

Academic Misconduct: Investigation Procedure

Revision History

Version	Last revised	Next review date	Policy Owner	Notes
1.0	January 2019		Corporate Services	

All investigations will adhere to the following procedures:

1. **Confidential** – investigators will have, of necessity, access to confidential information about the college and individuals. Investigators must ensure that all information collected must be kept secure and not disclosed to third parties with the exception of regulators or the Police.
2. **Impartiality** – all investigations will be undertaken by a senior manager appointed by the Principal. Allegation will be judged against the specific evidence and facts of the case before coming to a decision about intention or culpability.
3. **Individuals rights**
 - Individuals who are suspected of misconduct are to be formally notified in writing of the allegation against them and of the evidence which supports the allegation
 - Individuals should have the opportunity to consider their response in writing and to seek advice should they need to. A reasonable time scale should be set for this response to be made.
 - Individuals must be informed of the possible outcomes, sanctions and penalties that could be imposed if the allegations are proven and of any further consequences that may arise from the awarding body, the college or in criminal cases, the Police
 - Individuals should receive details of the Appeals Procedure from the college handbook
4. **Staff Interviews** – when the suspected individual is a member of staff, these interviews will be conducted in line with the procedures in the HR staff handbook. College staff may request that they be accompanied by a friend or colleague in the interview but these requests must be coordinated in accordance with College policies.
5. **Student Interviews** – when a student is to be interviewed and they have additional needs they have the right to have a parent or a representative with them and to have agreement from their parent or guardian before the interview can take place.
6. **Storage and retention of records and evidence** - all relevant documents and evidence should be securely archived and retained for at least three academic years in accordance with City College policy. After this period the records are to be shredded and disposed of securely.

7. Decisions and Actions

- All decisions and actions must be clearly supported by the evidence.
- All actions taken should be monitored to the point of closing the file.
- If any remedial actions or improvements to the college policy and procedures, staffing and resources as a result of an investigation are identified college policy and procedures should be amended forthwith.

8. Proportionality – any actions, sanction or penalty must reflect the weight of evidence and the seriousness of the case. Individuals are not required to admit to the malpractice for it to be dealt with. Individuals must be aware that outcomes may be referred to the Staff Disciplinary or Student Disciplinary Policies