



Academic Misconduct Panel Meetings

Terms of Reference and Protocol

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Academic Misconduct Panel Meetings

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Academic Misconduct Panel Meetings

1. Key purpose

The Academic Misconduct Panel (AMP) reviews cases of suspected academic misconduct with relation to summative assessment to determine if academic misconduct has occurred. The AMP will determine the penalty to be applied for confirmed cases of academic misconduct in University of the Built Environment programmes.

This document must be used in conjunction with the [Academic Misconduct Procedure \(opens new window\)](#).

2. Key principles

The AMP should follow these key principles:

- There must be no unnecessary delay and the student must be allowed reasonable time to respond to the allegations;
- Provide clear information to allow students to understand the allegations brought against them;
- Allow reasonable adjustments to accommodate the needs of students with declared disabilities;
- Enable all students to receive a fair hearing where decisions are made by a fully trained panel free from bias or perceived bias;
- Ensure that cases are treated confidentially and adhering to the UK General Data Protection Regulation (GDPR) 2018;
- Provide students with the opportunity to respond to allegations of academic misconduct either in writing or by attending the AMP normally virtually;
- Provide students with the opportunity to be accompanied to the AMP;
- The decision of the AMP will be clear, explicit, and notified to the student in writing within five working days;
- It is essential that the process is fair and transparent. Failure to ensure this may lead to decisions being challenged at appeal stage;
- University of the Built Environment uses the standard of proof based on the 'balance of probabilities' rather than 'beyond all reasonable doubt.' Therefore, evidence indicating that, on the balance of probabilities, academic misconduct has occurred will be deemed sufficient evidence for action to be taken.

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The procedure applies to all students registered on taught programmes or modules which lead to University of the Built Environment credit or award. This includes students studying on a programme with the London School of Architecture where the University of the Built Environment is the awarding body.

It does not apply to Postgraduate Research (PGR) students who instead should refer to the [Open University Plagiarism and Research Misconduct Policy – Postgraduate Research Students \(opens new window\)](#). It also does not apply to students studying on a programme with the London School of Architecture where their award is validated by the University of Liverpool in which case the University of Liverpool [Code of Practice on Assessment Appendix Annex 4 Academic Misconduct Policy and Procedures](#) (opens new window) will apply.

3. Meeting protocol

The student will be invited to the meeting related to their case. In cases of collusion all students involved will have their cases heard at the same meeting and will be provided with all written documentation and be entitled to hear the other student's responses.

The AMP has the power to call any witnesses and the student may submit written witness statements as part of their response for the AMP to consider as part of the meeting.

The Academic Reviewer who conducted the review will be invited to the meeting to present the case on behalf of University of the Built Environment.

The Chair should open the meeting by:

- Inviting the panel to introduce themselves and by explaining everyone's role in the proceedings;
- Describing how the meeting will be conducted and emphasising that any conflicts of interest should have been resolved prior to the meeting;
- Advising that the meeting will be recorded, and a notetaker is present to record the minutes of the meeting;
- Confirming for the minutes that the student is accompanied or not, advising that they had the right to be accompanied;
- Ensuring that everyone has the relevant papers.

The Chair will then ask the Academic Reviewer to present a summary of why the matter has been brought to the panel referring to any relevant evidence. The panel then has the opportunity to seek additional clarification by asking questions of the Academic Reviewer.

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The Chair will then ask the student if they are in attendance at the meeting to present their Right to Reply response referring to any relevant evidence. The panel may ask questions for clarification. The panel may want to discuss the students' understanding of the offence.

If the student is absent from the meeting the student's Right to Reply response will be read out by the Chair.

If the Academic Reviewer or student has any questions, these must be directed to the Chair.

When the panel is satisfied that there are no further questions, the Academic Reviewer and the Student will each be given an opportunity to summarise.

The Academic Reviewer and student will then be asked to depart the meeting and the panel will deliberate.

The panel will make their decision on the evidence presented.

The panel will first determine whether, on the balance of probabilities, academic misconduct has been proven or not proven. They will determine that there is either:

1. Not proven – no further action. A not proven outcome may be given if there is insufficient evidence of academic misconduct or if it is determined to be poor academic practice. Where it is determined to be poor academic practice, a referral will be made to the Academic Support and Enhancement Team (ASET) for additional support around referencing and good academic practice. This will initially take the form of an email offering a one to one tutorial. Where there is no response from the student to the offer of additional support, a further two attempts will be made, and if there is still no response a note will be made on internal records to inform future interactions with the student);
2. Proven – sufficient evidence of academic misconduct has been identified and a penalty will be applied from the penalty matrix in the [Academic Misconduct Policy \(opens new window\)](#) (a note will be placed on the academic record for that piece of assessment, the information made available to the Board of Examiners, and the student will be referred to ASET).

