**Academic Offences: Policy and Procedure for Taught Awards**

**Administrative support documentation**

**SECTION 1 – Panel and Board Checklists**

**1.1 ADMIN CHECK-LIST - FACULTY ACADEMIC OFFENCES PANEL**

**1.2 ADMIN CHECK-LIST - UNIVERSITY ACADEMIC OFFENCES BOARD**

**Within the Letter templates the text highlighted in BLUE denotes that some action is required either entering details or deleting as applicable. Common practice is to communicate with students via email. The letter templates can be either adapted into email communication OR attached to email communication with the exception of Outcome Letters which should normally be produced as a letter and attached to an email.**

**SECTION 2 – Preliminary meeting Letter Templates**

**Email template- student notification of Panel/ Board (within 5 days of preliminary meeting)**

**LETTER 1 STUDENT INVITATION TO A PRELIMINARY MEETING**

**LETTER 2 POOR ACADEMIC PRACTICE LETTER AFTER PRELIMINARY MEETING**

**SECTION 3 – Faculty Academic Offences Panel / University Academic Offences Board Letter Templates**

**LETTER 3 STUDENT INVITATION TO AN ACADEMIC OFFENCES PANEL/BOARD**

**LETTER 4 PANEL/BOARD OUTCOME LETTER – PENALTY APPLIED**

**LETTER 5 PANEL/BOARD OUTCOME LETTER – POOR ACADEMIC PRACTICE**

**LETTER 6 PANEL/BOARD OUTCOME LETTER – NO CASE TO ANSWER**

**SECTION 4 – Student Appeal against Academic Offences Procedure Completion of Procedures Letter Template (Academic Quality use only)**

**LETTER 7 COMPLETION OF PROCEDURES LETTER**

**Admin Checklist- Faculty Academic Offences Panel**

**Student Details**

|  |  |
| --- | --- |
| **Student Name** |  |
| **Programme** |  |
| **Unit** |  |
| **Assessment** |  |
| **Programme Leader** |  |
| **Unit Leader** |  |
| **Suspected Offence** |  |
| **Date of Preliminary Investigation** |  |

**Panel Details**

|  |  |
| --- | --- |
| **Date of Panel (Must be within 20 working days of Preliminary)** |  |
| **Time of Panel** |  |
| **Location** |  |
| **Location for student to report to** |  |
| **Panel Chair** |  |
| **Independent QAEG Member** |  |
| **Independent Faculty Member** |  |
| **Confirmed Programme attendees (PL and/or UL)** |  |

**Pre-Panel Checklist**

|  |  |
| --- | --- |
| **Complete student details** |  |
| **Confirm Preliminary Investigation applied in line with 6H** |  |
| **Inform student of date of Panel and request written statement/ evidence (Must be at least 10 working days before the Panel)** |  |
| **Inform Programme Leader and Unit Leader of date of Panel** |  |
| **Book Room** |  |
| **Arrange Chair and Panel Members** |  |
| **Gather and/or request documentation from all parties****This may include:*** **Preliminary notes**
* **Completed annotated coursework**
* **Electronic copy of the assessment under consideration (if available)**
* **Evidence (eg durable website copies of source material)**
* **Unit guide**
* **Assessment brief**
* **Any minutes from a previous Academic Offences Panel/Board**
* **Witness statement (if applicable)**
* **Student written explanation (if applicable)**
 |  |
| **Confirm if any witnesses will be called (both parties)** |  |
| **Confirm if the student will be attending the Panel** |  |
| **Collate documentation**  |  |
| **Circulate documentation no later than 5 working days prior to the Panel date** |  |

**Post-Panel Checklist**

|  |  |
| --- | --- |
| **Confirm outcome in writing to all Parties and to Assessment Board (must be within 5 Working days)** |  |
| **Write Minutes and seek confirmation from Chair. Circulate as required** |  |
| **Update the relevant Faculty Academic Offences Log :** [**I:\Academic Services\Collaborative\Academic Quality\Academic Offences**](file:///I%3A/Academic%20Services/Collaborative/Academic%20Quality/Academic%20Offences) |  |
| **Save Minutes and Outcome in relevant Faculty folder in the central Academic Quality Folder:** [**I:\Academic Services\Collaborative\Academic Quality\Academic Offences**](file:///I%3A/Academic%20Services/Collaborative/Academic%20Quality/Academic%20Offences) |  |

