

Procedures for Managing Allegations of Academic Misconduct

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1. Scope

The University of Limerick (UL) is committed to upholding the highest standards of academic integrity expected of all students and educators. Integrity of academic standards is central to trust and confidence in higher education. Academic integrity is the commitment to and demonstration of honest and moral behaviour in an academic setting. University staff and students need to work together to maintain these standards.

This document outlines the procedures that should be used to manage allegations of academic misconduct at UL (also referred to as 'the University' in this document). Academic integrity is relevant to all academic work undertaken by students at UL. This includes, but is not limited to, all activities related to the achievement of academic credit for awards and all qualifications; all methods of learning and assessment, both formative and summative, including in the classroom, online, distance, work-based learning and research.

The procedures are relevant to all undergraduate and postgraduate students currently or previously registered with or enrolled at UL.

Students who have completed or who are currently undertaking research degrees are subject to these procedures when the academic integrity breach relates to a taught component of the programme of study.

These procedures are used in conjunction with:

- University of Limerick Academic Integrity Policy
- University of Limerick Student Charter
- University of Limerick Handbook of Academic Regulations and Procedures

2. Definition of Terms

Academic Integrity: Compliance with ethical and professional principles, standards and practices and consistent system of values, that serves as guidance for making decisions and taking actions in education, research and scholarship.

Academic Misconduct: Any action or attempted action that undermines academic integrity and may result in an unfair academic advantage or disadvantage for any member of the academic community or wider society. Academic misconduct is a spectrum of activities ranging from poor academic practice to more serious activities, these are further defined within this document.

Academic Integrity Lead: The person nominated by the University to oversee implementation of the UL Academic Integrity Policy and Procedures for the Management of Allegations of Academic Misconduct.

Academic Integrity Unit: The Unit that is responsible for fostering a culture of academic integrity within the University. The role and responsibilities of the Academic Integrity Unit are described in the UL Academic Integrity Policy.

Academic Integrity Champions: Academics appointed within each Faculty who possess expertise and experience in the academic disciplines represented in the Faculty. The Dean of each Faculty will determine the number of Academic Integrity Champions that will be

necessary to meet the needs of the Faculty. These individuals will be able to advise educators on discipline-specific queries that might arise relating to academic integrity, and where necessary direct educators to the appropriate resources or supports within UL. The role and responsibilities of the Academic Integrity Champion are described in the UL Academic Integrity Policy.

Allegation: A report made to the Academic Integrity Unit indicating possible academic misconduct. An allegation is not made in good faith if made with reckless disregard for or wilful ignorance of facts that would disprove the allegation.

Module Leader/Nominee: The module leader is the educator responsible for overseeing teaching and assessment of a module. The module leader will normally be responsible for acting on suspected cases of poor academic practice or academic misconduct. On occasion, a module leader may be unavailable to ensure timely conclusion of a case. The Head of Department or nominee will then act on behalf of the module leader.

Sanction: Penalty or penalties attributed to the student upon a finding of poor academic practice or academic misconduct.

2.1 Academic Misconduct Definitions

The activities that constitute academic misconduct within UL are adopted from the National Academic Integrity Network (NAIN). The NAIN National Principles and Lexicon of Common Terms (2025) provides a comprehensive description of these activities.

The NAIN National Principles and Lexicon of Common Terms is reviewed and revised by NAIN periodically. Revised definitions will be adopted by UL unless otherwise stated.

2.1.1 Unauthorised Content Generation

Unauthorised content generation (UCG) is a form of academic misconduct. UCG is the production of academic work, in whole or part, whether or not a payment or other favour is involved, using unapproved or undeclared human or technological assistance. This includes the unauthorised or undeclared use of Artificial Intelligence (AI) including Generative AI.

3. Preventing Breaches of Academic Integrity

3.1 Education and Awareness

Education and awareness are essential to mitigate against academic misconduct and to foster a culture of academic integrity.

The Academic Integrity Unit is responsible for providing training, support and information relating to academic integrity and academic misconduct. These supports are offered throughout the lifecycle of the student and include:

- The delivery of induction events for students at the start of their academic studies.
- The provision of academic integrity training through the Virtual Learning Environment (VLE).

- The provision of synchronous and asynchronous education and information events, guidance and resources to educators who have a role in promoting a culture of academic integrity among students.

Education and awareness building can also form part of the sanctions arising from a finding of poor academic practice or academic misconduct.

A lack of awareness of the types of activities that constitute poor academic practice or academic misconduct is not a defence against allegations of academic misconduct.

