

Academic Conduct and Practice: Frequently Asked Questions

Useful glossary of common terms			
FCT	Faculty Cases Team	AHW	Academic Honesty Workshop
ACO	Academic Conduct Officer	PAP	Poor Academic Practice
SACO	Senior Academic Conduct Officer	AM	Academic Misconduct

Faculty Cases

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General FAQs

Who are the Faculty Cases Team and what do they do?

The Faculty Cases team work on behalf of the Academic Faculties to manage casework related to the following procedures:

- academic misconduct
- student complaints
- student academic appeals
- fitness to practise

The team work to support students through these processes and to ensure that cases are managed in a manner that is fair, transparent and legally sound and that policies are applied consistently across the University and meet the expectations of regulators and the Office of the Independent Adjudicator (OIA).

With reference to Academic Misconduct we work closely with ACOs and SACOs, and with other student support teams such as your Hub or Info Point. Our role is to collate and distribute documentation and information to those with a verified business need, following procedures set out in [Chapter 12](#) of the Assessment Progression and Awarding Handbook 'Academic Conduct and Practice'.

We are your primary point of contact for any concerns around the process itself, and we will also signpost you to other teams if we think that they are better able to support you or answer your questions.

How does the Faculty Cases Team liaise with my Hub/Info Point?

The Hub are one of the teams who are considered to have a business need to know details of an investigation. When we are informed that a piece of work is under investigation, we contact your Hub to instruct them to withhold the marks and feedback until the investigation outcome is complete. It may also be that we ask them to do this for further pieces of work once the ACO has decided if other assessments need to be considered at Faculty or Department level. Once a meeting has taken place, we will inform your Hub of the outcome and give them instructions regarding any penalty that may have been applied. Your Hub will contact you regarding resubmission details if you have been asked to resubmit a piece of work by a specific deadline.

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Who can I talk to about this?

We realise that receiving a letter from us to say that concerns have been raised about your work can cause worry and we recommend you talk to someone about it for support. This could be a friend or a loved one but there is also support for you within the University.

If you are looking for guidance on what you can expect from this process, you can contact the [Students' Union Advice Team](#) (Cornwall) on advice@thesu.org.uk or [The Students' Guild Advice Team on advice@exeterguild.com](#). These teams are experienced in helping our students through this process.

Our wellbeing service is here to support you and you can find further information [here](#) for students in Cornwall and [here](#) for students in Devon.

We won't contact your personal tutor about this as it's confidential. However, personal tutors can provide support, so you can contact yours to discuss this with them if you wish.

Should I contact the Faculty Cases Team with my concerns? Who can I contact for support?

You are welcome to email the team with any enquiries you have about the Academic Conduct process. In some instances, we will have to redirect you to another team if they are better able to respond to your queries. We also suggest the following:

For enquiries about your programme of study such as marks for a piece of coursework or exam, a submission issue, or your course in general, it is best to contact your Hub. A list of Info Points and Hub contacts can be found [here](#).

For matters relating to your health and support with your studies the University Wellbeing team is best placed to support you. They can arrange appointments with AccessAbility or the Welfare team to discuss adjustments to student support. To contact them please see the Wellbeing Service website [here](#) or the FXPlus website [here](#).

For independent confidential, and impartial support students are encouraged to contact their Guild or Union. For students studying at the Streatham or St Luke's Campus you can contact The Students' Guild Advice Unit at advice@exeterguild.com. For Students studying at the Penryn Campus, you can contact The Falmouth and Exeter Students' Union at advice@thesu.org.uk. The Guild and Students' Union can provide supporters to accompany you to meetings

You are also assigned a Personal or Academic Tutor at the beginning of each academic year. **We won't contact your personal tutor about this as it's a confidential matter. However, personal tutors can provide support, so you can contact yours to discuss this with them if you wish.** Many departments also have Senior Personal Tutors, so speak to your Hub if you would like to be able to contact them.

