Unacceptable Academic Practice (UAP) Investigation Form

# Guidance for Students

1. This document contains details of the allegation and investigation of the UAP allegation. You will receive it at different stages of the investigation depending on the allegation.
2. Section 1 show details of the original allegation made by the marker/exams office and will list the evidence they have submitted to support this.
3. Section 2 will contain details of the investigation if this has been dealt with by the department or the examinations office. These tend to be for lower level allegations, and you would receive this form with a final outcome letter confirming a penalty if one has been applied. The outcome letter will also contain details of how to appeal should you have grounds to do so.
4. Section 3 is used where allegations have been passed to either a Faculty or University panel. You would receive this form with section 1 completed when you are invited to attend the panel investigation. The panel will consider the evidence and you have the opportunity to submit your own evidence and any special circumstances if you want to. You can be accompanied to the panel, for example by a representative from the Students Union. The students Union can support you through the process. (<https://www.abersu.co.uk/advice/university/unacceptableacademicpractice/>)
5. Following the panel you will receive a formal outcome of the panel’s decision along with a completed copy of this form containing minutes from the panel and details of how any penalty has been worked out. In the outcome letter there will be details of how you can request a review of the outcome should you have grounds to do so.
6. Penalties are determined using a points-based system in most cases. Details of how these points are determined and the penalties are shown in sections 4 and 5 at the end of this document.

# Section 1: Details of the Allegation

* Section 1 of this form should be completed by members of staff making an allegation of Unacceptable Academic Practice (UAP), with reference to the Regulation on Unacceptable Academic Practice and Section 3 and 4 of the Academic Quality Handbook.
* The form should be submitted to the Chair of the Examination Board at Department level or Assistant Registrar (Examinations).
* Evidence that relies only on a Turnitin report, or is incomplete, will not be accepted and will be returned to the member of staff making the allegation, except in cases where the allegation is less than 20% plagiarism (see 3.6.22 of the AQH).

**1.1 Student Details**

Student Reference Number:

Student Name:

Year of Study: Choose an item.

Degree Scheme (including scheme code):

Module code:

Module Component & Title:

Assessment weighting in module:

Reporting Department:

**1.2 Details of Allegation** *(*to be completed by marker)

* Please indicate the nature of the allegation in the appropriate check box(es) in the right-hand column of the following table.
* Please note also that investigations by Chairs of Examination Boards are limited to first time allegations – if there is a previous finding of UAP the allegation should be referred to the Faculty Panel.
* In some cases it may be appropriate to select from more than one section of the table.

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| Procedure | Description  |
| (i) Chair of the Examination Board (section 2 of UAPF)  | (a) Plagiarism of less than 20% of an assignment  |[ ]
|  | (b) Recycling data or text in more than one assignment, where this is explicitly not permitted by the Department |[ ]
|  | (c) Failing to comply with written directions to candidates in formal examinations, and verbal instructions by examination invigilators |[ ]
| (ii) Assistant Registrar (Examinations) | 1. Introduction of unauthorised material or unauthorised electronic devices into an examination venue, no evidence of connection to examination paper
 |[ ]
|  | 1. Failing to comply with written directions to candidates in formal examinations, and verbal instructions by examination invigilators
 |[ ]
| (iii) Faculty Panel (section 3 of UAPF) | (a) Collusion where less than 20% of an assignment is undertaken by or with others | [ ]  |
|  | (b) Collusion where between 20% and 50% of an assignment is undertaken by or with others |[ ]
|  | (c) Collusion where more than 50% of an assignment is undertaken by or with others |[ ]
|  | (d) Plagiarism of between 20% and 50% of an assignment |[ ]
|  | (e) Plagiarism of above 50% of an assignment |[ ]
|  | (f) Introduction of unauthorised materials into an examination venue, with relevance to the examination subject. |[ ]
|  | (g) Plagiarism of data or code which is of crucial importance to an assignment |[ ]
|  | (h) Uploading assignments to academic file-sharing sites |[ ]
|  | (i) Presenting work generated by AI as if it were your own |[ ]
| (iv) University Panel(section 3 of UAPF) | (a) All allegations in section (iii) - coursework or formal examinations - where the value of the assignment is more than 20 credits  | [ ]  |
|  | (b) Assignment submission from essay mill or ghostwriting service | [ ]  |
|  | (c) Impersonation of another candidate in an examination | [ ]  |
|  | (d) Introduction of electronic devices into an examination venue and evidence of possible use during examination, or communication by electronic means during an examination | [ ]  |
|  | (e) Presenting falsified evidence to an examination board | [ ]  |
|  | (f) Fabrication of data, false claims of carrying out experiments, observations, interviews or other forms of data collection | [ ]  |
|  | (g) Producing and presenting an examination script by unauthorised means | [ ]  |
|  | (h) Copying from, or colluding with, another candidate during an examination | [ ]  |

1. Please provide full details of the allegation, making clear reference to the evidence which has been provided.

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1. Please provide a list of the evidence which is enclosed with the report form. Where possible these should be submitted to the Chair of the Examination Board in electronic format.

