Swansea University
Prifysgol Abertawe

Code of Practice for dealing with cases of Academic Misconduct

2025-26

Code of Practice for Academic Misconduct

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Code of Practice for Academic Misconduct

Introduction/Background

This Code of Practice is designed to assist members of staff in dealing with issues relating to academic misconduct. The University supports and encourages the highest standards of intellectual honesty and integrity and likewise endeavours to promote good practice in research and student learning. This document places considerable emphasis on preventative measures both at School/Faculty/Collaborative Partner Institution and University level and offers a guide to Schools/Faculties/Partner Institutions on detecting and processing cases of academic misconduct.

A fair, transparent and efficient system is provided for students suspected of academic misconduct. Students shall have:

- Access to the Academic Misconduct procedure;
- The right to be provided with the evidence relating to the suspected misconduct;
- The opportunity to respond to an allegation;
- Access to help and advice from the Students' Union Advice Centre (SUAC);
- The right to request a review of the final decision.

Student Cases within **Education Services**, is responsible for the overall administration of academic misconduct cases, including maintaining the regulations, arranging University Committees of Enquiry, record keeping and the processing of final reviews.

The University has also appointed a **University Academic Integrity Lead**, supported by **Lead Faculty Academic Integrity Officers** who are responsible for overseeing the integrity of University assessments, and working closely with Education Services on all issues relating to academic integrity and academic misconduct. Specific roles and responsibilities are outlined in Section 3.

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Regulations update 2025-26

The following amendments have been made to the Academic Misconduct Regulations for the 2025/2026 session:

- The introduction of Lead Faculty Academic Integrity Officers.
- All cases (with exception of allegations after an award has been bestowed) will be managed by School/Faculty AIOs (including exam cases, PGR cases, commissioning and exam breaches). In cases of alleged commissioning and cases concerning PGR theses, there is a requirement to invite the student to interview.
- In PGR cases, it is good practice to include a PGR Lead when interviewing a student (who has not previously been involved in the case) as a third member of academic staff to advise on PGR processes and regulations. However, the final decision on the case shall rest with the School/Faculty.
- In cases of PGT directed independent learning, PGR thesis, commissioning and second/subsequent offences, the penalty should be ratified by the Lead Faculty Academic Integrity Officer. Education Services will ratify penalties until these are in place.
- Prima facies cases heard after an award has been bestowed are the only cases that will be taken through a Committee of Enquiry.

1. Definitions

1.1 Academic Integrity

Academic integrity reflects a shared set of principles which include honesty, trust, diligence, fairness and respect and is about maintaining the integrity of a student's work and their award. Academic integrity is based on the ethos that **how we learn is as important as what we learn**.

Academic integrity is based upon several core principles. For students, this means:

- Taking responsibility for their own work and studies.
- Respecting the opinions of others, even if they do not agree with them.
- Respecting the rights of others to work and study within the 'learning community'.
- Acknowledging the work of others, where it has contributed to their own studies, research or publications.
- Ensuring that the individual's contribution to group work is represented honestly.
- Supporting others to behave with academic integrity.
- Following the ethical requirements and, where appropriate, professional standards relating to the discipline.
- Avoiding actions which would give an unfair advantage over others.
- Ensuring that the results of research or experimental data are represented honestly.
- Complying with the assessment requirements.

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Academic integrity is the guiding principle for all student assessment, from taking exams, making oral presentations, or writing assignments, dissertations or theses for assessment.

Academic misconduct includes:

- Plagiarism;
- Unacknowledged use of generative artificial intelligence (GenAI);
- Collusion;
- Breach of examination regulations;
- Fabrication of data;
- Impersonation of others;
- Commissioning of work for assessment.

1.2 Academic Misconduct

The University defines academic misconduct as follows:

"It is academic misconduct to commit any act whereby a person may obtain for himself/herself or for another, an unpermitted advantage. This shall apply whether candidates act alone or in conjunction with others. An action or actions shall be deemed to fall within this definition whether occurring during, or in relation to, a formal examination, a piece of coursework or any other form of assessment undertaken in pursuit of an academic or professional qualification at Swansea University."

Examples of academic misconduct in examination conditions

Examination conditions refer to assessments that are **invigilated, whether in person or online via remote proctoring** (e.g. via Respondus LockDown Browser & Monitor).

It is academic misconduct to:

- Introduce into an examination room examination/online proctored assessment/in-class test any unauthorised form of material such as a book, manuscript, data or loose papers, information obtained via an electronic device or any source of unauthorised information;
- Copy from, or communication with, any other person in the examination room/during an online proctored assessment, except as authorised by an invigilator;
- Communicate electronically with any unauthorised person during an examination;
- Be in possession of any electronic device capable of communicating with other devices or other people during an examination/online assessment';
- Use unauthorised materials during an online proctored assessment;

- Impersonate an examination candidate, or allow oneself to be impersonated;
- Present evidence of special circumstances to examination boards which is false, or falsified, or which in any way misleads or could mislead examination boards;
- Present an examination script as one's own work when the script includes material produced by unauthorised means.

Examples of academic misconduct in non-examination conditions

Non-proctored online exams are considered as taking place under non-examination conditions.

Plagiarism is using, without acknowledgment, another person's work and submitting it for assessment as though it were your own work; for instance, through copying or unacknowledged paraphrasing. This constitutes plagiarism whether it is intentional or unintentional. Examples include:

- The use of any quotation(s) from the published or unpublished work of other persons which have not been clearly identified as such by being placed in quotation marks and acknowledged through appropriate citation;
- Summarising another person's ideas, judgments, figures, software or diagrams without appropriately attributing that person in the text and the source in the reference list;
- The use of unacknowledged material downloaded/copied from the internet;
- The submission of another student's work as though it was your own.

This list of examples is not exhaustive.

Swansea University regulations do not explicitly ban the use of **generative artificial intelligence** in the production of original work, but any such use must be within the guidance given for each assignment and be clearly acknowledged and referenced.

Using material generated by artificial intelligence, without due acknowledgment, and submitting it for assessment as though it were your own work may be considered an academic misconduct offence. Students are therefore advised to use such tools with extreme caution in order to ensure both the academic integrity and quality of their work. Examples of use that may constitute academic misconduct include:

- Generating a response to an assignment using ChatGPT or similar and submitting it in whole or in part with only minor amendments;
- Copying passages of text generated by artificial intelligence into an assignment without proper acknowledgement or referencing to show where the text originated;

• Using generative artificial intelligence to create data, graphs, images, audio or video or any other type of content without proper acknowledgement.

This list of examples is not exhaustive.

Self-Plagiarism is not recognised in Swansea University regulations. Where a student has self-plagiarised work, the School/Faculty will mark the work in accordance with the normal marking criteria.

Collusion is two or more people producing work together and submitting it as the work of an individual. Examples include:

- Two or more students working together to develop data or other materials without prior authorisation. Such materials would then be presented for assessment without acknowledging the originator(s) of the work.
- Sharing data, materials or other coursework with another student(s) which is then presented for assessment without the knowledge or permission of the originator(s).

Commissioning is the act of paying for or arranging for another (person or system) to produce a piece of work, whether or not this is then submitted for assessment, as though it were the student's own work. Examples include:

- Commissioning an essay to be written by another;
- Accessing or downloading materials from essay exchange sites;
- Paying another for the collection, manipulation or interpretation of data where this is a requirement of the student's studies.

This list is not exhaustive.

Falsification of the results of laboratory, fieldwork or other forms of data collection and analysis also constitutes academic misconduct.

The University's Proofreading Policy contains updated guidance regarding the use of artificial intelligence tools and software designed for editing, paraphrasing and translating text. Students should be aware of what is permissible regarding their use when seeking to develop and improve their work.

2. Prevention and Detection

2.1 Prevention

Academic staff are asked to be proactive in the prevention of academic misconduct, and Schools/Faculties/Partner Institutions are encouraged to adopt procedures for preventing the spread of academic misconduct.

The following are examples of good practice which Schools/Faculties/Partner Institutions may adopt:

- An induction session at the beginning of each module on the dangers of academic misconduct and quoting examples relevant to the particular module;
- Making students aware of web resources offering advice on referencing and the prevention of academic misconduct;
- Introducing Study Skills modules, which advise students on good referencing practices, including examples of plagiarism and the consequence of engaging in academic misconduct;
- Making use of the Turnitin software and, where possible, explaining the use and content of reports to students. Some Schools/Faculties may also allow students to access the detection software in relation to formative work (only) to assess their ability to attribute sources correctly;
- Reviewing assessment practices and ensuring that assignments are not 'recycled';
- Ensuring assessment rubrics are clear;
- Stress testing assessments with AI;
- Reminding students of the University's definitions of academic misconduct and the implications of being found guilty of academic misconduct;
- Providing students with written guidance on referencing;
- Publicising the outcome summaries of cases, without naming students;
- Integrating assessment tasks to prevent students from purchasing assignments online;
- Providing clear guidance to students on when collaboration or group work is acceptable and when independent work is expected.

Guidance and advice on artificial intelligence

Artificial Intelligence Framework - Swansea University
Enhanced Artificial Intelligence (AI) guidance for staff
Undergraduate and Postgraduate Taught Students Artificial Intelligence Guidance

Students should also be directed to the Academic Misconduct Procedure and University's Proofreading Policy for further information.

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Schools/Faculties/Partner Institutions

As a minimum requirement, Schools/Faculties/Partner Institutions should publish in their handbooks:

- Advice on referencing;
- The University's definition of academic integrity, academic misconduct, plagiarism and examples of academic misconduct;
- A link to the University's Proofreading policy;
- Guidance on the use of AI systems.

A University template for School/Faculty/Partner Institution Handbooks is available.

School/Faculty/Partner Institution Academic Integrity Officers should also promote academic integrity at the School/Faculty/Partner Institution level, and it is considered good practice to ensure that information on academic integrity and academic misconduct is included in any School/Faculty induction and, where feasible, in each programme/module.

Schools/Faculties/Partner Institutions should also use the updated coursework submission form, which includes a signed statement from the student confirming that the work submitted is their own, and that they are aware of the University's definition of the different types of academic misconduct, including plagiarism, commissioning and use of unacknowledged GenAI and its possible consequences. The updated text is attached as Appendix 1. This **must** form the basis of any School/Faculty proforma and include the standard University wording in the statement of authorship, although Schools/Faculties may add additional information as appropriate.

The University

The University should assist Schools/Faculties/Partner Institutions in the prevention of academic misconduct by:

- Including a section on academic integrity and academic misconduct in the template for School/Faculty Handbooks;
- Including information on academic integrity and academic misconduct at relevant University induction events;
- Offering a suite of online courses which aim to support students in their studies, including a course on academic integrity (Academic Success: Skills for Learning, Skills for Life is available via student Canvas accounts);
- Referring students to University subject librarians for support and guidance on referencing;
- Making students aware of the support offered by Swansea University's Centre for Academic Success;

- Providing training, advice and guidance to Schools/Faculties;
- Providing advice and information to students on regulations and procedures;
- Providing written warnings, in each examination venue, of what may or may not be taken into the examination venue;
- Promoting academic integrity.

Students' Union

The Education Officer should work in conjunction with University authorities and academic Schools/Faculties/Partner Institutions in the prevention of academic misconduct.

2.2 Detection

It can be difficult for staff to detect academic misconduct due to the wide variety of sources which students have access to. Schools/Faculties/Partner Institutions and the University should ensure that there is no bias in the detection of academic misconduct. The following may help in the detection of academic misconduct:

- Academic misconduct under examination conditions;
- Training of invigilators and reports of incidents;
- Clear guidance to students regarding items which cannot be taken into examinations e.g. mobile phones and other electronic devices, notes etc.

Academic misconduct under non-examination conditions.

Staff should be encouraged to look at the following:

- Turnitin reports;
- Unusual formatting;
- URLs left at the top of a student's work;
- Odd changes in font and/or layout;
- The inconsistent use of jargon or American spelling in a piece of work;
- Sections or sentences that do not relate;
- Inconsistent grammatical errors;
- Bibliographies which are incompatible with the content of the assignment, or which do not include reference to key texts or work covered in lectures/seminars;
- Inconsistencies of style within the assignment and between the student's other work;
- Inappropriate reference to outdated sources;
- Work wholly or largely reliant on generative AI systems (see AI guidance).

