

ACADEMIC MISCONDUCT

STUDENT GUIDE

Table of Contents

Table of Contents.....	2
1 Your Academic Misconduct Case	4
1.1 Access Your Case List.....	4
1.2 Manage Your Case	5
1.2.1 Respond to Allegation	6
1.2.2 Add a Note	8
1.2.3 View History	10
1.2.4 Respond to Meeting Invitation	10
1.2.5 Submit an Academic Misconduct Appeal.....	12

Document Change History

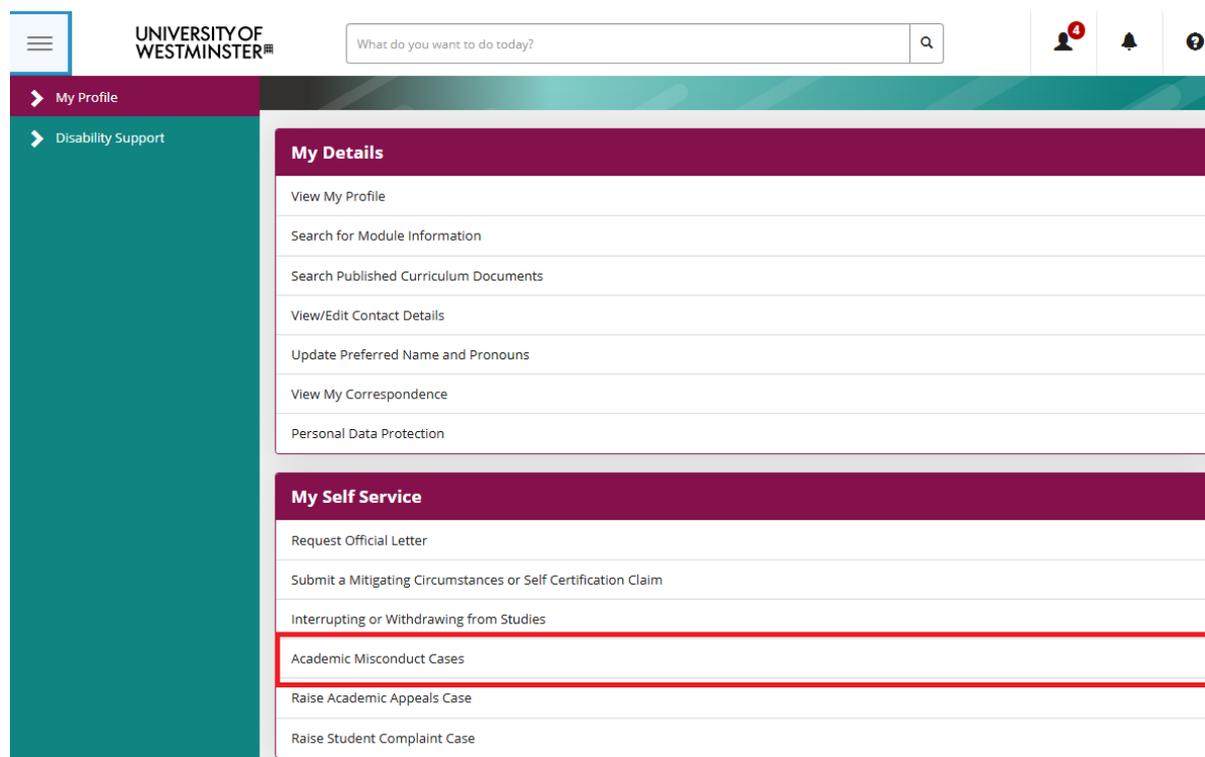
Version	Change Detail	Author	Date
0.0	Document created	Mel Johnson	15-Apr-19
0.1	Draft version issued for review	Mel Johnson	15-Apr-19
0.2	Sent for external review (Sonia Doal/ Sharan Bhambra)	Mel Johnson	April-19
0.3	Post UAT updates to each section and review by Stu3 developer	Mel Johnson	Jun-19
1.0	Issued version to UoW	Mel Johnson	Jun-19
2.0	Updated version with SITS upgrade	Montel Powell	December-25

1 Your Academic Misconduct Case

If a case has been submitted by a member of staff regarding your academic conduct, you will receive an email notification informing you of the allegation and asking you to log-in to e: Vision to view the case details. The option to view an Academic Misconduct case will only be displayed on the portal if a case has been submitted.

