

Student Academic Misconduct Procedure (Taught Courses, Short-Cycle, and MRes)

Table 1 Policy Owner and Approval Details

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Student Academic Misconduct Procedure – Taught Courses, Short-Cycle, and Master of Research (2025)

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Aims, Purpose and Scope

This Procedure extends to all undergraduate, postgraduate taught and short-cycle students in instances where academic integrity falls below, or is suspected of falling below, the expected standards.

As a signatory to the Quality Assurance Agency's (QAA) [Academic Integrity Charter](#), Ulster University seeks to empower all students to achieve academic excellence and expects that students will not in any way attempt to gain an unfair advantage in the process or outcome of assessment.

Therefore, all students are expected to understand and appreciate the value of academic integrity, familiarise themselves with and meet the University's standards of academic integrity by acquiring the necessary knowledge of academic writing, citing, referencing, and the appropriate use and correct citation of Artificial Intelligence tools (where relevant).

Above all, students should understand the different forms of academic misconduct and their consequences.

This Procedure derives its authority from the General Regulation: Student Academic Integrity. The efficacy of this Procedure is monitored by the Academic Standards and Quality Enhancement Committee (ASQEC) which receives annual reports from each Faculty and the Doctoral College Board.

Definitions of Academic Misconduct

Non-adherence to the University's standards of academic integrity is classed as academic misconduct. Academic misconduct can include, but is not limited to:

1. **Plagiarism** - the act of taking or copying someone else's work and presenting it as if it were one's own, either unintentionally or deliberately. Plagiarism occurs when items such as, but not limited to, ideas, texts, theories, data, created artistic artefacts or other materials are presented without appropriate acknowledgement. This means that the person considering this work is given the impression they are viewing the student's own original work when this is not the case. Unintentional plagiarism may occur where a student's academic practice is poor, for example, by incorrect or incomplete referencing or citation or the improper use of directly quoted material.
2. **Self-plagiarism or duplication** – the re-presentation of a student's own work without proper acknowledgement or authorisation.
3. **Inappropriate use of Generative Artificial Intelligence (AI) tools** – Generative AI tools deployed for assessment purposes without authorisation or beyond that permitted in the assessment instructions. This includes submitting AI-generated content without acknowledgement, or presenting AI-generated work as original, even if acknowledged. More information on the appropriate use of AI is contained later in this procedure.

4. **Collusion** – the unauthorised collaboration of students on a piece of assessment that should represent individual effort. Both a student who provides their work to another student, and a student who receives another student's work, may be found to have colluded. Academic judgement will apply as to whether the level of concern is the same or different for each of the parties.
5. **Cheating** – where a student is in possession of unauthorised material which has not been approved for use in the assessment in an examination-type setting, such as an exam, class test or similar assessment, or the acts of copying, impersonation, or collusion in an examination-type setting. Academic misconduct in written examinations will be addressed under section 4.5 of [Instructions to Invigilators](#).
6. **Impersonation** – someone assuming the identity of a student during a piece of assessment and assisting with or completing the work on behalf of the student.
7. **Contract cheating** – a student engaging with and contracting a third party (either paid or unpaid) to complete all or part of an assessment on their behalf.
8. **Fabrication / Falsification** – the unauthorised creation of false information/data, or the alteration of information/data within a piece of assessment and the presentation of this information as genuine.

For the purposes of the Student Academic Misconduct Procedure, definitions 1-3 above are classified as **plagiarism related academic misconduct**, and definitions 4-8 are classified as **non-plagiarism related academic misconduct**. The classification of such offences will facilitate application of the appropriate penalty from the Penalty and Actions Framework (Appendix 1).

This list is not exhaustive or mutually exclusive. Where the above definitions may not strictly apply, but it is suspected that the student has gained or attempted to gain an unfair advantage or facilitated or attempted to facilitate another student to do so, this Procedure may be invoked.

Policy Statement

The use of Artificial Intelligence (AI)

AI can be a useful teaching and learning tool. The use of AI in assessment does not automatically breach standards of academic integrity but before beginning any piece of assessed work, students must check with their course team that the use of AI tools is authorised, as this practice may differ across assignments, modules and courses of study.

