Academic Principles and Regulations
Codes of Practice

Academic Integrity
Staff Handbook

leedsbeckett.ac.uk
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Process Flowcharts

Flowchart of Academic Integrity Process – Taught Provision

Member of Staff suspects offence of Unfair Practice

Stage 1
Investigatory Interview arranged

- Offence admitted
  - Reported to Academic Integrity Board

- No offence occurred
  - Matter Closed
  - Assessment Enquiry Panel arranged

Stage 2
Assessment Enquiry Panel

- Offence admitted
  - Reported to Academic Integrity Board

- Offence found
  - Reported to Academic Integrity Board

- No offence occurred
  - Matter Closed

Academic Integrity Board receives report of all admitted or found cases and determines penalty

Academic Integrity Board issues outcome letter to student

Student right of Appeal for Fail Withdraw outcome only

Student right of Appeal

Academic Integrity Board reports outcomes to Board of Examiners/Examination Committee

Academic Integrity Board reports outcomes to Board of Examiners/Examination Committee
1 INTRODUCTION

This handbook outlines the processes used to investigate and determine penalty in cases of unfair practice. The guidance applies to all taught awards of the University, including those delivered in collaboration or partnership.

Definitions of unfair practice can be found at section 2.9 of the University’s Academic Principles and Regulations - [http://www.leedsbeckett.ac.uk/public-information/academic-regulations/](http://www.leedsbeckett.ac.uk/public-information/academic-regulations/)

A separate handbook is available for students who are suspected of unfair practice.

Queries relating to this handbook or any aspect of the process or regulations can be directed to:

**Quality Assurance Services**
Louise Allen, Quality Officer on 0113 8123342 or [QAS@leedsbeckett.ac.uk](mailto:QAS@leedsbeckett.ac.uk)

Our **School Academic Integrity Leads** are

**Dee Sarwar** for:
School of Art, Architecture and Design
School of Cultural Studies and Humanities
School of Built Environment and Engineering
School of Computing, Creative Technology and Engineering
School of Film, Music and Performing Arts

**Stephanie Jameson** for:
School of Education and Childhood
School of Sport
School of Events, Tourism, Hospitality and Languages

**Jayne Mothersdale** for:
Leeds Business School
Leeds Law School

**Frances Chapman** for:
School of Clinical and Applied Sciences
School of Health and Community Studies
School of Social Sciences
2 INITIAL ACTION TO BE TAKEN IN RESPECT OF SUSPECTED CASES OF UNFAIR PRACTICE

Action should be taken as soon as possible after a case of unfair practice is suspected.

2.1 Coursework/Other forms of assessment

Where an offence is suspected, the internal examiner must draw the matter to the attention of the student administrator in writing, specifying:

- the nature of the concern (this must be considered to be substantial)
- the basis for the suspicion

N.B. The internal examiner should stop marking the work as soon as an offence is suspected and no mark should be given to the student.

2.2 Examinations

Offence suspected during an examination

Where an offence is suspected during the course of an examination, the Senior Invigilator (or equivalent) shall act in accordance with the University’s Academic Principles and Regulations – Section 2.4: Examinations (http://www.leedsbeckett.ac.uk/public-information/academic-regulations/) and should do the following:

- annotate the candidate’s script(s)
- if appropriate, remove any object which has become the centre of suspicion.

The candidate shall be allowed to continue with the examination and at the end of the examination will be informed that an academic integrity investigation will be conducted.

The Senior Invigilator (or equivalent) must submit a report to the student administrator, clearly stating whether or not the student had been found in possession of unauthorised material, and if so:

- what this unauthorised material was;
- whether or not the invigilator had seen the student using that unauthorised material;
- whether or not the invigilator had seen the student using that unauthorised material for the question which was being attempted at that point in the examination;
- any other circumstance that gave rise to the suspicion of seeking unfair advantage.

Offence suspected during the marking of an examination

If, during the marking process, an internal examiner suspects that unfair practice has taken place, they shall compile a concise written report, which should be forwarded without delay to the student administrator. This report should state clearly:

- the specific part(s) of the candidate’s script(s) which give rise to the suspicion of unfair practice, and
- the basis for this suspicion.