4. Investigation and Management of Allegations of Poor Academic Practice and Academic Misconduct

4.1 Investigating Suspected Breaches of Academic Integrity

An investigation should be initiated as soon as a breach of academic integrity is suspected. Investigations are not time bound to the period in which the assessment has been considered; where necessary, a retrospective investigation can take place, including following completion of an academic programme and/or the granting of an award to a student.

Investigations can take place into:

- Any form of assessment (formative and summative), as each assessment is a measure of the student's achievement of the learning outcomes associated with their academic work.
- Artefacts submitted for assessment at any level, undergraduate and postgraduate.

The following principles are adapted from the NAIN Framework for Academic Misconduct Investigation and Case Management (2023) and are applicable to all individuals involved in conducting or contributing to investigations:

- **Investigate:** Reasonable evidence or concern about a breach of academic integrity should exist to prompt further investigation into a suspected case.

- **Balance of probabilities:** When dealing with a suspected breach of academic integrity, the accepted standard of proof is that the decision-maker(s) believe(s) that it is more likely than not that an allegation of academic misconduct is true.

- **Collect and examine evidence:** It may be necessary to gather a range of evidence to determine whether a breach of academic integrity has taken place. Evidence may include:
    i. Textual, electronic or any other form of evidence from the assessment(s) of concern.
    ii. Knowledge of the student's academic and linguistic abilities.
    iii. The student's previous assessment work. In some cases, additional/alternative historical or other data may apply.
    iv. Other educators who have contributed to teaching or assessment of the student concerned can become involved in the investigation, where appropriate, so that they can give an informed opinion on the evidence being collected.

The Academic Integrity Unit can provide advice and support in relation to the evidence detailed in points ii-iv above.

- **Experience and expertise:** The academic experience of the investigator should be used to inform interpretation of the evidence. This will help the investigator to understand the weight that should be attached to specific evidence. Guidance can also be sought from academic integrity champions and/or subject matter experts to aid interpretation of the evidence.

- **Evaluate:** Combining the evidence that is available together with academic experience and expertise to consider whether there is a case of academic misconduct to satisfy the 'balance of probabilities'.

4.2 Classification of Breaches of Academic Integrity

The University reserves the right to decide the basis upon which any alleged breach of academic integrity will be considered, and the appropriate pathway for consideration of the allegation.

Breaches of academic integrity are categorised into three levels:

1) Level One: Poor Academic Practice
2) Level Two: Academic Misconduct
3) Level Three: Academic Misconduct

It is possible for a suspected case to be upgraded or downgraded between each of the levels listed above upon further investigation.

4.3 Level One: Poor Academic Practice

These are instances of academic practice which constitute a basic violation of academic integrity. Level One: Poor Academic Practice is of particular concern if a student has undertaken an activity which deviates from established or permitted academic practices within the academic discipline. Educators from the academic discipline are best placed to determine if a breach of academic integrity has occurred. Examples of these include, but are not limited to, multiple instances of inadequate paraphrasing and limited plagiarism.

The module leader/nominee is responsible for making a determination that Level One: Poor Academic Practice has occurred. This may require that the module leader/nominee investigates and gathers evidence, as described in Section 4.1, although the level of investigation may vary depending on the nature of the alleged poor academic practice. The module leader/nominee may seek guidance from the relevant Academic Integrity Champion in their Faculty or the Academic Integrity Unit.

4.3.1 Sanctions at Level One: Poor Academic Practice

The following (Sections 4.3.1.1 and 4.3.1.2) are possible outcomes for Level One: Poor Academic Practice cases. It is possible that a combination of these outcomes will be applied by the module leader/nominee:

4.3.1.1 Academic Integrity Training

The student can be referred by the module leader/nominee to undertake academic integrity training provided by the Academic Integrity Unit.

The student must provide evidence of completion of academic integrity training within the timeframe and to the standards specified by the module leader/nominee.

4.3.1.2 Penalties on Academic Assessments
One of the following penalties can be applied, at the discretion of the module leader/nominee, depending on the extent of the poor academic practice. These penalties relate to the assessment in which poor academic practice has taken place, regardless of the overall weighting of the assessment in the context of the module.

- The overall grade of the assessment is reduced.
- Assessment is marked with sections/items of concern removed/disregarded.
- The assessment is awarded a mark of zero. The resit/resubmission may have grade limitations prescribed.

Depending on the assessment, it may be necessary for the re-submitted assessment to focus on a different topic/theme/area.

Re-assessment or re-examination will normally take place during the annual repeat period(s).