Academic integrity vivas

- Schools/Faculties/Partner Institutions may use academic integrity vivas in the detection of academic misconduct;

- Schools/Faculties/Partner Institutions may also choose to implement a system of random vivas in particular subject areas.

The process for undertaking academic integrity vivas as a means of detecting academic misconduct in non-examination conditions is laid out in section 3.13.

3. Roles and Responsibilities

3.1 University Academic Integrity Lead

The University Academic Lead shall be responsible for:

- Promoting academic integrity and identifying opportunities for development/enhancement;
- Developing strategies for the promotion of academic integrity;
- Ensuring compliance with relevant regulations and procedures and the QAA Quality Code;
- Developing research and evaluation strategies related to the prevention, detection and processing of academic misconduct cases;
- Providing academic leadership in academic integrity;
- Contributing to training and development activities to support the promotion of academic integrity across the University;
- Identifying opportunities for development/enhancement in relation to academic integrity;
- Contributing to the strategic academic development and effective operation of the University as an active member of the University Education Committee;
- Chairing the meeting of Academic Integrity Officers;
- Promoting equality and diversity in working practices and maintaining positive working relationships.

3.2 Lead Faculty Academic Integrity Officers

The Lead Faculty Academic Integrity Officer shall **guide and oversee matters relating to academic integrity within the Faculty** through promoting education and dissemination of good academic practices aimed at ensuring high standards and helping students avoid academic misconduct. The Lead Faculty Academic Integrity Officers will also support Academic Integrity Officers and act as a main point of contact within their Faculty as well as a liaison with Education Services. The role will additionally involve attending relevant University Committees/Boards and working with Education Services staff to bring together a community of practice which promotes academic integrity and identifies opportunities for development/enhancement.

In addition, they will:

- Act as a first or second Academic Integrity Office (as required);
- Provide academic leadership in academic integrity within their Faculty;

- Provide training/shadowing opportunities for other Academic Integrity officers to enhance their experience;
- Help to ensure that staff and students are aware of University and local policies on good academic practice, including plagiarism and referencing of sources, and the use of Turnitin;
- Encourage Programme Directors to log and provide outlines of academic integrity resources and training for their programmes;
- Ratify penalties (as required and where they have not acted as first/second Academic Integrity Officer);
- Monitor trends in cases across the Faculty.

3.3 Faculty/School Academic Integrity Officers

Each School/Faculty/Partner Institution shall appoint **at least two Academic Integrity Officers** who shall be responsible for progressing and determining all cases referred to them by academic staff within the School/Faculty/Partner Institution. The first Academic Integrity Officer shall be responsible for investigating the case and confirming whether a prima facie case exists; the second Officer will then determine whether the case is substantiated and, if so, decide on the penalty. The allocation of responsibilities shall be left to the discretion of the School/Faculty/Partner Institution. However, the Head of School/Faculty/Partner Institution must ensure that all staff are aware of the reporting procedures. In addition, the School/Faculty/Partner Institution Academic Integrity Officer would be expected to:

- Act as first point of contact for the School/Faculty on any academic misconduct matters;
- Attend academic misconduct interviews as required and provide evidence regarding individual cases and general information given to students;
- Liaise with Education Services in checking whether other cases exist, and informing them of cases and penalties, etc.;
- Record cases of academic misconduct at School/Faculty level and provide case reports and minutes (where relevant) to Education Services;
- Apply penalties in line with the University guidelines contained in the Code of Practice (see section on penalties);
- Offer advice to colleagues on procedures, prevention and changes to regulations;
- Disseminate information on academic misconduct to School/Faculty staff and students;
- Attend training/briefing sessions as required;
- Respond to requests for information relating to final review applications and provide, on request, copies of documentation.

School/Faculty/Partner Institution Academic Integrity Officers shall have access to:

- Advice on determining cases and penalties from the the Lead Faculty Academic Integrity Officers and professional staff within Education Services;
- Access to the University's Academic Integrity Hub;

- Letter templates and case report templates;
- Annual training;
- Case history (from Education Services);
- The annual report on academic misconduct which is submitted to the University Education Committee;
- The University's regulations and the Code of Practice.

Although each School/Faculty/Partner Institution Academic Integrity Officer shall work independently and individually, the consistency of outcomes shall be monitored by the University and the systems, communication, mechanisms and practices described in the Code of Practice shall assist the University in achieving consistency. Academic Integrity Officers are also encouraged to enhance the student's learning experience by identifying and reporting issues which require attention to Education Services.

Newly appointed Academic Integrity Officers are invited to request one or more sessions with the Lead Faculty Academic Integrity Officers and Education Services to assist them with their role. Academic Integrity Officers are expected to bring to the attention of module lecturers any patterns or breaches which may suggest that the method of assessment for the module may require reviewing. An example may include group work where roles and responsibilities of each student are unclear and may lead students to collude in the production of the work.

3.4 Conflicts of interest

In cases where the School/Faculty/Partner Institution Academic Integrity Officer is also the marker/module coordinator of the module, it is recommended that the Academic Integrity Officer does not deal with the case. In such instances the case should be referred to the other Academic Integrity Officer within the School/Faculty/Partner Institution or an Officer from another School/Faculty/Partner Institution, or to Education Services.

3.5 Dealing with allegations

The University has distinctive procedures and penalties for dealing with allegations of academic misconduct:

i. In non-examination conditions (see Figure 1);
ii. In examination conditions (see Figure 2);
iii. In research degrees (see Figure 3);
iv. After an award has been bestowed (see Figure 4).

All cases of academic misconduct must be dealt with in accordance with the regulations and no "informal" cases can be heard. Penalties **PGT directed independent learning, PGR thesis, commissioning and second/subsequent offences** should be sent to the Lead Faculty Academic Integrity Officer for ratification.

3.6 Checking on prior offences

It is the responsibility of the second Academic Integrity Officer to contact Education Services to check for prior offences as this information is relevant to any penalty applied.

3.7 The College (Swansea University students)

Joint cases (first offences) involving The College students on non-integrated programmes and Swansea students and/or The College students on integrated programmes shall be dealt with in accordance with the Swansea University procedures. Cases involving The College students on non-integrated programmes only shall be dealt with by The College. In joint cases dealt with by the University, a representative from The College may be involved in stages two to six (see regulation 3.5-3.9).

3.8 Standard of proof

In deciding whether students have committed offences, the Academic Integrity Officer must determine that "on the balance of probabilities", the student has committed the offence. This means that it is **more likely than not** that the student has committed the offence.

3.9 Dealing with "simultaneous first" cases

In certain cases, students will be under investigation in relation to two separately submitted pieces of work at one time. This situation applies where a student is suspected of having committed academic misconduct in relation to a first piece of work, or has been found to have committed the offence, but has not yet received an outcome in relation to that investigation. Where the same student is then investigated in relation to a second piece of work, this will be considered a "simultaneous first" case. In this situation, if the student is found to have committed academic misconduct in both cases, then they should be given a penalty in line with the procedures for a first offence. Any subsequent offences would then be considered a second

3.10 Evidence

Sufficient evidence is required to determine if there is a case of academic misconduct. Module lecturers are expected to provide Academic Integrity Officers with this information when referring a case. If the Academic Integrity Officer requires additional information they should request this from the module leader. Before the student is asked to respond to the allegation (in person or in writing), it is essential that all relevant information regarding the case is provided to the student.

It is reasonable for an Academic Integrity Officer to expect a student to provide evidence of originality, for example, by providing earlier drafts of their work, copies of preparatory notes, data or photocopies of cited sources. In certain cases, students can be requested to attend vivas or interviews. In these cases, minutes of those meetings should be kept as part of the evidence to be considered by the Academic Integrity Officers/Lead Faculty Academic Integrity Officers.

Please note, covertly obtained evidence or evidence submitted by third parties who wish to remain anonymous is usually inadmissible unless those third parties are prepared to waive their anonymity.

3.11 Poor referencing or academic misconduct?

In some cases, the Academic Integrity Officer may decide that poor referencing has occurred rather than academic misconduct. Normally, this would be in the cases where a student is early in their academic career and there are minor infringements. The following groups of students would be considered as early in their academic career:

- Level 3 and 4
- The first teaching block of the programme for direct entry Level 5,6 and 7
- Top Up Degree students

Typical instances would include very minor and/or relatively insignificant cases of:

- Poor referencing;
- Incorrect (or an absence of) attribution for copied work inserted in an assignment;
- A small amount of work copied from another student or produced by generative AI (artificial intelligence) systems;
- A small amount of paraphrasing without adequate attribution.

In such cases the student will be issued an informal warning and be referred to appropriate sources of advice (such as the Personal Tutor, the subject librarian, online training courses and the Centre for Academic Success) for guidance on correct referencing and good academic practice. The School/Faculty will mark the work in accordance with normal marking criteria. Such cases will be noted but will not be recorded as academic misconduct. Normally only one informal warning may be given. However, the Academic Integrity Officer, with reference to the above, may exercise their discretion and award a further informal warning.

Minor and unacknowledged use of generative artificial intelligence may also be considered poor academic practice (see 4.3). Additionally, unacknowledged text or content that appears to have been generated by artificial intelligence but is considered unsubstantial and/or inconsequential may be reflected in the marking process leading to a lower grade being awarded rather than being treated as an academic misconduct offence.

See regulation 4.3 in the Academic Misconduct Procedure for further information.

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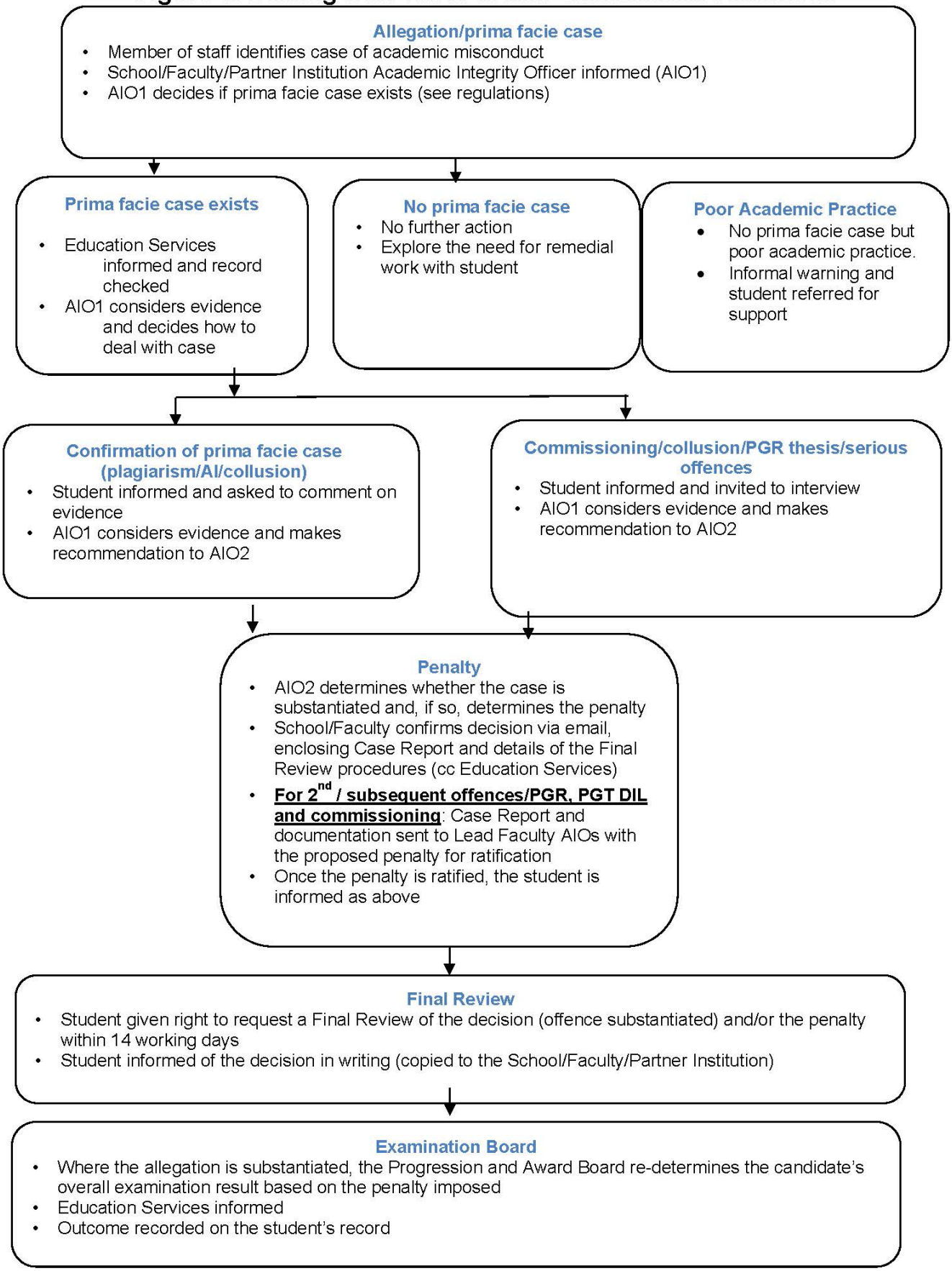
Figure 1: Dealing with cases in non-examination conditions



3.12 Collusion cases

In cases of alleged collusion, it is recommended that the School/Faculty/Partner Institution Academic Integrity Officer interview both/all of the students involved. Students should be informed that the interview will form part of the investigation process and that they may be accompanied at the interview e.g. Students' Union Advice Centre, parent or friend.

