



**Teaching & Learning Office  
Faculty of Humanities**

**Author/Enquiries:** Lisa McAleese, Senior Taught Programmes Administrator; Ext 50251;  
[lisa.mcaleese-2@manchester.ac.uk](mailto:lisa.mcaleese-2@manchester.ac.uk)

**Title:** Academic Malpractice

**Date:** 12 July 2013

**Action:** For information and action

**Summary:**

This document details:

- changes that have been made to the University document 'Academic Malpractice: Procedures for the Handling of Cases' (for information and action)
- potential changes to Regulation XVII Conduct & Discipline of Students (for information)
- changes to the Forms for Reporting Information to Faculty level Academic Malpractice Panels (for information and action)
- actions to be undertaken by Schools

**1. Changes to the document 'Academic Malpractice: Procedures for the Handling of Cases'**

1.1 Changes to the document 'Academic Malpractice: Procedures for the Handling of Cases' have recently been approved by the Teaching & Learning Group and Manchester Doctoral College; the changes, summarised in sections 1.3 – 1.9 below, **come into immediate effect**. Reference in sections A-E of this paper to specific paragraphs relates to those paragraphs in the document 'Academic Malpractice: Procedures for the Handling of Cases'.

1.2 The revised document 'Academic Malpractice: Procedures for the Handling of Cases' can be found at <http://documents.manchester.ac.uk/display.aspx?DocID=639> and has been attached for your convenience.

1.3 The main change in the document is to the location for dealing with alleged academic malpractice in the **taught element of PGT work** so that **first offences** are now to be dealt with at **School level** (paragraph 30).

1.4 Cases of alleged academic malpractice in the PGT dissertation (or equivalent) and subsequent offences in the taught element will still be dealt with at Faculty level (paragraph 30).

1.5 When students are unable to attend an interview because they are not normally resident in the UK they now **must** be offered the opportunity to have their interview conducted via video or teleconferencing facilities, or equivalent (paragraphs 17-19).

1.6 In practice this means that these students should be informed of the set time and the arrangements for the interview. If they are unable to participate, the case can be held in absentia although the student can of course submit a written statement.

1.7 Paragraph 29 now makes it clear that if a School Officer judges that the case does not constitute academic malpractice but rather poor practice it is *'essential that the student is given appropriate feedback and guidance'*.

1.8 The table in paragraph 30 (and appendix 1) now refers to levels rather than years of study.

1.9 Paragraph 38 makes it clear that decisions of academic malpractice panels override all other decisions on assessment; this means that panels can impose a mark of zero and allow a reassessment opportunity even if the application of the degree regulations would mean that the student would not normally be permitted a reassessment.

## **2. Regulation XVII Conduct & Discipline of Students**

2.1 As you may be aware, Regulation XVII Conduct & Discipline of Students is currently being amended. The principal recommendation is to replace the Student Discipline Committee with an overarching committee to set policy and regularly review the number and type of individual cases, and which would establish panels to deal with individual student discipline cases as and when required. This has recently been approved by Senate and will be going to the Board of Governors meeting later this month. If approved by the Board of Governors the amendments to Regulation XVII will not come into force until the start of the new academic year. If approved, further amendments will need to be made to the text of the document 'Academic Malpractice: Procedures for the Handling of Cases' of which I will notify you in due course.

## **3. Forms for Reporting Information to Faculty level Academic Malpractice Panels**

### **3a Information for Faculty Hearings Form**

3.1 Changes have been made to the form which Schools complete and submit with each case of suspected academic malpractice forwarded to the Faculty.

3.2 The changes in the form are to enable the Faculty Malpractice Panel members to have all the relevant information required for consideration of the case and the application of the appropriate penalty, in accordance with the document 'Academic Malpractice: Procedures for the Handling of Cases'. Please note: incomplete forms will be returned to the School and may delay the hearing of the case.

3.3 The form has been attached for your convenience and can also be found at:

<http://www.humanities.manchester.ac.uk/tandl/policyandprocedure/guidelinesandpolicydocuments/>  
(under the section on Academic Malpractice).

### **3b School Rep Penalty Proforma**

3.4 Panels must attempt to ensure consistency of treatment between cases, making a judgement about what is a proportionate penalty and ensuring that the penalty chosen does not have consequences for academic progression which are disproportionate in impact.

