

# HE Student Academic Misconduct Policy

|                        |                          |                 |      |
|------------------------|--------------------------|-----------------|------|
| Effective from         | 01 September 2023        | Document number | 2.12 |
| Formal review cycle:   | Annual                   |                 |      |
| Next formal review due | 01 August 2024           |                 |      |
| Policy owner:          | Higher Education Manager |                 |      |

## Approval required

|              |     |                          |              |
|--------------|-----|--------------------------|--------------|
| SMT Y/N      |     | SMT approved/review date | 18 July 2023 |
| Governor Y/N | N/A | Governor approved date   | N/A          |

## Publication

|                          |   |                                     |   |                 |   |                |          |
|--------------------------|---|-------------------------------------|---|-----------------|---|----------------|----------|
| Website Y/N              | Y | Intranet Y/N                        | Y | Student VLE Y/N | Y | Date published | 31/07/23 |
| Audience                 |   | HE staff, students                  |   |                 |   |                |          |
| Area/s of Staff Intranet |   | Strategies, policies and procedures |   |                 |   |                |          |

## Changes made

| Version | Author                   | Date | Section            | Changes summary   |
|---------|--------------------------|------|--------------------|---|
| 2       | Higher Education Manager |      | Whole Introduction | Transfer to new template<br>Definitions of academic misconduct including AI |
|         |                          |      | Introduction       | Reference to newly created Academic Misconduct guidance document            |

# HE Student Academic Misconduct Policy

## Introduction

This policy defines what the College means by academic misconduct, particularly plagiarism, and will not conflict with partner university / awarding organisations' policies and regulations. In establishing this policy, the College is seeking to maintain the integrity of its academic awards and procedures and to give any student affected, a fair opportunity to respond to any allegation of academic misconduct. This policy applies to all the qualifications delivered by the College at higher education level.

Plagiarism, cheating, collusion, examination fraud and attempting to obtain an unfair academic advantage are forms of academic misconduct and are entirely unacceptable for any Craven College student.

Academic misconduct can take many forms, definitions are given below, although these are not exhaustive:

**Plagiarism:** using the ideas or work of another person (including experts and fellow or former students) and submitting them as though they are original work. By not referencing the source properly, paraphrasing it without acknowledging it, or by not mentioning it at all, the true origin of the material is hidden from the marker.

**Self-Plagiarism:** submission of work that is the same as, or broadly similar to, assessments previously submitted, without proper acknowledgement. This may include work submitted and awarded credit at this College or another institution.

**Collusion:** unauthorised collaboration between two or more students in the preparation and production of an assessment, which is then submitted by each of them individually as their own work.

**Cheating in an exam:** either possessing or using materials prohibited in the examination and/or breaching any of the conditions of the examination.

**Contract cheating:** to seek to gain advantage by incorporating material in work submitted for assessment that has been improved by, or commissioned, purchased or obtained from a third party e.g. family members, friends, essay mills or other students

**Fabrication or falsification of data:** submitting work containing data measured in the field, in the laboratory or other setting, any part of which is untrue, made up, falsified or fabricated in any way.

Misuse of Artificial Intelligence (AI): the use of AI tools to obtain information and content which might be used to gain unfair advantage in work produced for assessments which lead towards qualifications.

All staff and students involved in Higher Education at Craven College are advised to refer to the [Academic Misconduct Guidance](#) document.

The following details how the objectives of this policy will be met and identifies:

1. Purpose
2. Scope
3. Responsibilities
4. Communication
5. Implementation
6. Monitoring
7. Associated Documentation

### **1. Purpose**

- To maintain the integrity of the College's academic awards and procedures
- To ensure a fair and equitable process of investigation for all cases of suspected academic misconduct
- To ensure results of an investigation into academic misconduct are communicated in a clear and transparent manner
- To ensure that all requirements of partner university / awarding organisation are met

### **2. Scope**

The HE Student Academic Misconduct policy is designed to protect the integrity of the College's academic awards and procedures and to ensure that all investigations into academic misconduct are fair and properly managed.

All members of the College involved in the delivery of Higher Education are required to act on any suspicions of academic misconduct following the procedures outlined in [Appendix 1](#) of this policy.

