

ACADEMIC MISCONDUCTS

STUDENT GUIDE

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Document Change History

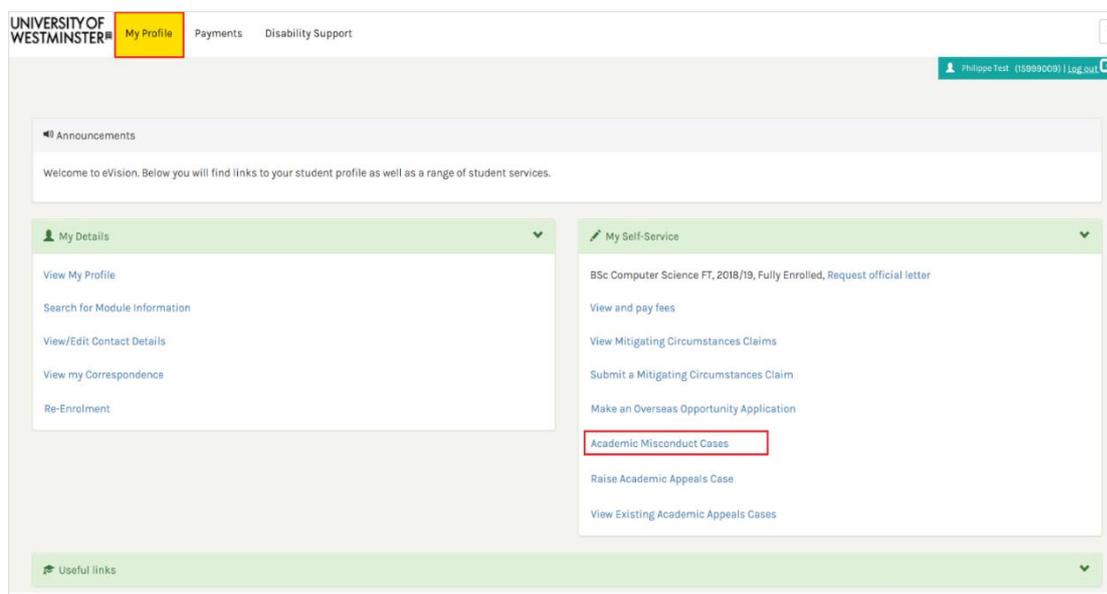
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1 Your Academic Misconduct Case

 If a case has been submitted by a member of staff regarding your academic conduct, you will receive an email notification informing you of the allegation and asking you to log-in to e: Vision to view the case details. The option to view an Academic Misconduct case will only be displayed on the portal if a case has been submitted.

1.1 Access Your Case List

1. Log-in to e: Vision and select **Academic Misconduct Cases** via *My Profile*.



The system displays your *Case List* which contains any Academic Misconduct case(s) raised by staff. From here you can track the *Category* and *Status* of your case as well the member of the Academic Standards Team managing it.

Case ID	Status	Student Name	Initiator	Course	College	School	Module	Level	Year	Offence Type	Case Submitted Date	Allocated to	Category
SC_AMC_0072136_006	Closed	Joe Test	JOHNSON, Mel	PG Dip Prof Practice Architecture PT	Design, Creative and Digital Industries	Architecture and Cities	English Law, Regulations, Construction Procurement and Contracts	7		Collusion	14/Jun/2019	Mel Johnson	Category 2
SC_AMC_0072136_007	Under Investigation	Joe Test	JOHNSON, Mel	PG Dip Prof Practice Architecture PT	Design, Creative and Digital Industries	Architecture and Cities	English Law, Regulations, Construction Procurement and Contracts	7		Examination Offence	16/Jun/2019	Mel Johnson	Category 1

Student Notified Date: 16/Jun/2019
Student Response Date: _____
Outcome: _____
Outcome Date: _____
Appeal Date: _____

[Back](#)

 Depending on your screen resolution you may not be able to see all the columns on the page. If this is the case, click on the green plus symbol to the left of the Case ID to expand the record (vertically).

1.2 Manage Your Case

To view the case in greater detail and to add information to it, click on the **Case ID** of the Academic Misconduct record on the *Case List* page. The system displays the *View Academic Misconduct Case* page which provides details of the allegation and an opportunity to respond to it.

