegation(s), after the student has withdrawn from the Investigation Meeting, the School will make a preliminary determination as to whether the student has committed an offence of assessment misconduct. The Investigation Meeting will record the reasons and its findings as the conclusion of the minutes. If the Investigation Meeting considers that the student has committed an offence, the case must always be referred to the Committee on Applications for final determination.
27. Where a penalty is to be given by the Investigating School, the School should decide upon the penalty (refer to figures 2 and 3: school penalties), inform the student and report the case and penalty to the Student Cases Team. A copy of the minutes of the Meeting, including the Investigating School's findings, conclusions and determination - together with a letter giving the penalty, should be sent to the student no later than 10 working days after the Investigation Meeting and simultaneously be copied both to the student's parent School

and to the Student Cases Team. All cases resolved at School or Faculty level will be entered into the student's record and notified to the Student Cases Team.

28. If the Investigation Meeting finds that the allegation of academic misconduct has not been proven the School will, within 10 working days of the School meeting, write to the student letting them know. The case will then be at an end and no records will be retained. The work submitted for assessment will be marked in accordance with normal arrangements and without penalty.
29. Where the case is to be forwarded to the Committee on Applications (the Committee) under paragraph 20 or 21 the Investigating School shall, within 10 working days of the Investigation Meeting, send to the student:
 - a. a letter informing them that the case is being sent to the Committee; and
 - b. a copy of the minutes including the Investigating School's reasons, findings and conclusions.
30. Where the case is to be forwarded to the Committee under paragraph 26 or 29 the School shall, within 10 working days of the School meeting, send to the Student Cases Team:
 - a. a completed pro-forma;
 - b. copies of documentation sent to the student including the invitation to the Investigation Meeting and the evidence;
 - c. a copy of the correspondence informing the student the case is being sent to the Committee;
 - d. the minutes of the School Investigation (as provided to the student) and copies of all additional correspondence;
 - e. the assessment brief relevant to the allegation;
 - f. if the student is being referred to the Committee for a second offence, copies of the documentation relating to the first offence.
31. Within 10 working days of the date of the letter notifying the student that the case is being sent to the Committee, the student shall send to the Student Cases Team:
 - a. confirmation as to whether the allegation is admitted or denied; and
 - b. any statement in defence of the allegation or in mitigation.

The student must ensure that no evidence or information is held over in the expectation that it can be presented later. If it is and it is judged that it could reasonably have been brought forward, it will be discounted. Where the statement is received after the deadline it will be accepted only at the discretion of the Committee

Review of School Level Penalties

32. A student may appeal to the Committee about a penalty imposed by the Investigating School.
33. The Committee on Applications will review the penalty on the following grounds:
 - a. The School's decision was unreasonable in the light of the evidence supplied;
 - b. The procedure for the School investigation was deficient in a way that materially prejudiced the case;
 - c. New evidence has emerged that was not available when the School Investigation Meeting was held and there is a good reason why it was not brought to the School's attention earlier.
34. The Committee on Applications will only review cases where there is information and evidence provided with the appeal to support grounds. Disagreement with the outcome is not in itself a ground for review.

35. Such appeals must be made in writing to the Student Cases Team not later than 10 working days after the Investigating School's decision has been issued.
36. The student will not appear before the Committee unless the Committee so decides and the Committee's decision will be final.
37. The Committee will consider whether:
 - the School has followed the Procedure for investigation;
 - the imposition of a penalty was reasonable;
 - the penalty applied is within the range of penalties available to the Investigating School.
38. The Committee will not reopen the investigation or determine a different penalty. If the School is found not to have acted reasonably it will be asked to reconsider the case.