An allegation of collusion may be amended during a hearing/investigation to allow a student to be exonerated of the offence whilst amending the allegation against another student(s) e.g to one of plagiarism. An Academic Integrity Officer must be satisfied that, where a student is exonerated of an offence, that they have clearly demonstrated that there was no intention to assist the other student/students involved.

3.13 Dealing with cases of suspected commissioning

In cases of alleged commissioning, the School/Faculty/Partner Institution Academic Integrity Officer will interview the student. Students should be informed that the interview will form part of the investigation process and that they may be accompanied at the interview e.g. Students' Union Advice Centre, parent or friend.

Schools/Faculties/Partner Institutions are asked to provide the following information, along with the referral proforma to the relevant Academic Integrity Officers (Template 2):

- Any emails between the student and their supervisor/Personal Tutor relating to academic guidance on the work;
- The metadata for the assignment of concern. Also, if possible, metadata from previous assignments submitted in proximity to the suspicious work (for comparison purposes);
- If possible, consideration by the supervisor/Personal Tutor of the student's reference list (as to whether any of the references are not available for free/in Swansea);
- Comparative work which demonstrates the student's grasp of spelling or grammatically correct/technical language, where appropriate;
- Any draft work sent to the supervisor prior to submission;
- A digital recording of any viva undertaken, showing all attendees and any documents shared on screen (see para 3.13 below);
- Original documents (even if in a foreign language) if, for example, the student claims to have written the essay in a first language and translated it thereafter;
- Original data, if appropriate;
- Receipts or invoices for any proofreading services;
- Any evidence of a commission order being placed on an online site, where available.

It is also helpful for Academic Integrity Officers to be provided with access to the relevant Canvas site.

An allegation of commissioning may be amended during a hearing/investigation to allow the allegation to be amended to one of the other academic misconduct offences.

3.14 Cases involving interviews

If the First Academic Integrity Officer determines that a prima facie case of academic misconduct exists, the student should be informed in writing of the suspected case of academic misconduct. Within the letter (see Template 3), the School/Faculty/Partner Institution Academic Integrity Officer will either (a) invite the student to comment in writing or (b) invite the student to attend an interview.

Where the student is invited to an interview, the student shall be entitled to be accompanied by a friend or colleague (who is a member of the University) or a Students' Union representative. The role of any person accompanying the student will be to support the student, and they will not normally be allowed to answer questions on behalf of the student.

The interview would normally involve at least two members of staff, usually the First Academic Integrity Officer and one other. A record of the meeting must be kept; this may take the form of written minutes and/or an audio/media recording. At the discretion of the School/Faculty/Partner Institution, a third member of staff may be nominated to record/transcribe the meeting. The Second Academic Integrity Officer may also attend the interview. If the Second Academic Integrity Officer is present at the interview, the First Academic Integrity Officer would still make a recommendation on the case following the interview and the Second Academic Integrity Officer would make a decision on this basis.

In cases involving a PGR thesis, it is good practice to include a PGR Lead (who has not previously been involved in the case) as a third member of academic staff to advise on PGR processes and regulations. However, the final decision on the case shall rest with the School/Faculty/Partner Institutions Academic Integrity Officers.

Students should be provided with copies of the evidence, normally this will be a copy of the marked-up essay and/or the Turnitin report, sources etc.

In cases of collusion, students will normally be asked to attend an interview. Students should be sent copies of all the work under investigation, or extracts as appropriate, and any evidence submitted in advance of the interview by the other student(s).

The terms of reference for the interview shall be:

- To consider the evidence submitted with regard to the allegation of academic misconduct;
- To make a recommendation as to the outcome of the case (including, if substantiated, any penalty).

The procedure during the interview shall be as follows:

The First Academic Integrity Officer shall:

- Introduce themselves and any additional staff to the student;
- Inform the student that they and the second member of staff will question the student, calling witnesses and presenting evidence as they see fit;
- Outline the purpose of the interview and the possible consequences;
- Allow the student and/or their representatives the opportunity to respond to the allegation and outline their case;
- Allow the student to present any evidence which they have brought with them such as drafts, sources, etc.;
- Assess the student's understanding of academic integrity and academic misconduct;
- Where appropriate, ask the student whether they wish to provide any mitigation and remind the student that where they could have reported such circumstances to the School/Faculty/Partner Institution prior to their decision being made, those circumstances cannot subsequently be cited as grounds for review;
- Provide the student with information regarding the timeline for their decision and the right to request a review of the decision;
- Where appropriate, refer the student for additional help and support, for example to the Personal Tutor, subject librarian or the Academic Success Programme;
- Keep a record of the meeting.

The School/Faculty/Partner Institution Academic Integrity Officer does not have to take intent into consideration in relation to an allegation of academic misconduct; there can be no defence that the offence was committed unintentionally or accidentally. Such circumstances can, however, be submitted by the student as mitigation in relation to the penalty to be imposed.

After having considered the evidence and any response provided by the student, the First Academic Integrity Officer shall refer the case, all relevant evidence, any written response received from the student and any notes of any meeting held with the student to the Second Academic Integrity Officer, together with their recommendation as to the outcome of the case and any penalty to be applied using the case report form available from Education Services.

The Second Academic Integrity Officer shall determine the outcome of the case. If the case is substantiated, they shall also determine any penalty to be applied and the reasons for the penalty.

The Second Academic Integrity Officer shall consult the Code of Practice for Academic Misconduct, case history and the candidate's academic record before imposing any penalty. In order to ensure consistency in the application of penalties, the University provides guidance on penalties in the Code of Practice on Academic Misconduct. However, the Second Academic Integrity Officer may also wish to take into consideration the implications of the penalty on the student, intent and any mitigating circumstances. The Second Academic Integrity Officer should be convinced that the mitigating circumstances have a direct bearing on the case and, in particular, had influenced the action of the student(s) concerned.

The Second Academic Integrity Officer will inform the student in writing of the outcome of the interview using the template letters available from Education Services.

3.15 Academic integrity vivas as a means of detecting academic misconduct in non-examination conditions at School/Faculty/Partner Institution level

In cases where School/Faculty/Partner Institution academic staff or Academic Integrity Officer has Officers have concerns about whether a piece of coursework, or any work completed by a student is their own work, the School/Faculty/Partner Institution may invite the student to attend an academic integrity viva. The purpose of the academic integrity viva is to test the student's knowledge of the work which they have submitted and to provide the student with the opportunity, prior to any academic misconduct proceedings, to demonstrate that the work is their own.

The student should be given **no less than two days notification** of the academic integrity viva in writing. A standard template is available – see Template 7. A student may be accompanied by a friend or representative from the Students' Union Advice Centre (SUAC) and contact details for the Advice Centre will be included in the letter. However, anyone accompanying the student will not be able to respond to any questions on behalf of the student. The student will be advised to bring with them evidence of preparatory work relating to the submission such as drafts, sources, feedback, etc. If a student has had any third-party assistance with their work (e.g. proofreading), they will be advised to bring with them the original unamended copy of the work to assist the Panel in assessing the extent to which amendments have impacted on the quality of the work.

Vivas will normally take place via Zoom and students should therefore ensure they have a reliable internet connection along with a working camera and microphone so that they can be clearly heard and seen. If there are any connectivity and/or communication issues, the meeting may need to be paused or postponed until they can be resolved. If the student appears to be

having problems understanding the questions asked, the Panel should try rephrasing their questions and/or speaking more slowly; they may also choose to use the show captions feature in Zoom to automatically generate subtitles or type their questions into the chat.

The viva process would normally involve a Panel of at least two members of academic staff, normally a Chair and a subject expert (usually the module leader or module marker). The Panel should not consist of any School/Faculty/Partner Institution Academic Integrity Officers who have been or shall be involved in the particular case. A record of the viva must be kept. Vivas will normally be conducted electronically via Zoom/video conferencing and will be recorded. At the discretion of the School/Faculty/ Partner Institution, a third member of staff may be nominated to record the viva. While there is no set time stipulated, Panels should avoid overly long meetings, particularly when it is clear than any of the parties are becoming tired and/or anxious. If the student fails to answer a specific question despite several attempts at asking it, it may be better to move on to another and perhaps return to it later if it is deemed significant.

The terms of reference for the viva Panel shall be:

- To test the student's knowledge of the work which they have submitted;
- To provide the student with the opportunity, prior to any academic misconduct proceedings, to demonstrate that the work is their own.

The procedure during the viva meeting shall be as follows:

- The Chair will ask all participants to introduce themselves;
- The Chair will inform all participants of the terms of reference for the Panel.

The Panel may ask questions relating to the work such as how the student approached the assignment, what research was carried out, what sources were used and how these were chosen, what the key concepts of the work are, how the ideas/arguments/data were formulated, etc. The student may also be asked to explain particular statements, theories or terms used within their work. Additionally, the student may be asked whether they received any help or support from any third party. Questions should be asked in an exploratory rather than interrogative tone, with the Panel actively listening to the answers given.

If the metadata for the assignment in question has been checked and is deemed to be unusual, it is not appropriate to ask about this during the viva as the focus must be on the content of the work. If a case is progressed following the viva, the Academic Integrity Officer should request screenshots of the document properties and additional evidence such as previous submissions and add these findings to the referral form.

The student should be given the opportunity to demonstrate that the work is their own, including the opportunity to present any evidence which they have brought with them such as drafts, sources, etc. A deadline for emailing such evidence can also be set once the viva has concluded. Where the student fails to attend the academic integrity viva without good reason, inferences may be drawn in relation to the student's failure to attend by the School/Faculty/Partner Institution Academic Integrity Officer Alternatively, where a viva is deemed necessary in order to fairly determine a case, and the student has not attended or responded to an invitation(s) to attend, the student's marks in the module concerned may be withheld until they engage with the academic misconduct process. The student's progression/award results may also be withheld by the examination board.

Following the academic integrity viva, the Chair will prepare a report setting out their opinion on the student's knowledge of the work they submitted and the reasons for their opinion.
If the Panel, based on the academic judgment of the staff involved, determine that the student has not demonstrated that the assessment is their own work then the Chair will provide to the School/Faculty/Partner Institution Academic Integrity Officer (as appropriate) a copy of their report and the recording/transcription of the viva, in addition to the normal supporting paperwork relating to the case - normally within five working days of the date of the student's academic integrity viva.

If the Panel determines that, based on the academic judgment of the staff involved, the student has demonstrated that the assessed work is their own, the Chair will inform the module leader/marker that the work shall be marked in accordance with the normal assessment criteria for the module. The student shall be informed of this in writing and no further action shall be taken.

3.16 Support for Academic Integrity Officers

The primary support for Academic Integrity Officers is through the University Academic Integrity Lead, Lead Faculty Academic Integrity Officers, Education Services and the Academic Integrity Officers Forum which meets annually to disseminate new information, brief officers of any regulation changes and enable discussion of common issues. Academic Integrity Officers are also encouraged to discuss issues with other School/Faculty/Partner Institution Officers (internal and external to their School/Faculty) and to seek advice and support from the Student Cases Team (academicintegrity@swansea.ac.uk)

4. After an Award has been bestowed (University level Committee of Enquiry)

In addition to dealing with allegations of academic misconduct prior to the conferment of an award, the University has devised procedures for dealing with allegations of academic misconduct after an award has been bestowed on a student. In such cases, the procedure in Figure 4 would apply. Staff are advised to contact Education Services in the first instance.

