

Brighton Students' Union Support

Academic Misconduct (2020/21)
University of Brighton

Academic Misconduct

What is Academic Misconduct?

Academic misconduct can relate to both coursework and exams, whether written, oral or practical.

Academic misconduct can involve, but is not limited to, any of the following 'activities':

- Plagiarism: including copying from authors, not using quotation marks or taking sections from other people's work and altering it to make it look like your own.
- Self-plagiarism: using parts of an assignment or other piece of work that you have previously submitted for assessment.
- Collusion: unauthorised collaboration with another students, including copying from other students or allowing your work to be copied.
- Attempting to gain an unfair advantage: for example, paying someone to do your work, falsifying data and taking unauthorised material into an exam.

Academic integrity sits at the heart of what the Universities do, so that they are entitled to treat it as a serious issue. The most serious cases can lead to a student being expelled.

I've been accused: What should I do?

At Brighton there are two types of meeting to investigate any allegation of Academic

Misconduct. An Academic Practice Review (APR) and an Academic Misconduct Panel (AMP).

You should have received an email or letter telling you what type of meeting you are invited to and who is going to be there and when it is taking place. You should receive this at least 5 days before the meeting is due to take place. When you've received it, you should

[contact us](#) for advice and guidance and tell us as much information as possible.

To help us better understand the nature of the allegation, we ask that you share with us, the information sent to you by your school and tell us your account of what happened. For instance, if it was a written piece of work, you should have the Turnitin report showing the potential areas of concern. You might tell us you believe you didn't do anything wrong.

Can I write a personal statement?

Yes, you can. We would advise you to do this if you are very worried and concerned you will not be able to speak clearly in the meeting.

You can write a statement telling the panel what has happened and what has potentially led to the allegation and share it with them prior to the meeting. You can email it to the person who first invited you to the meeting.

Attending the meeting

You should always try to attend the meeting - if you really can't attend, you should let the University know your reasons and you should submit a statement in advance of the meeting. Otherwise, a decision will be made in your absence, and you will not have the opportunity to tell the university about what happened. You will also miss the opportunity to learn how to avoid it happening again.

If you don't attend an **Academic Practice Review** without reasonable explanation, you will most probably be referred to the **Academic Misconduct Panel**.

If you don't attend an **Academic Misconduct Panel** without reasonable explanation, the meeting will go ahead without you and the Panel may proceed in your absence. Without a statement and without attending the meeting the panel will have limited information on which to base their decision and your voice won't be heard.

Can I be accompanied to the meeting?

Yes, you can be accompanied by one of our advisers. [Contact us](#) to arrange to talk about the allegation.

Academic Practice Review (APR)

Typically, this meeting is for students facing their first charge of misconduct and in their first year of study at the University. An Academic Practice Review relates to allegations of poor practice such as a lack of understanding of academic protocols and referencing.

Your Head of School (or a nominee) will meet with you will ensure that appropriate guidance is given on how to avoid the problem in the future. The meeting is normally scheduled to take place within five working days following notification. You will normally have been given a copy of or allowed to view any work or evidence to be considered at the meeting.

What Penalty will I receive?

The possible outcomes of an **Academic Practice Review** meeting are:

- The allegation is dismissed, and no further action is taken. No record is placed on your file.
- The allegation is upheld. This can mean:
 - Your work will receive a mark based on the merits the valid parts of your work.
 - Your work will be deferred (i.e., failed and no cap placed on any further submission)
 - Your work will be referred (i.e., failed and a cap placed on any further submission)
 - You are failed for the module (referred or deferred as above)
 - The allegation is referred up to an Academic Misconduct Panel.

The allegation will remain on your file for the rest of your course, and it will be taken into consideration in any future allegations. Your Course Leader will be notified of the outcome.

Academic Misconduct Panel (AMP)

This meeting is for more serious allegations and in most instances, students will not be new to university. The meeting will be attended by a panel of academic staff - typically three; a chair and

two others who have not been involved in teaching you. The staff member who made the allegation will also be there to present their allegations.

During the meeting the marker will present their concerns and will outline the facts and evidence which has led them to make the allegation. You will then be able to present your response. You can also read out any statement you have prepared in advance and/or hand it in to the chair (see below).

What Penalty will I receive?

The possible outcomes of an **Academic Misconduct Panel** meeting are:

- The allegation is dismissed, and no further action is taken. No record is placed on your file.
- The allegation is upheld, and a penalty will be applied. This can mean:
 - Your work will receive a mark based on the merits of the non-plagiarised parts of your work.
 - You are awarded a mark of zero for the piece of work in question and either:
 - Your work will be 'deferred' (i.e. failed and no cap placed on any further submission)
 - Your work will be 'referred' (i.e. failed and a cap placed on any further submission)
 - You are failed for the module ('referred' or 'deferred', as above). The implications of this vary depending on the module. Check your course handbook for more information.
 - No opportunity to resubmit. In some cases, this could affect your progression or the award you are eligible to receive.
 - The denial of an award. You will not receive any qualification from the University of Brighton. This is only possible in very extreme cases.

Can I Appeal?

You can appeal against the decision of an **Academic Misconduct Panel**, but only on these grounds (for these reasons):

- The misconduct did not take place.
- There is new evidence, which you were able to share before
- The penalty is too severe (harsh)

If you can show you have grounds based on any of these things, you should write to the [University Registrar](#) within **10 working days** of receiving the outcome. See [University Regulations Section F.8](#)

Getting help

We can:

- Help you understand the allegation and help you write any statement of mitigation as clearly as possible.
- Provide knowledge and guidance on academic regulations.
- Accompany you to the Academic Misconduct Panel meeting.
- Advise you on how best to structure an appeal and what supporting documentation to provide.

Further Guidance

You can find further information and helpful guides in our webpages on these issues below:

- [Academic Appeals](#)
- [Student Complaints](#)
- [Fitness to Practice](#)
- [Extensions & Mitigating Circumstances](#)
- [Student Disciplinary Matters](#)