


 UTS	ACADEMIC MISCONDUCT MANAGEMENT	Doc. No:	UTS/AAR/P07
		Revision No:	05
		Date:	10/10/24
		Page No:	1 / 6

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AMENDMENTS RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	15/02/14	Establishment	00	Director, CQA
2	15/5/19	Change of document code/number	01	Director, CQA
3	01/02/20	Integration with online application system	02	Director, CQA
4	01/12/21	Change of university name and logo	03	Director, CQA
5	05/07/24	Review the whole content	04	Manager, AAR
6	10/10/24	Review and revise section 3.0, 4.0 and 7.0	05	Manager, AAR

 UTS	ACADEMIC MISCONDUCT MANAGEMENT	Doc. No:	UTS/AAR/P07
		Revision No:	05
		Date:	10/10/24
		Page No:	2 / 6

1.0 OBJECTIVE

- 1.1 This procedure serves as a guideline to ensure that academic misconduct is managed efficiently.

2.0 SCOPE

- 2.1 This procedure covers processes involved in the management of academic misconduct or breach of the academic rules and regulations.

3.0 REFERENCES

- 3.1 Undergraduate Academic Rules and Regulations (UTS-AAR-P01-UARR).
3.2 Foundation Academic Rules and Regulation (UTS-SFS-FARR)
3.3 Examination Rules and Regulations (UTS-AAR-P07-ERR).
3.4 Academic Disciplinary Guidelines (UTS-AAR-P07-ADG).

4.0 DEFINITIONS / ABBREVIATIONS

- 4.1 CI : Chief Invigilator
4.2 IoD : Invigilator on duty
4.3 AI : Assistant Invigilator
4.4 Sv : Supervisor
4.5 CL : Course Lecturer
4.6 AAR : Academic Affairs and Registry
4.7 EGU : Examination and Graduation Unit
4.8 PIC : Person in Charge
4.9 UARR : Undergraduate Academic Rules & Regulations
4.10 SDC : School Disciplinary Committee
4.11 ADC : Academic Disciplinary Committee
4.12 DAC : Disciplinary Appeals Committee

5.0 RESPONSIBILITY

- 5.1 Deans are responsible to ensure that alleged academic misconducts are managed according to procedures and guidelines.
5.2 The AAR is responsible as secretariat to manage academic disciplinary cases at university level.

