

Academic Integrity Procedure

QUICK GUIDE

The University is committed to maintaining the integrity of its awards by preventing and addressing academic misconduct. Students are expected to uphold academic integrity by not acting in a way that could result in unfair assessment advantage. Where a student acts in this way, an offence of **academic misconduct** has been committed.

Any student who breaches the Academic Integrity Procedure is considered to have committed academic misconduct, regardless of their intentions.

Academic Misconduct – Stage One

- For Level 4 assessments or first time Artificial Intelligence (AI) misuse.
- Student has advisory meeting with Programme Leader; decision in writing, normally within five working days.
- Default sanction: resubmit work (free of academic misconduct) for **uncapped mark**.
- Serious AI misuse may be referred directly to Stage Two

Academic Misconduct – Stage Two

- For assessment at Level 5 or above or repeated AI misuse.
- Interview with Dean/Associate Dean. Student may bring a friend.
- Decision letter normally within five working days.
- Possible sanctions:
 - Resubmit work for **capped mark** (40% UG / 50% PG).
 - Serious cases: capped at **0%** for assessment or module; credits awarded if module passes overall.
- Dean/Associate Dean may refer student to Stage Three for severe misconduct.

Academic Misconduct – Stage Three

- For offences warranting suspension, credit cancellation, or expulsion.
- A Panel will be convened and student invited to attend a hearing.
- Decision letter normally within 10 working days.
- Penalties may include:
 - Suspension (max one academic year)
 - Credit cancellation (with/without retake)
 - Expulsion (actual or suspended)

Right of Appeal

- Student can appeal the decision at Stages Two or Three on limited grounds.
- If no valid grounds are found, the Academic Integrity Procedure is complete.
- If new evidence or procedural errors are identified, the relevant decision-making body will reconvene for a re-hearing. The outcome may confirm, reduce, or overturn the penalty.
- This re-hearing is final, with no further right of appeal.

Types of academic misconduct

include plagiarism, self-plagiarism, unauthorised content generation (including inappropriate use of AI), and unethical conduct (this is not an exhaustive list).

The University considers allegations of academic misconduct based on the balance of probabilities, supported by reliable evidence, rather than the criteria of 'beyond reasonable doubt.'

Students can seek support or advice from the Student Union and/or Student Wellbeing and Support:

StudentSupport@marjon.ac.uk



EXTERNAL OMBUDSMAN

If a student remains dissatisfied with the outcome, they can ask the Office of the Independent Adjudicator for Higher Education (OIA) to review their case.

FURTHER INFORMATION



Academic Integrity Procedure (Section 14 of the Student Regulations Framework)

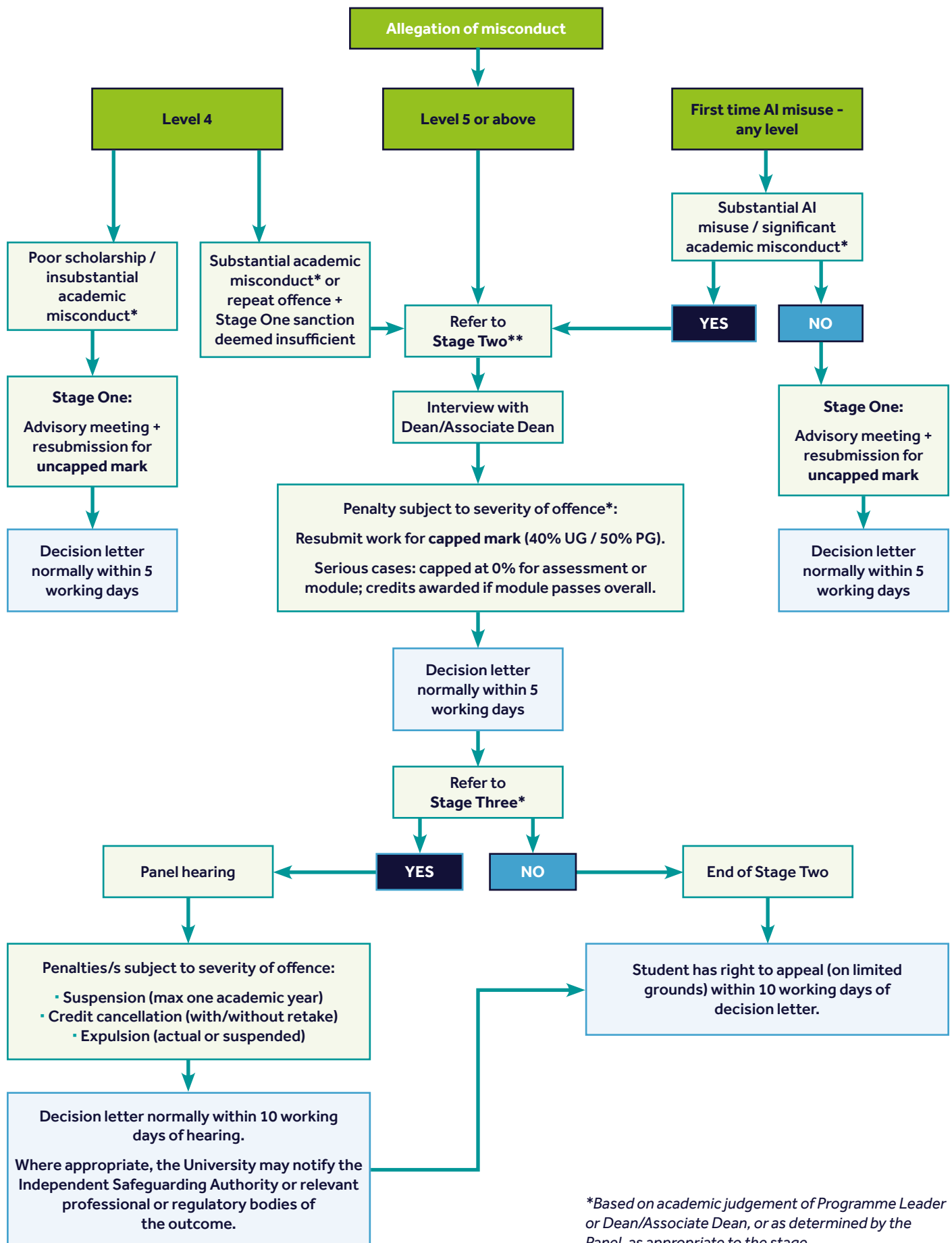
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Academic Integrity and Plagiarism



Cite it Right: An Introduction to APA Referencing



*Based on academic judgement of Programme Leader or Dean/Associate Dean, or as determined by the Panel, as appropriate to the stage.

** If the Dean/Associate Dean believes the seriousness of a Stage Two academic misconduct case could warrant suspension, credit cancellation, or expulsion, they may refer it directly to Stage Three without an interview.