N.B. The internal examiner should stop marking the examination as soon as an offence is suspected and no mark should be given to the student.
PRIOR TO ANY STAGE OF INVESTIGATION

3.1 Information to student

A student will be given the following information in writing no less than 5 working days prior to the investigatory interview or assessment enquiry panel:

- the reason for their attendance being required
- a copy of any relevant report or other evidence, e.g. a copy of the student’s work and an explanation of where unfair practice is suspected
- the right to seek advice from the Students’ Union
- the right to accompaniment/representation (as below).

3.2 Right of accompaniment and representation

At any stage of these procedures a student will have the right to:

- be accompanied by a friend (provided that the latter is not a professionally contracted advocate);
- be accompanied or represented by a Student Union representative. This right of accompaniment and representation is a general right and is not the right to accompaniment and/or representation by a specific individual. It is also subject to availability.
4 STAGE 1 – INVESTIGATORY INTERVIEW

4.1 Purpose

The purpose of the investigatory interview is to establish whether unfair practice has occurred.

4.2 Timing

The Investigatory Interview should take place as soon as possible after unfair practice is suspected. In arranging the investigatory interview, the student administrator (or equivalent) should bear in mind any further examinations the student may be undertaking, and the date of the meeting of any relevant Board of Examiners or Examination Committee, taking into account sufficient time for the case to be considered by the Academic Integrity Board.

Where the allegation involves collusion between two or more students, an invitation to attend a separate meeting will be sent to each student.

4.3 Membership

The membership of the Investigatory Interview will consist of:

- Chair (an Academic Integrity Co-ordinator)
- Internal Examiner (The person identifying the alleged offence)

In attendance

- Student
- Student’s Friend and/or Representative (if applicable)

N.B. The student’s friend is in attendance at the meeting as an observer and cannot represent the student.

4.4 Conduct of Investigatory Interview

The Chair will do the following:

- explain the purpose of the meeting and the possible outcomes;
- with the internal examiner concerned, discuss the matter with the student and/or the student’s representative if one is present and invite the student and/or representative to make any other comments which are felt to be relevant.

4.5 Possible outcomes

The possible outcomes from an Investigatory Interview are:

- an offence has been admitted
- no offence has occurred
- the matter is unresolved and is referred to an Assessment Enquiry Panel

The outcome will be determined by the end of the meeting and the student will be informed of both the outcome and the consequences (see below).
An offence has been admitted

- A mark of zero will be attributed to the assessment;
- The offence will be reported to the Academic Integrity Board to determine penalty;
- Any eligibility for re-assessment will be confirmed by the relevant Board of Examiners or Examination Committee and will be available at the next scheduled re-assessment period;
- A record of the offence will remain on the student’s personal file for the duration of their study in the University. This record will be available to the Academic Integrity Board considering any future admitted or found allegations of unfair practice.

The student should be advised of the provisions in respect of extenuating circumstances relating to cases of unfair practice.

No offence has occurred

The following will apply:
- The matter shall be considered to be concluded
- No report of it shall be made to the Academic Integrity Board
- No report of it shall be made within the University
- The student will be considered in the usual way and the matter will not be raised in the proceedings of the Board of Examiners or Examination Committee
- Any member of the Board of Examiners or Examination Committee who has been party to the allegation or the investigation shall totally disregard the original allegations
- All documentation relating to the allegation shall be shredded.

Non-resolution of the issue

If the matter is not resolved at this stage, the Chair should without delay refer the matter to an Assessment Enquiry Panel and the student will be notified of this in writing.

4.6 Non-Attendance of Student at Investigatory Interview

In the event of non-attendance without good cause of a student at an Investigatory Interview (in person, by telephone or internet) the matter will be considered to be non-resolved and referred to an Assessment Enquiry Panel.