Figure 2: Dealing with cases in examination conditions

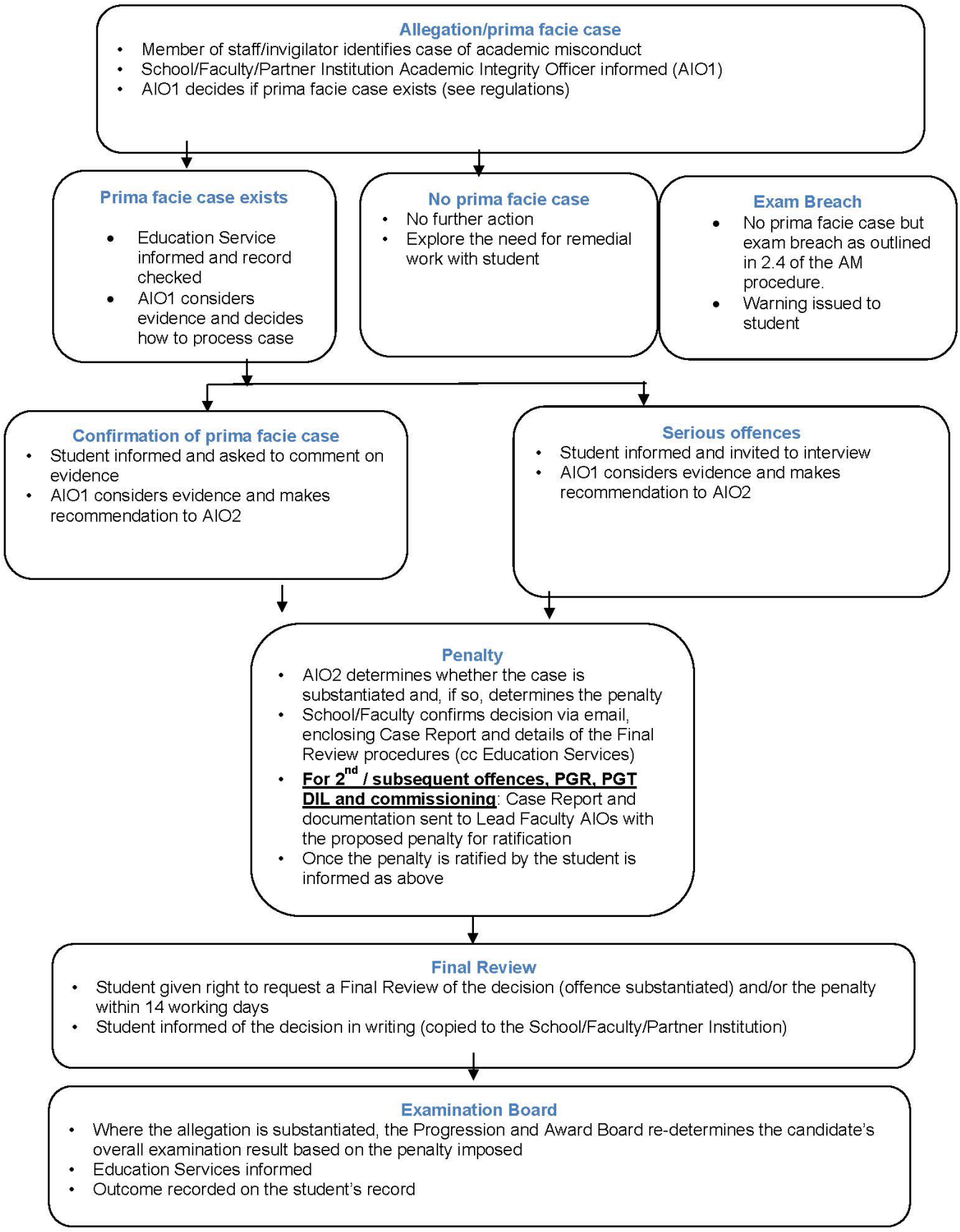


Figure 3: Dealing with cases involving research degree theses

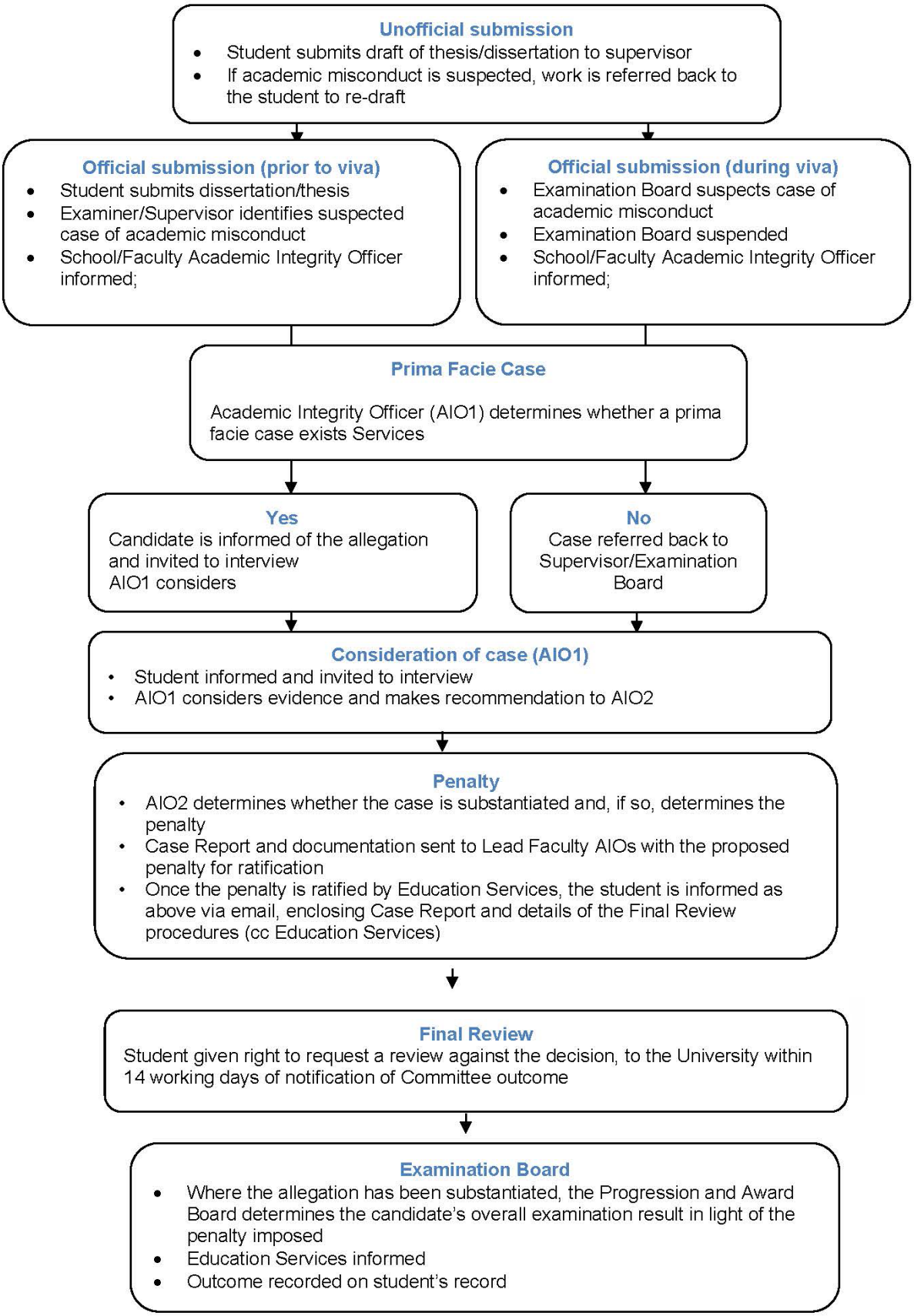
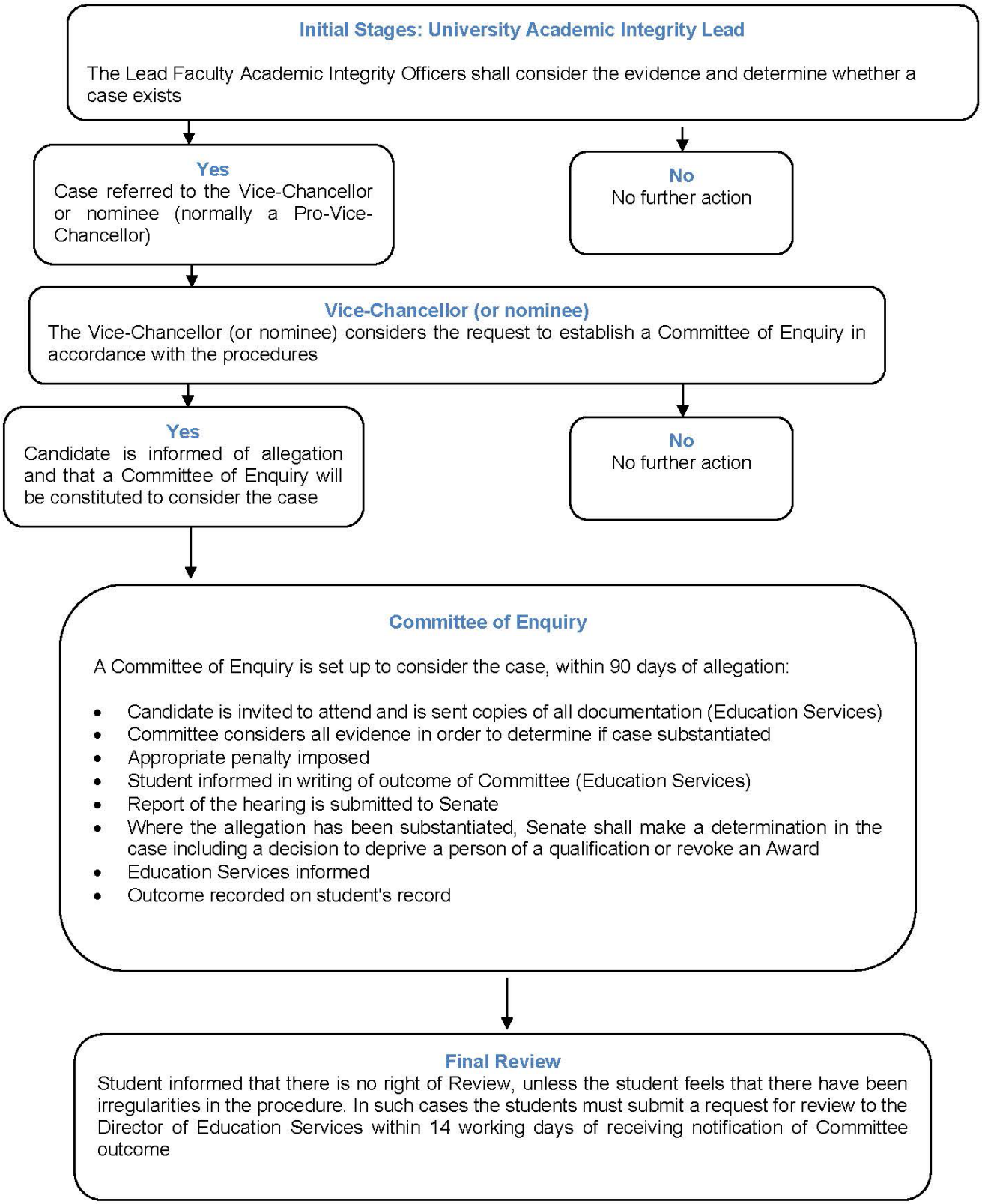


Figure 4: Procedures for dealing with allegations after an Award has been bestowed



5. Penalties

Every case shall be considered on its own merits and penalties should be proportionate to the offence. However, in order to ensure consistency in the application of penalties, Academic Integrity Officers and the Lead Academic Integrity Officers are expected to determine penalties in accordance with the framework provided in the following tables. The School/Faculty is expected to refer to the recommended penalties and ensure that penalties are proportionate to the offence.