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If you are an international student, please consider approaching the Insessional team who run the English Language Skills Development programme. They provide face-to-face classes and one-to-one support, which are bookable via their [website](#), and offer an extensive range of online resources on their [Guided Independent Learning site](#). If you are not sure what workshop to enrol in or what resources to use, please email insessional@exeter.ac.uk

Can you discuss my case with third parties such as my parents?

I am sure you will appreciate that for data protection purposes we are only able to discuss your case with members of the University who have a genuine business need to know, and we cannot discuss these matters with third parties without your written consent. If you would like someone to be able to speak with us on your behalf, such as a parent or personal tutor, please email the FCT in advance to confirm that you give consent for us to discuss your case. If any third-party contacts us requesting such information, we are only able to respond to them in general terms regarding the University procedure, not about individual cases. As such, when it comes to having a supporter at your meeting, we assume that in inviting them you are happy for them to be privy to the information discussed. Please note **it is your responsibility to forward any information you consider relevant for them to support you** such as a meeting location, video link, or copies of the work in question.

Investigation Stage

Why have I received an Investigation letter?

During the marking process, a concern has been raised about your work and the ACO for your department or Faculty has been asked to consider these concerns. We have written to you to let you know that your work is being reviewed. The ACO will also look at your previous work during their review to check if the concern also relates to these assignments. Once the ACO has made a decision, we will contact you via email on their behalf, with an update.

It's possible that you'll be asked to attend a meeting. If so, you will have the chance to discuss your work and, if applicable, be given support and advice on how to address these issues in the future. The aim is to help you in your studies and improve your academic writing.

What sort of concerns might have been raised?

The University's definition of academic conduct and the procedures surrounding it are set out in Chapter 12 of the Assessment Progression and Awarding Handbook 'Academic Conduct and Practice' and you can read that [here](#). We are obliged to investigate any concerns referred to us under this procedure to ensure the academic standards of the institution and safeguard the value of your and all students' degrees.

In some instances, offences may have been committed unintentionally or unknowingly and may be caused by a lack of understanding of the academic conventions for your academic discipline. The most common areas of concern raised are in relation to referencing, including secondary referencing, paraphrasing and plagiarism (including self-plagiarism). We recommend all students go back over the work under investigation to check through it. We would also encourage you to retake the Academic Honesty module on ELE before reviewing the work.

We do not pre-judge cases, so you can depend on us to conduct a fair investigation. It is possible that, after investigation, the officer decides that an offence has not been committed and the case can be dismissed. We will notify you of this decision in writing, so rest assured that you will hear from us as soon as any decision is reached. If a decision is made to invite

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you to a meeting, the invitation letter will include further details about the specific nature of the concerns.

What offence might I be found guilty of and what penalty/penalties might be imposed?

It is important to remember that you might not be found guilty of anything and that your case could be dismissed after the initial investigation, or you could be found not guilty after further discussion and after the meeting has taken place. However, in the event it is deemed that a student has committed an offence, a penalty is applied. A full list of the Tariffs, Description of Offence, and Penalty options can be found [here](#). Faculty Cases meetings only look at penalties up to and including Tariff D. If an ACO believes, during the point of investigation, that you have committed an offence that is potential Severe Academic Misconduct (Tariff E to G), your case will be referred to a University Committee of Academic Enquiry overseen by the University Cases team.

See also the [Levels of Misconduct and possible offences](#) section of the FAQs below.

How long will this take?

The process normally takes up to **60 days**. However, it is possible in some cases for the investigation and meeting to be completed within a shorter timeframe.

Why have my marks been held?

When we are informed that a piece of work is under investigation, we contact your Hub to instruct them to withhold the marks and feedback until the investigation outcome is complete. It may also be that we ask them to do this for further pieces of work once the investigating officer has decided if other assessments need to be considered.

If there is a mark release deadline during the period of your investigation it is possible that you will see a mark of zero in your transcript. We wish to reassure you that all marks are just place holders, they are not your final marks, until ratified by the final Exam Board. The marks for some of your assessments will have been held pending the outcome of your investigation, and therefore what you are seeing is just an interim transcript whilst the system awaits the decision on the consideration of marks. Further changes to the mark may be needed once your investigation has been concluded, so please do not worry if you see a mark of zero at this stage. The version of your record of marks during any investigation is only temporary.