Stage 2: Committee on Applications (the Committee)

39. The Committee has delegated authority of the University Senate to investigate and determine academic misconduct offences on its behalf and to impose penalties.
40. The Committee may proceed as it determines, subject to the following:
 - a. the student(s) must have an opportunity to attend: if the student does not attend without good cause (see 24) the case will be considered and determined in their absence;
 - b. the student may be accompanied by a single supporter of their choice who may or may not be a member of the University (but that supporter cannot act as an advocate for the student and cannot appear if the student is not present in person) also see paragraph 78;
 - c. the student may put their case and the Committee may ask the student to answer questions;
 - d. the papers for the case that are available to the Committee shall be available to the student;
 - e. The Committee may ask questions of the Head of the Investigating School concerned, or his/her nominee. Where this is not the parent School, the Head of the parent School may also be required to give evidence to the Committee.
 - f. the student and the School representative shall appear separately before the Committee;
 - g. the Committee will not enter into any discussion of any penalty with anyone who is not a member of the Committee;
 - h. The Committee hears cases in good faith and will accept statements and answers accordingly. However, the Committee will not ignore abuses of its trust or deceptions and reserves the right to take further or separate action where such abuses are found to have been perpetrated.
 - i. No one on the Committee will be from the Investigating School or the student's parent School.
 - j. Meetings may take place in person or online at the discretion of the Committee. The Committee will also determine if students may attend online.
41. The Committee will decide whether there is sufficient evidence to substantiate the allegations made on the balance of probabilities, i.e. that what is alleged is more likely than not to have happened. The Committee will also determine a penalty (Annex 3).
42. A student will not receive a final decision on the day of the hearing. A Student will normally receive a final decision in writing, by post or by e-mail, including the reasons for the decision within 10 working days after the Committee's meeting has ended.

Stage 3: Deputy Vice-Chancellor Review

Review of Committee on Applications Penalties

43. The student may appeal to the Deputy Vice-Chancellor: Student Education against either the findings of the Committee or the penalty that it has imposed.
44. Such appeals must be made in writing to the Student Cases Team not later than 10 working days after the date of issue of the Committee's decision.
45. The Deputy Vice-Chancellor: Student Education (or nominee) will review the decision on the following grounds:
 - a. The decision of the Committee on Applications was unreasonable in the light of the evidence supplied.
 - b. The procedure for the Committee on Applications meeting was deficient in a way which materially prejudiced the case.
 - c. New evidence has emerged which was not available when the Committee met and there is a good reason why it was not brought to the Committee's attention during the meeting to discuss the case.
46. The Head of Student Cases or nominee will evaluate the request for the review to ensure that it has been made in time and falls within the grounds for review. Upon completion of this evaluation, the Head of Student Cases or nominee will acknowledge the request for review in writing. If the decision is not to proceed, an explanation will be provided and a Completion of Procedures letter will be issued. The Deputy Vice-Chancellor: Student Education will only review cases where there is information and evidence provided with the appeal to support grounds.
47. The Deputy Vice-Chancellor: Student Education (or nominee) will review the written material submitted to the Committee, a written statement of the outcome of the investigation and the request for a review.
48. The Deputy Vice-Chancellor: Student Education (or nominee) will issue their decision as soon as possible and normally **within 20 working days** of receipt of the request for final review. The Deputy Vice-Chancellor: Student Education may: uphold the Committee outcome; vary the Committee outcome; or refer the matter back to the Committee for reconsideration. A Completion of Procedures letter will be issued.

Final Stage: Office of the Independent Adjudicator for Higher Education

49. If a student is dissatisfied, they may complain to the Office of the Independent Adjudicator for HE (OIA). The OIA will require evidence that a student has exhausted the University's procedures, and that the University has issued a Completion of Procedures letter. To make a complaint a student must send the Completion of Procedures letter to the OIA within 12 months of the date of the letter, together with a completed copy of its complaint form, which the OIA will use to assess whether a case is eligible for review under its rules. Further and specific details about the OIA can be obtained from its website: www.oiahe.org.uk.

