

Leeds Trinity University College

Student Academic and Professional Misconduct Procedure

1 Definitions

1.1 Definition of Academic Misconduct

Academic misconduct encompasses all kinds of academic dishonesty including:

(a) Plagiarism

Any work submitted for assessment must, unless collaborative work has been specifically permitted in the assignment guidelines, be the individual student's own work. In any event, whether the work is from an individual or a permitted collaboration, any passages quoted, from whatever source, must be clearly marked as quotations, and such quotations and any passages which are paraphrased must be properly attributed to their authors. Failure to do so may be regarded as plagiarism.

(b) Cheating in Examinations

In a formal examination situation, students are expressly forbidden to copy from another candidate or from notes and are also forbidden to communicate with other candidates or with any person(s) except the invigilators. Any such actions will be regarded as cheating in examinations.

(c) Collusion

Students who take part in inappropriate or illicit collaboration with other students with the intention of gaining or enabling advantage individually or for a group will be regarded as having colluded, as will students who commission or purchase work from a third party which they present as their own.

(d) Fabrication/falsification

Any student found to have tampered with or defrauded official documentation, or fabricated data or other such content will be regarded as having fabricated/falsified material.

(e) Impersonation

Any student found to be assuming the identity of a third party in order to gain access or advantage will be deemed guilty of impersonation.

1.2 Definition of Professional Misconduct

Professional misconduct encompasses any actions on the part of a student which might render them unsuitable to undertake/continue a professionally-oriented component of their programme of study. Examples of professional misconduct include:

(a) Lack of preparation for/engagement with professional component

If a student's lack of preparation for/engagement with a professional component of their programme of study renders them unlikely to succeed on that component, or would put the reputation of the College at risk should the student undertake/continue the component, this will be deemed professional misconduct.

It is the student's responsibility to manage their placement experience and to communicate with the appropriate personnel at Leeds Trinity, as set out in course literature. Failure to do so poses a risk to the institution and will be deemed professional misconduct.

(b) Failure to comply with an approved Code of Professional Conduct

If a student fails to comply with an approved Code of Professional Conduct, in place in relation to a professionally oriented programme (e.g. programmes of initial teacher training), this will be deemed professional misconduct.

(c) General Inappropriate Behaviour

If a student's behaviour is found to be such that it renders them unlikely to succeed on a professional component in their programme, or would put the reputation of the College at risk should the student undertake/continue the component, or is putting other students at a significant disadvantage, this will be deemed professional misconduct.

2 Consideration of Cases

2.1 Cases of academic misconduct by students which are regarded as **plagiarism** will be investigated and considered at the appropriate level in accordance with the guidance in 2.8 below unless there is an additional complication, for example where it is a student's second offence. In such cases the Chairperson of the Panel of Examiners should seek guidance from the Vice Principal (Registrar) regarding escalation of the case to the Student Conduct Panel.

2.2 When investigating a case of plagiarism the marker must make a judgement as to the intention of the student to deceive and must decide whether an incident constitutes academic misconduct or whether it is a case of poor scholarship. In the case of the latter it would be addressed more judiciously within the marking criteria for the assessment. The marking penalty invoked should be clearly indicated in the written assessment feedback to the student.

2.3 Where more than one student is involved in a particular case (i.e. when **collusion** is alleged), the Chairperson of the Panel of Examiners should seek guidance from the Vice Principal (Registrar) regarding escalation of the case to the Student Conduct Panel and the process to be followed.

2.4 Chairpersons of Panels of Examiners may issue formal warnings and have the power to take decisions and invoke penalties which may ultimately affect a student's progression and/or award. Cases are considered locally in accordance with the procedure detailed in [Annex 1](#). Cases considered by the Chairpersons of Panels of Examiners shall provide the student with an opportunity to attend a meeting to justify their work in the interests of natural justice and to facilitate the student's understanding of acceptable academic and professional conduct.

2.5 Cases of **professional misconduct** relating to a lack of preparation for / engagement with the professional placement or general inappropriate behaviour whilst on placement (non-ITT programmes), or whilst volunteering, will be investigated by the Employer Partnership Manager (EPM). Chairpersons of Panels of Examiners may invite the EPM to investigate cases that have been brought to their attention via other channels. The Employer Partnership Manager may issue formal warnings at an interview with the student in cases where remedial action has taken place and any further consideration of the case would therefore be on procedural grounds alone. More serious cases shall be referred to the Student Conduct Panel and are considered in accordance with the procedure detailed in [Annex 2](#).