Intent
Intention is not taken into consideration in determining whether the allegation is upheld and there can be no defence that the offence was committed unintentionally or accidentally. Such circumstances may be submitted as mitigation in relation to the penalty.

Mitigating circumstances
Mitigating circumstances may be taken into account. The University does not accept a student's medical or personal circumstances as an excuse/reason for academic misconduct. However, the bodies responsible for imposing penalties for academic misconduct are obliged to consider whether the penalty should be mitigated in the light of personal or medical circumstances.

Candidates raising mitigating circumstances must provide evidence in support of the circumstances and provide clarity on their effect. Where a candidate could have reported such circumstances to the School/Faculty prior to the decision being made, those circumstances cannot subsequently be cited as grounds for review.

Schools/Faculties should be convinced that the mitigating circumstances have a direct bearing on the case and, in particular, influenced the action(s) of the student concerned, for example severe mental health problems where a student's capacity for rational judgement has been severely impaired. In cases where a student has been found to have committed academic misconduct and was experiencing difficult medical or personal circumstances which were beyond their control and are judged to have contributed to their committing of the offence, the body responsible for considering the case is required to take due account of the circumstances in determining the penalty for the offence. Circumstances such as family pressure, anxiety about assessments and short-term illness shall not normally be considered.

Deviation from the recommended penalty
Penalties are normally awarded in line with the recommended University penalties. This is in order to ensure that students across the University are treated consistently. Where there is deviation from the recommended penalty, **a full explanation for the reason for the penalty applied should be included in the case report/minutes**. The University will review the application of penalties and identify any areas of concern on an annual basis.

Code of Practice for Academic Misconduct

5.1 Academic misconduct under examination conditions

5.1.1 Breach of examination regulations

In the case of a student being found in possession of an electronic device e.g. mobile phone, etc, which is not permitted in the rubric of the examination paper, but which has not been used or where there is no evidence that it has been used, the offence shall be considered as a breach of examination regulations only.

The invigilator shall report the case as soon as possible in writing to the Faculty/School/Partner Institution's Academic Integrity Officer.

The Academic Integrity Officer may interview the student and draw their attention to examination regulations. The Academic Integrity Officer shall then decide whether to issue a penalty (see below).

5.1.2 Penalties - Exam Breach

Breach	Illustrative Example	Penalty
1st breach (no previous offence)	Possession of an electronic device e.g. mobile phone, etc. which is not permitted in the rubric of the examination paper, but which has not been used or where there is no evidence that it has been used.	Written warning
2nd breach	Possession of an electronic device e.g. mobile phone, etc. which is not permitted in the rubric of the examination paper, but which has not been used or where there is no evidence that it has been used.	Cancellation of the mark for the paper

5.1.3 Penalties - Exam Conditions

The **recommended penalty** for students found guilty of academic misconduct under examination conditions shall be the **cancellation of the candidate's mark for the module concerned**. However, the full range of penalties is included in Table 1 below. Where a student is allowed to retake the examination in question, the Committee shall also determine whether the marks achieved should be capped or uncapped.

Where an allegation has been substantiated, and this may affect the candidate's ability to practise in a particular profession, the case may also be referred to the Head of School/Faculty/ Partner Institution who will decide whether to inform the Professional Body. In some instances, the Head of School/Faculty or nominee will be obliged to inform the Professional Body.

TABLE 1: PENALTIES UNDER EXAMINATION CONDITIONS

Allegation/ Offence	Illustrative Example	Penalty
1st allegation (no previous offence)	**Minor** breach of examination regulations e.g. written or verbal communication which **clearly** has **no bearing** on the examination and is **not** of an academic nature.	Written warning
1st allegation (no previous offence)	**Moderate** breach of examination regulations e.g. where a student has **attempted** written or verbal communication with another student relating to the examination or copying from another student's work.	Mark of 0% for the module component(s)
1st allegation (no previous offence)	**Major** breaches of examination regulations, e.g. notes taken into examination, which are relevant to the subject area.	Mark of 0% for the module as a whole
1st allegation (no previous offence)	**Serious** breaches of examination regulations, with evidence of **premeditated action** e.g. notes pasted into reference books, impersonating another or allowing themselves to be impersonated, use of electronic devices pre-set with relevant material.	Mark of 0% for the level of study
2nd allegation (previous offence)	Examination breaches based on second allegations.	Mark of 0% for the level of study and disqualification

5.2 Penalties - Non-examination conditions (excluding PGR research theses)

The **recommended penalty** for students found guilty (first offence) shall be the **cancellation of the candidate's mark for the module concerned** (see Table 2).

However, the full range of penalties is included in Table 2 below. The decision whether to allow a student to retake work/assessment(s) shall be made by the relevant Examination Board, in accordance with the assessment regulations for the programme.

Where an allegation has been substantiated, and this may affect the candidate's ability to practise in a particular profession, the case may also be referred to the Head of School/Faculty/ Partner Institution who will decide whether to inform the Professional Body. In some instances, the Head of School/Faculty will be obliged to inform the Professional Body.

Where an allegation has been substantiated, and this may affect the candidate's ability to practise in a particular profession, the case may also be referred to the Head of School/Faculty/ Partner Institution who will decide whether to inform the Professional Body. In some instances, the Head of School/Faculty will be obliged to inform the Professional Body.

The decision whether to allow a student to retake work/assessment(s) shall be made by the relevant Examination Board, in accordance with the assessment regulations for the programme.

Where an allegation has been substantiated, and this may affect the candidate's ability to practice in a particular profession, the case may also be referred to the Head of School/Faculty who will decide whether to inform the Professional Body. In some instances, the Head of School/ Faculty will be obliged to inform the Professional Body.

TABLE 2: PENALTIES UNDER NON-EXAMINATION CONDITIONS

Allegation/Offence	Illustrative Example	Penalty
1st allegation (no previous offence)	Minor plagiarism or unacknowledged use of generative artificial intelligence (GenAI) where a small amount of work is affected and/or it is early in the student's academic career or there is good reason to suppose that the student did not understand the academic conventions.	Written warning or written warning and plagiarised text to be ignored when marking, resulting in a reduced mark
1st allegation (no previous offence)	Plagiarism from published work listed in the bibliography or minor amounts from a source not listed in the bibliography; use of unacknowledged GenAI; misrepresentation of data which is of minor importance.	Mark of 0% for the assignment
1st allegation (no previous offence)	Plagiarism from published work listed in the bibliography or minor amounts from a source not listed in the bibliography; use of unacknowledged GenAI; misrepresentation of data which is of minor importance.	Mark of 0% for the module component(s)
1st allegation (no previous offence)	Plagiarism from published work not listed in the bibliography or large sections of plagiarised text in the work with the source listed in the bibliography; use of unacknowledged GenAI affecting large sections of text; unauthorised collusion with another student; falsification of data which is substantial in extent or importance and where the data forms the basis of the conclusion/knowledge.	Mark of 0% for the module as a whole
1st allegation (no previous offence)	Large or substantial texts plagiarised in more than one assignment/module; use of unacknowledged GenAI in more than one assignment/module; misrepresentation or falsification of data which is major in extent or importance; Commissioning another person to prepare the work on the student's behalf with no evidence of submission.	Mark of 0% for the level of study

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Allegation/Offence	Illustrative Example	Penalty
1st allegation (no previous offence)	Commissioning another person to prepare the work on the student's behalf with evidence of submission Falsification/forgery of University documents; fabrication of data.	Mark of 0% for the level of study and disqualification
2nd allegation (previous offence)	Minor plagiarism from published work listed in the bibliography or minor amounts from a source not listed in the bibliography; use of unacknowledged GenAI; misrepresentation of data which is of minor importance Plagiarism from published work not listed in the bibliography or large sections of plagiarised text in the work with the source listed in the bibliography; use of unacknowledged GenAI affecting large sections of text; unauthorised collusion with another student; falsification of data which is substantial in extent or importance and where the data forms the basis of the conclusion/knowledge.	Mark of 0% for the module as a whole Mark of 0% for the level of study
2nd allegation (previous offence)	Large or substantial texts plagiarised in more than one assignment/module; use of unacknowledged GenAI in more than one assignment/module; misrepresentation or falsification of data which is major in extent or importance; Commissioning another person to prepare the work on the student's behalf, with or without evidence of submission Falsification/forgery of University documents; fabrication of data.	Mark of 0% for the level of study and disqualification
3rd allegation (previous offences)	Any third offence	Mark of 0 % for the level of study and disqualification

5.3 Academic Misconduct in Research Degrees

Due to the nature of supervision of research students, a case of academic misconduct should normally only be heard officially when a student has formally submitted a thesis for assessment. If a supervisor suspects academic misconduct e.g plagiarism/unauthorised use of AI during the period leading up to submission of the thesis, i.e. when drafts of chapters are submitted for comment, then the supervisor should raise concerns with the student and either advise on better referencing/academic practice or require the student to resubmit the work. Following the submission of the work, plagiarism could be detected at one of three stages, normally prior to viva, during a viva, or possibly subsequent to the conferment of the award.

Penalties

The penalties available to the Academic Integrity Officers are:

1. The issue of a written reprimand to the candidate;
2. The candidate be awarded a decision of Fail, with a right of resubmission;
3. The candidate be awarded a decision of Fail, with no right of resubmission;
4. In the event of the Academic Integrity Officers deciding that the above penalties are inappropriate, the Academic Integrity Officers may use their discretion to decide upon an appropriate penalty.

The recommended penalties are included in Table 3.

Where an allegation has been substantiated, and this may affect the candidate's ability to practice in a particular profession, the case may also be referred to the Head of School/Faculty or nominee who will decide whether to inform the Professional Body. In some instances, the Head of School/Faculty or nominee will be obliged to inform the Professional Body.

TABLE 3: PENALTIES FOR DISSERTATIONS (DIL) and PGR thesis (non-examination conditions)

Allegation/Offence	Illustrative Example	Penalty
1st allegation (no previous offence)	**Minor** academic misconduct which does not affect the substance of the research.	Fail, with a right of resubmission
1st allegation (no previous offence)	**Major** act of academic misconduct e.g. substantial sections of the thesis are copied from another source, or statistics are fabricated/copied.	Fail, with no right of resubmission
2nd allegation (previous offence)		Fail, with no right of resubmission

6. Reviews and Office of the Independent Adjudicator (OIA)

6.1 Review of Decision

The academic misconduct procedures are not a judicial, but a University process. The following basic principles apply:

1. The student should be informed of the case against them, in advance of the case being heard/determined.
2. The student has the right to challenge and respond to the case against them.
3. The person/persons deciding on the case do so without bias.
4. There is a mechanism for reviewing the decision.
5. Students are entitled to support during the process.

All students found guilty of academic misconduct have the right to request a final review (please see flow charts) under the University's Final Review procedure.

School/Faculty/Partner Institution Academic Integrity Officers may be asked to provide documentation on the case and respond to specific questions raised.

6.2 Office of the Independent Adjudicator (OIA)

Students who are dissatisfied with the outcome of their final review may be able to complain to the Office of the Independent Adjudicator (OIA) provided that their complaint is eligible under its rules (please see the OIA website).

APPENDIX 1: TEMPLATES AND LETTERS

The following templates are included here and also available via the Academic Integrity Hub

1. Recommended Canvas Assignment Template
2. AM referral form
3. School allegation letter
4. Student response form
5. School penalty letter
6. Unsubstantiated letter
7. Academic integrity viva letter
8. Case report
9. Exam Breach Unauthorised Material
10. Exam Breach Possession of Mobile
11. Exam Breach Unauthorised Calculators
12. Exam Breach Unauthorised Communication

Template 1: Recommended Canvas Assignment Template

Faculty/School Information	**[*Edit this field* - Please refer to school/department guidance on what to include here - below is an illustrative example of best practice. Please note that the Assignment Submission Declaration should not be removed or edited.]**
Assignment Overview	**[*Edit this field* - Type your assignment prompt here. You can also link to articles, websites, or embed images/videos as part of the prompt. You can learn more by visiting the Canvas Instructor Guide on Assignments]**
Guidelines	***[*Edit this field* - Use this space to provide specific guidelines and marking criteria for students to refer to. Please see the sample below – this may be dependent on the type of assessment or how the assessment needs to be submitted if not on Canvas].***
Word Limit	**[*Edit this field* - provide the maximum word limit] Recommended compliance statement: "I submit this assessment in accordance with the parameters defined in the Assignment Brief/Template"**
Submission Type	**[*Edit this field* - clarify the submission method and any specific file types required]**
Marking Criteria	You should refer to the marking criteria as a guide to help you understand what is expected in this assignment: **[*Edit this field* - Include where students can find the marking criteria, including a hyperlink if possible]**
Learning Objectives	This assignment assesses the attainment of the following learning objectives: **[*Edit this field* - Insert appropriate learning objectives]**
Graduate Attributes	This assignment provides the opportunity to demonstrate the following graduate attributes: **[*Edit this field* - Insert appropriate graduate attributes]**
Academic Integrity	It is essential for every student to work with integrity when completing assessments. Here at Swansea University that means we commit to a culture of being honest in our work which includes giving credit where it is due through appropriate referencing and collaborating when it is appropriate, for example in group assessments.

