

Academic Integrity Policy and Procedures

Education Services

September 2026

Academic Integrity Policy

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1. Introduction

The University values a culture of honesty and mutual trust and expects all members of the University to respect and uphold these core values. Every student of the University is expected to act with integrity in relation to the production and representation of academic work, and in acknowledging the contributions of others in their work. This is crucial to maintaining the credibility and quality of academic standards and upholding the value of degrees awarded. We describe this as “academic integrity.”

Academic Board provides senior management oversight of academic integrity matters at the University, with a reporting line through to the Board of Governors.

2. Why Academic Integrity matters

Academic integrity matters because it is the foundation of trust, fairness and meaningful learning. When students act with honesty, their work truly reflects their knowledge and effort, allowing tutors to assess their understanding accurately. Integrity also ensures equal opportunity, preventing dishonest behaviour from promoting unfair advantages.

Academic integrity is essential not just for academic success, but for developing critical thinking and character. It builds habits that continue into professional and personal life, such as honesty, accountability, responsibility, and respect for others’ work. Upholding these values promotes credibility and ethical decision-making.

3. Purpose and scope

All staff and students are responsible for adhering to this policy.

This policy sets out the responsibilities, expectations and requirements of staff and students in promoting and maintaining academic integrity. It provides definitions of the breaches of academic integrity that will be investigated under the university’s academic integrity procedures and outlines the frameworks that ensure academic standards are maintained.

Students’ commitment to ethical conduct is essential in maintaining the integrity of the university’s academic standards. Students should have a baseline understanding of what constitutes cheating in an academic context by the time they reach University-level study.

Students who fail to adhere to the expectations of this policy will be subject to investigation under the university’s academic integrity procedures. The academic integrity procedures contain the operational detail that supports the delivery of this policy. They explain the process of investigation when a breach of academic integrity is alleged, and the outcomes that may be applied.

4. Responsibilities and Expectations

The university will:

- Promote good practice in assessment design as a proactive strategy to prevent breaches of academic integrity by designing assessments that are clear, meaningful, and aligned with learning objectives so that students are motivated to engage in authentic, ethical learning experiences;
- Be committed to ongoing staff development to effectively respond to technological advancements that may have an impact on academic integrity;
- Maintain a culture of integrity and accountability by providing robust support for whistleblowers who report breaches of academic integrity;
- Provide appropriate support to students, thereby helping them navigate challenges and reduce the likelihood of breaching academic integrity;
- Monitor breaches of academic integrity on an annual basis and use this data to inform academic practice.

Staff will:

- Communicate expectations clearly when explaining to students what constitutes a breach of academic integrity;
- Ensure that students are provided with appropriate information and learning opportunities about good practice and scholarship, and how to avoid engaging in poor practice up to and including breaches of academic integrity;
- Ensure assessments are designed to promote academic integrity and authentic authorship;
- Ensure allegations of academic integrity breaches are investigated robustly and fairly.

Students will:

- Be aware of the ethical and academic standards expected of them;
- Fully engage with the information and training opportunities provided by the University aimed at developing their understanding of academic practice and skills;
- Be responsible for their own work;
- Create work that is honest, authentic and reflective of their own knowledge and understanding;
- Uphold the principles of this policy.

5. Definitions

Behaviour that constitutes a breach of academic integrity in the context of this policy and the academic integrity procedures includes **but is not limited to**:

Plagiarism	Presenting another person's work or ideas as your own without proper acknowledgement.
Self-plagiarism	Re-using your own work (wholly or in part) that has been submitted for a different assessment for which credit has been/is due to be awarded.
Collusion	Unauthorised collaboration on work required to be completed individually.
Contract cheating	Obtaining assessment work created by a third party, whether paid or unpaid.
Fabrication	Inventing data, evidence, sources, references, or results.
Falsification	Deliberately altering data, evidence, or results.
Research ethics breaches	Failure to follow required ethical standards, such as getting ethics approval, obtaining informed consent, or protecting confidential information.
Impersonation	Completing an assessment for another person or allowing this to occur.
Use of unauthorised materials	Using materials, resources, or devices not permitted under assessment conditions.
Facilitation of misconduct	Assisting or enabling another person to engage in misconduct such as providing them with assessment material (paid or unpaid)
Breach of assessment instructions	Failure to comply with stated assessment requirements e.g. breaching exam or coursework rules or conditions.
Misrepresentation	Providing false or misleading information about your work or contribution.

6. Breaches of the policy and outcomes from investigations

The University is committed to upholding the standards of academic integrity and will investigate any suspected breach of this policy. The investigation process is guided by the Academic Integrity Procedures that explain the steps to be taken when a breach is identified. The procedures ensure fairness and transparency in addressing allegations of academic integrity breaches.

The following principles are followed to determine the outcomes from investigations

- Education first: prioritising learning and prevention where appropriate
- Proportionality: aligning outcomes to seriousness and impact
- Equity: recognising differences in academic experience and level
- Consistency: supporting staff to make defensible decisions
- Futureproofing: avoiding over-reliance on specific technologies or detection tools

Investigations into breaches of academic integrity may result in a range of outcomes proportionate to severity, from formative educational interventions through to formal penalties including mark reductions or failure of the assessment or module. More serious or repeated breaches can lead to students being withdrawn from programmes. In the most severe cases, students may be expelled from the institution entirely. The outcomes applied will be determined after a thorough and impartial assessment of the evidence, considering the circumstances and severity of the breach. The University may use software and detection tools to support academic judgement investigations of academic integrity.