### **3. Responsibilities**

- The Higher Education Manager has overall responsibility for applying this policy fairly and accurately and for the consideration of all cases of suspected academic misconduct
- The Higher Education Manager and the Quality & Compliance Lead are responsible for the correct implementation of the policy
- Module and Course Tutors have responsibility to ensure all suspected cases of academic misconduct are submitted to the Higher Education Manager and

Quality & Compliance Lead, and all cases are recorded through the annual report for their course

- The Quality & Compliance Lead is responsible for ensuring that all cases of suspected academic misconduct are recorded centrally and are reported to the Scheme Board of Examiners and the partner university / awarding organisation

#### **4. Communication**

- The HE Student Academic Misconduct Policy will be published on a standardised template
- The HE Student Academic Misconduct Policy will be reviewed by the Higher Education Manager (owner) and the Quality & Compliance Lead (deputy owner) before being escalated to the approval process
- This policy will apply to all those studying higher education courses at Craven College. It will be the responsibility of the Course Team and the Quality & Compliance Lead to communicate the content of the policy with the students
- This policy will be published on the College's intranet and website

#### **5. Implementation**

This policy will apply to all staff involved in the delivery or assessment of higher education and all students studying higher education courses at Craven College

The College has a duty to maintain the integrity of its academic awards and procedures and to give any student affected, a fair opportunity to respond to any allegation of academic misconduct.