4.3.2 Recording of Level One: Poor Academic Practice
All instances of Level One: Poor Academic Practice must be recorded in the Academic Misconduct Register. It is the responsibility of the module leader/nominee to report the Level One: Poor Academic Practice using the appropriate reporting mechanisms. This report should normally be made prior to or at the same time as releasing the provisional grade to the student. This is essential to monitor recurrent cases of poor academic practice which may result in referral of the student to the Academic Integrity Unit.

The Academic Integrity Misconduct Register is managed by the Academic Integrity Unit.

4.3.3 Communication of Outcome
Feedback must be provided by the module leader/nominee to the student which includes the following information:

- Highlight instance(s) of poor academic practice.
- Clearly indicate the sanction being applied and the rationale for the sanction.
- Communicate to the student that the poor academic practice has been recorded in the Academic Misconduct Register.

This feedback should normally be provided to the student in writing.

The module leader/nominee may also arrange a meeting with the student; this can take place in-person or virtually. The purpose of the meeting is to the discuss the academic integrity breach and to provide further education and support to the student. The student may be accompanied by another individual acting in a supportive capacity, as such this individual cannot answer on behalf of the student. An Academic Integrity Champion or a member of the Academic Integrity Unit can also be asked to attend this meeting.

4.3.4 Repeated Breaches of Academic Integrity at Level One: Poor Academic Practice
Two or more breaches of academic integrity at Level One: Poor Academic Practice, recorded in the Academic Misconduct Register, will result in automatic referral to the Academic Integrity Unit. The Academic Integrity Unit can process the second breach of academic integrity as Level Two: Academic Misconduct, as described in Section 4.4. A second breach

of academic integrity will be deemed to have occurred if it has taken place within the following period or timescale of the first breach of academic integrity, as recorded in the Academic Misconduct Register:

- For undergraduate or postgraduate students: within the period of registration on the programme of study.
- For students undertaking a module as a micro-credential: within 5 years of the first breach of academic integrity.

4.3.5 Failure to Comply with Sanctions

Failure to comply with sanctions at Level One: Poor Academic Practice will result in referral to Level Two: Academic Misconduct process, described in Section 4.4.

4.3.6 Appeals or Referral at Level One: Academic Malpractice

Appeals at Level One: Poor Academic Practice will be referred to the Academic Integrity Unit.

A case can be appealed by the student:

- If the academic regulations and procedures were not properly applied.
- If the case was not managed as described in these procedures.
- If the student does not accept the sanction applied.

A case can be referred by the module leader/nominee or the student to the Academic Integrity Unit:

- If the facts of the case are in dispute.

Application for appeals or referrals must be made in writing (by email) to the Academic Integrity Unit within seven working days of the sanction being communicated to the student.

If an appeal or referral is withdrawn by a student, it cannot be resubmitted.

The appeal or referral will be managed in accordance with the Level Two: Academic Misconduct procedures, described in Section 4.4.

The following outcomes can arise from an appeal or a referral:

- The sanction applied by the module leader/nominee is upheld.
- The sanction applied by the module leader/nominee is removed and the student is found to have no case to answer.
- The sanction applied by the module leader/nominee is altered through the application of a more or less severe sanction. Sanctions described in Section 4.3.1 or Section 4.4.4 can be applied.
- The case is referred to the Level Three: Academic Misconduct process as described in Section 4.5.

4.4 Level Two: Academic Misconduct

These are more serious breaches of academic integrity than Level One: Poor Academic Practice.

The Academic Integrity Unit is responsible for making a determination that Level Two: Academic Misconduct has occurred. This may require that a member of the Academic Integrity Unit investigates and gathers evidence, as described in Section 4.1. The co-operation of the module leader/nominee will be required to aid investigation and gathering of evidence. The relevant Academic Integrity Champion may also be consulted as part of this process. Relevant parties internal or external to the University can also be contacted by the Academic Integrity Unit as part of the investigation process if necessary.

The NAIN Tariff Score System, described in the NAIN Framework for Academic Misconduct Investigation and Case Management (2023), will be used by the Academic Integrity Unit to guide the classification of the breach of academic integrity. This system takes into account a number of criteria, including:

- Number of previous violations
- Types of violations
- Stage in the student's taught programme
- Value of the assessment i.e. contribution of the assessment to the overall module mark, European Credit Transfers (ECTs) associated with the module
- Additional considerations (e.g. completion of academic integrity training when required as part of their programme of study)

The categorisation of the academic misconduct will also be informed by the academic disciplinary context provided by the module leader/nominee and/or evidence of mitigating circumstances submitted by the student.