I've just received an investigation letter, what happens next?

The ACO will look into the concerns raised about your work and consider if there is evidence of potential academic conduct offences before deciding what action, if any, needs to be taken. As this is an academic matter, it requires an academic decision. In the first instance, the ACO needs to confirm whether the evidence found by the University indicates that you may have committed an offence and whether it extends into other pieces of your work. When they have made their judgement, we will contact you on their behalf with an update on the investigation.

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You will receive a second letter from the FCT and we aim for this to be sent within 15 working days but at busy times it can take longer. This will update you on the initial decision of the ACO along with details of any next steps and the possible impact of the Officer's decision.

In the meantime, please do not contact the ACO in your department to try to hurry things along; they will be working as quickly as they can to review the necessary information. They are required to update the FCT as soon as possible with their decision.

What will my second letter from the Faculty Cases Team say?

Possible updates in the second letter include:

1. The investigation is dismissed. Following review of your work, the ACO has decided that there are no concerns regarding your work and no further action will be taken. In this case your work will be returned for marking and your Hub will provide you with the marks and feedback for any assessed pieces that had been under investigation. Please note, the standard three-week turnaround for marks and feedback is superseded by this investigation so there may be a short delay in receiving your marks.
2. The ACO deems it is necessary for you to attend an academic honesty workshop, which covers less serious concerns of poor academic practice, and no penalty will be applied to the work in question.
3. The ACO reviewing your work has determined that a meeting should be held to enable a decision to be made in the investigation. The letter will invite you to attend a meeting and will contain details of the date and time of the meeting, who will be in attendance and the documentation that will be considered at the meeting.

There are three types of meeting, depending on the nature of the suspected offence and findings of the ACO:

- **Department Level Meeting:** concerns raised over poor academic practice, with possible penalties ranging from Tariff A to B
- **Faculty Level Meeting:** concerns raised that may be either poor academic practice or academic misconduct, with possible penalties ranging from Tariff A – D
- **University Level Meeting:** concerns raised that may relate to severe academic misconduct offences. Such a case would be referred to the University Student Cases Team. These are very rare, but more serious in nature, so we would look to provide additional support if this were to apply in your case.

Turnitin

What is Turnitin?

Turnitin (TII) is a software used by the University to highlight all of the places where a piece of work contains phrases, sentences or paragraphs which can be found in other sources. Turnitin has access to a wide range of material, including books, journal articles, websites and assignments submitted by students to institutions across the world.

You'll find a list of 'sources' at the end of the Turnitin report. These are the documents or websites that Turnitin has found matches to. Turnitin lists the sources that the software

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algorithm thinks are the most likely original source of the material. However, it does make mistakes (see below '*Turnitin has identified sources that I have not used*' for further explanation).

Turnitin does not interpret the matches that it finds, which is why academic judgement is applied in all investigations to decide whether the matches are a problem. Not all matches will be of concern to the Panel, and other matters additional to the highlighting in the TII Report may be discussed. Sometimes academics will have identified problems which are not shown in the Turnitin report. There is no acceptable threshold in terms of percentage matches as it depends on what content is highlighted rather than how much is highlighted. If a TII score is very high, it can suggest a heavy reliance on a source or sources but does not necessarily mean there is academic misconduct.

Turnitin is a tool to help support the investigation and the Panel will explain their interpretation of it at the meeting to guide the conversation. The academic staff who deal with academic conduct issues are experienced in reading these reports and can separate out useful information from the generic details.

For example, the following matches can usually be discounted as not indicating evidence of an offence:

- matches with the assignment coversheet and any standard forms that are included in multiple student assignments, such as declarations of honesty
- correctly compiled footnotes, reference lists and bibliographies
- correctly referenced quotations
- small fragments of wording that are likely to be used in many student essays on a specific topic.