Where AI has been used by a student as part of an assessment, it must be acknowledged appropriately and in line with University guidance to ensure that any output is not misconstrued as the student's own work.

Where students fail to acknowledge the use of AI tools, copy or paraphrase AI-generated content without appropriate acknowledgment, or submit work with misleading or fabricated references or bibliographies, this will be considered a breach of the University's standards of academic integrity through inappropriate use of AI.

These Faculty-specific links provide further information on [citing AI in the Ulster Harvard Referencing style for LHS](#) and [citing AI in the Ulster Harvard Referencing style for CEBE, AHSS and UUBS](#). Students using a referencing style that is not Harvard should contact the relevant [Library Subject Team](#). Affiliate and associate students should seek guidance from their institution.

Student Declaration of Ownership

Upon submission of a piece of work, students must submit a declaration of ownership to confirm that the work is their own. Please see more information on [coursework submission and the declaration of ownership](#). The declaration must also be used when assignments are submitted via the Virtual Learning Environment (Blackboard Ultra), or by other means.

The standard student declaration of ownership is as follows:

"I declare that this is all my own work. Any material I have referred to has been accurately referenced and any contribution of Artificial Intelligence technology has been fully acknowledged. I understand the importance of academic integrity and have read and understood the University's General Regulation: Student Academic Integrity and the Academic Misconduct Procedure. I understand that I must not upload my work before, during or after submission to any unapproved plagiarism detectors or answer sharing platforms, or equivalent, and that only University-approved platforms should be used."

Detecting Academic Misconduct

Although the detection of academic misconduct is not an exact science, there are several indicators that can raise initial suspicions when marking an assessment. The indicators listed below are not definitive or exhaustive but may suggest that further exploration is required.

Suspensions of academic misconduct may be raised if:

- The submission is significantly different in style, tone, format, and level of complexity to previous work submitted by the student.
- The submission is only tenuously linked to the assessment brief or does not follow specified requirements e.g., inappropriate headings or irrelevant sections or datasets.
- There are unexpected changes in font (colour, size, type), formatting (e.g., spacing), spelling, punctuation, syntax, tone or style of language used.
- Multiple referencing conventions are used and/or there are missing references, footnotes and/or endnotes.
- Determining academic misconduct requires the application of academic judgement.

Academic Misconduct and Fitness to Practise

Students who hold registration with a professional regulator (who issues a licence to practise) must adhere to the requirements of that regulatory body:

- Where the student is undertaking a programme of study that is regulated by such a body, and where there is academic misconduct as determined by this Procedure, this will normally be addressed through Fitness to Practise processes under Ordinance XXXVII – Fitness to Practise, following the conclusion of the academic misconduct process. Where the student is also a registrant with such a professional regulator on a professionally regulated programme, the Fitness to Practise Panel will consider a direct referral to the professional regulator when academic misconduct is considered to have breached professional standards. Should a member of the academic team be a registrant with a professional regulator, they may be professionally required to make a referral to the professional regulator. Referral should normally be undertaken by the Chair of the Academic Misconduct Panel. The student may also choose to self-refer alongside the University referral. In addition, should they be employed in a post where that regulated professional registration is required, the University will be required to inform the employer (when the employer is known) and this will normally be undertaken by the Chair of the Academic Misconduct Panel (who will seek employer information from the student). Where the student is undertaking a programme of study that is not approved by a professional regulator, but the student is a registrant of such a regulatory body, and where there is academic misconduct, this will normally be addressed through the Student Academic Misconduct. If academic misconduct is confirmed, and is considered a breach of registration standards, there will be a requirement to report this to the professional regulator. Referral should normally be undertaken by the Chair of the Academic Misconduct Panel. The student may choose to self-refer alongside the University referral. In addition, should they be employed in a post where that regulated professional registration is required, the University will be required to inform the employer (when the employer is known) and this action will be undertaken by the Chair of the Academic Misconduct Panel (who will seek employer information from the student).

Records will be retained in line with the University's Records Retention and Disposal Schedule.