2.6 In cases where the professional **attributes and performance** of a student are being assessed against national QTS standards as part of the published programme assessment, in order to recommend a student for an award which includes QTS, the responsibility for consideration lies with the Board of

Examiners. In cases where particular behaviours give rise to an allegation of professional and/or academic **misconduct** the responsibility for consideration lies with the Student Conduct Panel.

- 2.7 All other cases of academic or professional misconduct by students which do not fall into the above categories will be investigated and considered by the Student Conduct Panel (SCP). This panel has the power to take decisions and invoke penalties which may ultimately affect a student's progression and/or award. Cases are considered in accordance with the procedure detailed in [Annex 3](#). Cases considered by the SCP shall provide the student with an opportunity to attend the hearing to justify their work / behaviour.
- 2.8 Differentiation of the level of consideration of cases is made depending on the seriousness of the case. Appropriate thresholds for the consideration of cases of **first offences of plagiarism** are set out in the following table:

	<i>Extent of Plagiarism¹</i>	<i>Considered by</i>	<i>Minimum penalty applicable²</i>	<i>Maximum penalty applicable²</i>
Level 4 / 4a (one or more modules)	Up to 30%	Marker	No formal penalty (plagiarised work struck out, remainder is marked; direct advice given on feedback sheet)	
	More than 30%	Chairperson of Panel of Examiners	A	C
Level 4b / 5 (one module)	Up to 50%	Chairperson of Panel of Examiners	A	C
	More than 50 %	Student Conduct Panel	A	D
Level 4b / 5 (multiple modules)	All	Student Conduct Panel	A – G	
UG Finalists/PG (one module)	Up to 30%	Chairperson of Panel of Examiners	A	C
	More than 30%	Student Conduct Panel	A – G	
UG Finalists/PG (multiple modules)	All	Student Conduct Panel	A – G	

¹ The extent of plagiarism will be a judgment made by the marker in consultation with the Chairperson of Panel as appropriate.

² Penalties are referenced to the penalties table set out in section 3

3 Outcomes and Penalties

When a case of academic or professional misconduct is substantiated, a penalty shall be invoked. When deciding upon a penalty the principle that no student who has been found guilty of misconduct should be placed at an advantage over a student who has attempted and failed should be upheld. The penalty shall be one of the following:

Ref	Description	Applicable by:
A	a formal warning which will be reported to the Academic Quality and Standards Office and will be formally recorded on the student's file and in the SCP database.	Chairperson of Panel of Examiners, Employer Partnership Manager ³ , SCP
B	a mark of zero (or Fail for Pass/Fail modules) will be recorded for the module(s) and the student afforded the normal right of resit for a maximum mark of 40 (UG) or 50 (PG) in order to achieve credit for the module	Chairperson of Panel of Examiners, SCP
C	a mark of zero (or Fail for Pass/Fail modules) will be recorded for the module(s) concerned and the student will be required to present for re-assessment, and to achieve a pass in the component(s) of the module(s) which are subject to cheating/plagiarism, before being permitted to proceed to the next level or to receive an award, irrespective of the number of credits he or she has otherwise achieved. A maximum mark of 40 (UG) or 50 (PG) will be awarded for the module.	Chairperson of Panel of Examiners, SCP
D	a mark of zero (or Fail for Pass/Fail modules) will be recorded for the module(s) concerned and the student will be required to present for re-assessment, and to achieve a pass in each component of the module(s), before being permitted to proceed to the next level or to receive an award, irrespective of the number of credits he or she has otherwise achieved. A maximum mark of 40 (UG) or 50 (PG) will be awarded for the module.	SCP
E	a mark of zero (or Fail for Pass/Fail modules) will be recorded for the module(s) concerned and the student will be required to present for re-assessment, and to achieve a pass in each component of the module(s) before being permitted to proceed to the next level or to receive an award, irrespective of the number of credits he or she has otherwise achieved. The student will not be allowed credit for the module(s) concerned, even after having passed at re-assessment	SCP
F	the student will be required to withdraw from the College with no opportunity for re-assessment	SCP
G	any other penalty which the SCP deems to be appropriate.	SCP

4 Right of Appeal

A student who is found guilty of academic or professional misconduct may appeal against the decision of the Chairperson of the Panel of Examiners / Employer Partnership Manager or SCP. Appeals will be considered in accordance with the procedure detailed in [Annex 4](#).