**Admin Checklist- University Academic Offences Board**

**Student Details**

|  |  |
| --- | --- |
| **Student Name** |  |
| **Student Emails** |  |
| **Student Address** |  |
| **Programme** |  |
| **Unit** |  |
| **Assessment** |  |
| **Programme Leader** |  |
| **Unit Leader** |  |
| **Suspected Offence** |  |
| **Date of Preliminary Investigation** |  |

**Board Details**

|  |  |
| --- | --- |
| **Date of Board (Must be within 20 working days of Preliminary)** |  |
| **Time of Board** |  |
| **Location** |  |
| **Location for student to report to** |  |
| **Panel Chair** |  |
| **Independent QAEG Member** |  |
| **SUBU Member** |  |
| **Confirmed Programme attendees (PL and/or UL)** |  |

**Pre-Board Checklist**

|  |  |
| --- | --- |
| **Complete student details** |  |
| **Confirm Preliminary Investigation applied in line with 6H** |  |
| **Inform student of date of Board** **and request written statement/ evidence (Must be at least 10 working days before the Board)** |  |
| **Inform Programme Leader and Unit Leader of date of Board** |  |
| **Book Room** |  |
| **Arrange Chair and Panel Members** |  |
| **Request documentation from all parties****This may include:*** **Preliminary notes**
* **Completed annotated coursework**
* **Electronic copy of the assessment under consideration (if available)**
* **Evidence (eg durable website copies of source material)**
* **Unit guide**
* **Assessment brief**
* **Any minutes from a previous Academic Offences Panel/Board**
* **Witness statement (if applicable)**
* **Student written explanation (if applicable)**
 |  |
| **Confirm if any witnesses will be called (both parties)** |  |
| **Confirm if the student will be attending the Board** |  |
| **Collate documentation**  |  |
| **Circulate documentation no later than 5 working days prior to the Board date** |  |

**Post-Panel Checklist**

|  |  |
| --- | --- |
| **Confirm outcome in writing to all Parties and to Assessment Board (must be within 5 Working days)** |  |
| **Write Minutes and seek confirmation from Chair. Circulate as required** |  |
| **Update the relevant Faculty Academic Offences Log :** [**I:\Academic Services\Collaborative\Academic Quality\Academic Offences**](file:///I%3A/Academic%20Services/Collaborative/Academic%20Quality/Academic%20Offences) |  |
| **Save Minutes and Outcome in relevant Faculty folder in the central Academic Quality Folder:** [**I:\Academic Services\Collaborative\Academic Quality\Academic Offences**](file:///I%3A/Academic%20Services/Collaborative/Academic%20Quality/Academic%20Offences) |  |

**EMAIL TEMPLATE- To be sent within 5 days of preliminary consideration**

Dear STUDENT

I am writing to provide an update on your ASSESSMENT NAME which you have not yet received a mark for..

A decision has been made on this piece of work and it has been agreed that this should be further investigated through an Academic Offences Panel/ Board.

We hope to organise the panel shortly and will contact you formally as soon as possible to advise you of the date and time. In the meantime you may like to contact SUBU advice who will be able to give you further information, the contact details are below.

email studentadvice@bournemouth.ac.uk<mailto:studentadvice@bournemouth.ac.uk>, telephone 01202 965779, website <http://www.subu.org.uk/advice>

Once again I am sorry for the delay in communications.(Delete as required)

Kind Regards

**LETTER 1**

**STUDENT INVITATION TO A PRELIMINARY MEETING**

Job Title

name

aaaaa@bournemouth.ac.uk

Direct line +44 (0) 1202 96nnnn

Ref:

Date:

Student name

Address

Address

Address

Address

Address

Dear **NAME OF STUDENT**

* **PROGRAMME**
* **UNIT**
* **ASSESSMENT**

I am writing to invite you to a meeting with **NAMES AND ROLES** to discuss some concerns regarding your assessment for the above unit. This meeting will be formally recorded.