Dealing with Suspected Academic Misconduct

This procedure covers all instances of suspected academic misconduct including plagiarism, self-plagiarism and inappropriate use of AI. Offences such as, but not limited to, collusion, cheating, impersonation, fabrication and contract cheating will generate a higher level of concern from the outset due to an implied intent to deceive.

Where a student is undertaking a module outside of their home School, the School which has ownership of the module in which the alleged offence took place will retain oversight of this Procedure, with appropriate involvement of the student's home School.

Staff members handling cases of suspected academic misconduct must always act impartially and without bias, applying the procedure thoroughly and consistently to every student.

Stage 1: Initial Review

In instances where a suspicion of academic misconduct is raised through a channel other than by a marker (for example, a report made directly to the Student Academic Affairs Team) the information will normally be passed to the Module Co-ordinator or Course Director for initial review. Anonymous reports of academic misconduct against a student will not normally be accepted, and details of where a report originated may be shared with the student. This will be considered on a case-by-case basis.

Otherwise, where a member of staff (or any other person undertaking assessment activities on behalf of the University) suspects that academic misconduct may have occurred, they should gather relevant supporting material, including, where appropriate:

- Arranging for the piece of work to be submitted to the University's chosen plagiarism detection system to determine the extent of the academic offence. That system may be used to inform any recommendation in relation to the level of concern, however, any similarity report should be considered alongside a thorough analysis of the piece of work rather than as a standalone indicator of potential academic misconduct.
- Consulting other staff members and/or texts, to establish whether academic misconduct is likely to have occurred.
- Arranging for the piece of work to be reviewed by appropriate colleagues.

Having considered the above, if a member of staff determines, on the balance of probability, that academic misconduct has occurred, they will, in consultation with the Module Co-ordinator, refer the matter to the School Academic Misconduct Panel with a recommendation as to the type of academic misconduct that is suspected and the level of concern (Minor, Moderate, or Major). Any such recommendation will be made at the discretion of the identifying staff member, based on their academic judgement, for consideration by the School Academic Misconduct Panel. At this stage of the process, the staff member dealing with the allegation will not consult the University Academic Misconduct Register as standard, so the initial recommendation as to the level of concern may not take any previous offence(s) into account. Any previous offences will be fully considered later by the School Academic Misconduct Panel as part of their investigation.

For academic offences with implied intent to deceive, such as collusion, cheating, impersonation, fabrication and contract cheating, the level of concern will normally be established as Moderate or Major. There may be exceptions to this, for example, where a student has committed unintentional collusion which the Panel agree warrants a minor level of concern. Where an offence is suspected to have taken place on a larger scale, such as large group collusion, the level of concern will normally be established as Major.

The School Academic Misconduct Panel will consider the recommendation and will make a final decision on the type of academic misconduct and level of concern when further investigation has been carried out.

Stage 2: Consideration by the Appropriate Panel

School Academic Misconduct Panel

Upon receipt of a referral of suspected academic misconduct, a School Academic Misconduct Panel should be convened, comprised of at least two members of academic staff from those deemed eligible by the Head of School. This may include Course Directors, Module Co-ordinators and/or other substantive academic staff.

The School Academic Misconduct Panel will consider the relevant piece of work and will consult the University Academic Misconduct Register to establish whether the student has committed academic misconduct previously. The School Academic Misconduct Panel may also wish to review the student's previous work to establish whether instances of undetected academic misconduct may have taken place. If the level of concern is initially determined to be Major, the School Academic Misconduct Panel will refer the matter directly to the Faculty Academic Misconduct Panel.

If the level of concern is initially determined to be Minor or Moderate, the student should be invited to meet with at least two members of the School Academic Misconduct Panel to discuss the piece of work*. Prior to the Panel meeting, the student will be informed in writing that they are suspected of committing a minor/ moderate academic offence. The student will be informed of the nature of the alleged offence and the module, part of a module or piece of work concerned, and will be provided with a copy of this Procedure and a copy of any documentary evidence of the case against them.