5 Further Advice

Independent advice on the operation of these procedures may be obtained from the [Assistant Academic Registrar \(Academic Quality & Standards\)](#).

JES, June 2009; Updated: LTAC 6 October 2010; 23 February 2011, AB 11 May 2011, AB 15 June 2011, QESEC 23 November 2011.

³In relation to professional misconduct on placement, as set out in 2.4.

Process for Local Consideration of Cases of Plagiarism

1 Upon the discovery of plagiarism in an assignment the marker will produce the Turnitin Originality Report or highlight the plagiarised passages in the student submission, depending on whether the work has been submitted electronically or not.

2 Process for Consideration by the Marker

2.1 For a level 4 assignment, if the passages amount to less than 30% of the overall assignment the marker will strike out the plagiarised passages and mark the remainder of the work.

2.2 Direct advice regarding referencing and the avoidance of plagiarism will be given in the written assignment feedback.

2.3 For a level 4 assignment, if the passages amount to more than 30% of the overall assignment the marker should refer the assignment to the Chairperson of the Panel of Examiners together with the sources of the plagiarism (also highlighted and indexed).

2.4 For all other assignments, whatever the extent of plagiarism, the marker should refer the assignment to the Chairperson of the Panel of Examiners together with the sources of the plagiarism (also highlighted and indexed).

2.5 In all cases the marker may request that the assessment is second marked where they have some uncertainty or concerns, in accordance with Section 3.3 of the Guidance for Examiners.

3 Process for Consideration by the Chairperson of the Panel of Examiners

3.1 Upon receipt of an assignment containing plagiarised passages, the Chairperson of the Panel of Examiners, in consultation with the marker as necessary, will satisfy him/herself that there appears to be a case to answer by examining the source documents provided by the marker.

3.2 The Chairperson of the Panel of Examiners will ascertain the extent of the plagiarism and will consult the table in section 2 of the Student Academic and Professional Misconduct Procedure and take the following action as appropriate:

(i) If the extent of plagiarism is within the aforementioned approved thresholds for consideration by the Chairperson of the Panel of Examiners, he/she shall follow the procedure in 3.3 – 3.8 below;

(ii) If the extent of plagiarism is outside the aforementioned approved thresholds for consideration by the Chairperson of the Panel of Examiners, he/she shall refer the assignment formally to the Vice Principal (Registrar) for consideration by the Student Conduct Panel. A copy of the allegation(s) will be sent to the student by the Academic Quality & Standards Office in accordance with the process for the central consideration of cases.

3.3 The Chairperson of Panel of Examiners will invite the student to meet with them. The Chairperson of Panel of Examiners may also invite the marker to be present at the meeting if they wish. The student may be accompanied by a companion if s/he chooses. Wherever possible the meeting should be held in term-time and the student given 7 days notice of the meeting date. If the meeting cannot be

arranged in term-time a suitable date should be arranged in consultation with the student to ensure that they are able to attend⁴. Should the student choose not to attend the meeting then, provided the aforementioned criteria has been met, the Chairperson of Panel of Examiners may make a judgement on the case in the absence of the student. In exceptional cases, at the request of the student and subject to approval by the Vice Principal (Registrar), the meeting may be conducted via correspondence (paper or electronic). However, students should be encouraged to attend in person and should be advised that it is in their best interests to do so.

3.4 At the meeting the Chairperson of Panel of Examiners will:

- (i) show the work and sources to the student and explain that the identified passages appear to constitute plagiarism;
- (ii) ask the student for an account of how the work was produced;
- (iii) attempt to gain an understanding that the student is aware of the dangers of producing work in this way and how similar allegations might be avoided in the future;
- (iv) ascertain from the student whether there were any extenuating circumstances⁵;
- (v) make notes of the meeting, which may be required for any subsequent appeal.

3.5 If the case is not found the Chairperson of the Panel of Examiners will inform the student at the end of the meeting that no further action will be taken and will return the work to the marker with instructions that the entire piece of work should now be marked. The Chairperson of Panel of Examiners shall report the case to the Academic Quality & Standards Office on the appropriate report form to lodge on the Academic & Professional Misconduct database for statistical purposes, normally within 7 days of the meeting, and shall provide a copy to the student.