**For allegations of plagiarism, the following must be submitted:**

* + Turnitin Report if available
	+ A separate marked up copy of the assignment, with cross-references to the suspected sources
	+ Copies of the suspected sources used, with clear cross-references to the assignment

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Name of staff member making allegation:

Signature:

Date: Click or tap to enter a date.

**1.3 Confirmation of Investigation Procedure** **(to be completed by the Chair of the Examination Board/Assistant Registrar (Examinations))**

This section should be completed to confirm the procedure for investigating the allegation of UAP.

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| Procedure |
| Investigation by the Assistant Registrar (Examinations) *(please proceed to section 2)* |[ ]
| Investigation by the Chair of the Examination Board *(please proceed to section 2)* |[ ]
| Investigation by Faculty Panel *(please refer to the Chair of the Faculty Panel)* |[ ]
| Investigation by University Panel *(please refer to Academic Registry)* *uapstaff@aber.ac.uk* |[ ]

Name: Date:Click or tap to enter a date.

# Section 2: UAP Investigation Report by the Chair of the Examination Board / Assistant Registrar (Examinations)

* This section should only be completed for investigations by the Chair of the Examination Board or the Assistant Registrar (Examinations).
* It should be left blank if the allegation has been referred to a Faculty/University panel (see section 3).
* In accordance with section 7 and 8 of the Regulation on Unacceptable Academic Practice, students have the right to request that decisions of UAP following investigation by the Chair of the Examination Board or the Assistant Registrar (Examinations) are referred to the Faculty Panel.
* Note that students will not be invited to respond to the allegation during the course of an investigation by the Chair of the Examination Board or the Assistant Registrar (Examinations).
* If the allegation has been substantiated, the penalty should be assigned according to Points-based Penalty System which is published in Section 3.6 of the AQH and also included within this form.
* Where there is evidence of exceptional personal circumstances with direct relevance to the case, chairs of exam boards / panels may submit a recommendation that the penalty should be reduced. In such cases the final decision will be taken by the Academic Registrar. In accordance with section 14.6 of the Regulation, a more severe penalty may also be proposed*.*

**2.1 Investigation Report** (Please provide a full report of the investigation, commenting on the nature of the case, and the evidence which has been submitted)

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**2.2 Decision** (Please confirm whether the allegation of UAP has been substantiated on the balance of probabilities).

Choose an item.

**2.3 Penalty**

**Description of UAP:**

Choose an item.

**Breakdown of points and total:**

**Previous cases:** Choose an item.

**Extent/Severity:** Choose an item.

**Level of Study:** Choose an item.

**Total number of points:**

**PENALTY:** Choose an item.

Confirmation of the penalty by Academic Registry **(Academic Registry will issue all outcomes to students)**

Name: Click here to enter text.

Date: Click or tap to enter a date.

Coursework Assignments only: Where appropriate, the Chair of the Examination Boards may refer students to the ‘Essential Aspects of Academic Practice’ course.

# Section 3: Investigation by Faculty or University Panel

* Please note that in cases where the student has requested that a decision by the Chair of the Examination Board (see section 2) is referred to a Faculty Panel, the Chair of the Examination Board should not be a member of the Faculty Panel and should take no part in the investigation. The Faculty Panel should be provided with copies of section 1 of the UAPF along with supporting evidence as originally submitted, but should not be in receipt of the report by the Chair of the Examination Board (section 2).
* If the allegation has been substantiated, the penalty should be assigned according to Points-based Penalty System which is published in Section 3.6 of the AQH and also included within this form.
* Where there is evidence of exceptional personal circumstances with direct relevance to the case, chairs of exam boards / panels may submit a recommendation that the penalty should be reduced. In such cases the final decision will be taken by the Academic Registrar. In accordance with section 14.6 of the Regulation, a more severe penalty may also be proposed.