6.0 PROCEDURE

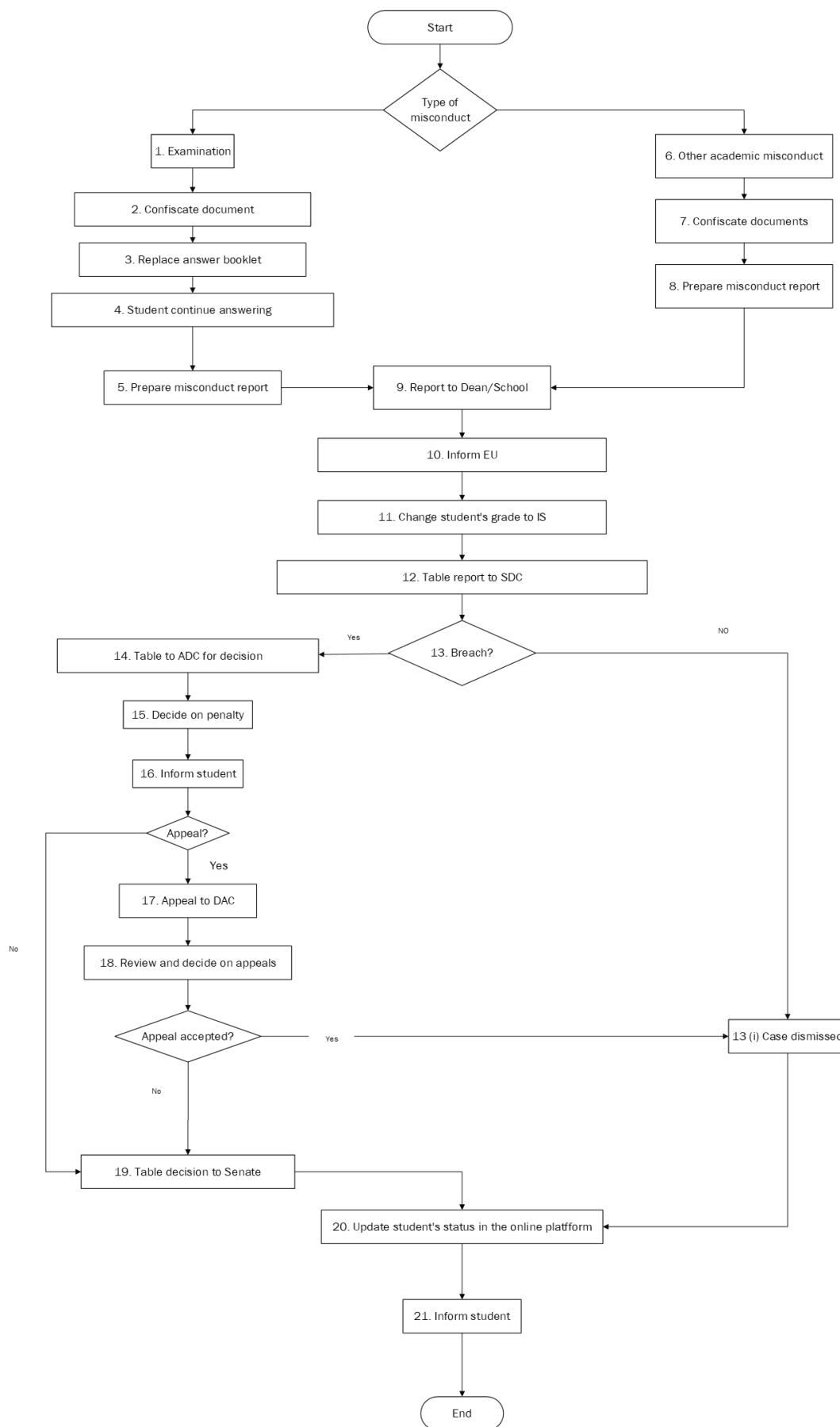
- 6.1 Refer to process flow chart.




UTS

ACADEMIC MISCONDUCT MANAGEMENT


Doc. No:	UTS/AAR/P07
Revision No:	05
Date:	10/10/24
Page No:	3 / 6




 UTS	ACADEMIC MISCONDUCT MANAGEMENT	Doc. No:	UTS/AAR/P07
		Revision No:	05
		Date:	10/10/24
		Page No:	4 / 6

7.0 DESCRIPTION

No.	Description	Person In Charge	Documents
Examination Misconduct			
1	Breach of examination rules and regulations is suspected.	IoD/CI	Examination Rules and Regulations (UTS-AAR-P07-ERR)
2	Confiscate suspected materials and answer booklet/sheet (1)	CI	Suspected Materials Answer booklet/sheet (1)
3	Replace confiscated answer-booklet or answer-sheet (1) with fresh answer-booklet or answer-sheet (2).	CI	Suspected Materials Answer booklet/sheet (1)
4	Request student to continue answering using answer-booklet or answer-sheet (2).		Answer booklet/sheet (2)
5	Prepare alleged examination misconduct report.	CI	i. Examination Rules and Regulations (UTS-AAR-P07-ERR) ii. Academic Disciplinary Guidelines (UTS-AAR-P07-ADG) iii. Answer booklet (1) iv. Evidence material/document
Other Academic Misconduct (Forgery/Misrepresentation, Plagiarism/Collusion)			
6	Academic misconduct is suspected.	Sv/CL	Examination Rules and Regulations (UTS-AAR-P07-ERR)
7	Confiscate suspected materials.	Sv/CL	Suspected materials or documents
8	Prepare alleged academic misconduct report.	Sv/CL	i. Examination Rules and Regulations (UTS-AAR-P07-ERR) ii. Academic Disciplinary Guidelines (UTS-AAR-P07-ADG) iii. Evidence material/document
Reporting			
9	Present academic misconduct report to Dean in which School the conduct was done.	CI Sv/CL	Misconduct Report Evidence material/document
10	Inform EU of alleged breach of academic rules & regulation	SA	Email
11	Change student's grade to IS pending investigation	EGU	Database (online platform)
Investigation and Hearing (SDC)			
12	Activate School Disciplinary Committee (SDC) to investigate and determine breach of academic rules and regulations or misconduct.	SA	i. Undergraduate Rules and Regulations (UTS-AAR-P01-UARR) ii. Foundation Academic Rules and Regulation (UTS-SFS-FARR)