The purpose of the meeting is to gather information which would help in the consideration of whether the matter should be referred under the *Academic Offences: Policy and Procedure for Taught Awards.* **This has been attached electronically/included with this this letter for your reference.**

The meeting will take place in **ROOM NUMBER** at **TIME** on **DAY** and **DATE**.

You may wish to bring a friend or a relative, not acting in a legal capacity, to accompany you.

Please confirm by **DATE** that you are attending the meeting, along with the name of the person who will accompany you (if applicable).

Yours sincerely,

**NAME**

**TITLE**

**(NAMED ACADEMIC)**

**Cc. relevant staff (incl. Programme Support Officer)LETTER 2**

**POOR ACADEMIC PRACTICE AFTER PRELIMINARY MEETING**

Job Title

name

aaaaa@bournemouth.ac.uk

Direct line +44 (0) 1202 96nnnn

Ref:

Date:

Student name

Address

Address

Address

Address

Address

Dear **NAME OF STUDENT**

* **PROGRAMME**
* **UNIT**
* **ASSESSMENT**

I am writing to invite you to meet with me to discuss mistakes that have been found in your assignment for the above unit submitted on **DATE**. The meeting will take place in **ROOM NUMBER** at

**TIME** on **DAY AND DATE**.

**I enclose a copy of the *Academic Offences: Policy and Procedure for Taught Awards* which contains the Guide to Good Academic Practice** and would encourage you to familiarise yourself with this information before our meeting. This meeting will enable me to guide you as to how to prevent a recurrence of these mistakes. The mistakes, if repeated, could result in you being investigated under the *Academic Offences: Policy and Procedure for Taught Awards.*

I will be taking notes at this meeting. A copy of the notes made will be given to you within five working days of the meeting and a further copy will be placed in your student file. These notes are in order to clarify for you what was discussed and to act as a reminder for you when you undertake further assessments.

Yours sincerely,

**NAME**

**TITLE**

**(NAMED ACADEMIC)**

**Cc. relevant staff (incl. Programme Support Officer)LETTER 3**

**STUDENT INVITATION TO AN ACADEMIC OFFENCES PANEL/BOARD**

Job Title

name

aaaaa@bournemouth.ac.uk

Direct line +44 (0) 1202 96nnnn

Ref:

Date:

Student name

Address

Address

Address

Address

Address

Dear **NAME OF STUDENT**

**RE: POTENTIAL ACADEMIC OFFENCE**

I am writing to advise that preliminary consideration of the following assessment has concluded that there is evidence to indicate that you may have committed an academic offence:

* + **PROGRAMME**
	+ **UNIT**
	+ **ASSESSMENT**
	+ **SUBMISSION DATE** (if known)

The nature of the allegation is that **INCLUDE DETAILS OF OFFENCE HERE.** This matter will be considered by the **Faculty Academic Offences Panel/University Academic Offences Board**.

I am therefore writing to ask you to attend a panel hearing at:

* + **TIME ON DAY*,* DATE.**
	+ **IN ROOM…**

Please arrive at **ROOM DETAILS**, at the **CAMPUS DETAILS** ten minutes prior to this meeting - a member of the **Panel/Board** will collect you. Present at the **Panel/Board** meeting will be:

* **(Faculty level Panel)** A three-person panel, including a Chairperson, an independent member of academic staff from within your Faculty and an independent member of staff from the Quality Assurance and Enhancement Group
* **(University level Board)** A three-person panel, including a Chairperson, an independent academic member normally from the Quality Assurance and Enhancement Group and an elected member of the Students’ Union.
* Your Programme Leader or other Programme representative, who will explain why they believe you may have committed an Academic Offence;
* An independent note-taker.