7. Further guidance and support

The Academic Integrity web page provides guidance and a broad range of support resources for students. [Academic integrity - Assessments | UWE Bristol](#)

Intranet guidance for staff is available concerning the application of academic integrity procedures and key contacts.

Web-based training concerning ethical approval is provided for research supervisors via the Learning and Development Unit.

Guidance on the use of Artificial Intelligence technologies

Guidance for students on the appropriate use of artificial intelligence technologies is available on the university website. [Using generative AI at UWE Bristol](#) Students are responsible for ensuring that any use of these tools complies with all relevant requirements.

8. Ownership and Oversight

Document name:	Academic Integrity Policy
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Senior Policy Owner:	Academic Registrar
Policy Author:	Academic Enhancement and Student Partnership Team
Overseeing committee:	Learning, Teaching and Student Experience Committee

9. Version History

Version	Date	Summary of changes	Author
V1.0	June 2026	Policy replaces the Academic Conduct Policy.	Student Voice and Academic Policy Team

Academic Integrity Procedures

1. Principles of Investigation

Where the University suspects that a breach of academic integrity has occurred, it will apply the procedures explained in this document. The procedures apply to all students studying towards degrees at or validated by UWE Bristol. In most cases, the procedures will also apply to UK partner colleges and international partners, but individual partnership agreements should be checked before progressing an investigation.

It is for the University to prove whether or not a breach of academic integrity has occurred, and the standard of proof that is used in this policy is the 'balance of probabilities.' This means that when considering all the evidence about a potential breach of academic integrity, the University needs to be satisfied that it is more likely than not that a breach has occurred.

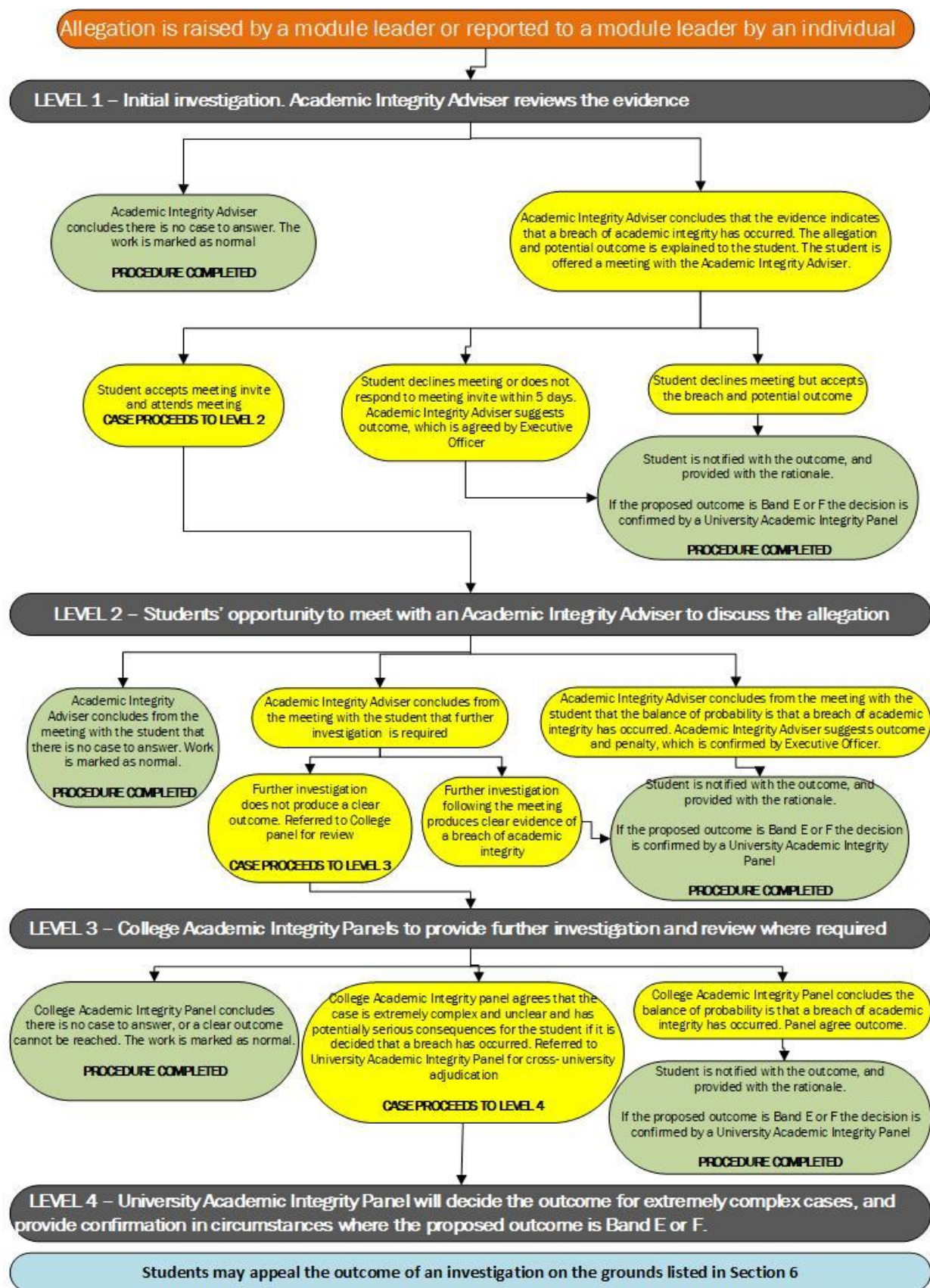
The University applies a principle of 'strict liability' to breaches of academic integrity, this means that the student's intentions are not relevant to determining whether or not a breach has occurred. In practice this means that the University does not consider whether the breach was an accident or was deliberate in concluding whether or not a breach has occurred, however, we do consider a student's intentions when deciding on an appropriate outcome once a breach has been proven.