4.4.1 Reporting of Suspected Level Two: Academic Misconduct Case to Academic Integrity Unit

If the module leader/nominee is concerned that Level Two: Academic Misconduct has occurred, the following steps should be taken:

- The module leader/nominee may initially seek advice from the relevant Academic Integrity Champion to determine if reporting to the Academic Integrity Unit is appropriate.
- The module leader/nominee should complete an Academic Integrity Referral Form which will alert the Academic Integrity Unit of a suspected case of Level Two: Academic Misconduct. The assessment should be reviewed and a grade recorded as normal. The report to the Academic Integrity Unit should be made prior to or at the same time as releasing the provisional grade to the student. If, upon investigation a grade change is recommended, this is processed by the module leader/nominee through the grade alteration process.

4.4.2 Outcomes following Investigation by the Academic Integrity Unit

The following decisions can be made by the Academic Integrity Unit upon investigation of the case:

- The case is determined to be Level One: Poor Academic Practice and a sanction is recommended to and applied by the module leader/nominee as described in Section 4.3.1.
- There is insufficient evidence to proceed, and no further action is taken. This decision is communicated to the module leader/nominee.
- There is sufficient evidence to invite the student to attend an Academic Misconduct meeting. An invitation will be issued to the student to attend the Academic Misconduct meeting by the Academic Integrity Unit. This meeting will take place within seven working days of the case being referred to the Academic Integrity Unit by the module leader/nominee. This may be extended to ten working days if the case under investigation is complex or if the Academic Integrity Unit are managing a large or complex caseload during that period. The student must complete and return the Undergraduate Student Academic Integrity Response Form or the Postgraduate Student Academic Integrity Response Form prior to attending the meeting.
- The case is determined to be a Level Three: Academic Misconduct and is managed as described in Section 4.5.

4.4.3 Academic Misconduct Meeting

A member of the Academic Integrity Unit will facilitate the Academic Misconduct meeting. The Assistant Dean for Academic Affairs or nominee, from the faculty in which the student is undertaking their programme of study, will also attend the Academic Misconduct meeting. The student can be accompanied by an individual to act in a supportive role and as such this individual cannot answer on behalf of the student. The module leader/nominee and/or Academic Integrity Champion may also be invited to attend if specific academic disciplinary input is required at the meeting.

If a student wishes to bring legal representation to a Level Two: Academic Misconduct meeting, they must advise the Academic Integrity Unit in advance of the meeting. The Academic Integrity Unit reserve the right to invite UL legal representation in these circumstances.

Meetings will be held in-person or online through video-conferencing software.

The student will be issued with a ‘Caution Notice’ prior to attending the meeting. This must be signed, as a hard-copy or electronic signature, by both the representative from the Academic Integrity Unit and the student before the meeting can proceed.

4.4.3.1 Reasonable Accommodations

Students will be invited to notify the Academic Integrity Unit if they require any reasonable accommodations in order to make the Level Two: Academic Misconduct meeting accessible. This may involve consultation with Disability Services.

4.4.3.2 Rescheduling or Non-Attendance at Level Two: Academic Misconduct Meeting

If the student is unable to attend the meeting, they must notify the Academic Integrity Unit as soon as possible and the meeting will be rescheduled by the Academic Integrity Unit. The student will normally be permitted to reschedule the meeting once. Rescheduling of the meeting may result in a delay in reaching a conclusion of the case.

If the student does not attend the Level Two: Academic Misconduct meeting as scheduled and fails to notify the Academic Integrity Unit of their inability to attend, the meeting will be conducted in the student's absence.

4.4.3.3 Mitigating Circumstances
The student will be permitted to submit evidence of mitigating circumstances to the Academic Integrity Unit which can be taken into account during the Level Two: Academic Misconduct meeting.

All evidence supporting claims of mitigating circumstances must be submitted to the Academic Integrity Unit at least five working days before the scheduled Academic Misconduct meeting.

Mitigating circumstances must be:

(a) significant: they have more than a minor impact on the student;

(b) unexpected: the student must have had no prior knowledge of the event;

(c) unpreventable: there were no reasonable steps that could have taken to prevent the event;

(d) relevant: the student must be able to link the event, and its impact on the period for which the claim is being made;

(e) corroborated: it must be independently verifiable, and the evidence must be provided.

