

Academic Misconduct Policy and Procedure

1. Introduction

1.1 Purpose

The Academic Misconduct policy and procedure sets out how Norland will investigate and penalise any conduct which is considered to breach Norland's assessment regulations and which is likely to give an unfair advantage to the student and/ or affect the security of assessments and/ or affect the integrity of the degrees awarded by Norland.

1.2 Scope

1.2.1 These procedures apply to all current students of Norland and for the Norland Diploma, the undergraduate degree and the postgraduate degree.

1.2.2 These procedures apply to all methods of assessment and to both summative and formative assessment.

2. Guiding Principles

2.1 These procedures apply to all current students of Norland and for both the Norland Diploma and the undergraduate taught degree.

2.2 In considering allegations of academic misconduct when weighing up the available evidence presented and professional judgement, Norland will use the Standard of Proof applied to civil cases, normally 'the balance of probabilities'; that is, something is more likely than not to have happened. A rationale must be provided to justify any outcomes determined by professional judgement.

2.3 Where an offence of academic misconduct has been confirmed, where possible all available academic work the student has submitted within the same assessment period should be checked for further examples of academic misconduct. Where previously submitted work in the same assessment period is found to have been likely to be an instance of academic misconduct, separate meetings will be arranged for each piece of work in chronological order (by date of submission) to allow the work to be explored with the student and a decision made regarding the offence. This evidence may be taken into consideration regarding the applied penalty. For example, if multiple instances of misconduct occur, this may lead to a higher penalty.

2.4 Under no circumstances during any stage of the Academic Misconduct procedure will a student be granted an additional attempt at assessment beyond those normally permitted.

- 2.5** In investigating allegations of academic misconduct, adjudicators can make use of Turnitin software.
- 2.6** In investigating allegations of academic misconduct, students may choose to bring one other individual with them to support them during any suspected academic misconduct meetings or panels (aka ‘the accompanying person’). Such a person cannot be a Norland staff member and the student must notify the meeting/panel members of their intention to bring an accompanying person. The accompanying person may provide support to the student during the meeting/panel however they cannot speak on the student’s behalf.
- 2.7** If, after investigation, no case of academic misconduct is found against a student, no record will be kept on the student’s official record. Where a student is found to have committed academic misconduct, this will be placed on their official internal record.

3. Definitions

- 3.1** Academic misconduct is defined as any action or attempted action that may result in a student obtaining an unfair academic advantage. For the purposes of this procedure this includes, but will not necessarily be restricted to, the following:
- a)** Plagiarism: defined as the representation of other people’s work or ideas as the student’s own without appropriate referencing or acknowledgement.
 - b)** Self-plagiarism: defined as the reproduction or resubmission of a student’s own work which has been submitted for assessment at Norland or any other institution. This does not include earlier formative drafts of the particular assessment.
 - c)** Collusion: defined as the unauthorised collaboration by two or more students on any assessment.
 - d)** Any attempt to gain access to the assessed coursework of any other candidate with or without the knowledge of the other candidate, unless authorisation to do so has been given by the module leader.
 - e)** Falsification, defined as:
 - i.** the fraudulent creation, alteration or misrepresentation of data, or any other information.
 - ii.** the creation, alteration or misrepresentation of content using generative AI without permission, referencing or acknowledgement including references and references lists.
 - f)** Contract cheating: defined as commissioning a piece of assessment to be carried out by a third party, with the intention of submitting it as if it were the student’s own.

- g) Falsification of exceptional assessment circumstances.
- h) Any conduct that is likely to affect the security of assessments.
- i) Any other conduct that would give an unfair academic advantage to a student including misuse of generative AI.

3.2 For the purposes of this procedure, the following will not be considered Academic Misconduct:

- a) Poor Academic Practice: for example, unacknowledged quotations, inconsistent referencing, inadequate referencing or paraphrasing that is excessively similar
- b) Language and writing review: defined as having a third-party check areas of academic writing such as structure, fluency, presentation, grammar, spelling, and punctuation. However, this may be considered academic misconduct if substantive changes to content have been made by the reviewer or at their recommendation, which would suggest that the reviewer had either produced or determined the substantive content of the submission. This definition additionally applies to the use of generative AI as a third-party reviewer. For further information about the appropriate uses for AI (including tools such as Grammarly or related products), please refer to the [Norland Generative AI Guidance](#).