2. Scope of investigation

- An investigation into a breach of academic integrity may commence at any point whilst the student is still registered with the university, irrespective of whether a module outcome has been confirmed by an examination board.
- Should concerns arise during an investigation about other modules' assessments, this can prompt further allegations and investigations.
- If an allegation of an academic integrity breach is made against an individual who is no longer a UWE Bristol student, but the allegation relates to a time when they were a UWE Bristol student, the university reserves the right to investigate. If upheld, this could potentially result in an award being revoked.
- Where concurrent first breaches of academic integrity have occurred, these will be investigated together. A concurrent breach is one where the student has not yet been notified of the outcome of an ongoing first allegation. Any further breaches will be treated as independent breaches.
- Cases will not be treated as concurrent where it is beyond reasonable doubt that there was intent to cheat, deceive or gain an unfair advantage.

Procedures for students registered on undergraduate and postgraduate taught programmes

1. Diagrammatic summary of investigational procedures



2 Staff roles

Academic Integrity Advisers will:

- Provide advice to staff members on whether a suspected breach of academic integrity should be formally raised as an allegation.
- Provide guidance and advice to individual students who have been formally referred to the academic integrity procedures for poor scholarship/where a breach of academic integrity has been upheld; including advice on remedial action, support, and/or further training.
- Take an active role to identify and promote good practice and staff development in relation to the detection and deterrence of academic integrity breaches.
- Promote good practice in assessment design as a key strategy for avoiding breaches of academic integrity.
- Take an active role in monitoring and analysing case data and consider suitable actions.

Executive Officers or their nominees will:

- Be responsible for implementation and compliance with the policy within their college.
- Facilitate the formation of and chair college academic integrity panels where required.
- Facilitates communication of the panel outcome to all relevant parties.

An Executive officer is nominated by the Head of College and should be a Dean of College or School Director/Associate Head of School (or equivalent)

3. Initial review (Level 1)

- An individual who considers that a student has breached academic integrity should report the allegation by providing supporting evidence to the Module Leader.
- If the Module Leader determines that there is no case to answer, the investigative process will cease.
- In cases where the assessed work is found to display poor levels of scholarship, and it is deemed appropriate to deal with this without formally recording an academic integrity breach, the Module Leader will ensure the mark reflects the poor scholarship and that the student is offered advice and support.
- If the Module Leader supports the allegation, they should refer the case to the relevant Academic Integrity Adviser. If it is an Academic Integrity Adviser who is raising the allegation, then an alternative Academic Integrity Adviser should fulfil the Academic Integrity Adviser role.
- In cases where the evidence suggests a breach of academic integrity has occurred, the student will be advised in writing of the nature of the concerns and the proposed

outcome/outcome. The student will be invited to meet with the Academic Integrity Adviser and will have five working days to confirm whether they will be attending.

- If the student does not respond or declines the invite, the outcome for the academic integrity breach as determined by the Academic Integrity Adviser and confirmed by the Executive Officer will be applied. The student will normally be notified of the outcome within five working days of the date of their response to the initial communication.
- If the student confirms they wish to attend a meeting with the Academic Integrity Adviser to discuss the allegation, the case proceeds to Level 2.

4. Meeting with an Academic Integrity Adviser (Level 2)

- The University will give reasonable notice of the meeting, normally a minimum of 5 working days. The student may be accompanied by a friend or adviser from the Students' Union Advice Centre; however, they will not be able to speak on the student's behalf.
- Meetings can be online or face-to-face and may be recorded.
- An Academic Integrity Adviser can request that a subject-matter expert attend the meeting to explore the student's level of knowledge and understanding of the assessment topic.
- In the meeting, the Academic Integrity Adviser will review the evidence including any explanation provided by the student and consider the nature and extent of the alleged breach. They will consider the contribution of the work item or component to the whole module and whether the student has previously been found to have breached academic integrity.
- The student may be informed of the recommended outcome/outcome in the meeting.
- Within five working days of the meeting, the student will normally receive the final decision of the Executive Officer in writing, unless further investigation is required.
- An Academic Misconduct Panel (see section 4.6) will be convened to confirm the outcome if the outcome recommended by the Executive Officer is either Band E or F.
- If the Academic Integrity Adviser concludes that further review of the case is required, a College Academic Integrity Panel will be convened and the case proceeds to Level 3.