 UTS	ACADEMIC MISCONDUCT MANAGEMENT	Doc. No:	UTS/AAR/P07
		Revision No:	05
		Date:	10/10/24
		Page No:	5 / 6

			iii. Examination Rules and Regulations (UTS-AAR-P07-ERR) iv. Academic Disciplinary Guidelines (UTS-AAR-P07-ADG) v. Misconduct Report vi. Evidence material/document vii. Academic Misconduct Confession viii. Investigation Report
13	Decide and determine breach of academic rules and regulations or misconduct. i) If the SDC is satisfied that academic misconduct has not taken place, no further action will be taken (case dismissed)	SDC	i. Undergraduate Rules and Regulations (UTS-AAR-P01-UARR) ii. Foundation Academic Rules and Regulation (UTS-SFS-FARR) iii. Examination Rules and Regulations (UTS-AAR-P07-ERR) iv. Academic Disciplinary Guidelines (UTS-AAR-P07-ADG) v. Misconduct Report vi. Evidence material/document
14	Report SDC's decision to ADC's secretariat for Academic Disciplinary Committee (ADC). Activate Academic Disciplinary Committee (ADC) for further judgement and penalty.	EGU	i. SDC report ii. Misconduct Report iii. Evidence material/document
15	Decide and determine penalty for breach of academic rules and regulations or misconduct.	ADC	i. Undergraduate Rules and Regulations (UTS-AAR-P01-UARR) ii. Foundation Academic Rules and Regulation (UTS-SFS-FARR) iii. Examination Rules and Regulations (UTS-AAR-P07-ERR) iv. Academic Disciplinary Guidelines (UTS-AAR-P07-ADG) v. Misconduct Report vi. Evidence material/document
16	Inform student on ADC's judgement and penalty.	EGU	Email/Formal letter
17	Activate Disciplinary Appeals Committee (DAC) to consider appeals. (if the student appeals)	DAC	i. ADC report ii. Misconduct Report iii. Evidence material/document
18	Review and decide on appeals.	DAC	i. Undergraduate Rules and Regulations (UTS-AAR-P01-UARR)

 UTS	ACADEMIC MISCONDUCT MANAGEMENT	Doc. No:	UTS/AAR/P07
		Revision No:	05
		Date:	10/10/24
		Page No:	6 / 6

			ii. Foundation Academic Rules and Regulation (UTS-SFS-FARR) iii. Examination Rules and Regulations (UTS-AAR-P07-ERR) iv. Academic Disciplinary Guidelines (UTS-AAR-P07-ADG) v. Misconduct Report vi. Evidence material/document
19	Table ADC & DAC decision in the Senate meeting for approval.	AAR	i. Student's examination results ii. ADC/DAC Report
20	Update student's grade or status in the online platform. Release final result to student as approved by Senate	EGU	Online platform (OCULUS – oculus.uts.edu.my)
21	Inform student on DAC's decision.	EGU	Email/Formal letter

8.0 RECORDS

No.	Title / Records	Location Responsibility	Retention Period
1	Misconduct report	 School EU (AAR)	1 year after commission
2	SDC/ADC/DAC reports		
3	All related formal mails		
4	Related minute extracts		