The School Academic Misconduct Panel may wish to consider, as part of their discussions with the student around their ownership of the work, testing the student's knowledge and understanding of the assessed work.

The Panel has the right to call for such papers, examine such witnesses and conduct such other relevant enquiries as deemed necessary. Where witnesses are called, they may be subject to examination, cross-examination and re-examination by the parties.

At least five working days' notice of the meeting should normally be provided to the student, although this timeframe may be accelerated with agreement from both parties, e.g., during the assessment period where it is in the student's best interests for the matter to be resolved more quickly. Reasonable adjustments should be made, if required, to enable the student to participate fully in the meeting. The student may be accompanied to this meeting by a member of the University community, including a [Students' Union Officer](#) or an Adviser from [UUSU Advice Bureau](#). A record of this meeting should be retained.

*Where the suspected academic offence is a first offence **and** it is clear from the outset that it is a case of poor academic practice rather than academic misconduct, **and the Panel agree a meeting is not necessary**, the Panel may wish to proceed without meeting with the student, referring the piece of work back to the course team to be marked accordingly and with a recommendation for actions A and B of the Penalty and Action Framework (Appendix 1) to be applied. In this circumstance, it is accepted that the return of feedback may exceed the 20-day window.

Following their investigation, the School Academic Misconduct Panel will decide whether an academic offence has been committed and will confirm the level of concern. If the level of concern is Minor or Moderate, the School Academic Misconduct Panel will determine the outcome and apply the appropriate penalty from options A-E of the Penalty and Actions Framework (Appendix 1), based on the level of concern and any record of previous offences.

The School Academic Misconduct Panel must communicate its findings, including any decision to refer to the Faculty Academic Misconduct Panel, in writing to the student within ten working days of the Panel meeting. This communication will normally be sent to the student's University email address and will detail the Panel's decision, with reasons, in respect of the allegations, advise the student of their right of appeal, including the appeal deadline (ten working days after the date of decision letter).

Appeals against a decision of the School Academic Misconduct Panel

A student may appeal the decision of the School Academic Misconduct Panel within ten working days of the decision being issued. Advice, support and representation is available from the [UUSU Advice Bureau](#).

The grounds for appeal are:

- (i) new evidence is available which could not have been made available to the School Academic Misconduct Panel, or
- (ii) there has been a procedural irregularity in the consideration of the case by the School Academic Misconduct Panel.

The referral of a case to the Faculty Academic Misconduct Panel is not a penalty and, as such, there will be no right of appeal against the decision to refer.

Appeals against the decision of the School Academic Misconduct Panel which are on-time and demonstrate grounds for appeal will be considered by the Faculty Academic Misconduct Panel. When the appeal has been considered by the Faculty Academic Misconduct Panel, there will be no further right of appeal. Late appeals or those which do not demonstrate grounds for appeal will normally be rejected with no further right of appeal. Having exhausted the internal process, students should be signposted to the [Northern Ireland Public Services Ombudsman](#), where they may lodge a complaint on the grounds of maladministration.

Faculty Academic Misconduct Panel

The Faculty Academic Misconduct Panel will consider cases referred by the School Academic Misconduct Panel where the level of concern has been established as Major, as well as appeals against decisions of the School Academic Misconduct Panel.

The Faculty Academic Misconduct Panel will normally be chaired by the Executive Dean or the Associate Dean (AQSE) (or nominee) and will comprise of at least two other members of senior academic staff not previously involved at School level (e.g., Heads and Associate Heads of School), one of which should be from outside the referring School/ the School from which the appeal originated.

In all cases, the student will be invited to meet with the Faculty Academic Misconduct Panel.

The Panel has the right to call for such papers, examine such witnesses and conduct such other relevant enquiries as they deem necessary. Where witnesses are called, they may be subject to examination, cross-examination and re-examination by the parties.

At least five working days' notice of the meeting should normally be provided to the student, although this timeframe can be accelerated with agreement from both parties, e.g., during the assessment period where it is in the student's best interests for the matter to be resolved more quickly. Reasonable adjustments should be made, if required, to enable the student to participate fully in the meeting. The student may be accompanied to this meeting by a member of the University community, including a [Students' Union Officer](#) or an Adviser from [UUSU Advice Bureau](#). A record of this meeting should be retained.