3.6 If the Chairperson of Panel of Examiners decides that a case of plagiarism has been substantiated he/she shall determine the penalty which shall be one of the penalties listed in the penalties table in the Student Academic and Professional Misconduct Procedure. The Chairperson of Panel of Examiners shall report the case to the Academic Quality & Standards Office to lodge on the Academic & Professional Misconduct database and to Student Administration to report to the Board of Examiners and lodge on the student file, normally within 7 days of the meeting and shall provide a copy of the report to the student.

3.7 In the case of a formal warning being given the Chairperson of Panel of Examiners will:

- (i) explain to the student that the plagiarised portions of the work will be struck out by the marker and will not be marked, and consequently the mark will reflect poor academic practice;
- (ii) issue a formal written warning to the student, noting the extent of the plagiarism that has taken place, sending a copy of this to the Academic Quality & Standards Office and Student Administration with the meeting report form;
- (iii) return the work to the marker with a copy of the formal warning to confirm that the process has been completed and the remainder of the work should be marked;

⁴ Where a decision on plagiarism cannot be reached within the current academic year student registration in the new academic year would remain as provisional.

⁵ If extenuating circumstances are taken into account when deciding upon an appropriate penalty then they must be supported by independent evidence.

3.8 In the case of a penalty being imposed:

- (i) the Chairperson of Panel of Examiners will return the work to the marker with a copy of the report form to confirm that the process has been completed and that a mark of zero must be returned.
- (ii) Student Administration will report the penalty to the Board of Examiners in accordance with College regulations.

Process for Consideration of Cases of Professional Misconduct: Professional placement (non-ITT programmes) and Volunteering

1 If the Employer Partnership Manager (EPM) identifies that there is a case of professional misconduct to answer on the basis of lack of preparation for / engagement with the professional placement or general inappropriate behaviour whilst on placement he/she shall assemble a case, to include a record of contact made with the student and a report from the employer, as appropriate.

2 In order to assemble the case the Employer Partnership Office (EPO) will contact the placement module co-ordinator to collect any further information that is available in the Department. It is the responsibility of the placement module co-ordinator to liaise with colleagues to collate any information held in the Department (e.g. the placement tutor, the student's progress tutor and Chairperson of the Panel of Examiners and/or Head of Department).

3 Process for Consideration by the Employer Partnership Manager

3.1 The Employer Partnership Manager will invite the student to meet with them to discuss placement arrangements. If it is found that the student had not followed the correct procedure, as set out in the relevant Placement Handbook, but has since redeemed the situation with the Employer Partnership Office or the employer, as appropriate, the Employer Partnership Manager will not refer the case for consideration by the Student Conduct Panel on procedural grounds alone.

3.2 In recognition that not following correct procedure is a risk to the institution and may constitute professional misconduct the Employer Partnership Manager may issue a formal warning to the student. The report of the meeting and the formal warning will be copied to the Academic Quality & Standards Office to lodge on the Academic & Professional Misconduct database and to Student Administration to lodge on the student file. A copy will simultaneously be sent to the relevant Chairperson of the Panel of Examiners and module co-ordinator, for information.

3.3 If the case cannot be resolved by the Employer Partnership Manager he/she shall refer the case, formally in writing, to the Vice Principal (Registrar).

4 Process for Consideration by the Student Conduct Panel (SCP)

4.1 Upon receipt of the case the Vice Principal (Registrar) (or nominee) shall:

- (i) commission a further investigation of the circumstances as necessary;
- (ii) determine whether to convene a meeting of the Student Conduct Panel; if a meeting is so convened it will have the following membership, in accordance with the Committees of the Academic Board Terms of Reference:
 - a senior Member of staff nominated by the Vice Principal (Registrar) (Chairperson),
 - a minimum of two additional members of senior staff, nominated by the Chairperson, neither of whom are from the subject area relating to the case to be heard.
 - the Students' Union President or nominee will be invited to sit in attendance at the hearing.