Penalties for Academic Misconduct

General Principles

50. The University is committed to supporting students to develop the understanding and skills needed to maintain the academic integrity of their work. At the same time this commitment must be balanced against the need to protect the academic standards of the University and issue penalties for academic misconduct offences where these standards may be jeopardised.
51. The University is committed to thorough investigation of all allegations and careful discussion with students about the circumstances of an offence before penalties are applied.
52. Save for cheating and grievous offences, students at the lowest levels of study will be issued with warnings for admitted academic misconduct offences.
53. The University will not tolerate cheating or deception of any kind in work submitted for assessment at any level of study. The University also notes that since April 2022 it is a criminal offence in England to provide or arrange for another person to provide assessment services for financial gain to students enrolled at a University in England. Students who commission third party services relating to assessment may therefore be engaging in criminal activity. The University will not tolerate this activity among its members at any level of study.
54. Penalties in all cases will be higher for those at Level 5 and higher, who are expected to be aware of academic integrity expectations in a higher education context, and where an offence can directly undermine the academic standards of their University award. Penalties will be severe for repeat offences at this level.
55. Escalation to Committee is where two academic misconduct cases have occurred at Level 5-7. Any offence at Foundation, Level 0 or Level 4 will not count for this purpose.
56. Penalties will also be issued for students who deny offences that are proven.

Determination of Penalties

57. Penalties will be determined either by the Investigating School or the Committee on Applications. Responsibility for determination of penalties is set out at:

Figure 1: Determination of Penalties: School/Committee on Applications.

Mitigating Circumstances

58. The application of penalties by either the School or the Committee will be made in the awareness of any mitigating circumstances that the student chooses to disclose in advance of the penalty being set. Mitigation may lessen the penalty but it does not excuse an offence. Evidence of mitigating circumstances is expected in all cases.
59. Mitigating circumstances do not apply to assessment components where academic misconduct has been found. Normal mitigating circumstances regulations can be applied to other components within the same module.

Considering the Penalty

60. When considering a penalty, panels at School and Committee should make a decision that is just and proportionate to the overall misconduct, and should consider:

- The range of penalties applicable for the offence
- Any aggravating or mitigating factors
- Whether there are multiple offences
- The context of the offence in relation to the student's development of academic integrity skills

61. The penalties that can be applied by Schools and Committee are set out at:

Figure 2: School penalties: Foundation Year, Level 0, Level 4

Figure 3: School penalties: all Levels that count towards classification

Figure 4: Committee on Applications penalties – all Levels

62. Penalty tables are arranged by level according to the Framework for Higher Education Qualifications (FHEQ) and in line with the academic regulations. For reference, equivalent University levels are:

FHEQ level	University level
Level 0	Foundation year, non-degree study
Level 4	Level 1
Level 5	Level 2
Level 6	Levels 3-5, depending on programme
Level 7	Level M, taught postgraduate

63. Consideration of Penalties for Postgraduate Research is included in the 'Procedure for investigating plagiarism in University assessments by postgraduate researchers'. A link to this procedure is available from the Secretariat website.

<https://secretariat.leeds.ac.uk/student-cases/>

Figure 1: Determination of Penalties: School/Committee on Applications

Offence Alleged	Level of Student/Type of Offence	Determining Body (Investigating School/Committee on Applications)
Cheating	All	Committee
Plagiarism	Admitted first and second offences Foundation, Non-degree, Level 0 and Level 4	School
	Admitted first offence of academic misconduct Level 5-7	School
	Admitted second offence of academic misconduct Level 5-7	Committee
	All denied offences and grievous offences	Committee
Collusion	Admitted first and second offences Foundation, Non-degree, Level 0 and Level 4	School unless other student(s) involved in collusion offence denies offence, or is otherwise referred to the Committee, in which case refer to Committee
	Admitted first offence of academic misconduct Level 5-7	School unless other student(s) involved in collusion offence denies offence, or is otherwise referred to the Committee, in which case refer to Committee
	Admitted second offence of academic misconduct Level 5-7	Committee
	All denied offences and grievous offences	Committee
Fabricated coursework	Admitted first and second offences Foundation, Non-degree, Level 0 and Level 4	School
	Admitted first offence of academic misconduct Level 5-7	School unless School wishes to refer to Committee based on facts of case.
	Admitted second offence of academic misconduct Level 5-7	Committee
	All denied offences and grievous offences	Committee
Assessment Malpractice	Admitted Group A offence	Committee
	Admitted Group B offence	School unless School wishes to refer to Committee based on facts of case.
	Admitted Group C offence	School but must be referred to Committee if case linked to another student referred to Committee. Advice to be sought from Student Cases Team if a penalty higher than a warning is sought.
	All denied offences and grievous offences	Committee