Faculty Academic Misconduct Panel – Consideration of School Academic Misconduct Panel Referrals

The student will be informed in writing, prior to the Panel meeting, that they are suspected of committing a major academic offence. The student will be informed of the nature of the alleged offence and the module, part of a module or piece of work concerned, and will be provided with a copy of this Procedure and a copy of any documentary evidence of the case against them.

The Faculty Academic Misconduct Panel may wish to consider, as part of their discussion with the student around their ownership of the work, testing the student's knowledge and understanding of the assessed work.

The Faculty Academic Misconduct Panel has the authority to recommend any penalty, within the Penalty & Actions Framework outlined in Appendix 1, that they believe is fair, reasonable and proportionate. The Faculty Academic Misconduct Panel must communicate its findings in writing to the student within ten working days of the Panel meeting. This communication will normally be sent to the student's University email address and will detail the Panel's decision, with reasons, in respect of the allegations, advise the student of their right of appeal, including the appeal deadline (ten working days of the date of decision letter).

Faculty Academic Misconduct Panel – Consideration of Appeals Against a Decision of the School Academic Misconduct Panel

For appeals against a decision of the School Academic Misconduct Panel, following the Faculty Academic Misconduct Panel meeting, the Panel may decide to uphold the appeal in full or in part, or to reject the appeal and confirm the decision of the School Academic

Misconduct Panel. The Faculty Academic Misconduct Panel cannot impose a penalty which is more severe than the original penalty (Appendix 1).

Appeals against a decision of the Faculty Academic Misconduct Panel

A student may appeal the decision of the Faculty Academic Misconduct Panel within ten working days of the decision being issued. Advice, support and representation is available from the [UUSU Advice Bureau](#).

The grounds for appeal are:

- (i) new evidence is available which could not have been made available to the Faculty Academic Misconduct Panel, or
- (ii) there has been a procedural irregularity in the consideration of the case by the Faculty Academic Misconduct Panel.

Appeals against the decision of the Faculty Academic Misconduct Panel which are on-time and demonstrate grounds for appeal will be considered by the University Academic Misconduct Panel. When the appeal has been considered by the University Academic Misconduct Panel, there will be no further right of appeal. Late appeals or those which do not demonstrate grounds for appeal will normally be rejected with no further right of appeal. Having exhausted the internal process, students should be signposted to the [Northern Ireland Public Services Ombudsman](#), where they may lodge a complaint on the grounds of maladministration.

University Academic Misconduct Panel

The University Academic Misconduct Panel will only consider appeals against the decision of the Faculty Academic Misconduct Panel.

The University Academic Misconduct Panel will be chaired by an Executive Dean or PVC (or nominee) (not previously involved in consideration of the case), with membership consisting of at least two additional, appropriately senior staff (not previously involved in consideration of the case).

Students whose appeals are being considered by the University Academic Misconduct Panel should be invited to meet with at least two members of the University Academic Misconduct Panel.

At least five working days' notice of the meeting should normally be provided to the student, although this timeframe can be accelerated with agreement from both parties, e.g., during the assessment period where it is in the student's best interests for the matter to be resolved more quickly. Reasonable adjustments should be made if required, to enable the student to participate fully in the meeting. The student can be accompanied to this meeting by a member of the University community, including a [Students' Union Officer](#) or an Adviser from [UUSU Advice Bureau](#). A record of this meeting should be retained.

The University Academic Misconduct Panel may decide to uphold an appeal in full or in part, or to reject the appeal and confirm the decision of the Faculty Academic Misconduct Panel. The University Academic Misconduct Panel cannot impose a penalty which is more severe than the original penalty (Appendix 1).

There is no further right of appeal following the outcome of the University Academic Misconduct Panel. A student may make a complaint to the [Northern Ireland Public Services Ombudsman](#) within six months of the date of the decision of the University Academic Misconduct Panel, should they believe maladministration has occurred.