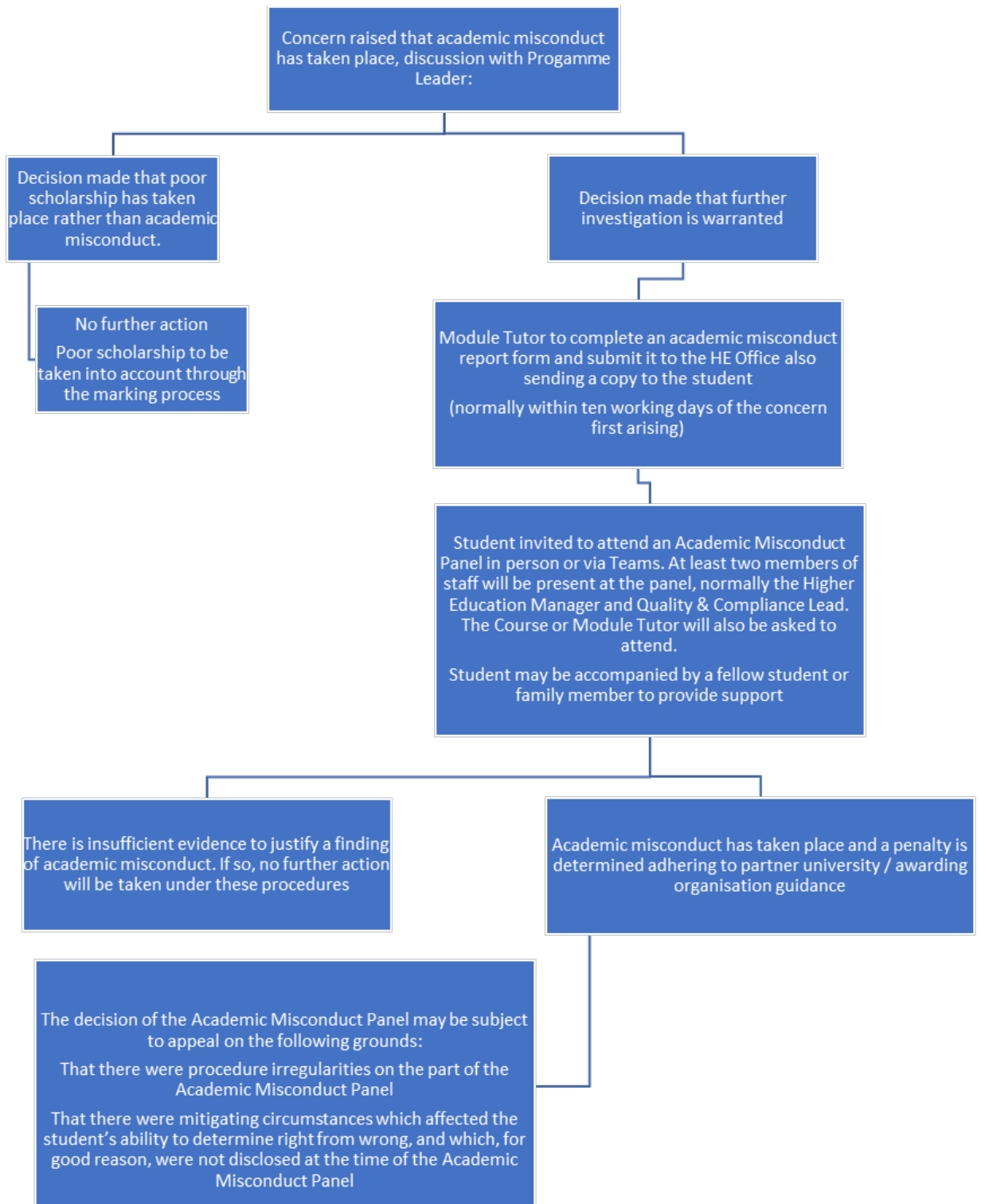
#### **6. Monitoring**

- The Quality and Compliance Lead has responsibility for the recording of all cases of suspected academic misconduct
- The Higher Education Manager has responsibility for the reporting of cases of suspected academic misconduct to the relevant Board of Examiners
- Programme Leaders have responsibility to report on all instances of academic misconduct in their annual report
- The Higher Education Manager has responsibility to report on all instances of academic misconduct in the College's annual reports for Higher Education

#### **7. Associated Documentation**

- [Academic Misconduct Guidance](#)
- [HE Academic Misconduct Report Form](#)
- [HE Academic Misconduct Penalties \(Pearson\)](#)
- [HE Academic Misconduct Penalties \(University of Hull\)](#)
- [University of Hull Regulations Governing Academic Misconduct](#)
- [HE Assessment Appeals Policy](#)

## Appendix 1: Procedure



## Appendix 2: HE Academic Misconduct Penalties (Pearson)

Academic Misconduct Penalties (based on AMBeR Tariff)

**Points are assigned based on the following criteria**

### History

|                           |            |
|---------------------------|------------|
| 1 <sup>st</sup> offence   | 100 points |
| 2 <sup>nd</sup> offence   | 150 points |
| 3 <sup>rd</sup> offence + | 200 points |

### Amount/Extent

|  |            |
|--|------------|
| Below 5% AND less than two sentences   | 80 points  |
| As above but with critical aspects or key ideas plagiarised                          | 105 points |
| Between 5% and 20%<br>OR<br>more than two sentences but not more than two paragraphs | 105 points |
| Between 20% and 50%<br>OR<br>more than two paragraphs but not more than 5 paragraphs | 130 points |
| Above 50%<br>OR<br>more than five paragraphs   | 160 points |
| Submission purchased from essay mill or ghost-writing service                        | 225 points |

### Level

|           |            |
|-----------|------------|
| Level 4   | 70 points  |
| Level 5   | 115 points |
| Level 6/7 | 140 points |

### Value of assessment

|                                 |           |
|---------------------------------|-----------|
| Standard weighting (20 credits) | 30 points |
|---------------------------------|-----------|

### Additional characteristics

|   |           |
|---|-----------|
| Evidence of deliberate attempt to disguise plagiarism by changing words, sentences or references to avoid detection | 40 points |
|---|-----------|

## Penalties are awarded based on points as below

### Penalties (Summative Work)

In all cases a formal warning is given and a record made according to the appropriate level of the Student Disciplinary Policy, taking into account the student's previous history. Where the penalty is expulsion a Formal Hearing will take place and the final decision made by the Disciplinary Panel.

