

Plagiarism and Dishonest Use of Data

This guide covers alleged academic malpractice identified in the following circumstances:

- a) During the Annual Progress Monitoring (APM)
- b) Submission of draft chapters and all formal reports (e.g. reports to sponsors and collaborators, or to an Independent Progress Assessment Panel)
- c) In relation to the submitted thesis, discovered either prior to or during the viva examination

This guide does not cover alleged academic malpractice identified in the following circumstances:

- a) Applications for research study,
- b) In the presentation of data at meetings/conferences or in proposed papers for publication,
- c) Or following receipt of a degree.

If you're unsure Section 2 of the Code of Practice outlines the definition of [Malpractice](#). You can also contact us for further advice and guidance.

Malpractice identified during Annual Progress Monitoring

If alleged academic malpractice is identified before your meeting with the Independent Progress Assessment Panel, your supervisor and the School or Institute Director of Postgraduate Research will investigate the allegation.

If the alleged academic malpractice is identified during your meeting with the Independent Progress Assessment Panel, the IPAP process will be suspended and the matter will be referred to your supervisor and the School or Institute Director of Postgraduate Research for investigation.

You should be informed in writing of any allegation and will have an opportunity to submit a written statement in response. You should also be invited to meet with the staff investigating the matter. A Guild Adviser can help by reviewing your statement and accompanying you to the meeting.

Upon completion of the investigation, your supervisor and the School or Institute Director of Postgraduate Research will determine whether the allegation is found proven, and if it is, the level of seriousness. The possible outcomes are:

- a) If **considered less serious** and the allegation is found proven, then a verbal warning will be issued. If the malpractice was identified during the IPAP, the process will be restarted and the IPAP will not be required to take any further action on the matter.
- b) If **considered more serious** (including extensive or repeated occurrences of less serious offences) and the allegation is found proven, you will receive formal written warning. If the case is considered sufficiently serious, you may also receive a suspension or termination of studies. If the malpractice was identified during the IPAP, the final outcome will be determined by the IPAP.

Malpractice identified in a draft chapter or formal report

If alleged academic malpractice is identified in a draft chapter or formal report, it will be investigated by your supervisor and the School or Institute Director of Postgraduate Research.

You should be informed in writing of any allegation and will have an opportunity to submit a written statement in response. You should also be invited to meet with the staff investigating the matter. A Guild Adviser can help by reviewing your statement and accompanying you to the meeting.

Upon completion of the investigation, your supervisor and the School or Institute Director of Postgraduate Research will determine whether the allegation is found proven, and if it is, the level of seriousness. The possible outcomes are:

- a) If **considered less serious** and the allegation is found proven, then a verbal warning will be issued.
- b) If **considered more serious** (including extensive or repeated occurrences of less serious offences) and the allegation is found proven, you will receive formal written warning. If the case is considered sufficiently serious, you may also receive a suspension or termination of studies.

Malpractice identified after submission of your thesis

If **alleged academic malpractice is identified before your viva**, your School or Institute Director of Postgraduate Research will investigate the allegation. Your viva may be postponed whilst the investigation is ongoing. This may affect your completion date so you should inform your supervisor if you think this is the case.

If **the alleged academic malpractice is identified during your viva**, the meeting will be suspended and the matter will be referred to your School or Institute Director of Postgraduate Research for investigation.

You should be informed in writing of any allegation and will have an opportunity to submit a written statement in response. You should also be invited to meet with the staff investigating the matter. A Guild Adviser can help by reviewing your statement and accompanying you to the meeting.

Upon completion of the investigation, your School or Institute Director of Postgraduate Research will determine whether the allegation is found proven. The possible outcomes are:

- a) That **no malpractice has occurred**, and the viva should go ahead as normal or be rescheduled (if it has been postponed).
- b) That **the malpractice was of a less serious nature**, and the viva should go ahead as normal or be rescheduled (if it has been postponed). The Examiners should exercise their academic judgement as to whether you should be required to re-submit your thesis, or if you should fail.
- c) That **the malpractice was of sufficient severity to warrant failure**, and the Examiners will be invited to consider this course of action. The viva will not be resumed.

If your viva is rescheduled, an Independent Chair should be appointed to attend the meeting.

Right of Appeal

If you wish to appeal a decision regarding academic malpractice prior to submission of your thesis, you should use the Section One Appeals process. You can only appeal if you can provide evidence that there was a procedural error in the decision making process.

If you wish to appeal decision regarding academic malpractice after submission of your thesis you should use the Section Two Appeals process. You can only appeal if you can provide evidence that there was a procedural error in the decision making process.