I strongly recommend that you contact SUBU Advice, who can offer you support and may attend the **Panel/Board** hearing with you (email **subuadvice@bournemouth.ac.uk**, telephone **01202 965779**, website [**http://www.subu.org.uk/advice**](http://www.subu.org.uk/advice)). If you would rather bring a friend to the hearing with you for support, you may do so provided they are not a member of Bournemouth University staff and are not involved in your case in any way. You may also call a witness to present evidence.

**A copy of your annotated work is enclosed for your information/will follow.** If you would like to submit a written statement before the hearing, please email it to me in advance of the meeting (preferably by **DATE**) and I will ensure that the **Panel/Board** have sight of it for consideration prior to the meeting. Whilst your written statement may be submitted at the meeting, it is advisable that the **Panel/Board** have sight of it beforehand to ensure full consideration is given.

Please confirm your attendance by **DATE**, either by calling (01202) 9**XXXXX** or by emailing **EMAIL** **ADDRESS**@bournemouth.ac.uk. If you are unable to attend the time and date arranged, SUBU Advice may be able to represent you in your absence. If you do not attend this meeting whether you have confirmed your attendance or not, the meeting will proceed without you.

In accordance with **section x.x** of the University’s ***Academic Offences: Policy and Procedure for Taught Awards*** (**copy enclosed within your pack**), the **Faculty Academic Offences Panel/University Academic Offences Board** will determine whether an academic offence has been committed and if it has the **Panel/Board** will judge the seriousness of the offence, and decide what the outcome should be.

A copy of the ***Academic Offences: Policy and Procedure for Taught******Awards*** has been provided within your pack. I strongly recommend that you read this document, and contact SUBU Advice if you have any questions.

You will normally hear the decision of the Academic Offences **Panel/Board** on the same day and receive written confirmation within five working days. If the **Panel/Board** is unable to reach a decision on the day you, will receive written confirmation of their decision within five working days.

Yours sincerely,

**NAME**

**TITLE**

**(FACULTY CONTACT / AQ REPRESENTATIVE)**

**Cc. relevant attendees and other staff (incl. Programme Support Officer)LETTER 4**

**OUTCOME – PENALTY APPLIED**

Job Title

name

aaaaa@bournemouth.ac.uk

Direct line +44 (0) 1202 96nnnn

Ref:

Date:

Student name

Address

Address

Address

Address

Address

Dear **NAME OF STUDENT**

**RE: ACADEMIC OFFENCES PANEL/BOARD (DATE)**

* **PROGRAMME**
* **UNIT**
* **ASSESSMENT**

Following the meeting of the **Faculty Academic Offences Panel/University Academic Offences Board** held on **DATE** and relating to the above unit, I am writing to confirm the decision.

The **Panel/Board** has decided that you have committed **nature of offence** which the University takes very seriously. **Please be aware that this letter constitutes a formal written warning.** As it is your **first /second offence** the **Panel/Board** is imposing the following penalty **add penalty clause from the** *Academic Offences: Policy and Procedure for Taught Awards*. This outcome means that you **add implications for the student**.

This decision will be passed to the Assessment Boardon **DATE** as a recommendation for their approval. **Reassessment will only be allowed in line with the University’s Standard Assessment Regulations.**

**You should be aware that an Academic Offence is a very serious matter and should you have any concerns with your future work you must contact a member of academic staff for advice (DELETE IF STUDENT WITHDRAWN FROM PROGRAMME).**

**Enclosed is a copy of the notes from the meeting. These should be a factually accurate reflection of the meeting so please indicate within ten working days any changes that you feel are necessary (DELETE IF STUDENT DOES NOT REQUIRE A COPY).**

The decision of the Faculty Academic Offences Panel/ University Academic Offences Board is considered to be academic judgement against which students may not appeal. Appeals against the outcomes of a Panel or Board may only be lodged on the follow grounds:

• there has been a material irregularity or significant administrative error in the application of the Academic Offences procedure;

• the consideration of the academic offence was not conducted in accordance with the regulations for the programme;

You have a right of appeal on these grounds as per **section 13** of **Academic Offences: Policy and Procedure for Taught Awards.** You must do so within ten working days of the date of the written confirmation of the **Panel’s/Board’s** decision, specifying the grounds on which your appeal is based and providing evidence to support your Appeal. Academic Quality can be contacted at the following address:

Academic Quality (Academic Offences Appeals)

Academic Services

Bournemouth University

M101, Melbury House

Lansdowne Campus

Bournemouth

BH8 8ES

or via email at appeals@bournemouth.ac.uk.

