

Academic Misconduct timeline 2024/25

No:	Process	Timeline	Comment
	Initial concern raised		
1	Concern identified during marking and MC informed.		
2	MC to send Notice of Advice* email via email to student's university email account.	Email to coincide with marks publication date	Explains why mark not published
3	Mark in line with regulations and prepare evidence file for discussion with MC.	Normally within 5 days of marks publication date.	
4	MC to refer case to IO.		
	IO decision		
5	IO determines as No Case/Major/Minor/First Case and completes Cover Sheet for all.		
6	IO checks with AM for previous case/s of collusion/plagiarism and completes First Case form, if required.		
7	IO to inform CAO of decision (give Evidence File and Misconduct Cover Sheet) as directed on Flowchart 1.		
	Advise student of IO decision		
8	CAO to send 'Investigation of Academic Misconduct'* letter via email to student to notify of IO decision (No Case/Major/Minor/First Case.)	All: email to be sent within 10 working days of marks publication date.	Schools can contact student to support understanding of process