5. Academic Integrity Panels (Levels 3 and 4)

College Academic Integrity Panel (CAIP) Terms of reference

- A College Academic Integrity Panel will be chaired by the Executive Officer or nominated representative and a minimum of two members of academic staff from the college who are unrelated to the investigation, ideally one of whom will be from the discipline area.
- A College Academic Integrity Panel will be convened by the Executive Officer or nominated representative where the information and evidence concerning a case is inconclusive and requires further exploration.

University Academic Integrity Panel (UAIP) Terms of Reference

- Any investigation into a breach of academic integrity which may result in a Band E or Band F outcome will be referred to a University Academic Integrity Panel to confirm the decision.
 - University Academic Integrity Panels will be chaired by an Executive Officer or nominated representative and a minimum of two members of academic staff, one of whom must be from outside the college. All members of an Academic Misconduct
-
- Panel meetings can be online or face to face and may be recorded. The investigation will review the evidence, establish whether a breach has occurred and, if so, its nature and effect, and the appropriateness of any penalties to be imposed. During this investigation, it may be necessary to consider other module assessments and further evidence may arise.
 - A student may be invited to panel meetings. The University will give reasonable notice of the meeting, normally a minimum of 5 working days. In these cases, the student is encouraged to be supported through the process by a friend or adviser from the Students' Union Advice Centre. The Panel meeting may be rescheduled if the student is unable to attend, but if the student declines a second invitation then it will proceed without their attendance. A written statement by the student will still be taken into consideration if they are unable to attend the panel meeting.
 - In cases where two (or more) students may be involved e.g. collusion, the Academic Integrity Panel may request a joint meeting and/or share the statements and evidence with those involved.
 - The Executive Officer will report the decision of the Academic Integrity Panel in writing to the student, normally within five working days of the meeting.

6. Appealing an outcome

The only grounds for appealing the outcome of an investigation into a breach of academic integrity are where:

- The student believes there has been a material and significant administrative error or other material irregularity in the management of the case **or**
- There is new evidence, which for valid reason was not previously available and might have materially affected the outcome and outcome applied.

Students must appeal the outcome of an investigation within ten working days by contacting studentcasework@uwe.ac.uk

7. Outcomes

Summary of applicable outcomes for cases at undergraduate and postgraduate taught level.

Band	Nature of breach	Outcome Details	Further information
BAND A1	Minor concerns e.g. small-scale mistakes that can be corrected through feedback and do not materially affect the integrity of the work.	Not recorded as a formal breach but concerns are noted and will be taken into consideration if a subsequent breach happens.	For first time breaches, a student also receives a written warning about consequences of a further breach, including signposting to support resources and/or advice as appropriate. There is an expectation for the student to engage with the support resources provided.
BAND A2	Poor scholarship e.g. weaknesses in referencing, paraphrasing, or source use that are significant enough to affect the quality or credibility of the submission.	Not recorded as a formal breach but concerns are noted and will be taken into consideration if a subsequent breach happens. Assessment mark is adjusted to reflect the concerns.	
BAND B	- A significant breach of academic integrity that invalidates a substantial section of the assessment but does not undermine confidence in the assessment process. - Second breaches at Bands A1/A2	Mark of 0 for the work item	
BAND C	- A serious breach of academic integrity that undermines confidence in the assessment process and presents a risk to the integrity of the award. - Second breaches at Band B level	Mark of 0 for the work item with a mark reduction (40% levels 3-6, 50% level 7) applied to the work item if a resit or retake is required.	In some instances, a Band E outcome may be deemed appropriate for second breaches at the Band C level (see Band E below). Referral to other university procedures/policies including fitness to practice/professional suitability/student conduct Band E and F outcomes will be approved by a University Academic Integrity Panel.
BAND D	Second breaches at Band C level	Mark of 0 for the work item, and mark reduction applied to the whole module (40% levels 3-6, 50% level 7) if a resit or retake is required.	
BAND E	Multiple breaches (two or more) at Bands C or D level depending on the nature of the breach	Not permitted to continue on the programme (required to withdraw) Student is permitted to complete modules they are currently enrolled on, excluding the one where the breach has occurred	
BAND F	- Three or more breaches at Band C or above - Repeated deliberate and significant undermining of assessment integrity	Immediate expulsion from the university.	

8. Guidance to inform an outcome

Issues which may be considered when deciding an appropriate outcome for breach of academic integrity include:

- Whether the student accepts a breach, if a breach has been found, at the earliest opportunity;
- Whether the student intended to deceive, and/or their honesty and integrity in dealing with the investigation;
- Whether the student has breached academic integrity previously;
- Volume/proportion of the assessment affected;
- Size of assessment with respect to the overall module, and credit-weighting of the module;
- Level of study, amount/nature of previous study;
- Impact of outcome on progression;
- Issues identified concerning the clarity of the assessment brief.
- Personal circumstances

Outcomes of academic integrity breaches for students on awards validated or accredited by professional or statutory bodies may be constrained by the regulations of those bodies. This may include reporting the breach to the professional or statutory body.

9. Professional suitability

- The outcome confirmed for a student registered on a professionally accredited programme will be communicated to the Head of School who may report the outcome to the regulatory body if required.
- If a Band E or F outcome is confirmed for a student registered on a professionally accredited programme, the Head of School will report the outcome to the regulatory body and also decide whether the student is permitted study on a professional accredited programme at the university in the future. This decision will be recorded in the university's record system.