If you require any support at this stage I recommend that you contact SUBU Advice (email **studentadvice@bournemouth.ac.uk**, telephone **01202 965779**, website [**http://www.subu.org.uk/advice**](http://www.subu.org.uk/advice)).

Yours sincerely,

**NAME**

**TITLE**

**(FACULTY CONTACT / AQ REPRESENTATIVE)**

**Cc. relevant attendees and other staff (incl. Programme Support Officer)LETTER 5**

**OUTCOME–POOR ACADEMIC PRACTICE**

Job Title

name

aaaaa@bournemouth.ac.uk

Direct line +44 (0) 1202 96nnnn

Ref:

Date:

Student name

Address

Address

Address

Address

Address

Dear **NAME OF STUDENT**

**RE: ACADEMIC OFFENCES PANEL/BOARD (DATE)**

* **PROGRAMME**
* **UNIT**
* **ASSESSMENT**

Following the meeting of the **Faculty Academic Offences Panel/University Academic Offences Board** held on **DATE** and relating to the above unit, I am writing to confirm the decision.

The **Panel/Board** concluded that you have poor academic practice in your work and that, in accordance with the *Academic Offences: Policy and Procedure for Taught Awards*, there is no further action to be taken.

Therefore your assignment for **add details of assignment** will now be marked as a genuine and honest attempt, using the normal assessment criteria which will take account of any mistakes in referencing.

However, the **Panel/Board** was extremely concerned that you have reached this level whilst referencing in this way and would strongly advise you to familiarise yourself with the University’s **Academic** **Referencing Guides** (available in myBU/Academic Skills Community/Referencing and Plagiarism/Referencing) before proceeding with any further assignments or dissertation work. The documentation relating to the **Panel/Board** will be placed in your student file. If you repeat these mistakes, you could be investigated again under the *Academic Offences: Policy and Procedure for Taught Awards*.

**Enclosed is a copy of the notes from the meeting. These should be a factually accurate reflection of the meeting so please indicate within ten working days any changes that you feel are necessary (DELETE IF STUDENT DOES NOT REQUIRE A COPY). I also enclose a copy of the Guide to Good Academic Practice** and would encourage you to take advantage of the guidance and resources available.

If you require any further clarification or assistance please contact your Programme Coordinator for guidance.

Yours sincerely,

**NAME**

**TITLE**

**(FACULTY CONTACT / AQ REPRESENTATIVE)**

**Cc. relevant attendees and other staff (incl. Programme Support Officer)LETTER 6**

**OUTCOME – NO CASE TO ANSWER**

Job Title

name

aaaaa@bournemouth.ac.uk

Direct line +44 (0) 1202 96nnnn

Ref:

Date:

Student name

Address

Address

Address

Address

Address

Dear **NAME OF STUDENT**

**RE: ACADEMIC OFFENCES PANEL/BOARD (DATE)**

Following the meeting of the **Faculty Academic Offences Panel/University Academic Offences Board** held on **DATE**, I am writing to confirm the decision.

The **Panel/Board** found that there was no case to answer and concluded that, in accordance with the *Academic Offences: Policy and Procedure for Taught Awards* there was no further action to be taken.

Therefore your assignment for **add details of assignment** will now be marked as a genuine and honest attempt, using the normal assessment criteria, and no documentation relating to the **Panel/Board** will be placed in your student file.

If you require any further clarification or assistance please contact your Programme Leader for guidance.