1.1 Access Your Case List

1. Log-in to e: Vision and select **Academic Misconduct Cases** via *My Profile*.



The system displays your *Case List* which contains any Academic Misconduct case(s) raised by staff. From here you can track the *Category* and *Status* of your case as well the member of the Academic Standards Team managing it.

Case ID	Status	Student Name	Initiator	Course	College	School	Module	Level	Year	Offence Type	Case Submitted Date	Allocated to	Category
SC_AMC_0072136_006	Closed	Joe Test	JOHNSON, Mel	PG Dip Prof Practice Architecture PT	Design, Creative and Digital Industries	Architecture and Cities	English Law, Regulations, Construction Procurement and Contracts	7		Collusion	14/Jun/2019	Mel Johnson	Category 2
SC_AMC_0072136_007	Under Investigation	Joe Test	JOHNSON, Mel	PG Dip Prof Practice Architecture PT	Design, Creative and Digital Industries	Architecture and Cities	English Law, Regulations, Construction Procurement and Contracts	7		Examination Offence	16/Jun/2019	Mel Johnson	Category 1

Student Notified Date: 16/Jun/2019

Student Response Date: _____

Outcome: _____

Outcome Date: _____

Appeal Date: _____

[Back](#)

Depending on your screen resolution you may not be able to see all the columns on the page. If this is the case, click on the green plus symbol to the left of the Case ID to expand the record (vertically).

1.2 Manage Your Case

To view the case in greater detail and to add information to it, click on the **Case ID** of the Academic Misconduct record on the *Case List* page. The system displays the *View Academic Misconduct Case* page which provides details of the allegation and an opportunity to respond to it.

View Academic Misconduct Case

Case Details

Case ID: SC_AMC_13984171_003	Student: TEST19 TESTSR519 (13984171)
School: Humanities	College: Liberal Arts and Sciences
Course: CCAV BA Test Course	Name of Course Leader: Susanna Verdon
Personal Tutor: PRS_CODE.PRS=	

Offence details

Raised by: POWELL, Montel **Created Date:** 2 December 2025 **Alleged Misconduct:** Examination Offence

Sub Category:

- Removing any script, paper, or other official stationary (whether completed or not) from the examination room, unless specifically authorised by an invigilator or examiner

Concerns: These are the concerns raised by your academic team.

Module Title and Code	Module Leader	Type of assessment	Assessment Weighting (%)	Date Assessment Held/Due
SRSTST401 - SITS Test 401	Tayo Maduaka	Coursework	50	Undefined

Status: Under Investigation

Allocated to: Unallocated

Category: Category 1 (Student Notified: 02 December 2025)

Student Response: n/a

Justification to dispute: n/a

[Respond To Allegation](#)

1.2.1 Respond to Allegation

If your case is Category 1, you have the opportunity to accept the allegation, dispute the allegation and to dispute the penalty outcome. If your case is Category 2, you will only have the option to provide justification (as narrative text).

1. Click on the **Respond to Allegation** button in the *Offence details* section of the *View Academic Misconduct Case* page.

The system displays the *Respond to Allegation* page.

Category 1 case:

1. For Category 1 cases, select your response from the dropdown box and enter text supporting your response.
2. Click on the **Next** button.

The screenshot displays the 'Respond to Allegation' page. At the top, there is a header 'Respond to allegation'. Below this is a 'Case Details' section with the following information:

Case ID:	SC_AMC_13984171_003	Student	TEST19 TESTSRS19 (13984171)
School	Humanities	College	Liberal Arts and Sciences
Course	CCAV BA Test Course	Name of Course Leader	Susanna Verdon
Assessments	SITS Test 401 - Coursework		

Below the case details is a section titled 'Category 1 Offence'. It contains the instruction: 'Please provide your response to the allegation here, you may upload documents or provide information in the information section in the main page.' There is a 'Response' dropdown menu with a blue bar. Below the dropdown, there is a section 'If disputing the allegation or Provide your reasons below ar' with a text area. The dropdown menu is open, showing three options: 'Accepted the allegation', 'Disputed the Penalty', and 'Disputed the Allegation'. At the bottom of the page, there are two buttons: 'Back' and 'Next'. The 'Next' button is highlighted with a red box.

Category 2 case:

1. For Category 2 cases, enter the text in support of your dispute.
2. Click on the **Next** button

Respond to allegation

Case Details

Case ID: SC_AMC_13984171_003	Student: TEST19 TESTSRS19 (13984171)
School: Humanities	College: Liberal Arts and Sciences
Course: CCAV BA Test Course	Name of Course Leader: Susanna Verdon
Assessments: SITS Test 401 - Coursework	

Category 2 Offence

If disputing the allegation or penalty, you must explain why

Provide your reasons below and upload all evidence to support your response (if appropriate) on the main page after submitting this page.