There are some offences where some of the examples above might be relevant, but the TII highlighting alone is not reason for you to worry.

The Turnitin Report for my submission does not show a high similarity score. Why might it still be under investigation?

The overall similarity score is not always an accurate indicator of good or poor academic practice. It is possible to have a high similarity score where no matches are of concern, because everything is quoted and referenced correctly. Similarly, a score of under 10% might still include plagiarism if material that has been copied is not correctly integrated and referenced.

Not all suspected offences show up in a Turnitin (TII) report. It is used to identify similarity to other sources within the TII database, but this is a technical support solution and not always 100% accurate. The percentage figure for matched text given by TII is often not relevant in our discussion of your case.

For example, a marker may have flagged over usage of material from a source that is not accessible to TII for analysis or noticed incorrect or missing references to a source not in your bibliography. In such a case if there is a major source not identified by TII at all, you can expect to be sent that along with the other documentation in advance of the meeting. Even where TII correctly identifies a source it sometimes fails to match all words from that source. For example, they may be out of sequence, or words may switch between US/UK spelling, or individual words may have been changed, etc., preventing TII from accurately analysing the

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information. In such cases, some of the non-highlighted words may also be of concern. Furthermore, TII sometimes allocates to different sources sections of words that come from the same source. Whatever the reason behind the matches, and regardless of the final similarity score, you can expect the Panel to fully explain during the meeting which elements are of concern within your report.

It is also possible that there may be suspicions of a different offence in your work, not pertaining to plagiarism, in which case the similarities in the TII report may not be pertinent to the case in question. If this is the case, you can expect to be told about the alleged offences in your meeting invitation letter.

Turnitin has identified sources that I have not used; what does this mean for my referencing?

Turnitin automatically assigns each set of words that it finds online to the first source that its algorithms identify. This is not necessarily the source where you originally read the material. In particular, if Turnitin gives the source as 'University of X', we do not assume that you have read another student's essay at that university. The most likely scenario here is that you and the other student have accessed the same source online. Often, TII gives a generic source like a publisher's name, but the academics dealing with your case are usually able to identify more specifically which source is involved. Please note that there is no need for you to prepare for the meeting in detail. However, if you want to understand the TII report and the where the source material has been flagged, we recommend you google any passages of repeated or sustained highlighting to find the source for them, putting the words in quotation marks in Google to find the exact match.

Levels of Misconduct and possible offences

What are the different levels of misconduct

Misconduct is said to have taken place when a student has not been academically honest. This can be intentional or unintentional. The University has developed three levels of severity to reflect this. Determining what category an offence falls into is an exercise of academic judgement. The categories are:

- Poor academic practice
- Academic misconduct
- Severe academic misconduct

There are different definitions of these terms, and we will clearly explain what they mean for you in relation to your own work during your meeting, but broadly speaking:

Academic Honesty is displayed by ensuring full credit is given for any other people's contributions to our own achievements, and by ensuring the authenticity of any research that we present, for example, by full and correct referencing, never falsifying the results of any research etc.

Poor Academic Practice may arise from lack of understanding of academic protocols or a misunderstanding of expected academic conventions of the Department.

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Academic Misconduct is defined as an act, or failure to act, that gives, or aims to give, an advantage if undetected, or any behaviour which may deceive those setting, administering, and marking a piece of work. The definitions of potential academic misconduct offences can be found [here](#).

Severe Academic Misconduct may be a second offence, or involve evidence of extensive plagiarism or cheating, or clear evidence of behaviour that is designed to deceive those setting, administering and marking the assessment, and/or behaviour designed to obtain advantage on the part of the student.

What are the possible offences?

There are a variety of offences that can be investigated. The most common of these are:

- Plagiarism
- Collusion
- Coercion
- The use or possession of unauthorised materials
- Obtaining an examination paper ahead of its authorised release.
- Attempting to impersonate or impersonation of another individual, due to be sitting a specific assessment.
- Fabrication
- Falsification
- Misrepresentation
- Contract Cheating

Definitions of each of these can be found here: <https://as.exeter.ac.uk/academic-policy-standards/tqa-manual/aph/managingacademicmisconduct/#definitions>

Academic Honesty Workshops

Why have I been invited to an Academic Honesty Workshop?