- 4.2 on behalf of the Student Conduct Panel, the Academic Quality & Standards Office shall:
- (i) arrange the time and venue for the meeting in consultation with the panel members and the Chairperson of the Panel of Examiners who submitted the case. If the meeting cannot be arranged in term-time the student should also be consulted on the arrangements to ensure that they are able to attend⁶; In exceptional cases, at the request of the student and subject to approval by the Vice Principal (Registrar), the meeting may be conducted via correspondence (paper or electronic). However, students should be encouraged to attend in person and should be advised that it is in their best interests to do so.
 - (ii) invite the Employer Partnership Manager to attend the meeting;
 - (iii) invite the Chairperson of the Panel of Examiners (or nominee) and/or the placement module co-ordinator to attend the meeting, as appropriate;
 - (iv) write to the student requiring them to attend the meeting and provide them with details of the allegation(s), as set out by the Employer Partnership Manager;
 - (v) take a record of the meeting.
- 4.3 in considering the case, the Student Conduct Panel shall, at the meeting:
- (i) discuss all relevant documentation submitted as evidence to the Panel;
 - (ii) invite the Employer Partnership Manager to present the case;
 - (iii) invite the Chairperson of the Panel of Examiners (or nominee) and/or the placement module co-ordinator to comment on the case, as appropriate⁷;
 - (iv) provide the student with the opportunity to justify their actions. The student may be accompanied by an officer of the Students' Union if s/he chooses. Should the student choose not to attend the meeting then, provided that the meeting date is in term-time and the student has been given 7 days notice of the meeting or that if the meeting date is out of term-time the date has been arranged in consultation with the student, the Panel may hear the case in the absence of the student;
 - (v) take such other steps as may be considered necessary in order to give the case due consideration.
- 4.4 If the SCP judges that a case is not proven it will inform the student at the end of the meeting that no further action will be taken.
- 4.5 if the SCP decides that a case of professional misconduct has been substantiated it shall determine the penalty which it shall report to Student Administration who will in turn report the penalty to the Board of Examiners. The penalty shall be one of the penalties listed in the penalties table in the Student Academic and Professional Misconduct Procedure;
- 4.6 the outcome of the hearing will be stored on a centrally-held database to facilitate consistency in the application of penalties in future cases;
- 4.7 the Chairperson of the SCP shall notify all parties of the outcome and any penalty as soon as possible following its meeting, and will follow up this communication with formal notification normally within 2 weeks of the meeting;

⁶ Where the decision a SCP has not been resolved within the current academic year student registration in the new academic year would remain as provisional.

⁷ In cases of alleged general inappropriate behaviour the SCP may also take advice from relevant professional colleagues and/or invite them to attend the meeting

- 4.8 The record of the meeting will be checked and signed by the Chairperson of the SCP and will accompany the outcome letter to the student. Copies of the record will be held in the Academic Quality & Standards Office.

Process for Consideration of Cases of Academic and/or Professional Misconduct by the Student Conduct Panel

- 1 If an examiner, invigilator or other member of staff suspects a student of academic and/or professional misconduct he/she shall report this to the Chairperson(s) of the appropriate Panel(s) of Examiners;
- 2 the Chairperson of the Panel of Examiners shall determine if there is a case to answer and, if so, shall assemble the case, formally in writing, and refer it to the Vice Principal (Registrar) (or in the case of plagiarism, determine in accordance with institutional guidelines the appropriate level of consideration and refer the case accordingly). In cases of collusion the Chairperson of the Panel of Examiners should indicate whether they feel it appropriate that the case be dealt with at local level or by the Student Conduct Panel, with reference to the seriousness of the case and parameters set out in tables 2.8 and 3 of the procedure;
- 3 the Vice Principal (Registrar) (or nominee) shall:
 - (i) commission an independent investigation of the circumstances as necessary;
 - (ii) determine whether to convene a meeting of the Student Conduct Panel (SCP); if a meeting is so convened it will have the following membership, in accordance with the Committees of the Academic Board Terms of Reference:
 - a senior member of staff nominated by the Vice Principal (Registrar) (Chairperson),
 - a minimum of two additional members of senior staff, nominated by the Chairperson, neither of whom are from the subject area relating to the case to be heard.
 - the Students' Union President or nominee will be invited to sit in attendance at the hearing
- 4 on behalf of the Student Conduct Panel, the Academic Quality & Standards Office shall:
 - (i) arrange the time and venue for the meeting in consultation with the panel members and the Chairperson of the Panel of Examiners who submitted the case. If the meeting cannot be arranged in term-time the student should also be consulted on the arrangements to ensure that they are able to attend⁸. In exceptional cases, at the request of the student and subject to approval by the Vice Principal (Registrar), the meeting may be conducted via correspondence (paper or electronic). However, students should be encouraged to attend in person and should be advised that it is in their best interests to do so;
 - (ii) invite the Chairperson of the Panel of Examiners (or nominee) to attend the meeting;
 - (iii) write to the student requiring them to attend the meeting and provide them with details of the allegation(s), as set out by the Chairperson of the Panel of Examiners;
 - (iv) take a record of the meeting.
- 5 in considering the case, the Student Conduct Panel shall, at the meeting:
 - (i) discuss all relevant documentation submitted as evidence to the Panel;

⁸ Where the decision a SCP has not been resolved within the current academic year student registration in the new academic year would remain as provisional.