10. Group work

Any outcome applied in the event of an academic integrity breach will normally be applied to all members of the group. The two exceptions are:

- a. where a member of the group acknowledges, in writing to the Academic Integrity Adviser, that they have breached academic integrity;

- b. where the breach can be shown to have been committed by (a) specific member(s) of the group responsible for those sections of the work that are the subject of the breach.

In the case of these exceptions, the outcome will only be applied to the member(s) of the group who has breached academic integrity.

11. Reporting outcomes to the Examining Boards

It is not within the remit of the Examining Board to determine whether a breach has occurred or to decide on an appropriate outcome.

However, where an academic integrity breach is found to have occurred in relation to one or more modules the Examining Board may take these into account when considering decisions on:

- compensation of failed credit;
- Whether any further action is required such as referral to other UWE Bristol policies and/or external bodies e, g. professional, statutory or regulatory bodies.

Investigation procedures and penalties for Postgraduate Research degrees

1. Expectations

The University considers that all allegations of breaches of academic integrity relating to research study undertaken by postgraduate researchers for the purpose of an MPhil or Doctoral level award are serious and must be investigated accordingly. All students of the University, including postgraduate researchers, are subject to the University's published policy about academic integrity and breaches of academic integrity.

2. Regulations

E10. Research Governance, Conduct and breaches of academic Integrity

- (i) Candidates must comply with the University (and/or the approved equivalent collaborative partner institutions) policies and Code of Good Research Conduct as set out in Regulation A5.
- (ii) The Director of Studies and supervisory team will ensure that candidates have access to information and training on the University's expectations.

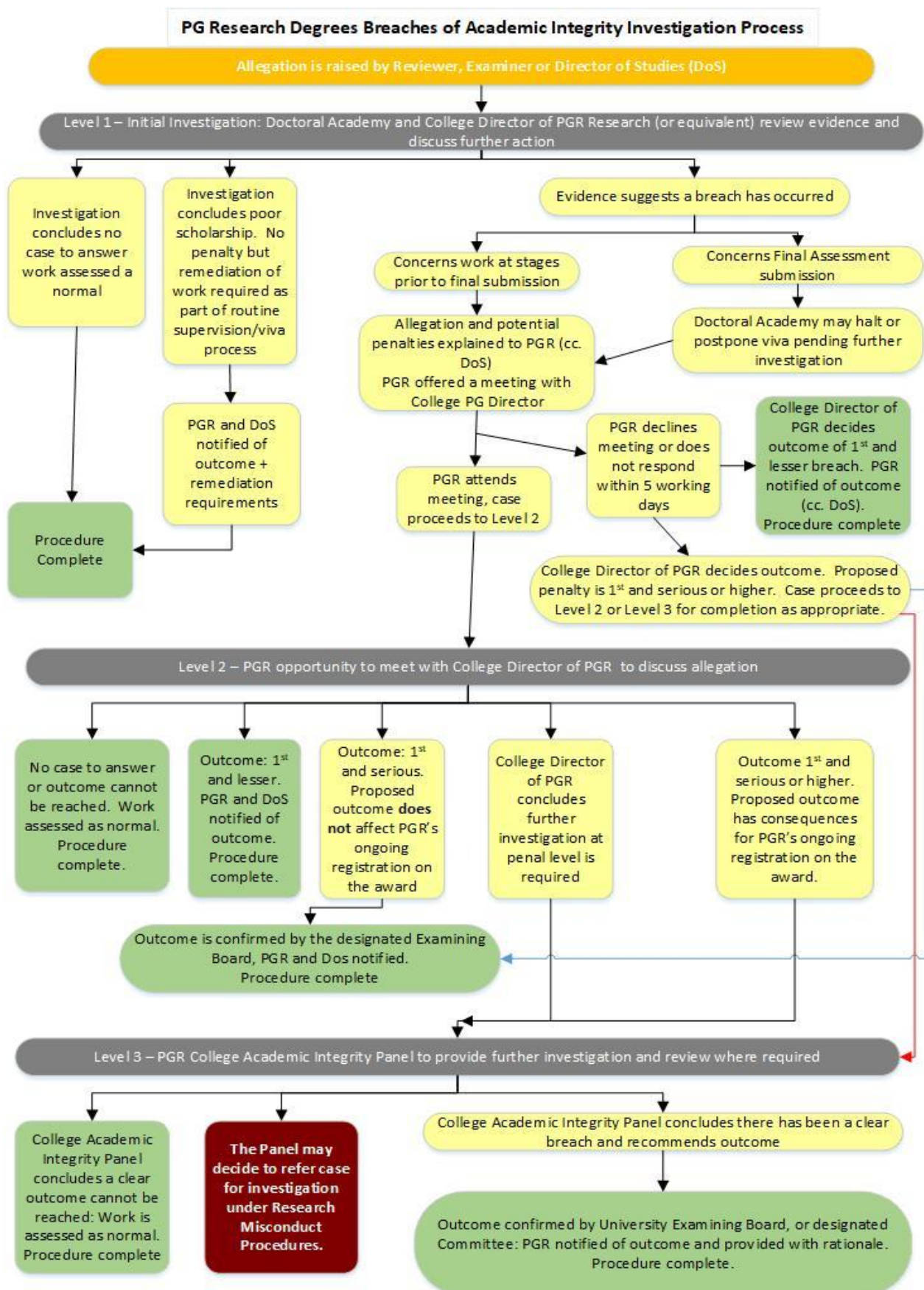
- (iii) Allegations of misconduct will be investigated in accordance with the procedures set out in the University's Code of Good Research Conduct and/or the University's Academic Integrity Policy.