The piece of work in question will have been attached along with your invite to attend an AHW. The issues identified in your assessment will have been judged not serious enough to warrant a formal misconduct hearing. As such, no penalty will be awarded, and the meeting is purely educational. The markers may have found issues with your approach to writing, such as poor paraphrasing or the way you have undertaken referencing may not be correctly formatted to your Department's referencing style. These workshops are designed to be an educational opportunity to develop and improve your understanding of the academic expectations at the University. In learning how to correct these you can improve the quality of your future work and help to avoid further suspicions of misconduct in the future. The workshops are often more informal group meetings and will include an opportunity for students to raise questions.

What happens if I can't attend an Academic Honesty Workshop?

If you are called to an AHW you are expected to attend. The FCT will keep a record of students who have attended, and those who have chosen not to. There are no punitive outcomes but **failure to attend may result in issues remaining unaddressed in your work**. If suspicions

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of poor practice or misconduct are identified in your future work, it will have to be dealt with more seriously, therefore we strongly recommend attendance.

Department and Faculty Level Meetings

What happens at a Department level meeting?

Department level meetings are normally chaired by the ACO for your Department who will discuss alleged offences found in your work as described under Tariff A and B. As part of the meeting invite the FCT will attach each piece of work under investigation, and any supporting documentation relevant to the suspected offence. This might include possible sources of plagiarism, for example, or a summary report written by an expert witness, showing where highlighted sections of your submission are a cause for concern. These documents are provided to ensure that you fully understand why your work is being investigated and to present you with the opportunity to submit a defence to the Chair of the meeting, either in writing or in person. Your letter also invites you to provide a written statement, call witnesses, or have a supporter with you on the day of the meeting if you so wish.

On the day, an administrator from the FCT will be in attendance to take notes during the meeting. The ACO will discuss the alleged offence with you and may seek clarification as to how the errors have occurred within your work. During the meeting, the Chair will likely want to hear from you about how you created your work, what processes you normally use, and ask what you understand about academic honesty. This meeting is your chance to tell the Chair anything you think is relevant in relation to the concerns about your work. You will be given an opportunity to explain your actions and, if appropriate, will be provided with advice on how to address these issues.

What happens at a Faculty level meeting?

Faculty level meetings are usually chaired by the SACO for your Faculty. The meeting is called if concerns have been raised over suspicions of poor academic practice and/or academic misconduct. The meeting will consist of a panel of three, which will include at least one other academic member of staff from the Faculty. The Panel will consider concerns for alleged offences up to and including Tariff D. As part of the meeting invite the FCT will attach each piece of work under investigation, and any supporting documentation relevant to the suspected offence. Each case is different but supporting documents may include examples of possible sources of plagiarism, or a summary report written by an expert witness showing where highlighted sections of your submission are cause for concern. These documents are provided to ensure that you fully understand why your work is being investigated and to present you with the opportunity to submit a defence to the Panel of the meeting, either in writing or in person. Your letter also invites you to provide a written statement, call witnesses, or have a supporter with you on the day of the meeting if you so wish.

On the day, an administrator from the FCT will be in attendance to take notes of the meeting. It may be that the Panel ask to hear from a member of staff who understands the assessment(s) being considered, but if a member of staff does attend the meeting in this capacity you will have the opportunity to hear and respond to everything that is said. We will inform you in the meeting invitation letter if a witness has been called. During the meeting, the Panel will want to hear from you about how you created your work, what processes you normally use to create your work, and what you understand about academic honesty. This

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meeting is your chance to tell the Panel anything that you think is relevant about the concerns with your work. You will be given an opportunity to explain your actions and, if appropriate, will be provided with advice on how to address these issues.

What is the role of an Academic Conduct Officer (ACO) and Senior Academic Conduct Officer (SACO) in Faculty Cases meetings?

