

TCSU CPR01: Academic Misconduct Procedures

The College follows the University regulations regarding Academic Misconduct, which can be found here: <https://www.swansea.ac.uk/academic-services/academic-guide/assessment-and-progress/academic-misconduct-procedure/>. The exceptions are noted in the document below.

First Academic Integrity Officer: Director of College Services
Second Academic Integrity Officer: Director of Learning and Teaching

Alleged academic misconduct for weight bearing assessments not under examination conditions

All cases of alleged academic misconduct pertaining to The College delivered modules will be processed by The College. If upheld (substantiated) any applicable penalty will be decided upon in conjunction with the relevant Swansea University Academic College, usually via the designated Link Tutor. The College will notify the student of the outcome as per standard Swansea University procedures. Any upheld (substantiated) outcome and any applicable penalty should be notified by The College to the University.

All cases of alleged academic misconduct pertaining to integrated modules will be processed by the University, as per standard University regulations relating to alleged academic misconduct. The outcome and (if applicable) penalty will be decided upon by the University. The University will notify the student of the outcome as per standard University procedures. The College should be notified of any upheld (substantiated) outcome and applicable penalty.

The College follows the University procedure for Academic Misconduct in non-exam conditions (point 3.3 onwards) - <https://www.swansea.ac.uk/academic-services/academic-guide/assessment-and-progress/academic-misconduct-procedure/3-academic-misconduct-in-non-examination-conditions/> but is able to determine the following additional penalties (as well as the others noted in point 3.9 of the University Academic Misconduct procedure);

At **FOUNDATION** Level

If a student has NO previous instances of upheld academic misconduct / assessment offence:

- The College Academic Integrity Officer can decide to allow the student the opportunity to resubmit the assessment in question, but the mark for such work will be capped at the pass mark for the module.
- If resubmission is not allowed then a zero mark will be applied to the assessment in question. The decision will be based on the seriousness of the first offence and in such circumstances.

At **Level 4 (year 1) and Pre-Masters Level**, the upheld (substantiated) offence will be discussed with the Link Tutor from the relevant College within the University to ascertain a penalty consistent with that which would have been awarded for a similar academic misconduct offence at Level 4 (year 1) and Pre-Masters in the University College/Department. The options are noted in point 3.9 of the Academic Misconduct regulations (<https://www.swansea.ac.uk/academic-services/academic->

[guide/assessment-and-progress/academic-misconduct-procedure/3-academic-misconduct-in-non-examination-conditions/](https://www.swansea.ac.uk/academic-services/academic-guide/assessment-and-progress/academic-misconduct-procedure/3-academic-misconduct-in-non-examination-conditions/)).

Alleged academic misconduct for weight bearing assessments under examination conditions

Exam misconduct in a University administered exam will be processed by the University in line with University regulations, as published on the University website

(<https://www.swansea.ac.uk/academic-services/academic-guide/assessment-and-progress/academic-misconduct-procedure/2-academic-misconduct-in-examination-conditions/>).

The University should notify The College of any upheld (substantiated) outcome and (if applicable) penalty.

All cases of alleged academic misconduct in a College administered exam will be reported by the Chief Invigilator to the Director of College Services at the end of the exam via a formal written report form and the process detailed below will apply.

The College follows the University Academic Misconduct procedure for assessment under exam conditions: <https://www.swansea.ac.uk/academic-services/academic-guide/assessment-and-progress/academic-misconduct-procedure/2-academic-misconduct-in-examination-conditions/>.

Point 2.5 (further actions to be taken by the Director of Academic Integrity) will be undertaken by the First and Second Academic Integrity Officers at The College.

Matters of gross academic misconduct can result in termination of the candidature of study.

For office use only:

Date student informed of alleged AM:

First Academic Integrity Officer notes:

Is there a prima facie case? YES/NO

Signed:

Date student informed (NB the student should be provided with copies of evidence at this stage):

Date student advised to respond to case in writing/invited to interview (delete as appropriate):

Does the student have any previous AM offences? YES/NO

If there is a prima facie case, date submitted to second Academic Integrity Officer:

Second Academic Integrity Officer notes:

Is the Allegation substantiated? YES/NO

Signed:.....

Notes on outcome and penalty

Date student informed:

Date SU informed/spreadsheet updated