4. Adjudication and Penalty Guidance

- 4.1** The following guidance indicates who should adjudicate the offence being considered, and the penalties that are within scope.
- 4.2** The choice of penalty from within the permitted range will be a matter of professional judgement left to the discretion of the adjudicating body.
- 4.3** Academic misconduct will be considered a second offence if a penalty has already been received for any prior offence which has taken place during the programme on which the student is registered.
- 4.4** “Assessment” in the guidance below refers to any assessed part of the module/unit.
- 4.5** Where a job role is specified to take action, this may be delegated to an appropriate substitute.
- 4.6** Adjudicators must consult with the Academic Governance Manager or Pro Vice Chancellor (Learning and Teaching) in order to ascertain the student’s previous record. The Academic Governance Manager and Pro Vice Chancellor (Learning and Teaching) are also available to give advice.

Description of offence	Extent of misconduct	Adjudicator	Penalties within scope	Consequential considerations
Poor academic practice	First () and second ()	Marker with advice from the module leader	One to one between marker and student to identify issues of academic practice	Third and subsequent instances of poor academic practice should be escalated through this procedure, i.e. a third instance would be treated as a first offence of misconduct and so forth
Plagiarism Collusion Falsification Attempts to access the assessed work of another student	First offence (BR1)	Module Leader with the Programme Leader	- Any plagiarised content should be excluded from the marking of the assessment. - A reduction of marks for the assessment in which the offence took place by 10 percentage points or one letter grade – a minimum 1% should be awarded.	The 10% mark reduction should be applied to both pass and fail marks. If this takes the mark to less than 0, a mark of 1% will be recorded to allow for a re-submission. If it is established, at the time or subsequently, that the penalty prevents the progression or award of a student, the misconduct must be referred to the Award/Progression Board of Examiners.
Plagiarism Collusion Falsification Attempts to access the assessed work of another student	Second offence (BR2)	Module Lead with Programme Leader	The module in which the offence took place be given a mark of 0.00%/Grade F.	The student will be required to retake the module the following year and pay the retake fee. If it is established, at the time or subsequently, that the penalty prevents the progression or award of a student, the misconduct must be referred to the Award Progression Board of Examiners.

Plagiarism Collusion Falsification Contract cheating (first offence) Falsification of Exceptional Assessment Circumstances	Third offence (BR3) OR first offence for contract cheating or falsification of exceptional assessment circumstances (BR1)	Academic misconduct panel	- The module in which the offence took place be given a mark of 0.00%/Grade F. OR - The student is excluded from Norland, and is not permitted to re-enrol on any other programme at Norland but may be eligible for an interim qualification. OR - The student is excluded from Norland and is not permitted to re-enrol on any other programme at Norland and will not be eligible for an interim qualification.	If exclusion from Norland is considered by the panel, the Vice Chancellor/Chair of the Academic Board must be involved in the final decision
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5. Procedures

5.1 Marker/ Module and Programme Leaders – Poor Academic Practice

- 5.1.1** Where the Marker and Module and Programme Leaders are presented with evidence of the representation of work or ideas as the student's own without appropriate referencing or acknowledgement, they must determine whether this amounts to plagiarism or poor academic practice with reference to point 3.2 above.
- 5.1.2** Where the Marker and Module and Programme Leaders deem the evidence to amount to a second instance of poor academic practice, they must take the following action to address this:
- 5.1.3** Create an action plan for the student to complete, as follows:
 - 5.1.3.1** Require the student to attend a 1:1 session with a student support officer before submitting any further assessments; and
 - 5.1.3.2** Require the student to meet with the Programme Leader to discuss the instance of poor academic practice and receive a warning that any further examples of poor academic practice would be deemed to amount to academic misconduct and penalised as outlined above; and
 - 5.1.3.3** Ensure that the instances of poor academic practice are recorded on the student's record.

