

Academic Misconduct Panel: Membership and Terms of Reference

There shall be an Academic Misconduct Panel.

Membership

The Panel shall comprise:

1. a Chair, appointed from an approved pool of senior academics, approved by the Academic Council;
2. the module leader (or nominee) from the module to which the alleged offence relates
3. an academic member of staff who does not teach on the module to which the alleged offence relates.

Quorum

The Panel shall be quorate if at least three members are present, one of which must be the Chair.

Secretary

The Panel will be serviced by a secretary from the Registry.

Frequency

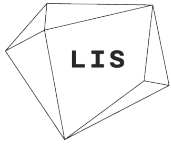
The Panel shall meet as required.

Terms of Reference

1. The Academic Misconduct Panel shall be responsible to the Academic Council for:
 - a. investigating and hearing cases of alleged academic misconduct;
 - b. determining whether the case is proven or not;
 - c. where the case is proven, determining the seriousness of the offence, taking into account any evidence in mitigation, and assigning a penalty in accordance with the regulations;
 - d. reporting its findings to the student and to the relevant board of examiners.
2. The Registrar shall maintain a record of misconduct cases and present an annual report to the Academic Council summarising the cases, outcomes, penalties and identifying any trends and providing any recommendations where appropriate.

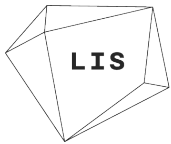
Authority

3. The Academic Misconduct Panel reports to the Academic Council.
4. The Panel shall report its decisions to the Board of Examiners for information and to be taken into account in determining the results of students.

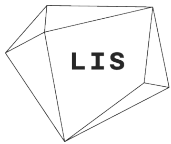


Voting

5. It is expected that decisions of the Panel will be reached by consensus and after due deliberation. However, if a resolution cannot be achieved by consensus a decision shall be made on the basis of a majority of those attending and voting at a quorate meeting. In the event of an equality of votes being cast, the Chair shall have a casting vote.



Name of policy/procedure:	Academic Misconduct Panel Membership and Terms of Reference
Document owner:	Hannah Kohler, Director of Admissions and Student Support
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Date of Audit:	07/2019 (BoD) 12/2019, 03/2020 (AC)—approved
Date of next review: (annually unless otherwise agreed)	
Related documents: (eg associated forms, underpinning processes, related policies or overarching policies)	Board of Directors: Membership and Terms of Reference Academic Council: Membership and Terms of Reference Academic Appeals Procedure Academic Misconduct Policy and Procedure General Academic Regulations Fit and Proper Persons Arrangements



Version Control			
Version	Author	Date	Brief summary of changes
1	Hannah Kohler (Director of Admissions and Student Support)	13/01/2019	Original draft
2	Prof. Chris Maguire (Registrar)	14/02/2019	Input on TORs and rationale
3	Hannah Kohler (Director of Admissions and Student Support)	10/07/2019	Changed from “Malpractice” to “Misconduct”
4	Board of Directors	12/07/2019	Approved
5	Academic Council	18/12/2019	Requires update in light of decision to pursue NDAPs
6	Academic Council	16/03/2020	Approved