**Flow chart for two-tier route**

Marker has concerns and explores evidence

Penalty is applied (Student, Marker and Subject/Course Lead are informed of outcome)

(See Section 30 of Academic Regulations)

Evidence of academic misconduct

Marker , Subject/Course Lead and AIL Lead confer

No evidence of academic misconduct

Panel is convened

Marker, AIL & student meet

No case to answer

Work is deemed to evidence poor academic practice

Work is deemed to evidence academic misconduct

AIL keeps record of meeting

Work is marked as normal

Work is marked with deductions for elements of concern.

Work is marked as normal

**Flow chart for university panel route**

Academic and AIL consider whether there is a case to answer

Registry send formal notification of outcome to student and programme, and make any necessary adjustments to student record.

AIL, Subject/Course Lead and Marker are cc.’d into the outcome letter.

If student does not attend, the matter can be considered in their absence

If student attends, the outcome is given to the student on the day

Meeting takes place

Registry notify student and programme of the arrangements for the meeting with the panel

Registry ensure that all the necessary information has been included, and convene panel

Academic completes a referral form setting out concerns about the work , and notifies student of their concerns