Place your explanation for disputing your case here.

Back
Next

For both Category 1 and Category 2 cases the system displays the *Provide Evidence* page. If you wish to upload supporting evidence, you can do so via the **Upload Document** button before clicking the **Proceed** button:

Case Details

Case ID: SC_AMC_13984171_003	Student: TEST19 TESTSRS19 (13984171)
School: Humanities	College: Liberal Arts and Sciences
Course: CCAV BA Test Course	Name of Course Leader: Susanna Verdon
Stage: INVEST	

You must upload any evidence here to support your response if necessary.

Document List

- No Documents Uploaded

Upload Document

We will review your response and academic standards will be in contact shortly. If you have disputed the allegation and evidence is required and you do not supply this it will not be taken into account when a decision on the dispute is made.

Back
Proceed

On selecting **Proceed**, the Academic Standards Team are notified of your response and you are returned to the *View Academic Misconduct Case* page. On this page the *Offence Details* section is updated with

details of your response, and a date/time stamped record of your response is added to the *Information & Evidence* section of the page.

Information & Evidence

Here you can see all the information and evidence added to the current stage only, to see all stages click view history below.

Examples of evidence you would provide are

- Link to webpage or internet source
- Scanned copy of pages from textbook
- Copy of online Journal Article

Submitted by	Date/Time	Note	Files	Publicity	Actions
POWELL, Montel	12/Dec/2025 12:12:53	Evidence for misconduct case	Source 2.pdf	Staff/Student	<ul style="list-style-type: none"> • Delete Note

Add Note
View History

The Academic Standards Team will review your response and record an outcome to the case.

1.2.2 Add a Note

It is possible to add notes and supporting files to the case to share with staff.

1. Click on the **Add Note** button in the *Information & Evidence* section of the *View Academic Misconduct Case* page.

Information & Evidence

Here you can see all the information and evidence added to the current stage only, to see all stages click view history below.

Submitted by	Date/Time	Note	Files

Add Note
View History

Exit Academic Misconduct
Back to Case List

2. The system displays the *Save entered text details* page where it is possible to:
 - add narrative text to the note
 - click on **Save Note - No Uploads** - to add a note without attaching supporting files
 - click on **Save Note –Upload Files** - to add a note and attach supporting files
3. On selecting **Save Note – Upload Files**, click on the **Upload Document** button in the *Upload Evidence* page.

Case Details

Case ID: SC_AMC_13984171_003	Student: TEST19 TESTSRS19 (13984171)
School: Humanities	College: Liberal Arts and Sciences
Course: CCAV BA Test Course	Name of Course Leader: Susanna Verdon
Stage: INVEST	

You must upload any evidence here to support your response if necessary.

Document List

- No Documents Uploaded

Upload Document

We will review your response and academic standards will be in contact shortly. If you have disputed the allegation and evidence is required and you do not supply this it will not be taken into account when a decision on the dispute is made.

Back
Proceed

- The system displays the *Upload -Academic Misconduct* document page where it is possible to **Browse My Computer** to find the file for upload.

Upload - Academic Appeals and Student Complaints

Maximum file size: 9.765625Mb

Allowable file extensions: DOC, DOCX, GIF, JFIF, JPE, JPEG, JPG, MP4, MPG4, ODI, PDF, PNG, TIF, TIFF, XLS, XLSX

File uploader

Browse My Computer

Upload

Return to previous page

- Once a file has been selected from **My Computer** click on the **Upload** button to attach the file to the case.
- The system should update the File Status to Successfully Uploaded 100%.

Upload - Academic Appeals and Student Complaints

Maximum file size: 9.765625Mb

Allowable file extensions: DOC, DOCX, GIF, JFIF, JPE, JPEG, JPG, MP4, MPG4, ODI, PDF, PNG, TIF, TIFF, XLS, XLSX

File uploader

Browse My Computer

Upload

Appeal evidence.pdf (150 kb) ▼

File Status
Successfully Uploaded
100%

Return to previous page

- Select **Return to previous to page** to view the *Upload Evidence* page which contains *Your Note* and the *Document List* (the file you have uploaded).

Upload Evidence

Case Details

Case ID:	SC_AC_13984171_001	Student	TEST19 TESTSRS19 (13984171)
School	Humanities	College	Liberal Arts and Sciences
Course	CCAV BA Test Course	Name of Course Leader	Susanna Verdon
Stage	2		

Your Note This is evidence and documentation specific to my case.