Stage 3: Penalties and Actions for Academic Misconduct

Penalties for academic misconduct are graduated depending on the level of concern and the number of repeat offences (Appendix 1).

All academic offences, including first offences, will be recorded on the University Academic Misconduct Register by the designated recorder within the School or Faculty within ten working days of a decision being made.

Academic offences are cumulative regardless of the type of offence – for example, a first offence of collusion following a first offence of plagiarism will be considered a second academic offence.

Details of an academic offence will be held on a student's record in line with the University's record retention schedule. If a student withdraws from one programme and enrolls on another programme at the same level during the period in which the records are retained, any academic offences will be counted cumulatively. However, whilst academic offences from undergraduate study may be supplied as part of a reference to inform a postgraduate admission decision during the period in which the records are retained, these will not be considered cumulatively if dealing with academic misconduct following enrolment on a postgraduate course.

The School or Faculty Academic Misconduct Panel should implement the appropriate penalty in line with the Penalty and Actions Framework detailed in Appendix 1. Students should be informed of the outcome and any penalty within ten working days of the decision being made. This communication will normally be sent to the student's University email address and will detail the Panel's decision, with reasons, in respect of the allegations, advise the student of their appeal rights, including the appeal deadline. Or, in outcomes from the University Academic Misconduct Panel, advise the student of their right to make a complaint of maladministration to the Northern Ireland Public Services Ombudsman within six months.

Penalties and Actions recorded against a student take primacy over approved absence, temporary deregistration or outcomes of the Extenuating Circumstances process. Schools and Boards of Examiners should make appropriate arrangements to ensure that details of any Penalties and Actions imposed on a student are retained and reviewed prior to reengagement with assessment following any approved absence, temporary deregistration or outcomes of the Extenuating Circumstances process.

Where a student fails an assessment following the application of a penalty, the normal consequences of failure apply, as set out in the Regulations for Undergraduate and Integrated Master's Programmes, the Regulations for Postgraduate Programmes and the Regulations for Short Cycle Programmes, in addition to any further penalty imposed by an Academic Misconduct Panel.

All offences must be recorded on the University Academic Misconduct Register by the designated member of staff within the School within ten working days of a decision being made. The University Academic Misconduct Register is accessible via the Banner Student Records System. The codes to be inputted on the University Academic Misconduct Register are available in Appendix 2.

The University Academic Misconduct Register is used for the monitoring of academic misconduct in the University and contributes to the analysis made by Faculties and the Doctoral College Board for annual reports to the Learning and Teaching Committee.

Communication, Implementation and Training

Complaints Procedure

Members of the University community wishing to raise an issue about this policy are encouraged to do so informally in the first instance through contacting the Learning Enhancement Directorate. Should that not resolve the issue, students may make use of the Ulster University Student Complaints Procedure. Staff members may do so through first through their line manager, and then through the relevant grievance procedure.

Relevant Legislation

This Procedure complies with [The Education \(Northern Ireland\) Order 1998](#) and [Northern Ireland Act 1998](#) with regards to Higher Education in Northern Ireland.

Related policy documents referenced

For more information on Academic Integrity at Ulster University, see [Academic Integrity and Plagiarism](#).

Appendices

Appendix 1 – Framework of Penalties and Actions

*If a School Academic Misconduct Panel decides, following investigation, that the level of concern is Major, the case will be referred directly to the Faculty Academic Misconduct Panel. The referral of a case to the Faculty Academic Misconduct Panel is not a penalty and, as such, there will be no right of appeal against the decision to refer.

For clarity, plagiarism-related academic offences include plagiarism, self-plagiarism and inappropriate use of Artificial Intelligence. Non-plagiarism-related academic offences include collusion, impersonation, cheating, contract cheating and fabrication / falsification.

Actions

A - The student will be signposted to academic writing and referencing support.

B – The student will receive a written warning, which will remain on their file until graduation. This will be accompanied by the Student Academic Integrity Agreement which must be reviewed and signed by the student, signposting to appropriate support (Appendix 4).

Penalties

C - The misconduct related material should be disregarded from the student's work, and a mark awarded based on the quality of the remaining material. The student may obtain the full range of marks available, but the student may still fail the piece of work on the basis of the quality of the work remaining.