4.7 Documentation (stage 1 proforma) – to be completed by the Chair during the meeting

- All sections of the form must be completed
- All attendees must be listed on the form
- The student must complete the student response section of the form with a clear and unambiguous statement of admittance (if that is the outcome of the meeting). The student must also sign and date the form if they admit the offence. *
- The Chair must sign the proforma to confirm that the Investigatory Interview has been carried out in accordance with section 2.9 of the University’s Academic Principles and Regulations
- Minutes should not be produced for a stage 1 interview
- No comments should be made regarding the quality of the student’s work or other non-relevant issues, e.g. attendance
- Neither the Chair, nor the Internal Examiner is entitled to make any recommendation in terms of the penalty to be applied.

* If the student is in attendance by telephone or internet and admits the offence, the student must send an email to the Secretary following the meeting providing a clear and unambiguous
statement of admittance. This email must be sent from the student’s Leeds Beckett University email account.
5 STAGE 2 – ASSESSMENT ENQUIRY PANEL

5.1 Purpose

The purpose of the Assessment Enquiry Panel is to establish whether unfair practice has occurred.

5.2 Timing

The Assessment Enquiry Panel should take place as soon as possible after the conclusion of the Investigatory Interview. In arranging the Assessment Enquiry Panel, the student administrator (or equivalent) should bear in mind any further examinations the student may be undertaking, and the date of the meeting of any relevant Board of Examiners or Examination Committee, taking into account sufficient time for the case to be considered by the Unfair Practice Board.

5.3 Information to student

The student will be informed in writing that they have been invited to attend a meeting of the Assessment Enquiry Panel and will be provided with the information specified in paragraph 3.1 above. The student will also be informed in writing of their right to submit a written statement to the Panel concerning the alleged offence in advance of the meeting, if they wish to do so.

5.4 Witnesses

In considering the allegations, the Panel may call witnesses and will not unreasonably refuse permission for staff or students to call such witnesses as they deem appropriate. The names of such witnesses should be given to the designated Administrative Officer as soon as possible in order to facilitate their attendance.

5.5 Membership

The membership of the Assessment Enquiry Panel will consist of:

- Chair (Senior Academic nominated by the Pro Vice Chancellor)
- An experienced member of academic staff within the School concerned, who has not taught the student in relation to the assessment(s) under investigation
- Member of Academic Staff from another School
- Internal Examiner (The person identifying the alleged offence)
- Secretary
- Student
- Student’s friend and/or representative (if applicable)
- Witnesses (if applicable)

N.B. The student’s friend is in attendance at the meeting as an observer and cannot represent the student at any stage of investigation.
5.6 Conduct

The Chair of the Assessment Enquiry Panel will outline:

- the procedure to be followed;
- the possible outcomes of the meeting; and
- will ask the student to confirm the address to which the Panel’s decision should be sent.

The procedure at this stage will be conducted as follows. All questions should be asked through the Chair.

i. The person making the allegation will present the case against the student, calling any witnesses as previously notified (see paragraph 5.4). The Panel and student and/or representative will then be able to question the person making the allegation and any witnesses if applicable.

ii. The student and/or representative will have the opportunity to present their case, calling any witnesses as previously notified (see paragraph 5.4). The person making the allegation and the Panel will then be able to question the student and/or representative.

iii. At the conclusion of their evidence, witnesses should leave the meeting.

iv. The person making the allegation will be invited to make a concluding statement. Following this, the student and/or representative will also be invited to make a concluding statement.

v. Unless the offence has been admitted during the proceedings, both the person making the allegation and the student (and friend and/or representative) will withdraw and the Assessment Enquiry Panel will consider its decision.

The Chair of the Assessment Enquiry Panel, in consultation with other Panel members, has the power to adjourn the hearing if statements submitted by the student or witnesses suggest other enquiries which need to be made before a decision can be reached.

5.7 Possible outcomes

The possible outcomes from an Assessment Enquiry Panel are:

- an offence has been admitted
- an offence has been found
- no offence has occurred

An offence has been admitted:

- A mark of zero will be attributed to the assessment;
- The offence will be reported to the Academic Integrity Board to determine penalty;
- Any eligibility for re-assessment will be confirmed by the relevant Board of Examiners or Examination Committee and will be available at the next scheduled re-assessment period;
- A record of the offence will remain on the student’s personal file for the duration of their study in the University. This record will be available to the Academic Integrity Board considering any future admitted or found allegations of unfair practice.