3.5 A new form has been introduced, which is to be completed by the School Representative attending the Faculty level Academic Malpractice Panel hearing, indicating the implications / consequences of the range of penalties available to the panel on the student's progression of final degree classification.

3.6 School Representatives should complete the penalty proforma prior to the hearing. It is suggested that the School Representative completes the proforma in liaison with the relevant School Administrative Officer who will be able to advise accordingly.

3.7 Nb. The School Representative is not normally the person who made the allegation of academic malpractice (i.e. the person who initially established that there appeared to be evidence of alleged malpractice). If the person who made the allegation of academic malpractice is a member of the Panel they should not contribute to the penalty decision.

### **3c Guidance for Schools on Faculty level Malpractice Panels**

3.8 The Faculty has put together some guidance for Schools on the information required in the Faculty forms and the role of the School Representative at Faculty level Malpractice Panel Hearings.

## **4. Implementation / Action**

### **4a School Academic Malpractice Panels**

4.1 As the changes to the location of handling alleged academic malpractice in the **taught element of PGT work** comes into immediate effect you will need to make the necessary arrangements to hear these cases at School level.

4.2 Any cases of alleged malpractice in work submitted for the taught element of a PGT programme, which was submitted to the Faculty prior to 1 July 2013, will be heard at Faculty level.

4.3 Any cases of alleged malpractice in work submitted for the taught element of a PGT programme, which was submitted to the Faculty on or after 1 July 2013, will be returned to the School to now be heard at School level. Where this is the case a statement will be drafted by the Faculty and forwarded to you for inclusion in the letter you send to the student notifying them of the date and location of the hearing.

### **4b Dissemination of Changes**

4.4 I would be grateful if you would ensure that the relevant Professional Support Service staff and academic staff in your School are made aware of the:

- changes to the document 'Academic Malpractice: Procedures for the Handling of Cases';
- new forms to be completed fully and submitted with each case of suspected academic malpractice forwarded to the Faculty.

### **4c Compliance**

4.5 If you have any questions / issues about the changes to the document 'Academic Malpractice: Procedures for the Handling of Cases' or the revised Faculty forms, or if any thing is not clear, please let me know, otherwise it will assumed that your School will start to make the necessary arrangements to be compliant with the changes as summarised below:

<b>Activity</b>	<b>Implementation</b>
First offence of suspected academic malpractice in work submitted for the taught element of a PGT programme to be heard at School level	immediately
students not normally resident in the UK must be offered the opportunity to have their interview conducted <i>via</i> video or teleconferencing facilities (or	immediately

equivalent).	
completion and submission of the revised Faculty forms	immediately
where the work is deemed to contain poor practice rather than malpractice the student will be given appropriate feedback and guidance	immediately

## 5. Attachments

- Academic Malpractice: Procedures for the Handling of Cases
- Information for Faculty Hearings Form
- School Rep Penalty Proforma
- Guidance for Schools on Faculty level Malpractice Panels

## 6. Circulation

School	Member of Staff
Arts, Languages & Cultures	James Garratt; Abigail Gilmore; Morag Guilfoyle; Jane Hallam; Elizabeth Nolan
Education	Steve Jones; Gary Motteram; Diane Slaouti; Liz Smith;
Environment & Development	Janice Dodds; Jayne Hindle; Fiona Smyth; Rosie Williams
Law	David Booton; Liza Lovdahl Gormsen; Norma Hird; Nikola Keogh; Abigail Robinson; David Williamson; Alison Wilson
Social Sciences	Amanda Brereton; Lynn Dignan; Mark Elliot; Bernadette O'Connor; Véronique Pin-Fat; Paul Smith; Catherine Tansey
Manchester Business School	Jackie Kan; Cathy Cassell; Gill Clarke; Alison Cross; Janine Ellis; Sarah Featherstone; Elaine Ferneley; Hilary Garraway; Faith Hatani; David Holman; Lynne McCormack; Madeleine Ryan; Sharon Wilding; Louise Wylie
Faculty Staff	Christopher Davies; Matthew Jefferies; Emma Rose; Susan Rowe; Emma Sanders; Damien Tolan; Judith Zolkiewski