5.2 Module Leader/ Programme Leader – First Offence

- 5.2.1** Where an allegation of academic misconduct is initially made, the Module and Programme Leaders must first determine whether this amounts to plagiarism or poor academic practice with reference to point 3.2 above.
- 5.2.2** Determination of the extent of plagiarised material is a matter of academic judgement to be made by the Module and Programme Leaders. TurnItIn reports will be relevant but not conclusive evidence in this regard.
- 5.2.3** Where the Module Leader suspects that a student has committed academic misconduct, they will liaise with the Programme Leader regarding their concerns. If the Programme Leader agrees with the concerns raised by the Module Leader, the Module Leader will notify the Academic Governance Manager who will invite the student to a meeting with the Programme Leader and Module Leader to discuss their work.
- 5.2.4** Where the Module Leader for the suspected offence is also the Programme Leader, either an alternative member of the Module Team or an alternative Programme Leader will be involved in this process.

5.2.5 Where the Module Leader is presented with evidence that suggests that a student may have used generative AI to gain an unfair academic advantage, the Module Leader will use the Markers of Confidence checklist to decide whether the student should be invited to a meeting to discuss their use of AI in producing their work. If, following the meeting, the Module Leader is satisfied that the student did not use generative AI to gain an unfair academic advantage, the Module Leader will notify the Academic Governance Manager that the student's work will be marked as usual. If, following the meeting, the Module Leader believes that the student has used generative AI to gain an unfair academic advantage then they will notify the Academic Governance Manager who will invite the student to a formal meeting to discuss suspected academic misconduct as per the previous clause.

5.2.6 Where academic misconduct is found to have been committed, the Programme Leader will apply the penalty indicated in the Adjudication and Penalty Guidance table (see above).

5.2.7 Where the penalty imposed would prevent the progression or award of a student the misconduct must be referred to the Award Progression Board of Examiners.

5.2.8 The Programme Leader should formally notify the student of the decision, or that the case has been referred on to the Academic Misconduct Panel, within 2 working days of the suspected breach meeting.

5.2.9 Where a penalty is applied, the Academic Governance Manager must ensure that this is recorded on the student's record.

5.2.10 Where the matter falls outside the adjudication scope of the Module Leader, the Module Leader must refer the case to either the Programme Leader or the Academic Misconduct Panel, as prescribed above. In referring a case onto the Programme Leader or Academic Misconduct Panel for consideration, the Module Leader must send the following:

5.2.11 A copy of the affected assessment, where applicable annotated or highlighted to identify the extent of the Academic Misconduct.

5.2.12 Any other evidence relevant to the case.

5.2.13 Students may appeal against the decision of the Module Leader or Programme Leader under the procedures outlined in the Academic Appeals Policies and Procedure.

5.3 Programme Leader with Module Lead – Second Offence

5.3.1 Where an allegation of academic misconduct is initially made, the Module Leader

and Programme Leader must first determine whether this amounts to second offence or poor academic practice with reference to point 3.2 above.

- 5.3.2** Determination of the extent of plagiarised material is a matter of academic judgement to be made by the Module Leader and Programme Leader. TurnItIn reports will be relevant but not conclusive evidence in this regard.
- 5.3.3** Where the Module Leader suspects that a student has committed academic misconduct, they will liaise with the Programme Leader regarding their concerns. If the Programme Leader agrees with the concerns raised by the Module Leader, the Module Leader will notify the Academic Governance Manager who will invite the student to a meeting with the Programme Leader and Module Leader to discuss their work.
- 5.3.4** Where the Module Leader for the suspected offence is also the Programme Leader, either an alternative member of the Module Team or an alternative Programme Leader will be involved in this process.
- 5.3.5** Where the Module Leader is presented with evidence that suggests that a student may have used generative AI to gain an unfair academic advantage, the Module Leader will use the Markers of Confidence checklist to decide whether the student should be invited to a meeting to discuss their use of AI in producing their work. If, following the meeting, the Module Leader is satisfied that the student did not use generative AI to gain an unfair academic advantage, the Module Leader will notify the Academic Governance Manager that the student's work will be marked as usual. If, following the meeting, the Module Leader believes that the student has used generative AI to gain an unfair academic advantage then they will notify the Academic Governance Manager who will invite the student to a formal meeting to discuss suspected academic misconduct as per the previous clause.
- 5.3.6** Where academic misconduct is found to have been committed for a second time, the Programme Leader will apply the penalty indicated in the Adjudication and Penalty Guidance table (see above).
- 5.3.7** Where the penalty imposed would prevent the progression or award of a student, the misconduct must be referred to the Award Progression Board of Examiners.
- 5.3.8** The Programme Leader should formally notify the student of the decision, or that the case has been referred on to the Academic Misconduct Panel, within 2 working days of the suspected breach meeting.
- 5.3.9** Where a penalty is applied, the Quality and Regulations Manager must ensure that this is recorded on the student's record.
- 5.3.10** Where the matter falls outside the adjudication scope of the Programme Leader,