Please upload all evidence you wish to be considered with your Complaint case, including any witness statements. All evidence must be included at the time of submission.

Document List

- Appeal evidence.pdf [Delete Document](#)

[Upload Document](#)

[Next](#)

It is possible to add as many files related to the note as required.

It is also possible to delete a file before clicking the Next button by selecting the option **Delete Document** (beside the file name).

8. Select the **Next** button to return to the *View Academic Misconduct Case* page.

1.2.3 View History

1. To view the history of notes and actions taken in relation to the case click on the **View History** button in the *Information & Evidence* section of the *View Academic Misconduct Case* page.

View Case History

Student and course

Student Code	13984171	Student Name	TEST19 TESTSRS19
School	Humanities	College	Liberal Arts and Sciences
Course	CCAV BA Test Course	Name of Course Leader	Susanna Verdon
Stage	2		

Information & Evidence

Here you can see all the information and documents added to all stages of this appeal.

Stage							Note				
Stage	Stage Created Date	Stage Status	Stage Outcome	Allocated to	Review Grounds	Review Statement	Created By	Created Date	Created Time	Note	Uploads
Information would be listed here											

[Back](#)

1.2.4 Respond to Meeting Invitation

You will receive an email notification when:

- An **Academic Misconduct Meeting** has been set-up to discuss your case to which you are invited. An Academic Misconduct Meeting will be arranged if you have a Category 1 case and have either:
 - admitted to the allegation but not accepted the penalty; or
 - disputed the allegation
 - An **Academic Misconduct Panel Hearing** has been set-up to discuss your case to which you are invited. An Academic Misconduct Panel Hearing will be arranged if you have:
 - a Category 2 case; or
 - committed at least 3 previous offences; or
 - a case where the Academic Standards Manager is unable to determine the category of the alleged offence.
1. Select the *Action* to **Respond to Invitation** in the *Meeting* section of the *View Academic Misconduct Case* page.

Meetings					
Date	Time	Location	Student Accepted Invite	Nominated Friend	Actions
03/Dec/2025	8:00	MS - Teams			Respond to Invitation

2. Select your response to the invitation from the dropdown (Yes or No), and if you have selected **Yes**, enter the name of friend you would like to accompany you to the meeting. Click on **Proceed**.

'Friend' is defined as a currently registered student of the University, a sabbatical officer of the University of Westminster Students' Union, or member of University staff. If you add a friend please include their **Student ID** or **Staff ID** in the *Name of Friend* field.

Respond To Meeting Invitation

Meeting Time 8:00

Meeting Date 03/Dec/2025

Meeting Location MS - Teams

Will you attend this meeting? Yes

Name of Friend John Doe

3. The system returns to the *View Academic Misconduct Case* page where it is possible to change your response by clicking the *Action* to **Respond to Invitation** and selecting a different response option in the *Respond to Meeting Invitation* page.

1.2.5 Submit an Academic Misconduct Appeal

If you are dissatisfied with the outcome of an Academic Misconduct Meeting or an Academic Misconduct Panel Hearing, you may submit an appeal to be considered by the Deputy Registrar (Quality and Standards).

1. Click on the **Appeal** button in the *Offence details* section of the *View Academic Misconduct Case* page.

Offence details

Raised by POWELL, Montel **Created Date** 2 December 2025 **Alleged Misconduct** Examination Offence

Sub Category

- Removing any script, paper, or other official stationary (whether completed or not) from the examination room, unless specifically authorised by an invigilator or examiner

Concerns These are the concerns raised by your academic team.

Module Title and Code	Module Leader	Type of assessment	Assessment Weighting (%)	Date Assessment Held/Due
SRSTST401 - SITS Test 401	Tayo Maduaka	Coursework	50	Undefined

Status Closed

Allocated to Unallocated

Category Category 1 (Student Notified: 02 December 2025)

Student Response Disputed the Penalty (02 December 2025)

Justification to dispute These are the reasons I am disputing the allegation/penalty.

Outcome Mark of 0% for assessment component (02 December 2025)

Appeal

2. The system will open the *Academic Misconduct Appeal* page, which is broken into four sections.
 - a. Section 1 is the review of your case details
 - b. Section 2 will require you select the ground of your appeal from the three options provided
 - c. Section 3 holds a text box for you to write your statement in support of your appeal.
 - d. Section 4 finally select the **Submit Appeal** button

ACADEMIC MISCONDUCT APPEAL

IMPORTANT – PLEASE READ THIS SECTION CAREFULLY

You may only request a review if you are dissatisfied with the outcome of an Academic Misconduct Meeting or an Academic Misconduct Panel Hearing.