If it is agreed that academic misconduct has occurred (option 2 above) the panel will determine the scale of the offence and the penalty to apply (minor, significant and substantial) by working through the penalty matrix starting at the least severe until the appropriate penalty is reached in accordance with the University [Academic Misconduct Procedure \(opens new window\)](#).

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Any mitigating factors outlined by the student should apply to the penalty and not to the decision regarding whether misconduct has occurred.

If the student has a previous history of academic misconduct, it will not normally be brought to the attention of the panel until after a decision of proven or not proven has been determined.

The panel has the power to adjourn a meeting if further evidence is required, as long as the meeting is reconvened within a reasonable period.

4. Quorum

For the Academic Misconduct Panel to be quorate, a minimum of 75% of the following decision makers must be in attendance which must include a chair and representative from AQU (full membership details in [Appendix A](#)):

- A Chair
- Three Education team members, of which one must be an appropriate Senior Academic
- A representative from AQU

A member of the Academic Registry Team must also be present to take minutes but are not involved in the decision-making process. A relevant Academic Reviewer will attend to present cases.

When convening the panel to consider the individual cases steps will be taken to ensure that those selected onto the panel will have had no involvement in the previous stages of the investigation. Any other conflicts must be declared and resolved prior to the panel meeting.

The roles of those attending will be notified to students in advance and names will be clear on the agenda, which will be sent in advance of the meeting.

5. Frequency of Meetings

Panel meetings will be convened as and when necessary, as academic misconduct cases arise.

An annual review meeting must take place every year prior to the annual review of this policy. All chairs and panellists who have attended a meeting in that academic year should attend to feed back on the process and any cases of particular note.

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6. Reporting

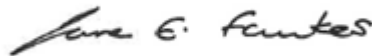
The notetaker must maintain a cumulative record of all cases considered by the AMP and this will be reported to the Quality Standards and Enhancement Committee (QSEC) and the Academic Board. The report will include a breakdown of cases considered by type, outcomes, and penalties and by programme.

The AMP is also responsible for reviewing the procedure annually and disseminating any areas of good practice or identifying when further enhancements are required.

7. Appeals

Students have the right to appeal against a decision reached by the AMP and should be directed to [University of the Built Environment's Student Appeals Procedure \(opens new window\)](#).

Signed by:



Jane Fawkes

Chair of the Quality Standards and Enhancement Committee

Date:

13th August 2025

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Appendix A – Membership of the Academic Misconduct Panel (AMP)

The following are the pool of chairs which can be selected to chair the AMP (one Chair per panel meeting):

Name	Title	Ex officio/appointed
Alan Hill	Dean – School of the Built Environment (Academic)	Ex officio
Marc Fleming	Deputy Dean (Academic)	Ex officio
Nicola Allen	Head of School	Ex officio
David Hourihan	Head of School	Ex officio
Phil Russell	Head of Academic Support and Enhancement	Ex officio

The following are the members of the Education team that can be selected from to convene the panel (three Education team members per panel meeting, one of which must be a Senior Academic):

Name	Title	Ex officio/ appointed
Christine Gausden	Senior Academic	Ex officio
Alison Andrews	Senior Academic	Ex officio
Amanda Milambo	Senior Academic	Ex officio
David Hunt	Senior Academic	Ex officio
Jon Hubert	Senior Academic	Ex officio
Matthew Smith	Senior Academic	Ex officio
Mahmoud Dhimish	Senior Academic	Ex officio
James Ritson	Senior Academic	Ex officio
Richard Davies	Senior Academic	Ex officio
Charlotte Morphet	Programme Leader	Ex officio
Hazel Lobo	Programme Leader	Ex officio
Karen Clarke	Programme Leader	Ex officio
Priti Lodhia	Programme Leader	Ex officio
Steve Ruddock	Programme Leader	Ex officio

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The panel includes a representative from the AQU:

Name	Title	Ex officio/ appointed
As appropriate	Quality Assurance Officer or nominee from the AQU	Ex officio

The following members are invited and do not take part in the decision-making process:

Name	Title	Ex officio/ appointed/ invited
As appropriate	Nominee from the Academic Registry team	Notetaker – in attendance
As appropriate	Relevant Academic Reviewer to present cases of suspected academic misconduct	Invited
Richard Higgins	Head of Disability and Welfare or nominee from the Disability and Welfare Team	Invited where necessary