

08.6

GUIDANCE ON PROCESSING UNFAIR PRACTICE

HOW TO PROCESS UNFAIR PRACTICE STAGES TO FOLLOW

1. Fixed Penalty Options:

- 1.1 If the student opts for the fixed penalty choice for their case, or they do not respond within the given time frame; Academic Registry will forward the case back to School programme and administrative team & School Registry Officers.
- 1.2 The student will have received an acknowledgement of their choice by Academic Registry and will have been informed that they will receive the fixed penalty letter from their School.
- 1.3 The School Registry Officers will place a note on the student's record in V4 that they received a fixed penalty, detailing the module/assessment information.
- 1.4 The School team (normally the people involved in sending out results letters) will need to send the student the fixed penalty letter. This needs to give students the information on the resubmission title, deadline and any other information regarding the assessment. It should also detail payment information (please see the suggested format for the fixed penalty letter – Volume 1, Section 08.7 in the Academic Handbook).

2. Exam Board Options:

- 2.1 Once a student has requested that their case be dealt with by the Exam Board, or they do not respond within the given time frame, Academic Registry will forward the case back to School programme and administrative team and School Registry Officers.
- 2.2 School Registry Officers will note the exam board option on V4, giving module/assessment information.
- 2.3 The case will then be referred back to the next Exam Board, where an outcome for their case needs to be decided.
- 2.4 Following the Board, the outcome needs to be reported back to Academic Registry using form in the Academic Handbook (Volume 1 Section 8), by the programmes administrative team.
- 2.5 The outcome should be recorded on V4 by the SROs.

3. Committee Of Enquiry Outcomes:

- 3.1 Following a Committee of Enquiry the outcome will be reported back to the School programme team, administrators and School Registry Officers by Academic Registry.
- 3.2 The student will have already received the outcome in writing.
- 3.3 SROs will enter the outcome on V4 on the student's record.
- 3.4 The School programme team will need to take any steps in relation to resubmissions, re-taking of modules, as outlined in the student's outcome letter.
- 3.5 Academic Registry will have sent the student information on the payment of any fees.

4. Collaborative Provision Students:

- 4.1 **All** of the above processes apply for Collaborative Provision students, although the International and Partnerships Office will be responsible in all instances where the School Registry Officers and programme team are responsible in sending communications to either the student, or Academic Registry.

IF THERE IS ANY UNCERTAINTY RELATING TO UNFAIR PRACTICE, PLEASE REFER TO THE ACADEMIC HANDBOOK, SECTION 8, WHERE ALL REGULATIONS AND PROCEDURES ARE DETAILED