D - The misconduct related material should be disregarded from the student's work, and a mark awarded based on the quality of the remaining material. The component will be capped at a maximum of the pass mark, though the student may still fail the piece of work on the basis of the quality of the work remaining.

E - The student will be awarded a mark of zero for the component. The overall module mark, if passed, will be capped at a maximum of the pass mark. Whether students will be permitted to resit the module or make use of condonement will be considered by the relevant Board of Examiners, in line with the appropriate Regulations.

F – Recommendation to the relevant Senior Officer that the student is suspended from their programme of study or expelled from the University.

Table 2 Actions and Penalties Available to the Relevant Panel

Panel Level	Type of Academic Misconduct	Level of Concern	No. of Offences	Actions / Penalties
School Academic Misconduct Panel	Plagiarism-related	Minor	First Offence	No case to answer – case dismissed or A and/or B
	Plagiarism-related	Minor	Second	C or D
	Plagiarism-related	Minor	Third or subsequent	D or E
	Plagiarism-related	Moderate	First	A and/or B and/or D
	Plagiarism-related	Moderate	Second	D or E
	Plagiarism-related	Moderate	Third or subsequent	No penalty imposed, referral to Faculty Academic Misconduct Panel for investigation as a Major level of concern.
	Non-plagiarism-related	Moderate	First	D or E
	Non-plagiarism-related	Moderate	Second or subsequent	No penalty imposed, referral to Faculty Academic Misconduct Panel for investigation as a Major level of concern.
Faculty Academic Misconduct Panel	Plagiarism-related	Major	First	Any penalty / combination of penalties from C-F.
	Plagiarism-related	Major	Second or subsequent	Any penalty / combination of penalties from C-F.
	Non-plagiarism-related	Major	First	Any penalty / combination of penalties from C-F.
	Non-plagiarism-related	Major	Second or subsequent	Any penalty / combination of penalties from C-F.

Appendix 2 - University Academic Misconduct Register Coding

All academic offences, including first offences, will be recorded on the University Academic Misconduct Register by the designated recorder within the School, within ten working days of a penalty decision. If a student subsequently submits an appeal against the Panel decision and that appeal is upheld in full or in part, the University Academic Misconduct Register must be amended within ten working days of the appeal outcome.

Academic offences are cumulative regardless of type of offence – for example, a first offence of collusion following a first offence of plagiarism will be considered a second academic offence.

Table 3 University Academic Misconduct Register Coding

Code	Type of Offence	Offence Family*
PLA1	PLAGIARISM; First Offence	PR
PLA2	PLAGIARISM; Second Offence	PR
PLA3	PLAGIARISM; Third Offence	PR
PLA4	PLAGIARISM; Fourth or subsequent Offence	PR
SEL1	SELF-PLAGIARISM; First Offence	PR
SEL2	SELF-PLAGIARISM; Second Offence	PR
SEL3	SELF-PLAGIARISM; Third Offence	PR
SEL4	SELF-PLAGIARISM; Fourth or subsequent Offence	PR
ART1	AI USE; First Offence	PR
ART2	AI USE; Second Offence	PR
ART3	AI USE; Third Offence	PR
ART4	AI USE; Fourth or subsequent Offence	PR
COL1	COLLUSION; First Offence	NPR
COL2	COLLUSION; Second Offence	NPR
COL3	COLLUSION; Third Offence	NPR
COL4	COLLUSION; Fourth or subsequent Offence	NPR
CHE1	CHEATING; First Offence	NPR
CHE2	CHEATING; Second Offence	NPR
CHE3	CHEATING; Third Offence	NPR
CHE4	CHEATING; Fourth or subsequent Offence	NPR
PER1	IMPERSONATION; First Offence	NPR
PER2	IMPERSONATION; Second Offence	NPR
PER3	IMPERSONATION; Third Offence	NPR
PER4	IMPERSONATION; Fourth or subsequent Offence	NPR
FAB1	FABRICATION; First Offence	NPR
FAB2	FABRICATION; Second Offence	NPR
FAB3	FABRICATION; Third Offence	NPR
FAB4	FABRICATION; Fourth or subsequent Offence	NPR
CON1	CONTRACT CHEATING; First Offence	NPR
CON2	CONTRACT CHEATING; Second Offence	NPR
CON3	CONTRACT CHEATING; Third Offence	NPR
CON4	CONTRACT CHEATING; Fourth or subsequent Offence	NPR