the Programme Leader must refer the case to the Academic Misconduct Panel, as prescribed above. In referring a case onto the Academic Misconduct Panel for consideration, the Programme Leader must send the following:

5.3.10.1 A copy of the affected assessment, where applicable annotated or highlighted to identify the extent of the Academic Misconduct.

5.3.10.2 Any other evidence relevant to the case.

5.3.11 Students may appeal against the decision of the Programme Leader the procedures outlined under the Academic Appeals Policy and Procedure.

5.4 Academic Misconduct Panel

5.4.1 The Academic Misconduct Panel should be constituted as outlined in the [Academic Misconduct Panel Terms of Reference](#).

5.4.2 Where a case of academic misconduct is referred to an Academic Misconduct Panel, the notetaker to the Academic Misconduct Panel (appointed by the Chair) will be responsible for all communications, circulation of documentary evidence, and organisation of the panel.

5.4.3 The Notetaker must provide the student with the following:

5.4.3.1 A copy of all documentary evidence relating to the case;

5.4.3.2 A copy of these Student Academic Misconduct Procedures;

5.4.3.3 An invitation to the Academic Misconduct Panel, outlining the date, time, and location;

5.4.3.4 A request to submit a statement, which must be received no later than two working days before the Academic Misconduct Panel;

5.4.3.5 A statement confirming that the student may bring a 'friend' to the hearing. The person may be legally qualified but they will not be acting in a legal capacity. The person must not be a member of the Academic Misconduct decision or panel procedure.

5.4.4 An Academic Misconduct Panel should be organised within fifteen working days of the student being informed of the alleged academic misconduct, unless either of the following applies:

5.4.4.1 There are reasonable circumstances that make this impractical, in which case the student must be kept informed of this; or

5.4.4.2 The student has reasonable grounds to request a postponement of the panel hearing to a later date.

5.4.5 The Notetaker must provide to the panel all documentary evidence relating to the case.

5.4.6 There must be no communication in relation to the allegations, either written or

oral, between the Academic Misconduct Panel and either the student or the member(s) of staff involved in the affected module. Any such communication by any party directly with members of the Academic Misconduct Panel will not be admitted as part of the case documentation.

5.4.7 The purpose of the Academic Misconduct Panel will be to investigate the grounds on which the allegation has been made, decide on the balance of probabilities whether Academic Misconduct has occurred and, if so, determine which penalty to impose as per the Adjudication and Penalty Guidance table.

5.4.8 Where a penalty other than expulsion is imposed on a student, the following action may also be taken:

5.4.8.1 Consider raising a Support Plan for Improvement for the student as a remedial measure, outlining an action plan for the student to complete, as follows:

5.4.8.1.1 Require the student to attend a 1:1 session with a student support officer before submitting any further assessments and

5.4.8.1.2 Require the student to meet with another appointed member of staff to discuss the academic misconduct and receive warning that any further instances of academic misconduct may have severe consequences.