3. Scope of the investigation procedures

Allegations of academic integrity breaches made against postgraduate researchers (PGRs) registered on an MPhil or doctoral level award (including those who are also members of University Staff or affiliated Staff) will be investigated under the University's Academic Regulations and Procedures as follows.

1. Allegations of academic integrity breaches made against PGRs relating to the assessment of taught elements of the award for which UWE credit is awarded (e.g., taught modules) will be investigated in accordance with part D10 of the University Regulations and procedures relating to taught programmes within this policy.
2. Allegations of academic integrity breaches made against PGRs relating to the assessment of the research project, the thesis or the critical commentary (MPhil/DPhil by publication), or any other element of research undertaken directly relating to the award, will be investigated under regulations at D10 and E10 and the procedures described below. The investigation will align with the principles of the University Code of Good Research Conduct as appropriate.
3. Allegations of research misconduct relating to any other area of research with which the postgraduate researcher is connected will be investigated under procedures set out in the University Code of Good Research Conduct. In addition, the investigating College Director of PGR or PGR Academic Integrity Panel Chair may also refer a breach of academic integrity for consideration under the University's Research Misconduct Procedures at any stage where there are clear grounds to do so.

4. Diagrammatic summary of investigative procedures



5. Breaches of academic integrity outcomes

Summary of applicable outcomes for proven breaches of academic integrity in MPhil and doctoral level awards

The outcome tariff is designed with due regard to:

- the intent to deceive;
- the proportion of the material affected;
- the level of study;
- the extent of previous skills support training having been undertaken;
- any previous breaches having been recorded against the candidate by the University at any level of study, but particularly at Masters level 7 and Doctoral level 8.

Outcomes	Nature of the breach	Normal outcome to be applied, or range of penalties where there is more than one available.
Poor scholarship	Incomplete, inaccurate or missing citation in a small number of instances.	• Details of areas for concern are included in written feedback and sent to both the candidate and the Director of Studies (DoS), who must meet to agree a plan of action to improve the candidate's understanding of good academic practice and any further training needed. • All examples must be rectified within the work concerned. • Poor scholarship within a thesis submitted for final examination will be raised as part of the viva process and will require correction and / or amendment as appropriate. • No breach will be recorded on the candidate's student file/record.
First and lesser breach (Not applicable for breaches found in a thesis submitted for final examination)	Evidence shows plagiarism or other breach of a minor nature in terms of volume with very little significance to the piece of work overall.	• The investigating College PGR Director (or other designated person) issues a formal written warning to the candidate copied to the DoS, advising that further breaches will be deemed 'serious' and may result in a severe outcome being applied from the range described.

		• The breach is recorded candidate's student file/record until graduation. • Candidate and DoS must meet to agree an action plan as above which will be subject to College/School scrutiny as appropriate. • All examples must be rectified within the work concerned.
All other breaches including: First and serious breach; Second / subsequent breaches; All breaches detected within the thesis after its submission for final examination, other than instances of poor scholarship.	Evidence shows plagiarism or other academic integrity breach that: • Is not extensive and is of relatively minor significance to the piece of work or thesis; or • Is extensive amounting to a considerable portion of the piece of work or thesis, or there are numerous occurrences throughout the work or • is significant and compromises the academic integrity of piece of work or thesis as a whole; or • The candidate has committed a second/subsequent breach, where a proven previous breach has also been recorded against them.	• Affected material is redacted within the work to the investigating Director's satisfaction and the assessment is permitted to go ahead. or • The candidate is required to resubmit the work or thesis for assessment in a manner and within a timescale decided by the Investigating Director (or other designated person)/College Academic Integrity Panel no further resubmission outcome permitted; or • The candidate is required to withdraw by the College Academic Integrity Panel and their registration is terminated, no resubmission is permitted. The candidate will not qualify for the award on which they are registered; and/or • The candidate is referred for investigation under the University Research Misconduct Procedures. • In all cases the breach will be recorded on the candidate's student file/record and included in future academic references.

6. Roles and responsibilities

The Doctoral Academy will:

- Provide advice to staff members on whether a suspected breach of academic integrity should be referred to the PGR breach of academic integrity process.
- Provide guidance and advice to individual PGR candidates who have been referred to the breach of academic integrity process.
- Take an active role in monitoring and analysing data concerning breaches of academic integrity and provide guidance on suitable investigative actions within the scope of the policy.
- Provide support and regulatory guidance to the investigating College Director of PGR (or other designated person) or College Panel throughout an investigation into a breach of academic integrity.

The College Director of PGR (or equivalent designated person) will:

- Be responsible for implementation and compliance with the policy within the College in so far as it applies to postgraduate research and PG researchers.
- Take an active role to identify and promote good practice in relation to the detection and deterrence of academic integrity breaches within postgraduate research.
- Facilitate the formation of College PGR Academic Integrity panels where required and support the College Dean of Research and Enterprise who will chair College PGR Academic Integrity panels.
- Facilitate communication of the investigation outcome to all relevant parties in conjunction with the Doctoral Academy.