View Academic Misconduct Case

Case Details

Case ID: SC_AMC_0072136_007	Student: Joe Test
School: Architecture and Cities	College: Design, Creative and Digital Industries
Course: PG Diploma Professional Practice in Architecture PT	Name of Course Leader: A Bloggs

Offence details

Raised by: JOHNSON, Mel	Created Date: 16 June 2019	Alleged Misconduct: Examination Offence
Sub Category: <ul style="list-style-type: none"> Failing to comply with the reasonable instructions of an invigilator or examiner Possession of unauthorised material of any kind other than those specifically permitted in the rubric of the paper during the examination (including in toilets and other locations during the examination) 		
Concerns: These are all of my concerns regarding the collusion allegation.		

Module Title and Code	Module Leader	Type of assessment	Assessment Weighting (%)	Date Assessment Held/Due
7ARCH007W - English Law, Regulations, Construction Procurement and Contracts	A Bloggs	Examination - open book	100	Undefined

Status: Under Investigation	
Allocated to: Mel Johnson	
Category: Category 1 (Student Notified: 16 June 2019)	
Student Response: n/a ()	
Justification to dispute: n/a	

Respond To Allegation

Meetings

Date	Time	Location	Student Accepted Invite	Nominated Friend	Actions

Information & Evidence

Here you can see all the information and evidence added to the current stage only, to see all stages click view history below.

Submitted by	Date/Time	Note	Files

Add Note
View History

1.2.1 Respond to Allegation

You will receive a notification via email when an allegation has been submitted and when a penalty has been agreed.

 If your case is Category 1, you have the opportunity to accept the allegation, dispute the allegation and to dispute the penalty outcome. If your case is Category 2, you will only have the option to provide justification (as narrative text).

1. Click on the **Respond to Allegation** button in the *Offence details* section of the *View Academic Misconduct Case* page.

The system displays the *Respond to Allegation* page.

1. Select your response form the dropdown box and enter some text supporting your response.
2. Click on the **Next** button.

Respond to allegation

Case Details

Case ID:	SC_AMC_0072136_007	Student	Joe Test
School	Architecture and Cities	College	Design, Creative and Digital Industries
Course	PG Diploma Professional Practice in Architecture PT	Name of Course Leader	A Bloggs
Assessments	English Law, Regulations, Construction Procurement and Contracts - Law Regulations & Prof Servs		

Category 1 Offence

Please provide your response to the allegation here, you may upload documents or provide information in the information section in the main page.

Response

If disputing the allegation or

Provide your reasons below and upload all evidence to support your response (if appropriate) on the main page after submitting this page.

These are the reasons I am disputing the allegation/penalty.

Back **Next**

The system displays the *Provide Evidence* page. You must upload supporting evidence via the **Upload Document** button before being able to click the **Proceed** button:

Case Details

Case ID:	SC_AMC_0072136_007	Student	Joe Test
School	Architecture and Cities	College	Design, Creative and Digital Industries
Course	PG Diploma Professional Practice in Architecture PT	Name of Course Leader	A Bloggs
Stage	INVEST		

You must upload any evidence here to support your response if necessary.

Document List

- [AA Evidence 1.docx](#)

Upload Document

We will review your response and academic standards will be in contact shortly. If you have disputed the allegation and evidence is required and you do not supply this it will not be taken into account when a decision on the dispute is made.

Back

Proceed

On selecting **Proceed**, the Academic Standards Team are notified of your response and you are returned to the *View Academic Misconduct Case* page. On this page the *Offense Details* section is updated with details of your response, and a date/time stamped record of your response is added to the *Information & Evidence* section of the page.

Information & Evidence

Here you can see all the information and evidence added to the current stage only, to see all stages click view history below.

Submitted by	Date/Time	Note	Files
TEST, Joe	16/Jun/2019 01:02:37	The student disputed the allegation	AA Evidence 1.docx

Add Note

View History

The Academic Standards Team will review your response and record an outcome to the case. If the outcome includes a penalty such as reduction in grade/mark, it is possible to dispute the penalty via the same **Respond to Allegation** process.

