

Procedure for the Consideration of Allegations of Academic Malpractice or Research Misconduct made after Graduation in Respect of Work Submitted for an Award of the University (“Procedure”)¹

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1. Introduction

1.1 The University has the power under Ordinance XXXVIII².7 to revoke a degree after a student has graduated. The Procedure sets out the process for considering allegations of academic malpractice or research misconduct concerning work already submitted for an award of the University in respect of a completed taught or postgraduate research programme.

1.2 Ordinance XXXVIII.7 states that:

“The Board [of Governors] may, on the recommendation of the Senate, and for good cause shown, deprive persons of any degree or other academic distinction awarded to them by the University (other than degrees awarded honoris causa. Or other distinctions awarded in accordance with section 5 above). Before any such recommendation is submitted to the Board [of Governors], the person concerned shall be given a reasonable opportunity to appear before and state his or her case to a committee appointed by the Senate and the report of such committee shall be placed before the Board [of Governors] for consideration.”

1.3 Allegations of academic malpractice or research misconduct against registered students are considered through Regulation XVII (Conduct and Discipline of Students) (<http://documents.manchester.ac.uk/display.aspx?DocID=6530>) (the “**Regulation**”) and its associated procedures. Arrangements for considering allegations of academic malpractice or research misconduct arising after graduation are informed by the Regulation and its associated procedures (subject to any variation described within this Procedure).

2 Initial investigation

2.1 In respect of allegations of academic malpractice, the University shall initially adhere to the Academic Malpractice Procedure (<http://documents.manchester.ac.uk/display.aspx?DocID=639>).

2.2 In respect of allegations of research misconduct concerning postgraduate research students, the University shall initially adhere to the Code of Practice for Investigating Concerns About the Conduct of Research (<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=611>).

2.3 Should a member of staff (normally an Authorised University Officer (as described at paragraph 6 and 7 of the Regulation) reviewing the initial disclosure of the allegation against the former student, conclude that there may be a case to answer, then they should notify the Head of Campus Life (“**HoCL**”). It is good practice to complete and submit to the HoCL the Student Discipline Referral Form (<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=7023>).

3 Disciplinary process

¹ Any reference to a named person should be read as a reference to their delegated nominee.

² Degrees and other academic distinctions

- 3.1 Upon receipt of Student Discipline Referral Form the HoCL will, if considered appropriate, look to arrange for a University Disciplinary Panel (“**UDP**”) to convene, which for the purposes of Ordinance XXXVIII.7 will act as the nominee of Senate. The process for the UDP will mirror that detailed within the Procedure for the University Disciplinary Panel (<http://documents.manchester.ac.uk/display.aspx?DocID=42774>).
- 3.2 Should the UDP determine that academic malpractice or research misconduct has occurred in a former student’s piece of work that has previously been submitted for assessment, then it will recommend a penalty (or penalties) in keeping with the spirit of those available to the UDP (see Appendix One of the Procedure for the University Disciplinary Panel). In most cases the effect of applying a penalty, or penalties, will lead to the revocation of the original degree. However the exact end effect may be dependent on a penalty itself. For example:
- 3.2.1 A penalty of a degree class reduction will lead to the original degree award being revoked and replaced by a lower class of degree.
 - 3.2.2 A penalty of expulsion will normally mean that a former student’s degree is revoked and they are not recognised as having a degree from the University. The student may however be eligible for another exit award if the UDP considers one appropriate.
 - 3.2.3 A former student who receives a mark of zero for the unit or piece of work subject to the allegation may be offered a reassessment opportunity in the piece of work if reassessment opportunities would have existed prior to graduation.
- 3.3 When the UDP has reached a decision, a written record of the hearing shall be made. A recommendation, with reasons, shall then be passed by the HoCL, on behalf of the UDP, to the Board of Governors for consideration. Consideration may be on the basis of Chair’s action. If the Board of Governors endorse the recommendation, then a letter that confirms the decision, and reasons for it, shall be sent to the former student within ten working days of the Board of Governor’s decision. If the Board of Governors does not endorse the recommendation, then the HoCL will look to implement any actions identified by the Board of Governors e.g. to reconvene the UDP. A letter confirming the Board of Governor’s decision, and reasons for it, shall be sent to the student within ten working days of the decision being finalised.

4 Appeals

- 4.1 The process for appeals will mirror that detailed within the Procedure for the University Disciplinary Panel. However the Appeal Board composition should include a member of the Board of Governors (in addition to the usual quorum).
- 4.2 The Appeal Board is empowered to reach a final decision within the University. Once a final decision has been reached a Completion of Procedures letter will be issued and which will permit the former student to complain to the Office of the Independent Adjudicator.

5. Document control

Document control box	
Policy / Procedure title:	Procedure for the Consideration of Allegations of Academic Malpractice or Research Misconduct made after Graduation in Respect of Work Submitted for an Award of the University
Date approved:	03 April 2019 (in effect 01 September 2019)
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Supersedes:	August 2018
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Related Statutes, Ordinances, General Regulations:	<ul style="list-style-type: none"> • Ordinance XXXVIII (Degrees and other academic distinctions) • Ordinance XXXIX (Conduct, discipline and academic progress of students) • Regulation XVII (Conduct and Discipline of Students)
Equality rating	High / Medium (delete as applicable)
Related policies/procedures/guidance:	<ul style="list-style-type: none"> • Academic Malpractice Procedure • Procedure for the University Student Disciplinary Panel • Procedure for Applying Student Discipline Penalties • Code of Practice for Investigating Concerns about the Conduct of Research
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Amendment history

Version	Date	Reason for change
1	30/03/2010	
2	August 2018	Minor factual update