Artificial Intelligence	**[*Edit this field* – Each assignment brief should include an indication of the extent to which (if any) the use of Artificial Intelligence by learners is permitted in completing the assignment, along with any requirements around referencing, submission of prompts, transcripts etc. For detailed information on Artificial Intelligence and Assessment at Swansea University, please refer to the University's AI Guidance for Staff. *]** For general information around the use of Artificial Intelligence in assessment, please refer to the University's AI Policy. ***It is recommended that the AI Assessment Scale be embedded into this section wherever possible.***
Assessment Feedback	Assessment Feedback for this assignment will be available: • On **[*Edit this field* - Insert Date/time as it appears on the Course Overview page]** • In **[*Edit this field* - Insert Access point/location]**
Submission Support	**[*Edit this field* - Provide guidance here as to what students should do, or who they should contact, if they experience technical difficulties with submission.]** Need help using Canvas Assignments? If so there is a series of Canvas Student Guides for Assignments available.
ASSESSMENT SUBMISSION DECLARATION	
By submitting your assessment, you agree to the following statement: **In submitting this assessment, I certify that I have read and understood the University's Academic Misconduct Policy and Proofreading Policy, and the School's/Faculty's advice on good academic practice, and definitions including plagiarism, collusion, unacknowledged use of generative artificial intelligence and commissioning. I have also read and understand the University's Artificial Intelligence Guidance.** **I understand that all marks received with feedback are to be considered provisional until they have been ratified by an Examination Board.**	

KEY:

Required	
Important	
May be important	
Nice to have	

Code of Practice for Academic Misconduct

Template 2: Academic Misconduct Referral Form

SWANSEA UNIVERSITY, FACULTY/SCHOOL ...

Academic Misconduct Referral

Marker/moderator/module co-ordinator to complete details below and email to EMAIL@swansea.ac.uk.

Please ensure that all marks and feedback have been removed from the Canvas submission area until the investigation is concluded.

Please use a separate form for each student being referred (with the exception of suspected collusion cases) and provide as much detail as possible to avoid unnecessary delays.

Please refer to the Academic Misconduct Procedure and the Code of Practice for guidance.

SECTION 1

Referral of suspected academic misconduct (to determine if a prima facie case exists)

1a: Student and assignment details (to be completed by the marker)			
Programme		Level of study	
Module code		Credits	
Component		Component weighting	%
Submission date on Canvas		Turnitin similarity	%
Assessment type	Coursework / non-proctored online exam ☐ PG Dissertation ☐ School/Faculty invigilated in-class test ☐	Attempt	

STUDENT ID	Surname	Forename(s)	Turnitin Paper ID

STAFF NAME	Date reported

1b: Details of Allegation (to be completed by the marker)		
What type of potential academic misconduct has been detected? *(see here for definitions)*		
Type		**Main reasons / sources of concern**
Plagiarism	☐	*(e.g. high Turnitin score, matched sources)*
Plagiarism - GenAI	☐	*(e.g. unusual language, repetition, irrelevancy, unreal references)*
Collusion	☐	*(add student / Turnitin paper ID of any others potentially involved)*
Commissioning	☐	*(e.g. metadata, formatting, level/relevancy of work, language, etc.)*
Falsification of data	☐	*(repetition, unreliable source, etc.)*
Exam Offence	☐	
PGR Thesis	☐	
Other	☐	
Add any further details that may help the Academic Integrity Officer determine whether or not a *prima facie* case exists. For example, what guidance was the student provided with in relation to referencing/use of AI etc:		
List supporting documentation attached (e.g. student submission(s), metadata, correspondence, etc.):		

1c: Informal warning eligibility (to be completed by School/Faculty Professional Services Team)	
Is the student at an early stage of their academic career? (i.e. level 3 or 4 or first semester for direct entry level 5 or 7)	☐ Yes ☐ No
Is the student eligible for an informal warning?	☐ Yes ☐ No

1d: Prima facie case (to be completed by the First Academic Integrity Officer – AIO1)	
Please select one of the following:	☐ Minor infringements and early in academic career - informal warning to be given ☐ Exam Breach – warning letter to be issued ☐ *Prima facie* case established - case to progress in accordance with Section 2 ☐ No prima facie case - return work to marker without further action

*If an informal warning is given, an email should be sent to the student with the Informal Warning Letter attached (template) with a copy to academicintegrity@swansea.ac.uk; this is then the end of the process.

SECTION 2

Case progression (prima facie case confirmed). Please refer to Section 1 for the case details

STATUS	PROGRESSION
Prima facie case established by AIO1?	☐ Yes / ☐ No
Next steps (note this will depend on the type/severity of the AM – see part 3 of the Code of Practice for more information)	Student invited to attend a **viva** ☐ Allegation letter + **written response** form ☐ Allegation letter + **interview** invite ☐

Please use the following templates for each outcome:

Viva: Template 8 - Academic integrity viva letter
Allegation letter: Template 3 - Faculty/School allegation letter + Template 4 - Student Response Form (for written response)

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Template 3: Faculty/School Allegation Letter

Ref: /<Stu No>
<date>

Private and Confidential

<student name>
By email only: <>@swansea.ac.uk and: <personal email address>

Dear <>,
Re: Suspected Case of Academic Misconduct

I am writing to inform you that there is a prima facie case of academic misconduct against you in respect of:

<MODULE> (<> credits).

Please find attached the following evidence considered by the School/Faculty:

< list all the evidence> The allegation is that <>.

This constitutes academic misconduct, as defined in Swansea University's Academic Procedure. This definition, together with further information regarding Swansea University's academic misconduct regulations, can be found on our website.

EITHER

You are invited to respond to this allegation in writing, outlining any facts and/or mitigating circumstances which you would like the School/Faculty to consider. Please also provide any relevant documentary evidence of facts and/or mitigating circumstances. Where you could have reported such circumstances to the School/Faculty, prior to their decision being made, those circumstances cannot subsequently be cited as grounds for review. You may also declare any other work which you would like the School/Faculty to take into consideration.

Please send your response to **<> by <>**. If the School/Faculty has not received a response from you by this date, your case will be determined on the evidence available.

OR

You have the opportunity to respond to this allegation by attending an online meeting with the School's/Faculty's Academic Integrity Officers on **<date>** at **<time>**.

Zoom meeting details:

Link:
Meeting ID:
Passcode:

I would be grateful if you could confirm your attendance by contacting <> by <date>. You may be accompanied at the meeting by another member of Swansea University or a Students' Union representative (to include an advisor from the Students' Union Advice Centre; detailed below). Please note that a record of the meeting will be taken.

At this meeting you will be invited to respond to this allegation and to explain any mitigating circumstances which you would like the School/Faculty to consider. You are advised to have available any relevant documentary evidence of facts and/or mitigating circumstances. In order that all evidence can be provided to all parties before the date of the meeting, if there is any additional evidence that you would like to be considered, I would ask that you please send this to <> **by <>**. All evidence received will be circulated to the staff who will be in attendance prior to the meeting. **<IN COLLUSION CASES ALSO INCLUDE "and the other student(s)">**. Please note that the School/Faculty may refuse to consider any evidence received from you after this date.

You are also invited to respond to this allegation in writing, outlining any facts, additional evidence and/or mitigating circumstances which you would like the School/Faculty to consider. Please also provide any relevant documentary evidence of facts and/or mitigating circumstances. Where you could have reported such circumstances to the School/Faculty, prior to their decision being made, those circumstances cannot subsequently be cited as grounds for review. You may also declare any other work which you would like the School/Faculty to take into consideration.

If you require this communication in an alternative format or wish to request any reasonable adjustments to support your engagement with this process, please let us know as soon as possible.

If you fail to attend this meeting or contact the Faculty, your case will be determined on the evidence available.

* * *

Unfortunately, it is not possible to provide a specific timeline for the investigation; different factors (for example, complex cases, busy assessment periods) may impact on when you will receive your final outcome. However, we will endeavour to provide this as soon as possible. Please note that you will not receive a result for this assessment until the academic misconduct investigation is complete and this may also delay your progression or award decision. A further letter will be sent to you in due course, and you will also be notified of the review process if applicable.

Free, confidential and impartial advice and support for academic misconduct is available from the Students' Union Advice and Support Centre. From there select Submit a ticket and choose Advice & Support from the drop down menu. It is strongly advised that you contact them as soon as possible in order to access advice and support.

You are also advised to contact your **Personal Tutor** for further advice and support.

Additionally, the University offers a wide range of welfare and wellbeing support services that are available for all students to access. More information about these is available on the University website - please see links below:

- Swansea University Students' Union
- Student Support Services
- Support and Wellbeing

Yours sincerely,

<name>
School/Faculty Academic Integrity Officer

cc: academicintegrity@swansea.ac.uk

Code of Practice for Academic Misconduct

Template 4: Student Response Form

School / Faculty of ___

Academic misconduct allegation: student response form

This response form and any additional information that you provide will be sent to the School's Academic Integrity Officers to consider alongside the original evidence.

Completed forms should be submitted, together with any supporting evidence, to email@swansea.ac.uk by the deadline stated in the accompanying allegation letter.

Please see University's Academic Misconduct Procedure for further information.

Free, confidential and impartial advice and support for academic misconduct is available from the Students' Union Advice and Support Centre. From there select Submit a ticket and choose Advice & Support from the drop down menu. It is strongly advised that you contact them as soon as possible in order to access advice and support.

Name	
Student number	
Module code and name	

Definitions of academic misconduct are given in the appendix at the end of this document; please read them in conjunction with the attached letter that details the allegation made against you		
Do you understand what is meant by *academic misconduct* (see definitions contained in the appendix)	**Yes ☐**	**No* ☐**
Do you understand the allegation being made against you?	**Yes ☐**	**No* ☐**
If you don't understand the definitions or the allegation made against you, please contact the Academic Quality Team on email@swansea.ac.uk for further clarification		
The Academic Integrity Officers who have considered your case have the following concerns about your work:		

Please respond to the specific concerns outlined above, explaining the circumstances around the alleged offence:
In your own words, please explain the process of preparing your assessment, with specific reference to the allegation that has been made: *You can outline, for example, the process you usually go through when preparing a submission, including how you collect sources, take notes, manages references, proofread your work, etc.* *You should also explain the circumstances such as where you did the work, whether you used your own computer, how you managed your time, and anything else that might be relevant*
Is there any evidence that supports how you prepared your assessment that you would like us to consider as we discuss this case? *Please include any additional evidence as an email attachment; this might include screenshots of notes, essay plans, search history, etc.* *You are also invited to declare any other work which you would like us to take into consideration*
Please outline any mitigating circumstances which should be taken into account in the event that the allegation is found to be substantiated, and a penalty must be applied. *Please note, in order to be taken into account, mitigating circumstances must:* • *have a direct bearing on the case and, in particular, have directly affected your ability to complete the assignment/work relevant to this case* • *be supported with evidence, including evidence of their effect* *Please send any such evidence as an email attachment*

Have you attached any further information to this form?	Yes ☐	No ☐

Date form submitted	
Student number or e-signature	

Code of Practice for Academic Misconduct

Template 5: Faculty/School Penalty Letter

Ref: /<Stu No>
<date>

Private and Confidential

<student name>
By email only: <>@swansea.ac.uk and: <personal email address>

Dear <>,

Re: Academic Misconduct

I am writing to inform you that the School/Faculty Academic Integrity Officer(s) have now considered the allegation of academic misconduct against you, namely that you

<insert allegation>

Following consideration of all of the evidence presented, it has been decided that the allegation has been **substantiated**.