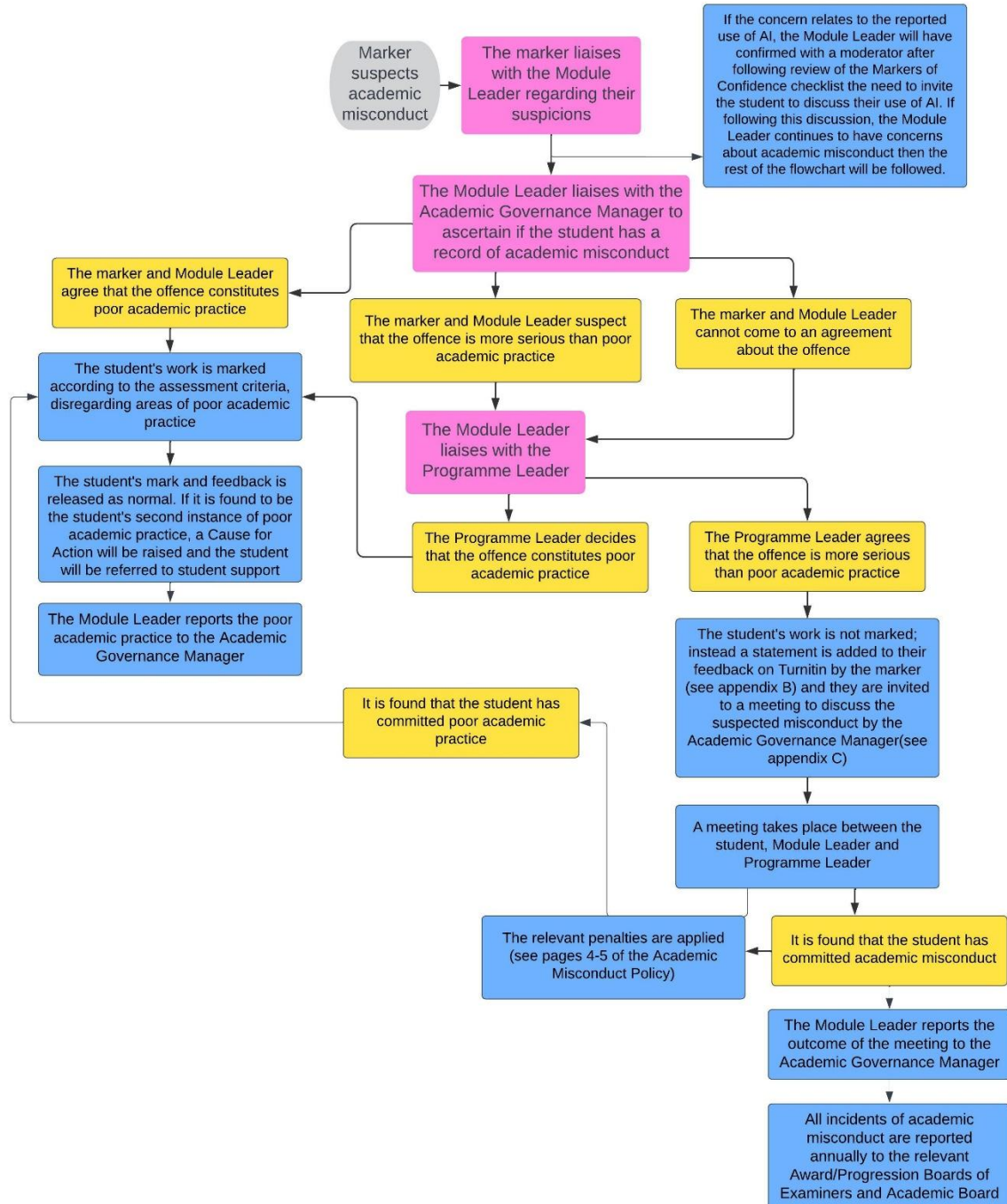
5.4.9 The Notetaker should send the panel report to the student notification, including the minutes of the meeting, and record this on the student's record.

6. Appeals Process

6.1 Please refer to the Academic Appeals Policy for information around appealing an Academic Misconduct decision.

Appendix A

Suspected Academic Misconduct Flowchart



Please note: Academic misconduct meetings should take place within the 20-day marking period, where possible. Notes of all such meetings are stored in the secure area of the Meeting Minutes and Terms of Reference area of the Document Hub. All prior meeting notes for the student should be sent to them ahead of the formal meeting.