The student should be advised of the provisions in respect of extenuating circumstances relating to cases of unfair practice.
If the offence has not been admitted, the Assessment Enquiry Panel will make a decision. This decision will be reached on the basis of the written and oral evidence, and the standard of proof required is \textit{balance of probabilities}. The decisions open to the Panel are:

- a finding that no offence has occurred
- a finding that the alleged offence has occurred.

\textbf{Finding that no offence has occurred}

If the Assessment Enquiry Panel is satisfied that no offence has occurred, the student will be notified in writing of that outcome, and of the following:

- The matter shall be considered to be concluded
- No report of it shall be made to the Academic Integrity Board
- No report of it shall be made within the University
- The student will be considered in the usual way and the matter will not be raised in the proceedings of the Board of Examiners or Examination Committee
- Any member of the Board or Committee who has been party to the allegation or the investigation shall totally disregard the original allegations
- All documentation relating to the allegation shall be shredded.

\textbf{Finding that the alleged offence has occurred}

If the Assessment Enquiry Panel finds that the alleged offence has occurred, the Chair of the Panel must write to the student notifying him/her of the following, \textit{within 1 working day}.

- The decision taken
- The basis on which the decision was taken
- The offence will be reported to the Academic Integrity Board for the purpose of determining penalty.

5.8 Non-Attendance of Student at Assessment Enquiry Panel

In the event of non-attendance of a student at an Assessment Enquiry Panel (in person, by telephone or internet) without good cause, the Panel in question is authorised to proceed in his, her or their absence.

5.9 Documentation (stage 2 proforma)

- All sections of the form must be completed during the meeting
- All attendees must be listed on the form
- The student must complete the student response section of the form with a clear and unambiguous statement of admittance (if that is the outcome of the meeting). The student must also sign and date the form if they admit the offence.*
- The Chair must sign the proforma to confirm that the Assessment Enquiry Panel has been carried out in accordance with the University’s Academic Principles and Regulations
- No comments should be made regarding the quality of the student’s work or other non-relevant issues, e.g. attendance
- Neither the Chair, nor the Internal Examiner is entitled to make any recommendation in terms of the penalty to be applied
• Minutes should be produced in addition to completion of the proforma. The standard proforma must be used for the minutes. The minutes must be confirmed by the Chair prior to the case being forwarded to the Academic Integrity Board.

* If the student is in attendance by telephone or internet and admits the offence, the student must send an email to the Secretary following the meeting providing a clear and unambiguous statement of admittance. This email must be sent from the student’s Leeds Beckett University email account.
6  ACADEMIC INTEGRITY BOARD

6.1 Remit

The role of the Academic Integrity Board is not to re-consider the issues brought forward. The Board will consider each individual case for the purpose of determining penalty and will ensure that the correct investigative processes have been followed. Where the correct process has not been followed, the case will be referred back.

The Academic Integrity Board will consider any extenuating circumstances pertaining to the offence, confirm penalty and confirm the requirement for the student to undertake further learning about academic integrity.

6.2 Frequency of meetings and membership

The Academic Integrity Board meets approximately once a month and includes representation from each Faculty. Quality Assurance Services is responsible for convening the meetings. The schedule of meetings is attached at Appendix A.

6.3 Range of decisions

The range of decisions available to the Academic Integrity Board are as follows:

**Range of decisions**

The Academic Integrity Board may determine to do any one of the following:

A. Determine that the student may be awarded the full range of marks for the re-assessed work. A letter of advice will be sent to the student and they will be strongly recommended to take and pass a non-credit bearing module on academic integrity. This is an exceptional outcome normally reserved for cases with mitigation at level 4.

B. Determine that the mark for re-assessed work will be capped to the minimum pass mark (normally 40%, unless the course is accredited by a PSRB and has an agreed exemption from the University Regulations). A letter of warning will be sent to the student and they will be strongly recommended to take and pass a non-credit bearing module on academic integrity.