As this is a < first offence/simultaneous first offence/second offence >, the School/Faculty has decided to impose the following penalty:

<insert penalty option from regulations>

I must warn you that if you are found guilty of academic misconduct on a further occasion, the likely penalty will be the cancellation of all marks for the level of study and you may be withdrawn from the University.

You are required to meet with your <your Personal Tutor/Supervisor or insert any other relevant staff> to discuss the issue of academic misconduct and obtain guidance on how to avoid it in the future.

Please be advised that if you are registered with a professional, statutory or regulatory body, it is your responsibility to notify this professional body of the academic misconduct outcome, where appropriate. Additionally, if you are a sponsored student or a student on a professional programme, the University may be obliged to inform your sponsor of the outcome of this allegation.

Code of Practice for Academic Misconduct

If you decide that you wish to request a review of this decision, you need to do so in writing by completing form a **Final Review** Application Form **within14 working days of the date of this letter** in accordance with the University's Final Review Regulations. The form should be addressed to the Student Cases Office, and should be sent by email to myunihub@swansea.ac.uk.

The final review form, procedures and review grounds can be accessed from the University's website.

Please note that final reviews will only be considered based on the following grounds:

- Irregularities in the conduct of the relevant procedures, which are of such a nature as to cause reasonable doubt whether the party/parties concerned would have reached the same decision had they not occurred.
- New evidence which was not made available to the party/parties concerned when the candidate's case was considered, and which can be shown to be relevant to the case. The student must show a compelling reason why such evidence was not made known prior to the decision being made. Where the student could have made the new evidence available prior to the decision being made, such evidence cannot subsequently be cited as grounds for review.
- That the decision reached was unreasonable on the information which had been available to the party/parties when the case was considered. To apply this ground the student must explain why no reasonable person could have reached the decision that was made.

Free, confidential and impartial advice and support for academic misconduct is available from the Students' Union Advice and Support Centre. From there select Submit a ticket and choose Advice & Support from the drop down menu. It is strongly advised that you contact them as soon as possible in order to access advice and support.

The University offers a range of academic support services and a suite of online courses which aim to support students with their studies. You are strongly advised to access this support in order to avoid academic misconduct in the future. These resources include:

- The Centre for Academic Success (CAS)
- Support from subject librarians which includes help with referencing
- Academic Success: Skills for Learning, Skills for Life online course (see Course 3 – Academic Integrity):

Code of Practice for Academic Misconduct

You can access the online Academic Success course by following the link above or through Canvas. If you have already completed the course, you may wish to re-visit it. The full course takes approximately an hour to complete.

Following completion of the self-directed learning, there is a **short online quiz**, which will assess your level of understanding of the learning material. This should take about five minutes and you can revisit the training material and retake the quiz as many times as you wish.

There is also a link to a **feedback questionnaire** on this site which we would be grateful if you could complete. It will only take 5 minutes and will be anonymous. The data gathered will be used for statistical purposes to provide the University with an evaluation of the course content. We respect the privacy of those taking part and, as such, individual responses are confidential and at no point will students be identified.

Additionally, the University offers a wide range of welfare and wellbeing support services that are available for all students to access. More information about these is available on the University website - please see links below:

- Swansea University Students' Union
- Student Support Services
- Support and Wellbeing

If you require this communication in an alternative format or wish to request any reasonable adjustments to support your engagement with this process, please let us know as soon as possible.

Yours sincerely,

<name>
School/Faculty Academic Integrity Officer

cc: academicintegrity@swansea.ac.uk

Code of Practice for Academic Misconduct

Template 6: Unsubstantiated Letter

Ref: /<Stu No>
<date>

Private and Confidential

<student name>
By email only: <>@swansea.ac.uk and: <personal email address>

Dear <>,

Re: Academic Misconduct

I am writing to inform you that the School/Faculty Academic Integrity Officer(s) have now considered the allegation of academic misconduct against you, namely that you

<insert allegation>

Following consideration of all the evidence presented, it has been decided that the allegation has been **unsubstantiated**. No further action will be taken against you with regard to this alleged academic misconduct, nor will a record of this allegation be held on your file.

I would like to advise you that this case was brought to our attention and investigated because your lecturer had concerns regarding your submission. You are strongly advised to access the resources and support offered by the University aimed at improving students' study studies and helping them avoid academic misconduct. These resources include:

- The Centre for Academic Success (CAS)
- Support from subject librarians which includes help with referencing
- Academic Success: Skills for Learning, Skills for Life online course (see Course 3 – Academic Integrity):

You can access the online Academic Success course by following the link above or through Canvas. If you have already completed the course, you may wish to re-visit it. The full course takes approximately an hour to complete.

Code of Practice for Academic Misconduct

Following completion of the self-directed learning, there is a **short online quiz**, which will assess your level of understanding of the learning material. This should take about five minutes and you can revisit the training material and retake the quiz as many times as you wish.

There is also a link to a **feedback questionnaire** on this site which we would be grateful if you could complete. It will only take 5 minutes and will be anonymous. The data gathered will be

used for statistical purposes to provide the University with an evaluation of the course content. We respect the privacy of those taking part and, as such, individual responses are confidential and at no point will students be identified.

Additionally, the University offers a wide range of welfare and wellbeing support services that are available for all students to access. More information about these is available on the University website - please see links below:

- Swansea University Students' Union
- Student Support Services
- Support and Wellbeing

If you require this communication in an alternative format or wish to request any reasonable adjustments to support your engagement with this process, please let us know as soon as possible.

Yours sincerely,

<name>
School/Faculty Academic Integrity Officer

cc: academicintegrity@swansea.ac.uk

Code of Practice for Academic Misconduct

Template 7: Viva Letter

Ref: /<Stu No>
<date>

Private and Confidential

<student name>
By email only: <>@swansea.ac.uk and: <personal email address>

Dear <>,

Re: Academic Integrity Viva

I am writing to inform you that you are required to attend an academic integrity viva. There are some concerns relating to the <assignment> you submitted for **module** <>. Please find attached the assignment you submitted to your School/Faculty.

Your School/Faculty are concerned that there may be elements of academic misconduct within your work, and wish to test your knowledge of the work you have submitted. The definition of academic misconduct, together with further information regarding Swansea University's academic misconduct regulations, can be found on our website, by visiting Academic Misconduct procedure.

As part of the investigation process, and in accordance with the University's procedures, the School/Faculty has decided to hold an academic integrity viva during which you will be questioned on aspects of your work.

You are required to attend an online meeting with the School/Faculty on **<day date>** at **<time>**. Please make sure you have access to a **reliable internet connection** and have a working **camera and microphone** to ensure you can be clearly seen and heard during the meeting.

Zoom Details

Link:
Meeting ID:
Passcode:

I would be grateful if you can confirm your attendance by contacting <name> by <**date**>.

Please bring with you any evidence of preparatory work relating to your work such as drafts, sources or feedback. If you have received any third party assistance with your work (e.g. you

have used a proof reader) you are advised to bring with you a copy of the original unamended work. This will assist the Panel in assessing the extent to which amendments have impacted on the quality of the work.

You may be accompanied by a friend or representative from the Students' Union Advice and Support Centre, which provides free, confidential and impartial advice and support to all students. As they may not be able to respond to you straightaway, we advise you to contact them immediately via email: advice@swansea-union.co.uk.

If you have any difficulties understanding the questions you are asked during the viva, please ask for clarification; questions can be repeated, rephrased and/or written in the chat function.

Free, confidential and impartial advice and support for academic misconduct is available from the Students' Union Advice and Support Centre. You can contact them by following this link: http://hello.swansea-union.co.uk/. From there select Submit a ticket and choose Advice & Support from the drop down menu. It is strongly advised that you contact them as soon as possible in order to access advice and support.

You are also advised to contact your **Personal Tutor** for further advice and support.

Additionally, the University offers a wide range of welfare and wellbeing support services that are available for all students to access. More information about these is available on the University website - please see links below:

- Swansea University Students' Union
- Student Support Services
- Support and Wellbeing

(If you are unable to attend the viva it may be possible to reschedule the meeting. Please contact <> as soon as possible to discuss this option Please note that failure to attend the academic integrity viva, without good reason, may result in inferences being drawn in relation to your case. Based on the academic integrity viva, the School/Faculty will decide whether to pursue the issue further and will advise you of the outcome of this decision in due course.
If you require this communication in an alternative format or wish to request any reasonable adjustments to support your engagement with this process, please let us know as soon as possible.

Yours sincerely,

<name>
School/Faculty Academic Integrity Officer

cc: academicintegrity@swansea.ac.uk

Code of Practice for Academic Misconduct

Template 8: School Case Report

Please note that cases will normally be completed within **90 days** of the allegation being made.

School/Faculty _____ **ACADEMIC MISCONDUCT CASE REPORT** Sections A-D to be completed by first Academic Integrity Officer; sections E-G by second AIO		
SECTION A: Student details		
Full name:	**Student number**:	
Level / year of study:	**Date of case**:	
Degree programme:		
Module(s) affected:		
Assessment type (please select): Coursework / non-proctored online exam ☐ School/Faculty invigilated in-class test ☐		
SECTION B: Allegation – please state in full		
SECTION C: Initial stages		
Reported by (name of staff member):		
Prima facie case determined by 1st Academic Integrity Officer:	Yes ☐	No ☐
Student contacted:	Yes ☐	No ☐
Written response received from student (if so attach):	Yes ☐	No ☐
Student interviewed / record of meeting (if so attach record):	Yes ☐	No ☐
Notes of meeting (please record date, attendees, student's reply to allegation, any mitigating circumstances and a list of any evidence provided by the student in relation to the allegation and/or mitigating circumstances):		

SECTION D: Recommendations of 1st Academic Integrity Officer (detail or attach); please provide recommendation on whether case is substantiated and also on the severity of the offence (e.g. mild, moderate or major):	
SECTION E: Case outcome determined by 2nd Academic Integrity Officer	
Substantiated ☐	Unsubstantiated ☐
Detail reasons for finding allegation substantiated (where applicable):	
SECTION F: Please check with School/Faculty Team whether there are previous offences and list below alongside penalty, if applicable:	
SECTION G: List any mitigating circumstances and whether these are evidenced and accepted (including reasons for decision); see guidance below	
SECTION H: Penalty (if substantiated) determined by 2nd Academic Integrity Officer	
Written reprimand and the plagiarised text to be ignored when marking, resulting in reduced mark	☐
0% for assignment (please specify the component as it appears on the assessment system e.g. CW1)	☐
0% for the module component(s)	☐
0% for module	☐
0% for level of study (this penalty is available for **second offence** cases only)	☐
Other (please specify)	☐
Fail, with a right of resubmission (directed independent learning only)	☐
Fail, with no right of resubmission (directed independent learning only)	☐
Detail reasons for decision as to penalty (e.g., relevant aggravating and mitigating factors)	
Severity of plagiarism offence (if applicable); please note recommended penalties within table attached	☐
Minor plagiarism/use of unacknowledged GenAI where the amount of the work affected was small and/or it is early in the student's academic career or there is well-founded reason to suppose that the student did not understand the academic conventions	☐
Plagiarism from published work listed in the bibliography or minor amounts from a source not listed in the bibliography; use of unacknowledged GenAI; misrepresentation of data which is of minor importance	☐

Plagiarism from published work not listed in the bibliography or large sections of plagiarised text in the work with the source listed in the bibliography; use of unacknowledged GenAI; unauthorised collusion with another student; falsification of data which is substantial in extent or importance and where the data forms the basis of the conclusion/knowledge	☐
Large or substantial texts plagiarised in more than one assignment/module; use of unacknowledged GenAI in more than one assignment/module; misrepresentation or falsification of data which is major in extent or importance;	☐
Directed independent learning: minor academic misconduct which does not affect the substance of the research	☐
Directed Independent learning: major act of academic misconduct e.g., substantial sections of the thesis are copied from another source, or statistics are fabricated/copied	☐
Reasons for decision on penalty, taking into account the recommended penalties within the table attached (list reasons for deviating from recommended penalty, i.e., academic level, mitigating circumstances, aggravating features, weighting of the assessment within module, etc.)	
Signed by (2nd AIO Officer):	Date:

Completed form must be sent to academicintegrity@swansea.ac.uk **with any attached documents** e.g. referral form(s) (if applicable); letters sent to student; documents relevant to case (i.e. Turnitin reports), etc. Student representations shall be retained by the School/Faculty and will be requested by Education Services in the event of a Final Review. Please refer to the Academic Misconduct Procedure and the Code of Practice for general guidance.