7. Initial allegation – a breach is suspected.

- A person who considers that a postgraduate researcher (PGR) has committed a breach of academic integrity within research work submitted for assessment or review must report the allegation in writing as soon as possible to the Doctoral Academy. Preliminary evidence to support the allegation should also be included. The Doctoral Academy will liaise with the Director of PGR (or other designated person) for the College in which the PGR candidate is registered.
- Where the allegation concerns work submitted for the Progression Examination the viva may need to be postponed while the investigation is taking place. The Doctoral Academy will inform the PGR candidate of this.
- Where the allegation concerns work that has already been submitted by the PGR for final assessment (i.e., the thesis or critical commentary) the Doctoral Academy will liaise with the College Director of PGR (or other designated person) to determine whether it is necessary to suspend the final assessment process or postpone the viva voce examination while further investigation of the allegation is carried out.

8. Initial investigation (Level 1)

- The investigating College Director of PGR/other designated person and the Doctoral Academy will consider the preliminary evidence and carry out additional investigation to determine whether there is a case to answer, and if so the likely seriousness of the breach.
- If there is the potential for a conflict of interests the allegation will be investigated by another member of the College as appropriate or by the Director of PGR for another College.

No case to answer

- If the investigating Director of PGR decides that there is no case to answer, the investigation process will cease. No breach will be recorded on the PGR candidate's student record.

Poor Scholarship

- If the investigating Director of PGR decides at this preliminary stage that the issue is one of a poor level of scholarship, they will inform the PGR candidate and their Director of Studies (DoS) of this in writing. The work must be corrected as part of ongoing supervision and the DoS will provide advice and guidance to the candidate on good research practice and discuss what further training should be undertaken.
- Where poor scholarship is identified in work submitted for final assessment this will be addressed as part of the viva process through required amendments.
- In either event no breach will be recorded on the PGR candidate's student record.

The evidence suggests a breach has occurred.

- Where the evidence suggests that a breach has occurred it is for the investigating College Director of PGR to determine both the volume and significance of the suspect work to the research project as a whole, and the seriousness of any breach.
- In doing so they may consult colleagues with subject or technical expertise to assist in the investigation. Individuals called upon in this way will be unconnected with the PGR candidate or the research project concerned.
- In the case of work submitted for final assessment the investigating PGR Director may also consult the appointed PGR examiners where this is appropriate (i.e., where the examiners have had sight of the work).
- From this point onwards the PGR candidate's Director of Studies (DoS) and supervision team will play no part in the investigation, other than to provide information or evidence as required by the investigating College Director of PGR.
- The nature and complexity of allegations about doctoral level work means that this investigation stage may take some time. Where the investigation is likely to take more than 10 working days from the date the allegation is received, the Doctoral Academy will write to the candidate (cc the DoS) to explain this and provide an estimate of when the investigation stage is likely to be concluded. Updates will be issued if the investigation takes significantly longer than estimated.

- Once the Level 1 investigation stage is complete the investigating College Director of PGR will write to the candidate to explain the allegation and the potential penalties that may be imposed. The candidate will be invited to meet with the investigating Director of PGR to discuss the allegation. The candidate will have five working days to respond to this letter.
- The letter will be sent to the candidate's UWE email address and by post to their registered address.
- The letter will signpost the candidate to university sources of support and advice including the Student Union Advice Centre and Wellbeing Service support.
- If the candidate declines the meeting or does not reply without good reason, the Director of PGR will move to consider the outcome of the investigation and decide any outcome as appropriate, forwarding the case for further review or confirmation if the seriousness of the breach requires it. The candidate will have no further opportunity to meeting to explain their actions or submit further evidence at this stage.
- If the candidate confirms they wish to attend the meeting the case proceeds to Level 2.

9. Meeting between the candidate and the investigating College Director of PGR (Level 2)

- The University will give reasonable notice of the meeting, normally a minimum of five working days. The candidate may be accompanied by a friend or adviser from the Student's Union Advice Centre, but they will not be able to represent the candidate or speak on their behalf.
- A face-to-face meeting is preferred, but the meeting can be conducted online where necessary. The meeting may be recorded, or a contemporaneous note of the meeting taken.
- A member of the Doctoral Academy staff will attend the meeting to advise on regulatory matters and in absence of suitable recording equipment will take a written note of the proceedings for subsequent circulation to attendees.
- The investigating Director of PGR may also invite another member of staff with subject or technical expertise who may also put questions to the candidate about the work under scrutiny.
- The candidate will have an opportunity to present any additional evidence or mitigating explanation at this point. The Director of PGR will review the evidence, including any mitigation, will consider the nature and extent of the breach, and the outcome as appropriate.
- The candidate may be advised of the likely outcome and proposed outcome at the meeting if it is appropriate to do so but will receive written confirmation of the outcome from the investigating Director of PGR within ten working days.
- Where it is found that there is no case to answer the process will stop and no breach will be recorded on the candidate's student record. Assessment of the work may then resume as normal.
- Where the breach is found to be first and lesser this outcome confirmation will comprise a written warning to the candidate, copied to the Director of Studies.

- Where the breach is found to be first and serious, but the outcome proposed will not affect the candidate's ongoing registration on the award the outcome will be confirmed in writing, and the Examining Board will be informed of the outcome.
- Where the breach is found to be first and serious or higher and the proposed outcome has potential consequences for the candidate's ongoing registration on the award, or where the investigating Director of PGR concludes that further investigation is required, the case will be referred to the College PGR Academic Integrity Panel and proceed to Level 3.

