



Academic Misconduct Flowchart

Student submits work

The marker identifies any concern in your submission

If the marker is unsure whether this is the right process for their concerns, they may arrange to have a chat with you first in a 'viva'

Academic Conduct Officer (ACO) reviews your submission (and viva report if applicable)

The concern remains

Concern does not remain

Student notified of investigation

Senior ACO (SACO) and ACO review the work and any of your other relevant submissions

Submission returned for marking

The investigation can take up to 60 days from the point of the Student being notified of the investigation. The first step will be to determine the most appropriate level of education course of action. One of the following meeting options will be agreed upon.

Student invited to Academic Honesty Workshop

Student invited to Department Level Meeting

Student invited to Faculty Level Meeting

Student invited to University Level Meeting by the Student Cases Team

Submission returned for marking. No mention of this process will remain on your student record.

You are able to submit a written statement up to 1 working day before the meeting. You can also be joined by a supporter and/or witness if you would like - This could be your parent, relative, peer, personal tutor or someone from the Student's Guild / Student Union.

You will be informed of formal outcome of the meeting within 10 working days. For further information regarding the outcomes that can be applied please see Chapter 12.19 of the [Teaching Quality Assurance Manual](#)

In line with outcome, you may be asked to make changes to or to retake the component submission(s). Your resubmission will be checked by the ACO before it can be submitted to the marking process.

If you wish to appeal your outcome, you have 10 working days from the date on which you receive your outcome letter. Further details can be found in Chapter 12.23 of the [Teaching Quality Assurance Manual](#)

Submission(s) returned for marking.

If you do not make the necessary changes to your work, a mark of zero may be awarded and the submission(s) will not re-enter the marking process.

Support services available to you:

Devon:

Cornwall:

The Students' Guild Advice team offers free, confidential and impartial advice and can support you through the process. You can find out how to get in touch with them [here](#).

The Students' Union Advice team offers free, confidential and impartial advice and you can find out how to get in touch with them [here](#).

Our wellbeing service in Devon is here to support you and you can find further information [here](#). Our wellbeing service in Cornwall is here to support you and you can find further information [here](#).