See Section 5 of the Code of Practice for information about penalties and **deviation from standard penalties based on mitigating circumstances**.

Template 9: Exam Breach Letter – Unauthorised Material

Ref: /<Stu No>
<date>

Private and Confidential

<student name>
By email only: <>@swansea.ac.uk and: <personal email address>

Dear <>,

Re: Conduct of Examinees

I have received a report from an Examination Invigilator that you were found in possession of unauthorised material, namely **free text** during an examination held on **date** for **module** <>.

Please note that the University's examinations are governed by strict rules, which are available in the on-line Academic Guide: Regulations and Procedures for the Operation of Examination - Swansea University

These rules clearly state "Candidates shall use only the official stationery provided – all rough work shall be done on the stationery provided and handed in with the completed script. No script, rough work or official stationery may be removed from the venue. Candidates must not have in their possession in the examination room, nor make use of, any book, manuscript, electronic calculator or any other aid which is not specifically allowed in the rubric of the examination paper."

I have considered the report and, on this occasion, decided to issue you with a written warning reminding you to abide by the examination regulations. Please note that if you are found guilty of breaching the examination regulations on a further occasion, the likely penalty will be cancellation of the mark for the exam.

If you wish to discuss the contents of this letter, please email: <>

If you require this communication in an alternative format or wish to request any reasonable adjustments to support your engagement with this process, please let us know as soon as possible.

Yours sincerely
<name>
School/Faculty Academic Integrity Officer
cc: academicintegrity@swansea.ac.uk

Code of Practice for Academic Misconduct

Template 10: Exam Breach Letter - Possession of Mobile Phone

Ref: /<Stu No>
<date>

Private and Confidential

<student name>
By email only: <>@swansea.ac.uk and: <personal email address>

Dear <>,

Re: Conduct of Examinees

I have received a report from an Examination Invigilator that you were found in possession of electronic device, namely a mobile phone during an examination held on **date** for **module** <>.

Please note that the University's examinations are governed by strict rules, which are available in the on-line Academic Guide: Regulations and Procedures for the Operation of Examination - Swansea University

In accordance with the regulations, "where a student is found in possession of an electronic device e.g. mobile phone etc., which is not permitted in the rubric of the examination paper and which has not been used or where there is no evidence that it has been used, the offence shall be considered as a breach of examination regulations."

I have considered the report and, on this occasion, decided to issue you with a written warning reminding you to abide by the examination regulations.

Please note that if you are found guilty of breaching the examination regulations on a further occasion, the likely penalty will be cancellation of the mark for the exam.

If you wish to discuss the contents of this letter, please email: <>

If you require this communication in an alternative format or wish to request any reasonable adjustments to support your engagement with this process, please let us know as soon as possible.

Yours sincerely

<name>
School/Faculty Academic Integrity Officer
cc: academicintegrity@swansea.ac.uk

Code of Practice for Academic Misconduct

Template 11: Exam Breach Letter - Possession of Unauthorised Calculator

Ref: /<Stu No>
<date>

Private and Confidential

<student name>
By email only: <>@swansea.ac.uk and: <personal email address>

Dear <>,

Re: Conduct of Examinees

I have received a report from an Examination Invigilator that you were found in possession of unauthorised electronic device, namely a calculator during an examination held on **date** for **module** <>.

Please note that the University's examinations are governed by strict rules, which are available in the on-line Academic Guide: Regulations and Procedures for the Operation of Examination - Swansea University

In accordance with the regulations, "Candidates shall not be permitted to use their own calculators. The University shall provide standard calculators for use at each venue. Colleges shall also be authorised to allow students to use calculators, either their own, or supplied by the School/Faculty, provided that such a statement is clearly indicated on the rubric of the individual paper.' and "Electronic devices shall not be permitted in the examination rooms unless specified in the rubric of the examination paper. Candidates having been observed acting in breach of examination regulations by bringing an electronic device in to the examination venue shall be issued with a formal notice regarding their conduct."

I have considered the report and, on this occasion, decided to issue you with a written warning reminding you to abide by the examination regulations.

Please note that if you are found guilty of breaching the examination regulations on a further occasion, the likely penalty will be cancellation of the mark for the exam.

If you wish to discuss the contents of this letter, please email: <>

If you require this communication in an alternative format or wish to request any reasonable adjustments to support your engagement with this process, please let us know as soon as possible.

Yours sincerely

<name>
School/Faculty Academic Integrity Officer
cc: academicintegrity@swansea.ac.uk

Code of Practice for Academic Misconduct

Template 12: Exam Breach Letter - Possession of Unauthorised Comunication

Ref: /<Stu No>
<date>

Private and Confidential

<student name>
By email only: <>@swansea.ac.uk and: <personal email address>

Dear <>,

Re: Conduct of Examinees

I have received a report from an Examination Invigilator that you were seen to communicate with another student during an examination held on **date** for **module** <>.

Please note that the University's examinations are governed by strict rules, which are available in the on-line Academic Guide: Regulations and Procedures for the Operation of Examination - Swansea University

In accordance with the regulations, "Candidates suspected of having engaged in academic misconduct or assisting another candidate, which is in breach of the regulations governing examinations, will be informed in writing that the incident will be reported to the School/Faculty Academic Integrity Officer and further action may be taken against them."

Academic Misconduct in examination conditions is discussed in detail within the Academic Misconduct Procedure.

The Procedure clearly states: "It is academic misconduct to:Copy from, or communicate with, any other person in the examination room, except as authorised by an invigilator"

I have considered the report and, on this occasion, decided to issue you with a written warning reminding you to abide by the examination regulations.

Please note that if you are found guilty of breaching the examination regulations on a further occasion, the likely penalty will be cancellation of the mark for the exam.

If you wish to discuss the contents of this letter, please email: <>

If you require this communication in an alternative format or wish to request any reasonable adjustments to support your engagement with this process, please let us know as soon as possible.

Yours sincerely

<name>
School/Faculty Academic Integrity Officer

cc: academicintegrity@swansea.ac.uk

Code of Practice for Academic Misconduct

Appendix 2: Academic Integrity Officers FAQs

I am new in the role of Academic Integrity Officer, where can I get help/advice?

If you are new to the role you should as a minimum:

- Read the Code of Practice on Academic Misconduct (available from Education Services);
- Request access to the Academic Integrity Hub from Education Services;
- Read through the University Academic Misconduct procedure.

You could also:

- Meet with other Academic Integrity Officers in your School/Faculty, Education Services or the University Academic Integrity Lead.
- Ask for advice from other School/Faculty Officers, Education Services or the University Academic Integrity Lead;
- Attend annual training events.

What do I need to do when I receive a case?

- Determine whether a prima facie case exists or not.
- If you are acting as AIO2 check with Education Services for previous cases involving the same student or students. Please note that this is essential; not only do we confirm if there are previous cases, but we also record any cases you inform us of. This is particularly important during the assessment periods as this information is used to inform Examination Boards. If a case is not pursued/unsubstantiated we can reflect this in our records.
- If you feel a case exists, you should write to the student, using the templates provided in the Code of Practice. You must ensure the allegation is clear and provide the student with copies of any evidence. You may ask the student to respond in writing or attend an interview with you and other staff members, depending on the nature of the case. Set a deadline for the student to respond to your letter, normally 1-2 weeks.
- If the student does not respond or does not wish to provide a response or attend a meeting, you should proceed with the investigation anyway.
- If you need to hold any additional meetings with the student or request further information, you may do so, but the student should be informed that they have the right to be accompanied by a representative from the Students' Union Advice Centre and/or seek advice from them.
- Following any interview/reply from the student, you should decide whether a case of academic misconduct exists.
- Where there is no case, please inform the student and Education Services. Where a case does exist, please forward to it the second AIO who will determine the outcome and, if appropriate, issue a penalty in accordance with the guidelines given in the Code of Practice on Academic Misconduct.
- Ensure that the case report is completed in full and forwarded to Education Services.

What if I receive a case and there is not enough evidence/information attached for me to make a decision?

You should refer the case back to the member of staff concerned, asking for the additional information. You are not expected to gather the information yourself.

What if a member of staff feels that a piece of work is not the student's own but the Turnitin report does not identify plagiarism?

You could advise the member of staff to look for unusual formatting, styles or referencing. It is possible that the student may not have written it themselves. You could also advise that the student be given a viva (see Code of Practice on Academic Misconduct).

What if I have all the evidence but still feel unsure about whether to go ahead with a case?

Please seek a second opinion, either from the other Academic Integrity Officers in your School/ Faculty, Education Services or the University Academic Integrity Lead.

What should I do if a student wants to see me or asks me to help?

We would always encourage staff to meet with students if they feel that they require further information regarding the case and what they need to do. Sometimes students will ask for help putting their submission together. In such cases, they should be encouraged to speak with the Students' Union Advice Centre who have experience in helping students with academic misconduct issues. Students should be encouraged to visit them as soon as possible, especially during the May/June period when they can be very busy dealing with a variety of student cases.

Turnitin Questions

Is there a minimum percentage match for cases?

No, there is no minimum or University guideline regarding the percentage match, as it is felt that this may be misleading.

Do I need to have print outs of all the sources identified in the report?

No; in general, it is enough to identify that the work is not the student's own. Turnitin matches to the primary source(s) containing any plagiarised text and it is therefore possible that the student did not actually use the source identified. The report merely shows that the student is unlikely to have produced the text themselves. The exception to this is where Turnitin matches another student's work.

Do I need to obtain a copy of a source if it matches another student's submission?

No, the Turnitin shall normally suffice. However it may be helpful in cases where the work matches submissions at Swansea. This is in order that we can rule out self-plagiarism which is not recognised under our regulations. However, it will only be made available if the staff member concerned (usually the module co-ordinator) agrees to this – Turnitin will send a copy of the paper by email to them. If that lecturer gives consent, Turnitin will release the content to the member of staff requesting it. This same process applies whether it is a paper at another institution or a paper in Swansea.

What if I receive a request from someone inside/outside the university?

It is recommended that you comply, unless there is a compelling reason not to. You are advised to remove any details identifying the student.

Do I need a student's permission to release a paper?

No, but you should remove any information which identifies the student.

University Committees of Enquiry - after an award has been bestowed

Will I be involved in University Committees?

Normally cases are referred to the University Academic Integrity Lead/Faculty Lead and they will confirm and process the case. University Committees are then set up by Education Services. You may be asked to provide additional information on any case concerning a student in your School/Faculty.

In addition, you may also be asked to serve on Committees where there are no students from your School/Faculty being dealt with. If it is your first time, we will ensure that the other two members of the Committee are experienced and will normally give you a copy of the Chair's notes which detail the format of the hearing. Education Services staff are also happy to meet with you beforehand and go through any questions or concerns you may have.

Review of Decisions

What can a student do if they are unhappy with the outcome of the case?

All students have the right to request a Final Review of the decision. They must submit this in writing to the Director of Education Services (using the proforma online) within 14 days of the result. Students requiring help with the process are encouraged to speak with the Students' Union Advice Centre.

Will I be involved in the Review?

The School/Faculty will be asked to supply the full documentation relating to the case. It is possible that you may also be asked to respond to specific questions. For example, any new circumstances may be brought to your attention and you could be asked whether these would have impacted on the outcome of the case had you been aware of them at the time.

What will I be expected to do?

You will be expected to respond to any questions raised and supply any documentation required. It is therefore essential that the case report includes as much information as possible.

Feedback on the regulations and role

What should I do if I want to feedback on the role/regulations?

You should submit any feedback to Education Services or the University Academic Integrity Lead at any point during the academic year. In addition, you will be encouraged to raise any issue at the annual training days.

What if I have any questions relating to the regulations/procedures?

Please contact Education Services. Contact details are contained the Code of Practice on Academic Misconduct.