*PR – Plagiarism Related, NPR – Non-plagiarism Related

Appendix 3 – Academic Misconduct Register Input Document

Table 4 University Academic Misconduct Register Input Document

Student Name	
Student Number	
School	
Faculty	
Programme of Study	
Year of study (1,2,3 etc)	
UG / PG	
Number of offences (1 st , 2 nd , 3 rd etc)	
Module name	
Module code	
Module Coordinator	
Date submitted	
Date academic misconduct suspected	
Date of interview with School Academic Misconduct Panel	
School Academic Misconduct Panel interviewers	
Level of Concern established by School Academic Misconduct Panel	MINOR MODERATE MAJOR*
For Minor & Moderate offences: Penalties imposed by School Academic Misconduct Panel, if any (refer to Actions & Penalty Framework)	
*For Major offences, complete as appropriate:	
*Date of interview with Faculty Academic Misconduct Panel	
*Faculty Academic Misconduct Panel interviewers	
*Penalties imposed by Faculty Academic Misconduct Panel, if any (refer to Actions & Penalty Framework)	
Any other information to be noted on Register	
Recorded on University Academic Misconduct Register	
Date:	
By whom (name and job title):	

Appendix 4 – Student Academic Integrity Agreement and Written Warning

Table 5 Student Details and Academic Misconduct Offence Outcome

Student Name:	
Student Number:	
Programme of Study:	
Academic year of study:	
Course Director:	
Module name & code:	
Actions / Penalties imposed (see Actions & Penalties Framework):	

You have been found to have produced work which does not meet the standards of academic integrity at Ulster University.

As a result, you are receiving this written warning, which will remain on your student record until graduation.

The following Student Academic Integrity Agreement must also be reviewed and signed, to confirm your commitment to maintaining the expected standards of academic integrity during the course of your studies.

Table 2 Student Academic Misconduct Commitments

Commitment	Tick to confirm your agreement
<ul style="list-style-type: none"> I acknowledge that, as a student of Ulster University, I should work to develop my understanding of the meaning and significance of academic integrity and the implications of non-adherence to expected standards. 	
<ul style="list-style-type: none"> I will familiarise myself with the University's <i>General Regulation: Student Academic Integrity</i> and the <i>Student Academic Misconduct Procedure</i>. 	
<ul style="list-style-type: none"> I agree to take steps to develop good academic practice and maintain academic integrity, including participating in the provision made available by the University and my School in relation to academic integrity, support for academic writing, referencing and study skills. 	
<ul style="list-style-type: none"> I will endeavour to attend designated lectures and complete assessments and will participate in tutorials, training programmes and other timetabled activities during my course of study. 	
<ul style="list-style-type: none"> I will reflect on guidance and feedback received and will use it as a platform for future development. 	

<ul style="list-style-type: none"> • I will meet with my Adviser of Studies regularly to help me make use of feedback I have received. 	
<ul style="list-style-type: none"> • I will notify my tutor, supervisor, or other appropriate course staff at the earliest opportunity if I am having any difficulties, if I am unable to attend classes and/or complete assessments, and I will subsequently complete any requisite documentation. 	
<ul style="list-style-type: none"> • I recognise that it is my responsibility to read and respond to University announcements that relate to guidance on academic integrity and study skills. 	
<ul style="list-style-type: none"> • I take responsibility for actively engaging in and reflecting on my learning and conduct as a process of ongoing self-evaluation. 	
<ul style="list-style-type: none"> • I understand that this written warning will remain on my student record until graduation, and that any subsequent academic misconduct offences may put my academic progression and/or my status as an Ulster University student at risk. 	

Signed:

Student
Staff member

Date
Date