

Academic Misconduct timeline 2023/24

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		

10	MC meets with student for First Case (collusion/plagiarism).	Normally within 10 working days of marks publication.	
11	MC inform AM to refer student to APW		
	Minor and Major (Panel)		
12	AM to write to student with date of Panel.*	5 days' notice of meeting from email date.	
13	AM write to student with Misconduct Panel outcome.*	Within 10 working days of Panel.	Student told informally at meeting followed by email from AM.