4.4.3.5 Outcome of the Level Two: Academic Misconduct Meeting
One of the following outcomes can be reached at the conclusion of the Level Two: Academic Misconduct meeting:

- It is determined that the student has no case to answer. The case should be closed without delay and all relevant stakeholders informed of this decision.
- It is determined that academic misconduct has occurred. The representative from the Academic Integrity Unit will decide on the sanction and this will be implemented by the module leader/nominee, where appropriate. The outcome will be communicated to the student in writing (via email) by the Academic Integrity Unit.
- The Academic Integrity meeting may conclude that the case aligns with Level One: Poor Academic Practice and an appropriate sanction decided, as described in Section 4.3.1.
- That the case should be classified as Level Three: Academic Misconduct and is referred as described in Section 4.4.7.
- The student does not accept the allegation of academic misconduct, and the Academic Misconduct meeting cannot conclude, the case will be referred to the Discipline Committee, as described in Section 4.4.10.

4.4.4 Sanctions at Level Two: Academic Misconduct
The sanction(s) must be agreed by the member of the Academic Integrity Unit, who facilitated the Academic Misconduct meeting, and the Assistant Dean for Academic Affairs/nominee who attended the meeting. If these two parties cannot agree on the sanction(s), the Associate Vice President for Academic Affairs will be invited to decide on the sanction(s). Sections 4.4.4.1-4.4.4.3 outline the sanctions that can be applied arising from

the detection and investigation of academic misconduct at Level Two: Academic Misconduct. It is possible that a combination of these sanctions will be applied to a case:

4.4.4.1 Mandatory Academic Integrity Training
Academic integrity training will be mandatory for all students against whom a finding of Level Two: Academic Misconduct is made. This training is provided by the Academic Integrity Unit.

The student must provide evidence of completion of academic integrity training to the standards and within the timeframe specified by the Academic Integrity Unit.

4.4.4.2 Penalties on Academic Assessments
One of the following grade reduction sanctions can be applied depending on the extent of the academic misconduct:

- All penalties described in Section 4.3.1.2 Sanctions at Level One: Poor Academic Practice can be applied.
- An F-grade/equivalent is awarded to the module and a requirement to resubmit/resit all assessments for the module. The resit/resubmission may have grade limitations prescribed.

Depending on the assessment, it may be necessary for the re-submitted assessment(s) to focus on a different topic/theme/area.

Re-assessment or re-examination will normally take place during the annual assessment repeat period(s).

4.4.4.3 Academic Probation
A sanction of academic probation can be imposed for a defined time period. In the event of being subsequently found in breach of the Code of Conduct during this time period, then the violation for which the student is on academic probation can be taken into account in the determination of the penalty for the subsequent offence. Moreover, if any part of the original sanction was suspended, then a subsequent proven violation of the Code of Conduct will immediately bring the original suspended sanction into full operation.

4.4.5 Recording of Level Two: Academic Misconduct
All findings of Level Two: Academic Misconduct must be recorded in the Academic Misconduct Register.

The Academic Integrity Unit is responsible for recording cases of Level Two: Academic Misconduct in the register.

This is essential to monitor recurrent cases of poor academic practice or academic misconduct which may result in referral of the student to the Level Three: Academic Misconduct processes described in Section 4.5.

4.4.6 Repeated Breaches of Academic Integrity following Level Two: Academic Misconduct

Two or more breaches at Level Two: Academic Misconduct or a breach at Level One and a breach at Level Two: Academic Misconduct recorded in the Academic Misconduct Register, can result in automatic referral to the Level Three: Academic Misconduct conduct on the second breach of academic integrity.

A second breach of academic integrity will be deemed to have occurred if it has taken place within the following timescale of the first breach of academic integrity, recorded in the Academic Misconduct Register:

- For undergraduate or postgraduate students: within the period of registration on the programme of study.
- For students undertaking a module as a micro-credential: within 5 years of the first breach of academic integrity.

4.4.7 Referral of Suspected Case to Level Three: Academic Misconduct

If, during a Level Two: Academic Misconduct meeting, there is a concern that Level Three Academic Misconduct has occurred, the following steps should be taken:

- The member of the Academic Integrity Unit closes the meeting, indicating to the student that referral to the Level Three Academic Misconduct process is required.
- The student is informed of this outcome in writing (by email to the University email account) within five working days of the meeting.
- The member of the Academic Integrity Unit leading on the case will contact the secretary for the Disciplinary Committee within five working days of the Level Two: Academic Misconduct meeting indicating that the case will be referred to the Disciplinary Committee as a suspected Level Three: Academic Misconduct case.

4.4.8 Communication of Outcome of Academic Misconduct Meeting

A summary of the Academic Misconduct meeting, the outcome of the meeting and the reason(s) for this outcome, will be sent by the Academic Integrity Unit within five working days of the Academic Misconduct meeting to the following:

- To the student, to their University email account.
- To the module leader/nominee, to their University email account.
- Any other University personnel or departments that need to be notified of the outcome of the case. These communications will be sent to their University email account.