C. Determine that the re-assessed work will be capped to the minimum threshold pass mark (normally 30%, unless the course is accredited by a PSRB and has an agreed exemption from the University Regulations). A letter of final warning will be sent to the student, emphasising that any repeat offence may result in a more serious sanction. They will be strongly recommended to take and pass a non-credit bearing module on academic integrity.

D. Determine that the student has failed the level and is required to withdraw from the programme of study.

The Board of Examiners will advise the student of their entitlement to a contained award or credit achieved, if applicable.

**Tariff of Decisions Available to the Academic Integrity Board**

<table>
<thead>
<tr>
<th>Level</th>
<th>Offence Occurrence</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Level 4</td>
<td>B</td>
</tr>
<tr>
<td>Level 5</td>
<td>B</td>
</tr>
<tr>
<td>Level 6</td>
<td>B</td>
</tr>
</tbody>
</table>
Considerations upon awarding penalty

- Students may submit extenuating circumstances pertaining to their admitted or found case for consideration by the Academic Integrity Board (see paragraph 6.4).

- The circumstances and the gravity of the offence may result in a different penalty being applied to that shown in the tariff.

- Re-assessment is subject to the limitations of regulation 2.3.6.4 which states that the opportunity for re-assessment will be given once only. The Board of Examiners or Examination Committee will apply this regulation upon receipt of the Academic Integrity Board decision.

- Where courses are subject to Professional, Statutory or Regulatory Body regulations, the Board of Examiners or Examination Committee will apply the penalty within the context of the PSRB regulatory requirements.

6.4 Extenuating circumstances

If a student admits an offence at any stage of these proceedings, i.e. Investigatory Interview or Assessment Enquiry Panel, or an offence is found by an Assessment Enquiry Panel, the student will be entitled to submit extenuating circumstances in explanation of his/her actions for consideration by the Academic Integrity Board when applying penalty. Submission of extenuating circumstances will not result in the admission or finding being overturned. Where the Academic Integrity Board accepts the extenuating circumstances, this will, normally result in a lower penalty.

If a student wishes to submit extenuating circumstances, s/he must complete a “Request for Consideration of Extenuating Circumstances by the Academic Integrity Board” form and should supply original documentary evidence to support the request.

Examples of acceptable independent documentary evidence include:
- Medical certificate / appointment letter
- Evidence of bereavement
- Evidence that student has been a victim of crime
- Traumatic incident

The form is available on the Student Hub [http://www.leedsbeckett.ac.uk/studenthub/academic-integrity/](http://www.leedsbeckett.ac.uk/studenthub/academic-integrity/) and submission details are included on the form.

6.5 Learning opportunity

The University wishes to promote good academic practice. Following an unfair practice offence, students will be required to complete learning on positive academic practice. This will take the form of the Epigeum non-credit bearing module which is available through MyBeckett. Completion of the module will be monitored and reported to the Academic Integrity Board.

Please note that timings of assessment associated with concurrent offences will be taken into consideration when applying penalty so as not to disadvantage students who have not yet benefited from a further learning opportunity on matters of academic integrity.
6.6 Notification of outcomes

Quality Assurance Services will write to students informing them of the outcome of the Academic Integrity Board. This will normally be within 5 working days of each meeting. A record of the outcomes will also be sent to nominated administrators for distribution to other stakeholders.

6.7 Right to request an appeal hearing – fail withdraw

All students have the right to request an appeal hearing to reconsider a decision of Fail Withdraw by the Academic Integrity Board. This should be done through the provisions of section 2.8 of the Academic Principles and Regulations.
7 SUBMISSION OF PAPERWORK TO THE ACADEMIC INTEGRITY BOARD – REQUIREMENTS AND TIMING

There are designated administrative contacts who are responsible for submitting relevant documentation to Quality Assurance Services for consideration by the Academic Integrity Board. The deadlines for submission are outlined in the Schedule of meetings (Appendix A).

