

Procedure for cases of alleged Academic Misconduct – FOR STAFF

If Academic Misconduct is suspected the School should:

- Plagiarism/Collusion only - confirm with Registry Student Services (discipline@abdn.ac.uk) if there are any previous findings of Plagiarism or Collusion.
- Notify the student clearly stating the allegation in writing, with a copy of the evidence to be reviewed.
- Arrange a meeting with the student within 10 working days - student can be accompanied by 1 person.
- A note taker and the Head of School (or nominee) should be present. For suspected contract cheating the interview should be audio recorded
- Head of School (or nominee) will decide following the meeting if the allegation is still suspected.
- Send the student, within 5 working days, a copy of the outcome of the meeting and the meeting notes to confirm their accuracy.