Figure 2: School penalties: Foundation Year, Level 0, Level 4

<p>In all cases the School will not mark the specific content in the submitted assessment that contains academic misconduct.</p> <p>Students are not required to resit to expunge an offence, but may need to resit to satisfy progression requirements.</p> <p>The following penalties will apply.</p>	
a.	<p>Requirement to attend academic meeting in the School to discuss academic skills.</p> <p>Students must engage with skills@library resources or other appropriate resources specified by the School. Schools must follow up with students in writing and/or with a meeting to ensure their engagement.</p>
And b.	<p>Written Warning and the assessment component will be marked with the specific content that contains academic misconduct removed or redacted.</p> <p>If the assessment is failed, but the overall module is passed, students are not eligible to resit. If the assessment is failed and this component is required to be passed, students can resit in line with normal procedure. If the overall module is failed, students are eligible to resit for a capped module mark.</p> <p>Where students resit, in all cases the assessment component containing academic misconduct is capped at the pass mark. For Foundation programmes, Schools may choose to cap at the progression mark.</p>
Or c.	<p>Written warning and the assessment component will receive a mark of 0.</p> <p>If the assessment is failed, but the overall module is passed, students are not eligible to resit. If the assessment is failed and this component is required to be passed, students can resit in line with normal procedure. If the overall module is failed, students are eligible to resit for a capped module mark.</p> <p>Where students resit, in all cases the assessment component containing academic misconduct is capped at the pass mark. For Foundation programmes, Schools may choose to cap at the progression mark.</p>

Figure 3: School penalties: all Levels that count towards classification

<p>In cases where the School considers there is substantial mitigation or relevant context:</p> <p>In all cases the School will not mark the specific content in the submitted assessment that contains academic misconduct.</p> <p>Students are not required to resit to expunge an offence, but may need to resit to satisfy progression requirements.</p> <p>The following penalties will apply.</p>	
a.	<p>Requirement to attend academic meeting in the School to discuss academic skills.</p> <p>Students must engage with skills@library resources or other appropriate resources specified by the School. Schools must follow up with students in writing and/or with a meeting to ensure their engagement.</p>
And b.	<p>Written Warning and the assessment component will be marked with the specific content that contains academic misconduct removed or redacted.</p> <p>If the assessment is failed, but the overall module is passed, students are not eligible to resit. If the assessment is failed and this component is required to be passed, students can resit in line with normal procedure. If the overall module is failed, students are eligible to resit for a capped module mark.</p> <p>Where students resit, in all cases the assessment component containing academic misconduct is capped at the pass mark. For Foundation programmes, Schools may choose to cap at the progression mark.</p>
Or c.	<p>Written warning and the assessment component will receive a mark of 0.</p> <p>If the assessment is failed, but the overall module is passed, students are not eligible to resit. If the assessment is failed and this component is required to be passed, students can resit in line with normal procedure. If the overall module is failed, students are eligible to resit for a capped module mark.</p> <p>Where students resit, in all cases the assessment component containing academic misconduct is capped at the pass mark. For Foundation programmes, Schools may choose to cap at the progression mark.</p>
<p>In cases where the School considers there is no substantial mitigation or relevant context:</p> <p>The assessment is failed.</p> <p>In all cases a further attempt to expunge the offence is required to be taken during the normal resit period for the programme of study.</p> <p>There must be a serious attempt to meet the learning outcomes for the offence to be expunged.</p> <p>In all cases there is a requirement to repeat the academic integrity test.</p> <p>See rules at 73-74 if the offence is in a final attempt.</p>	