The following documentation is required:

1) Completed spreadsheet detailing all cases to be considered. Summary of Investigatory Interview proforma or Summary of Assessment Enquiry Panel proforma as appropriate.
2) Minutes of Assessment Enquiry Panel meetings as appropriate. Minutes are not required for Investigatory Interview meetings.
3) Any extenuating circumstances submitted by the student for consideration by the Academic Integrity Board.

N.B. 1 Please note that a copy of the student’s work should not be submitted.
N.B. 2 Please provide copies of the documentation, rather than the original versions as these cannot be returned.

8 RECORDING OF CASES ON BANNER

Information about how cases of unfair practice are recorded on Banner can be found on the website at:  https://www.leedsbeckett.ac.uk/staff/banner-how-to-guides.htm (see “Record proven plagiarism”).

Specific queries should be directed in the first instance to ExamBoards@leedsbeckett.ac.uk

9 STAFF DEVELOPMENT

Quality Assurance Services provides a number of staff development sessions on academic integrity and the associated processes throughout the year. These are available for both academic and professional support staff and can be booked via i-Trent.

10 FURTHER INFORMATION AND RESOURCES

There are a range of resources available to help students avoid unfair practice. These include:

- Skills for Learning
- Students’ Union Advice Service
- Epigeum Learning Resources, which are pre-loaded against all current modules on My Beckett
- The “Little Book of Academic Integrity”
## Appendix A - Schedule of Meetings 2016-17

### Academic Integrity Board
### Schedule of Meetings 2016-17

<table>
<thead>
<tr>
<th>Date and Time of Meeting</th>
<th>Deadline for Submission of Paperwork to QSRE</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday 6 September 2016, 10.30am – 12.30pm</td>
<td>Monday 22 August 2016</td>
<td>MC G05</td>
</tr>
<tr>
<td>Tuesday 4 October 2016, 10.30am – 12.30pm</td>
<td>Monday 19 September 2016</td>
<td>MC G05</td>
</tr>
<tr>
<td>Tuesday 1 November 2016, 10.30am – 12.30pm</td>
<td>Monday 17 October 2016</td>
<td>MC G05</td>
</tr>
<tr>
<td>Tuesday 6 December 2016, 10.30am – 12.30pm</td>
<td>Monday 21 November 2016</td>
<td>CAE 201</td>
</tr>
<tr>
<td>Tuesday 7 February 2017, 10.30am – 12.30pm</td>
<td>Monday 23 January 2017</td>
<td>MC G05</td>
</tr>
<tr>
<td>Tuesday 7 March 2017, 10.30am – 12.30pm</td>
<td>Monday 20 February 2017</td>
<td>MC G05</td>
</tr>
<tr>
<td>Tuesday 4 April 2017, 10.30am – 12.30pm</td>
<td>Monday 20 March 2017</td>
<td>MC G05</td>
</tr>
<tr>
<td>Tuesday 9 May 2017, 10.30am – 12.30pm</td>
<td>Monday 24 April 2017</td>
<td>MC G05</td>
</tr>
<tr>
<td>Tuesday 6 June 2017, 10.30am – 12.30pm</td>
<td>Monday 22 May 2017</td>
<td>MC G05</td>
</tr>
<tr>
<td>Tuesday 4 July 2017, 10.30am – 12.30pm</td>
<td>Monday 19 June 2017</td>
<td>MC G05</td>
</tr>
<tr>
<td>Tuesday 15 August 2017, 10.30am – 12.30pm</td>
<td>Monday 31 July 2017</td>
<td>MC G05</td>
</tr>
</tbody>
</table>
Please note:

Paperwork submitted after the relevant deadline will not be considered and will be held over until the following meeting. Paperwork that is incorrectly completed will be rejected and will not be considered by the Academic Integrity Board.

Investigatory interview proforma, Assessment Enquiry Panel proforma, minutes and other paperwork must be submitted in paper copy (double sided) and spreadsheets must be submitted electronically.

Quality Assurance Services will endeavour to send the outcomes of each Academic Integrity Board to designated administrative contacts within 5 working days of the meeting of the Academic Integrity Board.