Yours sincerely,

**NAME**

**TITLE**

**(FACULTY CONTACT / AQ REPRESENTATIVE)**

**Cc. relevant attendees and other staff (incl. Programme Support Officer)**

**NOT TO BE SENT BY FACULTIES**

**LETTER 7 (Only issued by Academic Quality) after conclusion of Appeal against AO procedures)**

**COMPLETION OF PROCEDURES**

Academic Quality

???@bournemouth.ac.uk

Direct line +44 (0) 1202 ??????

Ref

DATE

Student name

Address

Address

Address

Address

Address

Student email @ email

Dear Student

**Completion of Procedures Letter**

**Appeal relating to the procedure undertaken in relation to an Academic Offence (Insert nature of Offence)**

**Programme:**

I have now had the opportunity to consider your appeal in relation to the application of the Procedure as outlined in Bournemouth University’s Academic Offences: Policy and Procedure for Taught Awards.

The outcome of your Appeal is:

The reasons for this outcome are outlined below.

As stated in *6H- Academic Offences: Policy and Procedure for Taught Awards:*

*13.1 The decision of the Faculty Academic Offences Panel and the University Academic Offences Board is considered to be one of academic judgement against which students may not appeal. Appeals against the outcomes of a Panel/Board may however be lodged on matters of procedural irregularity or mal-administration which may have had a negative impact on the student’s entitlement to a fair hearing in accordance with the University’s regulations and procedures.*

**You state that:**

The evidence you provided is as follows:

The timeline of the procedure in relation to the consideration of the Academic Offence is as follows:

A preliminary meeting to discuss a suspected academic offence was held in the XXXXX on XXXXX. The outcome of that meeting was that a Major University Offence had been committed.

The nature of the offence was allegations of XXXXX. An offence of this nature is considered to be a Major University offence.

A University Academic Offences Board was held on XXXXX to consider the academic offence.

The academic judgement of the Panel/Board was that XXXXXX

**The final decision of the University in relation to your Appeal is:**

**The procedure that was applied was *6H-Academic Offences: Policy and Procedure for Taught Awards Version? Effective date month and year***

Under the Higher Education Act 2004 the University subscribes to the independent scheme for the review of student complaints. If you are dissatisfied with the outcome you may be able to apply for a review of our response to the Office of the Independent Adjudicator for Higher Education (OIA) providing that the complaint you take to the OIA is eligible under its Rules.

Bournemouth University subscribes to the independent scheme for the review of student complaints. If you are dissatisfied with the outcome you may be able to apply for a review of your appeal to the Office of the Independent Adjudicator for Higher Education (OIA) provided that the complaint you take to the OIA is eligible under its Rules.

Should you decide to make a complaint to the OIA, your OIA Complaint Form **must be received by the OIA** within **12 months** of the date of this letter, that is, it must be received by the OIA ***on or before [insert date - e.g. if the Completion of Procedures Letter is dated 9 July 2015, this date should be 9 July 2016].***

Guidance on submitting a complaint to the OIA and the OIA Complaint Form can be found on the OIA’s website at:

<http://www.oiahe.org.uk/media/34411/oia_digital_complaint_form_and_guidance_notes.pdf>. Alternatively, you can telephone or write to the OIA for a form.

The contact details for the OIA are:

Office of the Independent Adjudicator

Second Floor

Abbey Gate

57-75 Kings Road

Reading RG1 3AB

Tel: 0118 959 9813

Email: enquiries@oiahe.org.uk

**You should send a copy of this letter to the OIA with any Complaint Form**.You may also wish to seek advice from the SUBU Advice about taking your complaint to the OIA.

Please note the OIA will normally only review issues that have been dealt with through the University’s internal procedures.

If you decide to complain to the OIA either Jacky Mack (Head of Academic Services) or I will deal with the OIA on behalf of the University.

Staff in SUBU Advice (<http://www.subu.org.uk/advice>) can be contacted on email subuadvice@bournemouth.ac.uk or telephone (01202) 965779 for advice and guidance. SUBU Advice are a service audited and accredited by the Advice Service Alliance, and have been awarded the Advice Quality Standard. SUBU Advice are independent from the University.

Yours sincerely,

**Name**

**Academic Quality Team Leader**

**Academic Quality**