Goldsmiths Research Misconduct Procedure Flowchart

Stage 1: Making an allegation

Please see the flow diagram below.

Allegation reported to chair of REISC

Chair of REISC writes to Complainant to acknowledge receipt and report to Secretary of REISC for confidential logging

Can the allegation be progressed under this procedure?

Yes

Chair of REISC checks with Research Services whether any contractual conditions are in place

Chair of REISC takes steps to ensure that evidence is secured

Progress to Stage 2: Screening Panel

No

Staff

Complainant informed in writing and advised of how to progress the allegation

Student

Allegation passed to Student Academic Misconduct Procedures and Complainant informed
Stage 2: Screening Panel

Chair of REISC appoints a Screening Panel and chair (from a previously selected group) to conduct a preliminary investigation

Members of Screening Panel confirm that there is no conflict of interest

The Complainant is informed that a preliminary investigation is being conducted by a Screening Panel

Chair of REISC informs the Respondent that an allegation has been made and provides a written summary of allegation

Have the Complainant or Respondent raised concerns about the panel?

No

The Respondent is given the opportunity to set out their case in writing

Screening Panel reviews evidence and interviews are held

Screening Panel makes one of the permitted decisions

Screening Panel submits report and documentation to Chair of REISC and Research Services

Complainant and Respondent given opportunity to comment on factual accuracy

Yes

Chair of REISC decides if concerns warrant reconfiguration of the Panel and informs the Complainant and/or Respondent of decision

Allegation is unfounded

Referred to other process as outlined in the procedure

Poor academic practice

Progress to Stage 3: Formal Investigation by Panel
Stage 3: Formal Investigation by Panel

Chair of REISC informs Complainant and Respondent that the allegation has been referred to a Formal Investigation by Panel; Chair of REISC also informs Warden, Pro-Warden R&E, Director of HR and Director of Finance; HR are contacted and Panel secretary appointed (normally Secretary of REISC)

Pro-Warden R&E appoints and Investigation Panel including a chair

All members of Panel self-declare that they meet the eligibility criteria

Panel Secretary arranges Panel meeting and invites Complainant and Respondent to submit evidence in writing

Have the Complainant or Respondent raised concerns about the panel?

No

Panel convenes

Panel makes one of the permitted decisions and makes recommendations

Panel Secretary prepares a report. Complainant and Respondent given opportunity to comment on factual accuracy

Yes

Pro-Warden R&E decides if concerns warrant reconfiguration of the Panel and informs the complainant and/or respondent or decision

Pro-Warden R&E informs the Complainant and Respondent of outcome and next steps; also Warden, relevant Goldsmiths staff and other authorities