4.4.9 Failure to Comply with Sanctions at Level Two: Academic Misconduct

Failure to comply with sanctions at Level Two: Academic Misconduct will require referral to the Discipline Committee.

4.4.10 Appeals or Referral at Level Two: Academic Misconduct

A case can be appealed by the student:

- If the academic regulations were not properly applied.

- If the case was not handled as described in these procedures.
- If the student does not accept the sanction applied.

A case can be referred by the student or the Academic Integrity Unit:

- If the facts of the case remain in dispute.

Cases which are appealed or referred at Level Two: Academic Misconduct will be managed by the Discipline Committee, as described in the Handbook of Academic Regulations and Procedures.

Application for appeals or referrals must be made in writing (by email) to the secretary for the Discipline Committee within seven working days of the sanction being communicated to the student by the Academic Integrity Unit.

If an appeal or referral is withdrawn by the student once submitted, it cannot be resubmitted.

The following outcomes can arise from an appeal or referral to the Discipline Committee:

- The sanction applied by the Academic Integrity Unit is upheld.
- The student is found to have no case to answer and the sanction applied by the Academic Integrity Unit is removed.
- The sanction applied by the Academic Integrity Unit is altered through the application of a more or less severe penalty.

The procedure for appeals of decisions of the Discipline Committee is described in the Code of Conduct, Section 6 of the Handbook of Academic Regulations and Procedures.

4.5 Level Three: Academic Misconduct

These are the most serious types of academic misconduct.

The categorisation of the academic misconduct will also be informed by the NAIN Tarriff Score System (as described in Section 4.4) and the academic disciplinary context provided by the module leader/nominee and the experience/expertise of the case investigator.

4.5.1 Reporting of a Suspected Level Three: Academic Misconduct

If the module leader/nominee is concerned that Level Three: Academic Misconduct has occurred, the following steps should be taken:

- The module leader/nominee may initially seek advice from the Academic Integrity Champion to determine if reporting to the Academic Integrity Unit is appropriate.
- The module leader/nominee will complete an Academic Integrity Referral Form which will alert the Academic Integrity Unit of a suspected case of Level Three: Academic Misconduct. The assessment should be reviewed and a grade recorded as normal. The report of the suspected academic misconduct should be made prior to or at the same time as releasing the provisional grade to the student. If, upon investigation a grade change is recommended, this is processed by the module leader/nominee through the grade alteration process.

4.5.2 Initial Investigation and Referral of a Suspected Level Three: Academic Misconduct

The Academic Integrity Unit will be responsible for investigating the allegation and determining if the alleged breach of academic integrity aligns with Level Three: Academic Misconduct and if referral to the Discipline Committee is appropriate.

This initial investigation will take place within seven working days of the case being referred to the Academic Integrity Unit by the module leader/nominee. This may be extended to ten working days if the case under investigation is complex or if the Academic Integrity Unit are managing a large or complex caseload during that period.

The Disciplinary Committee, supported by the Complaints, Discipline and Vetting Unit, will then manage these cases in accordance with the timeframes described in the Code of Conduct, Section 6 of the Handbook of Academic Regulations and Procedures.

The Academic Integrity Unit may also determine, following initial investigation, that an allegation should be classified as Level One: Poor Academic Practice or Level Two: Academic Misconduct. In these cases, the Academic Integrity Unit will oversee the management of the case as described in Section 4.4.

4.5.3 Sanctions for Level Three: Academic Misconduct

4.5.3.1 Mandatory Academic Training

Academic integrity training will be mandatory for all students against whom a finding of Level Three: Academic Misconduct is made.

Academic integrity training is provided by the Academic Integrity Unit.

The student must provide evidence of completion of academic integrity training within the timeframe and to the standards specified by the Academic Integrity Unit.

4.5.3.2 Penalties on Academic Assessments

All penalties described in Section 4.3.1 or Section 4.4.4 can be applied.

The Discipline Committee shall be entitled to impose penalties including suspension or expulsion where, in its view, the gravity of the academic misconduct shall so warrant. These penalties are described in the Handbook of Academic Regulations and Procedures.

4.5.3.3 Academic Probation

A sanction of academic probation can be imposed for a defined time period. In the event of being subsequently found in breach of the Code of Conduct during this time period, then the violation for which the student is on Academic Probation can be taken into account in the determination of the penalty for the subsequent offence. Moreover, if any part of the original sanction was suspended, then a subsequent proven violation of the Code of Conduct will immediately bring the original suspended sanction into full operation.