1.2.2 Add a Note

It is possible to add notes to the allegation to share with staff. You can attach supporting files to a note (documents, pictures etc.) if applicable.

1. Click on the **Add Note** button in the *Information & Evidence* section of the *View Academic Misconduct Case* page.

Information & Evidence

Here you can see all the information and evidence added to the current stage only, to see all stages click view history below.

Submitted by	Date/Time	Note	Files
TEST, Joe	16/Jun/2019 01:02:37	The student disputed the allegation	AA Evidence 1.docx

2. The system displays the *Save entered text details* page where it is possible to:
 - add narrative text to the note
 - click on **Save Note - No Uploads** - to add a note without attaching supporting files
 - click on **Save Note –Upload Files** - to add a note and attach supporting files
3. On selecting **Save Note – Upload Files**, click on the **Upload Document** button in the *Upload Evidence* page.

Upload Evidence

Case Details

Case ID: SC_AMC_0072136_007	Student: Joe Test
School: Architecture and Cities	College: Design, Creative and Digital Industries
Course: PG Diploma Professional Practice in Architecture PT	Name of Course Leader: A Bloggs
Assessments: English Law, Regulations, Construction Procurement and Contracts - Law Regulations & Prof Servs	

Your Note This is some supporting evidence

You may upload as many documents as you require to support your case, those already uploaded are shown below. Once uploaded you can remove the document by pressing 'Delete Document' if you upload the wrong one.

Document List

- No Documents Uploaded

The system displays the *Upload -Academic Misconduct* document page where it is possible to **Browse My Computer** to find the file for upload.

Upload - Academic misconduct document

Maximum file size: 4Mb

Allowable file extensions: DOC, DOCX, GIF, JFIF, JPE, JPEG, JPG, ODI, PDF, PNG, TIF, TIFF, XLS, XLSX

File uploader

4. Once a file has been selected from **My Computer** click on the **Upload** button to attach the file to the case.

- The system should update the File Status to Successfully Uploaded 100%.

Upload - Academic misconduct document

Maximum file size: 4Mb
Allowable file extensions: DOC, DOCX, GIF, JFIF, JPE, JPEG, JPG, ODI, PDF, PNG, TIF, TIFF, XLS, XLSX

File uploader

Browse My Computer Upload

Evidence 1.docx (11 kb)

File Status Successfully Uploaded 100%

Return to previous page

- Select **Return to previous to page** to view the *Upload Evidence* page which contains *Your Note* and the *Document List* (the file you have uploaded).

Upload Evidence

Case Details

Case ID:	SC_AMC_0072136_007	Student	Joe Test
School	Architecture and Cities	College	Design, Creative and Digital Industries
Course	PG Diploma Professional Practice in Architecture PT	Name of Course Leader	A Bloggs
Assessments	English Law, Regulations, Construction Procurement and Contracts - Law Regulations & Prof Servs		

Your Note This is more evidence to support my case include File A from Lecture B of Module 1.

You may upload as many documents as you require to support your case, those already uploaded are shown below. Once uploaded you can remove the document by pressing 'Delete Document' if you upload the wrong one.

Document List

- AA Evidence 1.docx - Delete Document

Upload Document

Next



It is possible to add as many files related to the note as required.



It is also possible to delete a file before clicking the Next button by selecting the option **Delete Document** (beside the file name).

- Select the **Next** button to return to the *View Academic Misconduct Case* page.

1.2.3 View History

- To view the history of notes and actions taken in relation to the case click on the **View History** button in the *Information & Evidence* section of the *View Academic Misconduct Case* page.

Information & Evidence			
Submitted by	Date/Time	Note	Files
TEST, Philippe	11/Apr/2019 20:16:32	These are also my notes.	Evidence 1.docx
TEST, Philippe	11/Apr/2019 20:04:31	These are my notes.	No Documents Uploaded
TEST, Philippe	11/Apr/2019 19:22:50	The student disputed the penalty	No Documents Uploaded
DOAL, Sonia	28/Mar/2019 16:28:45	Notifications	Category 1 Notification letter.docx 22.06.18 C1 Notifications to staff.pdf 21.06.18 Notification to student.pdf Category 1 Notification letter.pdf
DOAL, Sonia	28/Mar/2019 15:57:18	report	CaseE.ExhibitA.png CaseE.ExhibitB.png

