

ACADEMIC MISCONDUCT

What is Academic Misconduct?

Academic misconduct is any type of dishonesty (or suspected dishonesty) that occurs in relation to academic work.

Examples of Academic Misconduct:

- **Plagiarism:** reproducing someone else's work without clearly acknowledging the source.
- **Duplication of material:** (self-plagiarism).
- **Collusion:** conspiring with others to reproduce the work of others.
- **Unauthorised use of Artificial Intelligence:** Presenting work for an assessment generated by artificial intelligence software, without acknowledging the source.
- **Contract Cheating:** paying a third party for services that result in the submission of work for assessment.
- **Fabrication:** falsification of data, evidence, quotations, citations or other information in any assessed work.
- **Impersonation:** an individual or individuals impersonating a student in an examination or other assessment event/activity.
- **Failure to obtain Ethical/Research Approval:** the failure to obtain ethical approval where there is a requirement to do so. Carrying out research without appropriate permission.
- **Misconduct in examinations and In-Course Tests:** including the use of unauthorised materials, mobile phones and other prohibited electronic devices, obtaining or offering improper assistance to another candidate.
- **Attempting to influence a member of staff:** attempting to induce a professional service staff member to alter a mark for a more favourable outcome.



What will happen if I have been accused of Academic Misconduct?

If you are suspected of Academic Misconduct, there will be an investigation and if there is no case to answer you may not even hear about it; however, if there is any cause for concern (be it even minor) you will be contacted by the Secretary to the Academic Misconduct Committee to make you aware. Your mark will be withheld while your case is investigated but feedback on your work will still be provided.

It may be an idea to familiarise yourself with the [Academic Integrity and Misconduct](#) regulations.

Any penalty applied from the investigation, or further procedure to be followed, depends on the seriousness of the academic misconduct (whether considered minor, substantive or serious) and will also be highlighted in the letter you receive.

No Case to Answer

If it is determined that there is no case to answer, you will be notified and the mark released as normal.

Low/Moderate Case

If you have received a letter regarding a low/moderate case you will be given an outline of any proposed penalty and what action is to be taken. You will be given the opportunity to respond and submit additional evidence **within 15 working days** of receipt of the outcome.

Serious (including repeat) Offences

If you have received a letter regarding a substantive or serious offence you will be invited to an Academic Misconduct Panel hearing to allow you to respond in person. You will be given a date prior to the hearing to submit any further evidence to support your case. The hearing is your opportunity to discuss the case with the panel and explain the reasons why you feel the allegation against you should not be classed as a breach of the regulations,



and/or to review the proposed penalty.

You may be accompanied to the hearing by a member of staff or a student of the University, or a member of staff from the **Students' Union**, or a relative. If you wish to be so accompanied, you must contact the Academic Misconduct Committee Secretary as soon as possible to provide the details of the person accompanying you.

Academic Misconduct Appeals

Once you have received an outcome from the Academic Misconduct Committee Secretary, should you remain dissatisfied, you have the right to appeal via the University's Appeal Process. You can do this by filling out the [Appeal Form](#) **within 28 days** of receiving the outcome.

The grounds for appealing are as follows:

- When there is clear, objective evidence of an administrative, procedural, or clerical error that may have influenced the outcome.
- New evidence can be provided that could not reasonably have been shared earlier and raises doubt about the outcome's reliability.
- That the outcome and/or penalty were unreasonable or not justified given the evidence which was available at the time.
- There is evidence of prejudice or bias or the reasonable perception of prejudice or bias against you.

We recommend that you get back in touch with a Kent Students' Union adviser for support if you wish to make an Academic Misconduct appeal.