**3.1 Minutes of Panel Meeting**

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**3.2 Decision** (Please confirm whether the allegation of UAP has been substantiated on the balance of probabilities).

Choose an item.

**3.3 Penalty**

**Description of UAP (as shown in the table below):**

Choose an item.

**Breakdown of points and total:**

**Previous cases:** Choose an item.

**Extent/Severity:** Choose an item.

**Level of Study:** Choose an item.

**Total number of points:**

**PENALTY:** Choose an item.

Confirmation of the penalty by Academic Registry **(Academic Registry will issue all outcomes to students)**

Name: Click here to enter text.

Date: Click or tap to enter a date.

# Section 4: Points Based System

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| **Points-Based Penalty System** |
| **A: Description Of Unacceptable Academic Practice** |
| (i) Previous cases\* (including an investigation by the Chair of the Examination Board) |
| 100 points | First time |
| 150 | Second time |
| 200 | Third time or subsequent |
| (ii) Extent and Severity of UAP |
| 20 | Plagiarism of less than 20% of assignment |
| Collusion affecting less than 20% of assignment |
| Introduction of unauthorised material or unauthorised electronic devices into an examination venue, no evidence of connection to examination paper |
| Recycling data or text in more than one assignment, where this is explicitly not permitted by the Department |
| Failing to comply with written directions to candidates in formal examinations, and verbal instructions by examination invigilators |
| 130 | Plagiarism of between 20% – 50% of assignment |
| Collusion affecting 20% – 50% of assignment |
| Uploading assignments to academic file-sharing sites |
| 160 | Plagiarism of over 50% of assignment |
| Collusion of over 50% of assignment |
| Plagiarism of data or code which is crucial importance to an assignment |
| Introduction of unauthorised materials into an examination venue with evidence of relevance to examination paper, or communication by electronic means during an examination |
| Introduction of electronic devices into an examination venue and evidence of possible use during examination |
| Copying from, or colluding with, another candidate during an examination |
| Producing and presenting an examination script by unauthorised means |
| Fabrication of data, false claims of carrying out experiments, observations, interviews or other forms of data collection |
| Presenting work generated by AI as if it were your own |
| 220 | Impersonation of another candidate in an examination |
| Presenting falsified evidence to an examination board |
| 240 | Assignment submission from essay mill or ghost-writing service |
| (iii) Level of Study |
| 120 | Part One Undergraduate (and all students on Exchange Programmes) |
| 120 | Part Two Undergraduate in their first year at AU who has not completed part one at another UK HEI |
| 180 | Part Two Undergraduate |
| 220  | Postgraduate Taught |

\* Number of cases does not include allegations investigated by Assistant Registrar (Examinations)

# Section 5: Penalty Table

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| **Section 5a: Penalties -** all cases except those investigated by Assistant Registrar (Examinations) |
| Points | Penalty |
| 240 – 299 | Warning only and no formal penalty of deducting marks, although assessments will be marked according to published departmental criteria |
| 300 – 379  | Maximum mark of 39 for assessment (49 where pass mark is 50), resit module for a capped mark\*\* if module failed (P or F) |
| 380 – 429 | Assessment awarded zero, resit module for a capped mark\*\* if module failed (P or F) |
| 430 – 479  | Module awarded zero, resit module for a capped mark\* (P or F). Marks for passed elements may **not** be carried forward, all elements should be retaken. |
| 480 – 519  | Module awarded a mark of zero, no resit (N) |
| 520+ | Mark of zero for all modules in semester (includes thin modules), no resit(N) |
| **Section 5b: Penalties for allegations investigated by Assistant Registrar (Examinations)** |
|  | Penalty |
| First Offence | Warning only and no formal penalty of deducting marks, although assessments will be marked according to published departmental criteria |
| Second or subsequent Offence  | Maximum mark of 39 for assessment (49 for level ‘M’ modules), resit for a capped mark\*\* if module failed (P or F) |

\*\*subject to resit opportunities

**Confirmation of Module Mark**

Where allegations of UAP are resolved prior to the relevant Examination Board, marks and resit indicators should be confirmed in the usual way at Senate Examination Board. However, in cases where results are withheld by the Board pending the resolution of an UAP allegation, Departments must, once a penalty has been approved, submit a change of mark form confirming the mark and resit indicator for the module(s) concerned so that this too can be approved and results can be released to the student. **Please note also that module marks should not be returned to examination boards until UAP penalties have been confirmed by Academic Registry.**

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| Contact: | Quality Assurance uapstaff@aber.ac.uk  |