

Why am I being called?

A submission of an assignment (CA) or an exam sitting was identified as potentially containing instances of Academic Impropriety.

See the *Quality Assurance Handbook, Part B Section 3.3* for more on Academic Impropriety.

The Committee will review the suspicion to determine if Academic Impropriety is evident.

This is **NOT** a re-evaluation of your assignment for its academic content.

But my Urkund percentage was low!

Urkund is a text-matching software – it cannot determine that plagiarism has occurred or not. Any percentage it generates is a **guide**, not a definitive indication of plagiarism.

Academic Judgement must be used by a lecturer, and the AI Committee to determine if plagiarism is evident.

Any quoted text, and bibliographies, should result in some text-matching.

TOO MUCH text-matching is usually a sign there might be a problem, but on large assessments with quotes, references, etc, TOO LITTLE is also unusual.

*PROPERLY REFERENCED MATERIAL IS NOT
PLAGIARISM, EVEN IF HIGHLIGHTED BY URKUND*

The Library offers guidance on reading an Urkund report [HERE](#), and tutorials on what Plagiarism is and how to avoid it [HERE](#).

Who am I meeting?

The AI Committee will usually comprise of:

- The Assessments & Regulations Manager
- The Quality Assurance Officer
- Two academic representatives (lecturers)
- A member of the Library team
- A Student Representative (a member of Student Services)

Composition may vary according to the cases being reviewed.

What will they ask?

The Committee will try to determine how the assessment in question was undertaken (preparation; work on recording references; if there were issues during the assessment process, e.g. personal issues, technology issues, exceptional time pressures).

They will also try understand how familiar you were with the rules around Academic Impropriety.

Questions may vary according to the cases being reviewed

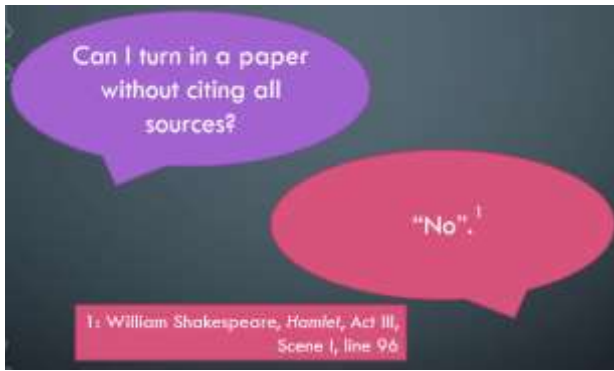


I've been invited to a meeting with the Academic Impropriety (AI) Committee: What does this mean?



AI Committee Meeting FAQ

This brochure is designed to address some common questions that arise when learners are invited to a meeting with the Academic Impropriety Committee. You will be notified of the time and location of the AI Committee meeting. If you are attending, notify the Reception desk that you are awaiting an appointment a few minutes early, and they will notify the team to collect you.



What should I read/ prepare/ bring for the Meeting?

If there is an URKUND Report from your submission, review this to see where text has been highlighted – properly referenced sections are not a cause of concern.

Note down any circumstances leading up to the submission of the assessment that you believe may be relevant, so you can raise these to the Committee's attention.

You do not need to bring your assignment or references with you, unless you believe there has been some confusion about these.

What are the next steps?

Following the meeting with the Academic Impropriety Committee, the Outcome of the meeting (if Academic Impropriety or Academic Impoverishment is evident, or not) will be communicated to the student at the earliest opportunity. This letter will outline what is required following the meeting.

IF a repeat is required, this must be undertaken within the next ordinary Repeat Assessment period (there will be no accelerated repeats graded and approved to allow progression outside of the Repeat Assessment period).

IF two cases of Academic Impropriety have been found, a student may be formally raised to the Disciplinary Committee.

QUALITY ASSURANCE HANDBOOK

Potential Outcomes

The AI Committee will determine if:

- **Academic Impropriety has taken place**
The assessment will normally receive 0%, will need to be repeated, and the module will be capped overall at 40%. If the module is at Award Stage, the overall Award classification for the programme will be capped at a PASS Award. A Library Referencing class may be required.

- **Academic Impropriety has not taken place**
There will be no penalty applied, the originally awarded grade will stand. The case will not be recorded on a formal record for the student.
- **Academic Impoverishment appears to be in effect**

The assessment may be considered inadmissible, requiring a repeat attempt, which may incur a cap to the module (40%), and if the module is at Award Stage, such a cap would cap the overall Award classification at a PASS Award. A Library Referencing class, or other supports available in the College, may be required.

What are my rights?

- Learners are presumed innocent until the AI Committee makes its determination
- Learners are entitled to defend themselves, by meeting the Committee in person, or sending a Written Submission
- Learners are permitted to bring a friend or relative who is not a legal representative to the meeting to support them
- Learners are entitled to Appeal (see the [Quality Assurance Handbook](#), Part B, Section 3.5)

What if I can't attend in person?

If you cannot attend the meeting in person at the scheduled time, you can send a Written Submission in reply to the Meeting Invitation, noting any issues that may have arisen during the preparation, composition or submission of the assessment in question, and any factors you believe may be relevant to the review.