4.5.4 Recording of Level Three: Academic Misconduct

All findings of Level Three: Academic Misconduct will be recorded in the Academic Misconduct Register.

The Academic Integrity Unit is responsible for recording cases of Level Three: Academic Misconduct in the register. The Complaints, Discipline and Vetting Unit will inform the Academic Integrity Unit of the outcome of the Discipline Committee meeting

4.5.5 Repeated Breaches of Academic Integrity following Level Three: Academic Misconduct

A further breach of academic integrity, at any level, following a proven case of Level Three: Academic Misconduct will result in referral to the Disciplinary Committee. The Academic Integrity Unit will be responsible for investigating the suspected breach, to determine if there is a case to answer, prior to referral to the Disciplinary Committee.

A second or subsequent breach will be deemed to have occurred if it has taken place within the following timescale of the first breach of academic integrity, recorded in the Academic Misconduct Register:

- For undergraduate or postgraduate students: within the period of registration on the programme of study.
- For students undertaking a module as a micro-credential: within 5 years of the first breach of academic integrity.

4.5.6 Appeals at Level Three: Academic Misconduct

The appeals process for Level Three: Academic Misconduct is described within the Code of Conduct in the Handbook of Academic Regulations and Procedures.

5. Academic Integrity and Group Work

It is recognised that group work can present unique challenges to students from an academic integrity viewpoint. The following principles apply to all students when completing assessments as part of a group:

- Students should normally submit assessments and/or examinations done in co-operation with other students only when the co-operation is done with the full knowledge and permission of the module leader/nominee concerned.

- Without this permission, submitting assessments and/or examinations which are the product of collaboration with other students may be considered to be academic misconduct.

- In order to minimise the occurrence of academic misconduct and aid investigations relating to academic misconduct in the context of collaboration and group work, it is good practice for each student to appropriately attribute work that is their own.

- Should a module leader/nominee suspect academic misconduct in a group assessment, the procedure for cases of suspected poor academic practice or academic misconduct may be followed for each student.

6. Live Review of Assessment

Where a module leader/nominee has credible grounds to believe that a submitted assessment does not represent a student's own work or there are other concerns relating to academic integrity, the student can be required to demonstrate authorship directly. An invitation to undertake a live review can be furnished by the module leader/nominee. The grounds for the invitation to undertake the live review should be outlined to the student. The form of a live review may differ according to the nature of the academic discipline. Examples include but are not limited to oral discussion, code walk-through, studio critique, or equivalent dialogic exercise.

To ensure fairness and consistency, such assessments may be conducted by the individual who made the referral, but also, an internal examiner with relevant expertise.

If the student can demonstrate understanding, reasoning, and command of sources or methods, the live review confirms authenticity and secures credit. Conversely, inability to explain or extend the work constitutes evidence of a breach of academic integrity and may warrant sanction.

Decisions must be communicated in writing to the student by the module leader/nominee, with reasons for the outcome explained.

Where necessary reasonable accommodations should be made for students to engage in a live review. This may involve consultation with Disability Services.

Following completion of a live review, one of the following outcomes is possible:

- the mark awarded in the originally submitted assessment is confirmed.
- a case can be sanctioned and reported as Level One: Poor Academic Practice.
- a case can be reported to the Academic Integrity Unit as a suspected breach of academic integrity aligning to Level Two: Academic Misconduct or Level Three: Academic Misconduct.

7. Breaches of General Examination Regulations

Breaches of General Examination Regulations (as defined in the Academic Regulations and Procedures) will be reported to the Academic Integrity Unit.

The Academic Integrity Unit will investigate the case (as described in Section 4.1). The case can be determined to be Level One: Poor Academic Practice, Level Two: Academic Misconduct or Level Three: Academic Misconduct.

The NAIN Tarriff Score System (described in Section 4.4) will normally be used by the Academic Integrity Unit to guide the classification of the offence. This will also be guided by the information provided by the Exam Venue Coordinator in the Breach of General Examination Regulations forms which are used to record such an allegation.

The Academic Integrity Unit will manage breaches of General Examination Regulations that align with Level One: Poor Academic Practice and Level Two: Academic Misconduct, as described in Sections 4.3 and 4.4 respectively.

Level Three: Academic Misconduct will be managed in accordance with the procedures described in Section 4.5.

The following sanctions can be applied for breaches of General Examination Regulations regardless of whether the breach is Level One: Poor Academic Practice or Level Two: Academic Misconduct, in addition to the sanctions described in Section 4.3.1 and Section 4.4.4 respectively:

- Academic probation
- Mandatory academic integrity training

If an allegation is proven at Level One: Poor Academic Practice, Level Two: Academic Misconduct or Level Three: Academic Misconduct, the student's name will be recorded in the Academic Misconduct Register by the Academic Integrity Unit.