Appendix B

Suspected Academic Misconduct Statement

This submission was reviewed under the Student Academic Misconduct Policy and Procedure.

Appendix C

Suspected Academic Misconduct Letter

When inviting students to a meeting to discuss suspected misuse of generative AI, the following letter format should be used by the Module Leader:

Dear XXX,

I hope you are well. I am writing to invite you to have a chat about your XXX submission. The submission has raised some questions regarding the use of AI following a review of the paper under the markers of confidence criteria in response to a Turnitin AI score above the 20% threshold. The AI score on Turnitin is not a definitive indication of AI use and so we follow a process of moderation and then discussion to understand why the score is high. At this stage this is not raised as a matter of academic misconduct, instead an invitation to talk me through your processes for writing this assignment and explain how AI has been used, or if it has been used at all.

We are keen to understand the use of AI in academic studies from the student perspective and as part of this we must respond to high AI scores to develop a shared understanding of the use of AI and the functionality of the AI detection software. We must also follow the Student Academic Misconduct Policy and Procedure if a resolution to the question raised cannot be reached.

In support of this meeting, it would be useful to have your notes for this assignment to hand and any links to AI use.

Please could you use the link below to book a meeting with me at your earliest convenience.

Best wishes,

If you have any questions, please reply to this email.

When inviting students to a meeting to discuss suspected academic misconduct, the following letter format should be used by the Academic Governance Manager:

Dear XXX

The submitted work for NCXXXX is suspected of breaching assessment regulations due to Turnitin reports indicating potential use of AI/ high similarity.

In order to investigate this suspected breach of assessment regulations, you are requested to attend a meeting at TIME, on DATE in XXX room.

The meeting will be chaired by the Programme Leader and you are able to bring one other person to the meeting to support you. The meeting will also be attended by the Module Leader and a notetaker.

We recognise that this meeting may be distressing to you so please remember that you are able to access Student Support at any time.

If you are unable to attend at this time, please request another more suitable time through responding to this email. If you fail to attend the meeting as scheduled, the meeting will take place in your absence.

The agenda for the meeting is as follow:

- *Introductions*
- *explanation of the purpose of the meeting*
- *details of the alleged offence*
- *your response (if you so choose). Please note that you may be questioned about your work. If you dispute the allegation you should bring with you your research notes, raw data or other materials which you consider will demonstrate that your work was indeed your own*
 - *questions from the Module Leader, to clarify any points*
 - *your adviser's comments (if you so choose)*
 - *the Module Leader's summary of the facts and views expressed*

Having heard the case, the Programme Leader will come to a decision as to whether there has been an assessment offence.

If an offence is judged to have taken place, the penalties are as follows;

First Offence, offence logged on the student's record, the work marked according to the published assessment criteria, the material deemed to have been presented in breach of the Norland Academic Regulations will not be considered when arriving at the mark and a reduction of marks for the assessment by 10 percentage points or one letter grade;

Second Offence, offence logged on the student's record, with a loss of all marks for the module, a grade of F recorded, and the module deemed to have been failed;

Third Offence, offence logged on the student's record, with a loss of all marks for the module, a grade of F recorded, and the module deemed to have been failed. The student may also be required to withdraw from Norland.

If the work is not deemed to have breached any assessment regulations, the work will be graded as per usual procedures.

More information can be found in the [Academic Misconduct Policy and Procedure](#).

If you have any questions, please reply to this email.

Document Control Information	
Policy title:	Academic Misconduct Policy and Procedure
Summary description:	The Academic Misconduct policy and procedure sets out how Norland will investigate and penalise any conduct which is considered to breach Norland's assessment regulations and which is likely to give an unfair advantage to the student and/ or affect the security of assessments and/ or affect the integrity of the degrees awarded by Norland.
Relates to staff/ student (include Set), NQN or Norlander:	These procedures apply to all current students of Norland and for the Norland Diploma, the undergraduate degree and the postgraduate degree.
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Date of next review:	September 2028
Upload to website:	Yes