- (ii) invite the Chairperson of the Panel of Examiners (or nominee) to present the Panel's report⁹;
 - (iii) provide the student with the opportunity to justify their actions/work concerned. The student may be accompanied by an officer of the Students' Union if s/he chooses. Should the student choose not to attend the meeting then, provided that the meeting date is in term-time and the student has been given 7 days notice of the meeting, or that if the meeting date is out of term-time the date has been arranged in consultation with the student, the SCP may hear the case in the absence of the student;
 - (iv) take such other steps as may be considered necessary in order to give the case due consideration.
- 6 if the SCP decides that a case of academic and/or professional misconduct has been substantiated it shall determine the penalty which it shall report to Student Administration who will in turn report the penalty to the Board of Examiners. The penalty shall be one of the penalties listed in the penalties table in the Student Academic and Professional Misconduct Procedure;
- 7 the outcome of the hearing will be stored on a centrally-held database to facilitate consistency in the application of penalties in future cases;
- 8 If the SCP judges that a case is not proven, or that the penalty is deemed to be a formal warning:
- (i) The SCP will return the work to the relevant Chairperson of Panel of Examiners with a copy of the outcome letter to confirm that the process has been completed;
 - (ii) The Chairperson of Panel of Examiners will then return the work to the marker with a copy of the outcome letter to confirm that the process has been completed and the work should be marked accordingly.
- 9 the Chairperson of the SCP shall notify the student and the Chairperson of the Panel of Examiners of the outcome and any penalty as soon as possible following its meeting, and will follow up this communication with formal notification normally within 2 weeks of the meeting;
- 10 The record of the meeting will be checked and signed by the Chairperson of the SCP and will accompany the outcome letter to the student. Copies of the record will be held in the Academic Quality & Standards Office.

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⁹ In cases of alleged professional misconduct the SCP may also take advice from relevant professional colleagues and/or invite them to attend the meeting

Academic and Professional Misconduct Appeals Procedure

- 1 A student who is found guilty of academic or professional misconduct may appeal against the decision of the Employer Partnership Manager, Chairperson of the Panel of Examiners or the Student Conduct Panel.
- 2 Appeals must be submitted in writing to the Principal within seven days of the date of letter to the student detailing the outcome of the case and must set out the basis on which the judgement is being disputed.
- 3 On receipt of an appeal the Principal shall determine whether there is good cause for an appeal to proceed and may require further information from the student in order to make this judgement. Once the Principal is satisfied that an appeal should be investigated s/he will commission an independent investigation by a Head of Department or other senior member of staff not directly associated with either the programme of study for which the student concerned is registered or the student's appeal to date.
- 4 The Principal will consider the report from the investigating officer and make a decision as to whether the appeal should be upheld or dismissed.
- 5 The Principal will communicate the outcome of the appeal to the student, the Employer Partnership Manager (if appropriate), the Chairperson of the Panel of Examiners and the Chairperson of the Student Conduct Panel (if appropriate), as soon as possible after the investigation has been completed.
- 6 The decision of the Principal will be final and a "Completion of Procedures" letter will be issued with the outcome of the appeal.
- 7 If, on exhaustion of Leeds Trinity's internal procedures detailed above, a student wishes to seek an independent external review, then they should apply to the Office of the Independent Adjudicator (OIA) within 3 months of the date of the "Completion of Procedures" letter.
- 8 The "Completion of Procedures" letter will contain information on the services provided by the OIA and how to submit an application.
- 9 In respect of an appeal which affects a final award, an appellant may not have his/her award conferred until the appeals procedure has been concluded. On submitting an appeal, a student immediately renders himself/herself ineligible to attend any forthcoming Award Ceremony until the appeal has been decided. Attendance at an Award Ceremony will constitute the withdrawal of an appeal.