One (or more) of the following penalties will apply depending on the seriousness of the offence and any aggravating and mitigating factors.

d.	Credits for the module to be awarded if pass standard following resit obtained. Resit to be capped at the pass mark for the element.
e.	Credits for the module awarded if pass standard following resit obtained. Resit to be capped at 0 for the element.
f.	Credits for the module to be awarded if pass standard following resit obtained. Resit to be capped at pass mark for the module.
g.	Credits for the module awarded if pass standard following resit obtained. Resit to be capped at 0 for the module.

Figure 4: Committee on Applications penalties – all Levels

<p>In cases where the Committee considers there is substantial mitigation or relevant context:</p> <p>In all cases the School will not mark the specific content in the submitted assessment that contains academic misconduct.</p> <p>Students are not required to resit to expunge an offence, but may need to resit to satisfy progression requirements.</p> <p>The following penalties will apply:</p>	
a.	<p>Requirement to attend academic meeting in the School to discuss academic skills.</p> <p>Students must engage with skills@library resources or other appropriate resources specified by the School. Schools must follow up with students in writing and/or with a meeting to ensure their engagement.</p>
And b.	<p>Written Warning and the assessment component will be marked with the specific content that contains academic misconduct removed or redacted.</p> <p>If the assessment is failed, but the overall module is passed, students are not eligible to resit. If the assessment is failed and this component is required to be passed, students can resit in line with normal procedure. If the overall module is failed, students are eligible to resit for a capped module mark.</p> <p>Where students resit, in all cases the assessment component containing academic misconduct is capped at the pass mark. For Foundation programmes, Schools may choose to cap at the progression mark.</p>
Or c.	<p>Written warning and the assessment component will receive a mark of 0.</p> <p>If the assessment is failed, but the overall module is passed, students are not eligible to resit. If the assessment is failed and this component is required to be passed, students can resit in line with normal procedure. If the overall module is failed, students are eligible to resit for a capped module mark.</p> <p>Where students resit, in all cases the assessment component containing academic misconduct is capped at the pass mark. For Foundation programmes, Schools may choose to cap at the progression mark.</p>
<p>In cases where the Committee determines that there is no substantial mitigation or relevant context:</p> <p>In all cases where the student remains at the University a further attempt to expunge the offence is required to be taken during the normal resit period for the programme of study. There must be a serious attempt to meet the learning outcomes for the offence to be expunged.</p> <p>In all cases there is requirement to repeat the academic integrity test.</p> <p>In addition, one (or more) of the following penalties will apply depending on the nature of the offence and any aggravating and mitigating factors.</p>	

c.	Credits for the module awarded if pass standard following resit obtained. Resit to be capped at the pass mark 40/50 (UG/PGT) for the element.
d.	Credits for the module awarded if pass standard following resit obtained. Resit to be capped at 0 for the element.
e.	Credits for the module awarded if pass standard following resit obtained. Resit to be capped at 40/50 (UG/PGT) for the module.
f.	Credits for the module awarded if pass standard following resit obtained. Resit to be capped at 0 for the module.
g.	Failure of the level of the Programme and requirement to repeat all teaching and assessments at the same level, at own cost, for a capped mark of 40/50 (UG/PGT).
h.	Capped award/degree classification.
i.	Termination of Programme at the University with/without the candidate entitled to a fall back award or other recognition of achievement including retaining accrued credits prior to offence.
j.	Exclusion from the University with no award or other qualification.