Generally, there is one ACO for each Department and two SACOs for each Faculty. The ACO is a named academic member of staff within a Department who acts as a main point of contact for any marker who needs to report a concern about an assessed piece of work. The ACO will then look at these concerns in more detail to decide if the suspected offence needs to be referred to the FCT for formal investigation. The ACO will then liaise with the SACO in their Faculty to agree the nature of the suspected offence and the appropriate level of meeting required. This ensures that all students receive parity of treatment, no matter what Department they belong to.

As part of their roles, the ACO and SACO also chair the meetings within this process. An ACO will normally chair a Department level meeting, and they are also likely to run the Academic Honesty Workshops for their Department. A SACO normally acts as chair for the Faculty level meetings. For a list of the University's Academic Conduct Officers, please click here: [ACO List](#).

What happens if I cannot attend the meeting?

If you need reasonable adjustments in order to access the meeting and take part, please let us know as soon as possible and we will do our best to accommodate you.

You are not obliged to attend; however, it is helpful if the Panel can speak with you and ask questions. It also allows you to ask any questions you may have and give you the opportunity to respond directly to questions from the Panel. If you are concerned about your understanding of proceedings during the meeting or answering questions, you may arrange to bring a supporter with you. More information on the role of the supporter can be seen below but in short, the supporter is there for moral support, so they are not able to answer questions for you, but they can explain if something is unclear. If you choose to be accompanied by a supporter remotely, we are happy to facilitate this, please **forward any information you consider relevant for them to support you**, such as a meeting location, video link, or copies of the work in question.

If you are not able to attend the meeting, it will proceed without you. Please note, we do not normally rearrange meetings even in the event of technical issues preventing a student from joining the online meeting, therefore you may wish to submit a supporting statement to ensure that the Panel is still able to consider your situation.

The Panel will discuss your written statement (if you have provided one) and will come to a judgment of the basis of the evidence available to them.

A copy of the notes from the meeting (minutes), along with the outcome will be emailed to you within ten working days of the meeting. Please see [12.17.10](#) of the Academic Conduct and Practice manual <http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/aph/managingacademicmisconduct/> for more details. Whilst the academic misconduct meeting is a formal meeting, it is also considered to be an educational opportunity so it will be most valuable to you if you can attend.

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Can I bring someone to my meeting? What is a supporter?

You are permitted to invite a supporter to attend your meeting with you, but they are not permitted to attend the meeting in your absence. You are responsible for identifying a suitable supporter and checking whether they are willing and able to attend your meeting with you.

The supporter can be a member of the University, or Guild of Students/Falmouth and Exeter Students' Union. They can be another Exeter student or someone in your household. Alternatively, you might consider asking your personal tutor or a module convenor if they would be willing to act as your supporter. The role is defined as follows under [Section 12.3.6](#) of the Teaching Quality Assurance Manual:

“The Supporter is there to provide moral support to the Student and to support the student with asking and answering questions during the meeting. They may also take notes of the meeting for the Student. The Student is expected to speak from themselves, and there is no automatic right for the Supporter to address the Committee. Should a Supporter act beyond this definition, then the Chair **may** suspend the meeting and ask the Supporter to leave, in the event that the Student is unable to continue the meeting in the absence of the Supporter, then the meeting will continue in the absence of the Student, based on the verbal evidence heard to date and the written documentation. Should the Supporter be asked to leave this meeting, this will not affect the attendance of others at the meeting such as the marker, any witness or Faculty Representative.”

To allow the FCT appropriate time to prepare, you must notify us at least **one working day** before the meeting if you wish to bring a supporter. If you do not notify us in advance, the admittance of additional attendees is at the discretion of the Chair.

Why am being asked to provide a written statement?

There is no obligation to provide a written statement. However, some students find it helpful to know that they have submitted something in writing in advance, especially if they are anxious about the situation and worry that they might not be able to express themselves clearly in the meeting itself. It can also be helpful if you are worried that you might not be able to attend the meeting. In such situations we strongly recommend that you submit a written statement for the Panel to consider in your absence. A written statement can also help you to organise your thoughts and you may then refer to your statement at the meeting to prompt your memory if necessary.