Whilst the review is being conducted you must continue to abide by the decision of the Assessment Board, including completion of any reassessment (re-sit) requirements specified by the Board, pending the outcome of your case.

The regulations regarding requests for review (appeals) can be found in Section 10 of the Handbook of Academic Regulations 2016, which is available online at www.westminster.ac.uk/academic-regulations.

You are strongly advised to seek guidance from the Students Union before you submit your appeal.

Incomplete forms will not be investigated

1. Failure to adhere to these guidelines will result in your request for review being dismissed.
2. The appeal should be submitted within 10 working days of the date of the decision being appealed.
3. The Associate Director, Academic Quality and Standards will consider the appeal and make one of the following determinations:
 1. that one or more of the grounds for appeal have been met, in which case the appeal is upheld and the case will be referred back to either the Academic Misconduct Meeting or the Academic Misconduct Panel Hearing, as appropriate, to be considered afresh. The Associate Director, Academic Quality and Standards may also make recommendations to the Meeting or Panel Hearing.
 2. That neither ground for appeal has been met, in which case the appeal is rejected and the University's internal procedures will be complete.
4. Following the completion of the University's internal procedures, you will be issued with a Completion of Procedures letter, which you can use to apply to the Office of the Independent Adjudicator (OIA) for an external review of the appeal. Information of the OIA's procedures are available online: www.oiahe.org.uk

A final decision will be made solely on the details on this form and the evidence submitted.

SECTION 1 - YOUR DETAILS

Full name	TEST19 TESTSRS19	Student Registration Number	13984171
School	Humanities	Course Title	CCAV BA Test Course
Date of academic misconduct outcome	13 January 2026	Are you sending your appeal within the 10 day deadline	Yes

SECTION 2 – GROUNDS FOR APPEAL *

Please indicate below the grounds under which you are making your appeal *

new evidence has become available which has a direct bearing on the case which was not, and which could not reasonably have been made available at the time the case was considered

there has been material irregularity in the conduct of the academic misconduct process

Both new evidence and a material irregularity

*Material irregularity' means the University has not acted in accordance with its own regulations or procedures, or has not acted with procedural fairness, and that this failing on the part of the University is so significant that it has had a material impact on the outcome. I.e. had it not been for this failing the outcome would probably have been substantively different.

SECTION 3 – STATEMENT *

You must clearly state reason why you are requesting a review and give specific details of the alleged irregularity. Please continue on a separate sheet if necessary.

Please be assured that any information you give us will be treated sensitively and in the strictest confidence.

You will have the opportunity to upload your evidence on the next page after clicking "Submit Appeal"

These are the reasons I am appealing my misconduct outcome.

SECTION 4 – SUBMISSION

On submission this information it will be passed onto the Academic Standards team who will process your appeal, you will be contacted by Academic Standards when they are ready.

Back
Submit Appeal

A message is displayed to inform you of the following:

- a. If you have any evidence to submit you must do this on the following page (the *View Academic Misconduct Case* page).
- b. The Academic Standards Team will be in contact with you shortly.
3. Click on the **Proceed** button to continue.

If you have any evidence to submit you must do this in the following page.

We will review your appeal and academic standards will be in contact shortly. If you have appealed and your appeal requires evidence to back up your statement you must upload this on the next page.

Back

Proceed

The system displays the *View Academic Misconduct Case* page to include:

- a. A message informing you that a notification has been sent to Academic Standards regarding your response (top of the page)
- b. Additional fields in the Offence details section of the page:
 - Student Response (and date)
 - Justification to dispute (if added)
- c. A log of your response in the *Information & Evidence* section of the page.

View Academic Misconduct Case

You have registered an appeal. Academic Standards will review the appeal and will inform you of the decision. To upload any evidence in support of your appeal scroll down to the Information & Evidence section and select Add Note.

You have submitted your appeal, Academic standards will review the appeal and inform you of any progress. This email has gone to academicstandards@westminster.ac.uk.

Case Details

Case ID:	SC_AMC_13984171_003	Student	TEST19 TESTSR519 (13984171)
School	Humanities	College	Liberal Arts and Sciences
Course	CCAV BA Test Course	Name of Course Leader	Susanna Verdon
Personal Tutor	PRS_CODE.PRS=		