Penalties and Assessment Regulations

Failed Attempt

64. Where an offence has occurred at any level of study that counts towards classification or award the attempt in which the offence has occurred cannot receive a mark or credit and will be deemed a failed attempt.
65. No more attempts will be permitted than the Ordinances and Regulations provide for a student who has not committed academic misconduct.

Expunging the Offence

66. All offences in assessments that count towards classification or award must be expunged before the mark for the assessment and for the module can be released, or credits be awarded or any award of the University be made. An offence can only be expunged by the submission of a completely new piece of work and shall be on a new topic and/or employ a new title wherever practicable. The new piece of work must be judged by the Examiners to be at least a serious attempt to meet the learning outcomes for the module. This requirement is an absolute condition of graduation, irrespective of the status of the assessment in the module or programme.
67. Where feasible, coursework, laboratory work or fieldwork that was subject to an offence should be repeated in the same format in which it was originally set. If this is not possible the School must seek the advice of the Student Cases Team where consideration will be given to any alternative assessment (e.g. essays, formal examinations) proposed by the School on grounds that the repeat assessment in its original format is impracticable, disproportionately costly or would introduce an unreasonable delay. It will be the responsibility of the School to ensure that such alternatives are academically sound and are consistent with the learning outcomes for the module.
68. Students who fail to expunge an offence, either through non-submission or where the submission is not judged a serious attempt to meet the learning outcomes for the module will be deemed by the School Assessment Board to have failed the award and will be withdrawn from the University. See also the University regulations on failing a compulsory or pass for progression assessment at the final attempt.
69. If an offence is identified in work submitted to expunge an offence it will first be investigated at School level in accordance with the Procedure. If an offence is confirmed by the School the case will be referred to the Committee on Applications, again in accordance with normal procedure as a second offence, also noting that the student has thereby failed to expunge the earlier offence. Where an offence is identified in a resit following an offence, but where the student has not been required to expunge the offence, this should be treated as a second offence in accordance with normal procedure.
70. A student cannot transfer from or be admitted or re-admitted to a programme while an offence remains unexpunged. A student can however progress to the next level of study as long as the normal progression rules have been met.

Penalties and Award

71. Students who complete the degree programme with penalty marks in the profile will be classified normally as specified in the Rules for Award, with the penalty grade(s) being used in the classification calculation.

72. A student cannot take a replacement module to substitute for a module in which an offence has been identified.

Academic Misconduct (as a first offence) in the Final Attempt as defined by the Ordinances and Regulations (L2-5)

73. Compulsory (Pass for Progression/Award) Module: Where an academic misconduct offence is proven in the final attempt, the degree/award for which the student is registered is failed irrevocably. In these circumstances a student is permitted one final attempt only to expunge the plagiarism and, if successful, will become eligible for any subsidiary award that the regulations permit e.g. DipHE/PGDip. The module in question will continue to receive no marks and no credit and will therefore make no contribution to any award.

74. Optional/Elective Module: Where an academic misconduct offence is proven, to retain eligibility for any award the student is permitted one final attempt only to expunge the plagiarism. If successful, the student will regain eligibility for an award of the University, including, in principle, that originally sought. The module in question will receive no marks and no credit but once expunged the module mark of zero will be included in the student profile.

General provisions

Ownership of Procedure

75. The administration of the Procedure is undertaken by the Student Cases Team in the University Secretariat. The Procedure is owned by the Head of Student Cases as nominee of the University Secretary, and approved by Taught Student Education Board.

Results, transcripts and awards

76. A student cannot be issued with a transcript or have a degree conferred or an award presented while an allegation(s) remains unresolved. The student's name will not appear on pass lists while an allegation is under consideration.

Retaining papers

77. Students are responsible for retaining copies of their case papers, correspondence and other records.

Supporter

78. Students are expected to respond to the allegations and submit all correspondence personally and they cannot delegate these responsibilities to a third party. This does not affect the student's right to a supporter. All substantive correspondence will be addressed directly to the student personally, but may be copied by a School or the Student Cases Team to a third party or to the supporter on request.