A written statement usually contains your perspective on the situation and any information that you feel might be useful for the Panel to know when considering your case. It can also include details or evidence of how you produced the pieces of work in question, if you think that would be helpful. If you do decide to submit a written statement this should be sent to the FCT **at least one working day prior to the meeting date**.

You may also consider contacting the Students' Guild Advice Unit who can offer support and guidance regarding this matter. As they note, providing a written statement in defence of allegations is helpful to all concerned. It will help clarify what happened and why and put

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events into a timeline. It will help anyone considering your case to see what may have happened and prepare any questions ahead of a meeting being called.

Can I record the meeting?

The use of audio recording equipment will not normally be allowed and would only be permitted at the discretion of the Chair. You will receive a set of minutes from the meeting as a record of proceedings, which you can refer to if required.

How long will the meeting last?

The Panel will briefly meet before you arrive, so when you join the meeting, you can expect the conversation to move forward quite quickly. Typically, a standard meeting will last between 20 – 40 minutes, though some cases are more complex or may involve more pieces of work. We also appreciate that some people find these meetings more stressful and prefer to take their time to help reduce their anxiety. Therefore, we try to allow time for this wherever possible. The meetings are intended to be learning opportunities for you so make the most of the time you have in the meeting. There will be time for questions at the end, but if you want to clarify any specific points during the discussion, please feel free to do so; the Panel will be happy to advise.

Outcomes

What offence might I be found guilty of and what penalty/penalties might be imposed?

It is important to remember that you might not be found guilty of anything and that your case may be dismissed after the initial investigation, or you could be found not guilty after further discussion and the meeting has taken place. However, in the event it is deemed that a student has committed an offence, a penalty is applied. A full list of the Tariff, Description of Offence and Penalty options can be found [here](#). Faculty Cases meetings only look at penalties up to and including Tariff D. If an ACO, during the point of investigation, believes that you have committed an offence that is potential Severe Academic Misconduct (Tariff E to G), your case will be referred to a University Committee of Academic Enquiry overseen by the University Cases team.

Do some of the possible outcomes require me to resubmit my work?

Some of the Tariff outcomes will require you to resubmit your work with the poor academic practice removed. In some cases (Tariff B outcomes) this will be for an un-capped mark, whereas in others (Tariff C) the mark will be capped. The outcome letter and accompanying minutes you receive following your meeting will explain what is required and what changes you should make (and should NOT make) to your assignment. It is really important that you read your outcome letter and minutes carefully and ensure you understand what changes are being requested. The minutes will make clear the extent to which you may change your assignment. The purpose of a resubmission is to enable the marker to award the original piece of work a fair mark in relation to other students on the module.

If you are not sure what is being requested, you can ask for clarification from the FCT team.

For offences identified in non-invigilated examinations you will be required to sit the examination again during the next assessment period.

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If I am asked to resubmit my assessment as part of my outcome, what happens with my resubmission.

If you are asked to resubmit your work as part of your outcome, your resubmission will be considered by the ACO before being passed on to the marking team. The ACO will check that you have corrected your work and removed the poor academic practice. They will check that you have followed the instructions followed in the minutes of the meeting.

What happens if I resubmit and my work is still found to contain issues?

If when considering your resubmission, the ACO determines that you have not corrected your work to the required standard and/or have not followed the instructions provided in the minutes of the meeting, then you will be awarded a mark of zero for the work.

What if I am not happy with my outcome, can I appeal?

You have **ten working days** to appeal your outcome decision from the date of the outcome letter we email you. Details on how to appeal can be found [here](#). You should be mindful of the timeframes involved and the grounds on which you can base such an appeal. To ensure appeals are considered objectively they are handled by the University Student Cases team rather than members of the FCT, who may have already been involved in your case. Therefore, if you have any questions about submitting an appeal for a review of your Academic Misconduct outcome, you should contact studentcases@exeter.ac.uk.