8. Reporting Suspected Breaches of Academic Integrity

In addition to the reporting procedures described in Section 4.3.2, Section 4.4.1 and Section 4.5.1, reports of suspected breaches of academic integrity will be accepted by the Academic Integrity Unit. Such reports can be submitted by:

- Students currently enrolled at UL
- Any member of UL staff
- Parties external to UL

Vexatious reports made by registered students will result in referral to the Disciplinary Committee.

All reports of suspected breaches of academic integrity, and associated evidence, will be considered by the Academic Integrity Unit and managed using the processes described in these procedures.

9. Record keeping

9.1 Academic Misconduct Register

Students who have breached academic integrity at Level One: Poor Academic Practice, Level Two: Academic Misconduct or Level Three: Academic Misconduct will be recorded in the Academic Misconduct Register. This register is maintained by the Academic Integrity Unit in accordance with the UL Records Management and Retention policy. The duration of retention for each Levels One: Poor Academic Practice, Level Two: Academic Misconduct and Level Three: Academic Misconduct is defined in the UL Records Classification & Retention Schedule.

10. Student Support

Any student against whom an allegation of academic misconduct has been made will be signposted to Student Support Services within the University. These supports will be highlighted on the Academic Integrity Unit's website and in any correspondence issued by the Academic Integrity Unit.

11. Referral to Fitness to Practice or Fitness to Study

The Academic Integrity Unit reserve the right to refer a student for consideration under UL's Fitness to Practice policy or Fitness to Study policy. This may require that the investigation or management of a suspect case of poor academic practice or academic misconduct is paused or delayed.

12. Data Protection

All personal data held on the Academic Misconduct Register will be handled in compliance with UL's Data Protection Policy in particular those requirements relating to storage, access, data sharing and disposal.

13. Review of Procedures

The procedures will be reviewed at least every three years.

Appendix 1: Academic Misconduct: Overview of Classification, Process and Sanctions ‡

	Level One: Poor Academic Practice	Level Two: Academic Misconduct	Level Three: Academic Misconduct
Example of Academic Integrity Breach*	Inadequate paraphrasing Poor practice relating to referencing and citation Limited plagiarism	Plagiarism Collusion Falsification	Exam Cheating Contract Cheating Fraud/Impersonation
Managed by	Module leader/nominee and Academic Integrity Champion *(if required)*	Academic Integrity Unit	Complaints, Discipline and Vetting Unit
Process	Investigated by module leader/nominee (t*his may include live review, see Section 6*) Penalty applied by module leader/nominee Feedback provided in writing to student as part of routine assessment feedback Meeting organised by module leader/nominee to provide feedback *(if required)* Recorded in Academic Misconduct Register	Academic Integrity Referral Form submitted by module leader/nominee Undergraduate Student Academic Integrity Response Form/Postgraduate Student Academic Integrity Response Form submitted by student Academic Misconduct Meeting *(if appropriate)* Outcome and/or sanction communicated by email to student and module leader/nominee and any other relevant party Recorded in Academic Misconduct Register	Investigation and referral by Academic Integrity Unit Disciplinary Committee hearing Recorded in Academic Misconduct Register
Possible Sanctions for Proven Case†	Education Grade assignment following removal of section(s) of concern removed Grade Reduction	Mandatory Education Academic Probation Grade Reduction (assessment or overall module)	Mandatory Education Grade Reduction Academic Probation Suspension from University Exclusion from University (or Termination of Enrolment)
Appeals or Referrals	Academic Integrity Unit	Discipline Committee *(as described in Academic Regulations and Procedures)*	Appeals Committee *(as described in Academic Regulations and Procedures)*

‡ The information provided in this table is a summary and is not designed to replace the information provided in the document. Please consult the procedures for more detailed information.

**The NAIN Tariff Score System will be used to guide the classification of the academic misconduct . The categorisation of the academic misconduct will also be informed by the academic disciplinary context provided by the module leader/nominee or Academic Integrity Champion, the breach of general examination regulations form (provided by the Exam Venue Co-ordinator), and/or evidence of mitigating circumstances submitted by the student.*

† This is not an exhaustive list of sanctions, please consult relevant sections of this document for more information

Document Version	1.3
Document Owner	Provost & Deputy President
Approved by	Academic Council
Date	24 June 2026
Approved by	Governing Authority
Date	22 September 2026
Effective Date:	01 September 2026
Scheduled Review Date:	09 June 2029