10. College PGR Academic Integrity Panel provides further investigation and review (Level 3).

College PGR Academic Integrity Panel terms of reference

- A College PGR Academic Integrity Panel will be chaired by the College Dean for Research and Enterprise (or nominated representative) and comprise a further two members of academic staff, one of whom will be the College Director of PGR who conducted the initial investigation, and the other a representative from outside the College who is an experienced research supervisor having successfully supervised at least four candidates to completion, and has completed the UWE supervisory training. In addition, a subject or technical expert nominated by the Chair may be added to the panel in an advisory capacity.
- No member of the panel will have a connection to the PGR, the supervisory team, or the research project.
- A senior member of Doctoral Academy staff will attend the panel to provide regulatory advice and guidance.
- The Panel will be convened by the College Dean for Research and Enterprise where the

Level 3 panel process

- A face-to-face meeting of the College PGR Academic Integrity Panels is preferred, but meetings may be conducted online where necessary. Meetings may be recorded.
- In the absence of suitable recording equipment, the Doctoral Academy will take a note of the proceedings for subsequent circulation to attendees.
- The candidate may be invited to a College PGR Academic Integrity Panel meeting. Where Chair of the Panel decides that this is appropriate the University will give the candidate reasonable notice of the meeting, normally a minimum of 5 working days. The candidate is strongly advised to be accompanied at the Panel by a friend or adviser from the Student's Union Advice Centre who may support the candidate but may not represent or speak on behalf of the candidate, or take any active role in the meeting.
- The Panel may be rescheduled if the candidate has been invited but is unable to attend, but if the candidate declines a second invitation, then it will proceed without their attendance.
- A written statement by the candidate can be considered by the Panel if they are unable to attend.
- The Panel will review the evidence, decide the outcome of the investigation, and where

required decide an appropriate outcome from the range available.

- The Chair of the Panel will write to the candidate informing them of the outcome decision and any outcome, normally within 10 working days of the meeting. The outcome will subsequently be reported to the Examining Board
- In addition to, or instead of an outcome decision and outcome from the range available at 3. above, the Panel may decide to refer the case for investigation under the University's Research Misconduct Procedures. In which case the candidate will be informed in writing of this decision.

11. The outcome to be imposed results in withdrawal of registration.

- Where the outcome decided by the Academic Integrity panel requires the PGR candidate to withdraw, their registration will be terminated, and no award will be made. In such cases the outcome decision will override any right of the candidate to defend their work at a viva voce examination of their work.

12. Additional procedures for the investigation of allegations arising during the final assessment process for PGR awards.

- A PGR examiner who suspects a breach may have occurred while scrutinising the thesis or submitted work prior to the viva should contact the Doctoral Academy as soon as possible as at section 5. of these procedures above.
- Where concerns arise once the viva voce examining panel has assembled or during the viva itself the examiner should raise their concern with the Independent Chair who is responsible for the conduct of the viva.
- Following a brief discussion with the examining panel in camera (in private) the Chair will decide whether the viva should continue or, in extremis, should be stopped. The Independent Chair may contact the Doctoral Academy for advice on this point, and must contact the Doctoral Academy immediately if it is deemed necessary to stop the viva.
- Where the viva continues the examiners may question the candidate about areas of concern within the thesis/submitted work and this should be clearly recorded in the examiners' outcome report. If at the end of the viva the examiners are not confident that the thesis/submitted work is the candidate's own work, then this should be indicated in the relevant section of the report.
- The Doctoral Academy will liaise with the relevant College Director of PGR to determine the necessary course of action or ensuing investigation as per the procedures described above.
- Where a breach of academic integrity is found to have occurred in the thesis/submitted work after it has been examined but before the degree has been awarded, the Examining Board may delay confirmation of the award while an investigation takes place. Subject to the outcome of the investigation the decision of the examiners may then need to be reconsidered, or the award may be withdrawn and the candidate's registration terminated.
- Where a serious breach of academic integrity is found to have occurred in a thesis or

submitted work after an award has been conferred, the University reserves the right to investigate further and rescind the award if necessary, and to inform any journal or other publication which the research contained within the PGR project has been published that a breach of academic integrity or research misconduct has occurred.

Partnership students

The procedures detailed in this document also apply to students studying at UK partner colleges and international partners.

UK Partnership students

- The partner is responsible for reporting all alleged breaches of academic integrity to the relevant Faculty Academic Integrity Adviser at UWE.
- The partner has the responsibility for investigating and providing evidence of an academic integrity breach to UWE.
- UWE has the final decision regarding the outcome of the investigation and will communicate the decision to the student.

International partnership students

- The partner is responsible for reporting all alleged breaches of academic integrity to the Partnerships Team at UWE.
- The partnership agreement confirms that identification and investigation of breaches of academic integrity are conducted by the relevant Module Leader and Academic Integrity Adviser at the partner location.
- UWE is informed of the outcome of the investigation into a breach of academic integrity and the outcome recommended by the partner. UWE has the final decision regarding the outcome of the investigation, so may request that the partner change the outcome.
- The partner is responsible for notifying the student of the outcome.