[Add Note](#)
[View History](#)

1.2.4 Respond to Meeting Invitation

You will receive an email notification when:

- An Academic Misconduct Meeting has been set-up to discuss your case to which you are invited. An Academic Misconduct Meeting will be arranged if you have Category 1 case and have either:
 - o admitted to the allegation but not accepted the penalty; or
 - o disputed the allegation
- An Academic Misconduct Panel Hearing has been set-up to discuss your case to which you are invited. An Academic Misconduct Panel Hearing will be arranged if you have:
 - o a Category 2 case; or
 - o committed at least 3 previous offences; or
 - o a case where the Academic Standards Manager is unable to determine the category of the alleged offence.

- Select the **Action to Respond to Invitation** in the *Meeting* section of the *View Academic Misconduct Case* page.

Meetings						
Date	Time	Location	Student Accepted Invite	Nominated Friend	Additional Information	Actions
21/Jun/2019	11:30	Room 5, University of Westminster, 100 Great Portland Street				Respond to Invitation

2. Select your response to the invitation from the dropdown (Yes or No), and if you have selected **Yes**, enter the name of friend you would like to accompany you to the meeting. Click on **Proceed**.



'Friend' is defined as a currently registered student of the University, a sabbatical officer of the University of Westminster Students' Union, or member of University staff. If you add a friend please include their **Student ID** or **Staff ID** in the *Name of Friend* field.

Respond To Meeting Invitation

Meeting Time 11:30

Meeting Date 21/Jun/2019

Meeting Location Room 5, University of Westminster, 100 Great Portland Street

Will you attend this meeting? Yes

Name of Friend Oli Oliver

The system returns to the *View Academic Misconduct Case* page where it is possible to change your response by clicking the *Action* to **Respond to Invitation** and selecting a different response option in the *Respond to Meeting Invitation* page.

1.2.5 Submit an Academic Misconduct Appeal

If you are dissatisfied with the outcome of an Academic Misconduct Meeting or an Academic Misconduct Panel Hearing, you may submit an appeal to be considered by the Associate Director, Academic Quality and Standards.

1. Click on the **Appeal** button in the *Offence details* section of the *View Academic Misconduct Case* page.

Offence details					
Raised by	JOHNSON, Mel	Created Date	16 June 2019	Alleged Misconduct	Examination Offence
Sub Category	<ul style="list-style-type: none"> Failing to comply with the reasonable instructions of an invigilator or examiner Possession of unauthorised material of any kind other than those specifically permitted in the rubric of the paper during the examination (including in toilets and other locations during the examination) 				
Concerns	These are all of my concerns regarding the collusion allegation.				
Module Title and Code	Module Leader	Type of assessment	Assessment Weighting (%)	Date Assessment Held/Due	
7ARCH007W - English Law, Regulations, Construction Procurement and Contracts	A Bloggs	Examination - open book	100	Undefined	
Status	Closed				
Allocated to	Mel Johnson				
Category	Category 2 (Student Notified: No)				
Student Response	n/a ()				
Justification to dispute	n/a				
Outcome	Formal warning - mark on merits* (16 June 2019)				
Appeal					

1. Select **Dispute the Penalty** from the *Response* dropdown in the *Respond to allegation page* and enter explanatory text. Then click the **Next** button.

A message is displayed to inform you of the following:

- a. If you have any evidence to submit you must do this on the following page (the *View Academic Misconduct Case page*).
 - b. The Academic Standards Team will be in contact with you shortly.
2. Click on the **Proceed** button to continue.

If you have any evidence to submit you must do this in the following page, as usual.

We will review your response and academic standards will be in contact shortly. If you have disputed the allegation and evidence is required and you do not supply this it will not be taken into account when a decision on the dispute is made.

[Back](#)
[Proceed](#)

The system displays the *View Academic Misconduct Case page* to include:

- a. A message informing you that a notification has been sent to Academic Standards regarding your response (top of the page)
- b. Additional fields in the Offence details section of the page:
 - Student Response (and date)
 - Justification to dispute (if added)

- c. A log of your response in the *Information & Evidence* section of the page.