79. A supporter can be anyone of the student's choosing (e.g. LUU representative, family member, friend, fellow student (although they cannot have any involvement in the allegation), but the supporter can neither act as an advocate for the student nor attend if the student is not present. The supporter will not normally be a member of staff at the University.

80. It is the responsibility of the student to invite the supporter to attend any meeting and notify the supporter of the time and place of the meeting. The student is responsible for providing any documentation they wish their supporter to receive.

81. The student is responsible for the conduct of their supporter and the University will not pay any costs of a supporter, including legal or other professional fees that a student may have chosen to incur. Students are encouraged to access independent support from Leeds University Union (LUU) Help and Support. Students may be asked to nominate a new supporter if their supporter does not conduct themselves in accordance with the University expectations of dignity and mutual respect.

Procedural irregularity

82. If the student believes that a procedural irregularity has occurred at any point in the Procedure, this must be drawn to the attention of the Student Cases Team immediately and by way of an email headed 'Procedural Irregularity'. Notice of such irregularities embedded in the response or other correspondence or papers will not be accepted. In response the Student Cases Team will either offer an explanation or appropriate action will be taken to ensure that the Procedure is followed. If the student remains dissatisfied with the explanation or the action taken the University Student Complaints Procedure may be invoked either by the student or, if the student so declines, by the Student Cases Team in order to secure a resolution of the disputed explanation or action. Pending this resolution, the case will be halted.

83. If a procedural irregularity is raised at or immediately prior to the hearing of the Committee on Applications it will be set aside by the Committee if it is judged that it could have been raised in time for appropriate corrective action to be taken.

Revocation of degrees

84. In the event of an allegation(s) being proved after a student has graduated, any degree or award of the University that is held by the student may be revoked by the Committee.

Correspondence

85. All correspondence in relation to an allegation will normally be to the student's University email account. It is a student's responsibility to ensure access to their University email account throughout a period of investigation and regularly check their emails.

Anonymous allegations and 'whistleblowing'

86. The University may review anonymous concerns or reports of academic misconduct, but the reporting party should be aware that any potential action will be limited if we are not able to substantiate the concerns that have been raised. The School may request evidence from the reporting party to support any claims made, and may discount the claim if no evidence is provided. Any action taken to investigate or substantiate anonymous reports is at the discretion of the School.

Your Data

87. The University holds and retains information about an investigation in accordance with the University Student Privacy Notice. For more information see www.leeds.ac.uk/privacynotice. Personal information about third parties should not be submitted to the University as part of a student case at any stage unless necessary. If third party information is included it must be accompanied by consent for the University to process the data.

Dignity and Mutual Respect

88. The Procedure will be conducted in accordance with the University Policy on Dignity and Mutual Respect. All parties are expected to comply. The University reserves the right to take disciplinary action under the General University Disciplinary Regulations in the event

that there is considered to be unacceptable behaviour (e.g. abusive language towards staff processing the investigation in any form, email, telephone or person).

Where to get help and support

89. Students who are subject to the Academic Misconduct Procedure are advised to seek independent advice from Leeds University Union.

[https://www.luu.org.uk/help-support/
advice@luu.leeds.ac.uk](https://www.luu.org.uk/help-support/advice@luu.leeds.ac.uk)

0113 380 1290

90. General information about the Procedure can be obtained from the Secretariat at:

http://www.leeds.ac.uk/secretariat/student_cases.html .

The Student Cases Team will be pleased to give procedural advice but will not comment on or offer advice upon any part of the case itself. studentcases@leeds.ac.uk.

Version control

Title: Taught Students Academic Misconduct Procedure

Document owner: Secretariat

Version: 4

Approved by: Quality & Standards Committee; Taught Students Education Board

Approval date: 10 September 2024