| Points       | Penalties (select one)  |
|--------------|---|
| 280 –<br>329 | <ul style="list-style-type: none"> <li>No further action beyond formal warning</li> <li>Assessment awarded 0% - re-assessment required, with no penalty on mark</li> </ul>  |
| 330 –<br>379 | <ul style="list-style-type: none"> <li>Assessment awarded 0% - re-assessment required, with no penalty on mark</li> <li>Assessment awarded 0% - re-assessment required but mark capped at 40% / Pass</li> </ul>   |
| 380 –<br>479 | <ul style="list-style-type: none"> <li>Assessment awarded 0% - re-assessment required but mark capped at 40% / Pass</li> <li>Assessment awarded 0% - no opportunity for re-assessment</li> </ul>  |
| 480 –<br>524 | <ul style="list-style-type: none"> <li>Assessment awarded 0% - no opportunity for re-assessment</li> <li>Module awarded 0% - re-assessment required, but mark capped at 40% / Pass</li> <li>Module awarded 0% - no opportunity for re-assessment, but credit still awarded</li> </ul>   |
| 525 –<br>559 | <ul style="list-style-type: none"> <li>Module awarded 0% - re-assessment required, but mark capped at 40% / Pass</li> <li>Module awarded 0% - no opportunity for re-assessment, but credit still awarded</li> <li>Expelled from College but credits retained</li> <li>Expelled from College with credits withdrawn</li> </ul> |
| 560+         | <ul style="list-style-type: none"> <li>Expelled from College but credits retained</li> <li>Expelled from College with credits withdrawn</li> </ul>  |

### Penalties (Formative Work)

|              |   |
|--------------|---|
| 280 –<br>379 | Informal warning  |
| 380+         | Formal warning, with record made contributing to the student's previous history |

### Appendix 3: Academic Misconduct Penalties (University of Hull)

#### Poor academic practice

1. This may arise from a lack of understanding of the standard methods of acknowledging the source of words, ideas or diagrams in a piece of work or the appropriate levels of collaboration or the correct behaviour within an exam. It may also be applicable where the extent does not justify further investigative proceedings or a penalty, for example, for errors made through carelessness.

#### Academic Misconduct

2. This is behaviour which, if not detected, would give a student an unfair advantage in an assessment. The main difference between academic misconduct and severe academic misconduct is the extent of the alleged misconduct. Indicative examples of what constitute academic misconduct are:
  - a. Failure to correctly reference sources and claim an idea as original work (i.e. plagiarism);
  - b. Submitting for assessment an item which has been previously submitted for credit in another module with little change made to the assessment (i.e. self-plagiarism);
  - c. Submitting coursework in collaboration with another student (i.e. collusion);
  - d. Attempts to communicate with another candidate during an examination (i.e. cheating).

#### Severe Academic Misconduct

3. Where there is clear evidence of extensive or substantial attempts to gain an unfair advantage or where there has been a previous, proven case of academic misconduct or severe academic misconduct against a student. Any proven allegations of contract cheating, impersonation or fabrication or falsification of data will always initially be considered as a case of severe academic misconduct.

|   |
|---|
| <b>Penalty 1: Issue a formal warning.</b> |
|---|

|   |
|---|
| Warning letter will remain on the student record. The original mark awarded will stand. |
|---|

|   |
|---|
| <b>Penalty 2: Mark of 0 awarded in the assessment task at first attempt with the right to reassessment.</b> |
|---|

|   |
|---|
| If the Academic Misconduct was for a first attempt at the assessment; you will have the right to undertake a second attempt in the reassessment period. The result of this reassessment attempt for this element will be capped at the pass mark. |
|---|

|  |
|--|
| Student will also be issued with a University Warning. |
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|--|
| <b>Penalty 3: Mark of 0 in the module.</b> |
|--|

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|--|
| If the Academic Misconduct was for a first attempt at the module, you will be required to undertake reassessments in all assessment components of the module. The result of these reassessment attempts will be capped at the pass mark. |
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| Student will also be issued with a University Warning. |
|--|

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|--|
| <b>Penalty 4: Mark of 0 in the module with no right to reassessment.</b> |
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|---|
| This will result in a failed module which may affect your ability to progress on your programme of study. |
|---|

|  |
|--|
| Student will also be issued with a University Warning. |
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| <b>Penalty 5: Termination of Study.</b> |
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| This should only occur where there is evidence of sustained attempts at Academic Misconduct. |
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