

HE Student Academic Misconduct Policy

Policy description:

This policy defines what the College means by academic misconduct, particularly plagiarism, and will not conflict with 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 further and higher education levels.

Supporting documentation:

- Academic Misconduct Procedures
- Assessment Submission Procedure (HE Learning, Teaching and Assessment Strategy)
- HE Plagiarism Report Form
- HE Academic Misconduct Penalties

Links to other policies:

- Student Disciplinary Policy

Formal Review Cycle:	Annual		
Latest Formal Review (month/year):	2018-07	Next Formal Review Due (month/year):	2019-07
Policy Owner:	Gillian Thom, Higher Education Business Development Leader		
Impact Assessed by:		Impact Assessment Date:	

APPROVAL REQUIRED

SMT Y/N	Y	SMT Date approved:	08/01/2019	
Governor Y/N	N	Committee:		Governor Date approved:

PUBLICATION

Website Y/N	Y	Intranet Y/N	Y	Student VLE Y/N	Y	Other:	
Area/s of Staff Intranet:	HE, Quality						

Contents

1 Executive Summary

Plagiarism, cheating, collusion and attempting to obtain an unfair academic advantage are forms of academic misconduct and are entirely unacceptable for any Craven College Higher Education (HE) student. This policy will not conflict with partner institution or awarding organisation 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.

2 Context

Craven College is committed to developing a culture of academic integrity and to conducting fair and equitable assessment for all students. Academic integrity involves a commitment to the core values of honesty, trust, fairness, respect and responsibility in all academic endeavours. Individuals sometimes fail to act with academic integrity in an attempt to gain an unfair advantage in an assessment. This is often termed academic misconduct and it will be dealt with by the University in accordance with the procedure set out below.

Plagiarising is the presentation of work created by others, or previously submitted by the student for assessment, without properly acknowledging the source, with or without permission. This can include words, images, opinions or discoveries, purchased or ghost written work.

3 The Policy

Plagiarism, cheating and collusion and attempting to obtain an unfair academic advantage are entirely unacceptable. As such, these forms of academic misconduct will be subject to disciplinary regulations.

In submitting assessments via plagiarism detection software, students accept responsibility for any copyright infringement or plagiarism. Practical work must be submitted with a signed HE Assessment Front Cover.

3.1 Academic Misconduct Procedures

Each case will be determined on its own facts and merits. Accordingly, it may be necessary to adjust the procedures to allow a proper investigation or to ensure fairness to the student concerned in any particular case. It may be necessary for the College to seek legal advice in specific cases. The procedures in this policy are not contractual in nature and there is no right to compensation for any amendment to the procedures.

If a student is suspected of academic misconduct:

- The concern will be raised with the Course Tutor
- The Course Tutor will decide whether a further investigation is warranted
- If further investigation is warranted, the Course Tutor will complete a plagiarism report form and submit it to the HE Office also sending a copy to the student (normally within ten working days of the concern first arising)
- The student will then be invited to attend an Academic Misconduct Panel at the College. At least two members of staff will be present at the panel, normally the Higher Education Business & Development Leader and Senior Academic Quality Officer (HE)
- Students may be accompanied by a fellow student or family member to provide support
- Students may also request the presence of the Course Tutor
- If the style suggests the assessment is ghost written or purchased the student may be questioned to ascertain that the work is their own
- Academic Misconduct Panels will be held three times each year prior to the meeting of the Board of Examiners

This meeting will decide whether:

- a) There is insufficient evidence to justify a finding of academic misconduct. If so, no further action will be taken under these procedures.

OR

- b) The matter should be considered poor scholarship rather than academic misconduct. No further action will take place under these procedures, although the poor scholarship will be taken into account through the normal marking process. The finding will be noted on the student record and may be taken into account in the context of any future allegations that the student has committed academic misconduct.

OR

- c) That academic misconduct has indeed taken place and a penalty determined

Following the meeting (within 5 days) the student will be informed in writing of the decision and the penalty incurred. Students may also be referred to the Specialist Learning Support Centre.

3.2 Appeals

The decision of the Academic Misconduct Panel may be subject to appeal on the following grounds:

- That there were procedure irregularities on the part of the Academic Misconduct Panel
- That there were mitigating circumstances which affected the student's ability to determine right from wrong, and which, for good reason, were not disclosed at the time of the Academic Misconduct Panel

An appeal must be submitted, in writing, to the Head of Quality within 5 working days of notification of the decision of the Academic Misconduct Panel.

3.3 HE Academic Misconduct Report Form

Please use the [HE Academic Misconduct Report Form](#) to complete where you suspect a student may have plagiarised.

The completed form should be sent to the student and dward@craven-college.ac.uk

Student name:

Course Title:

Module:

Assessment title:

Level:

Module marked by:

First reported plagiarism: Yes/No (Include date and module title of previous case)

Evidence of plagiarism:

- Similarity to internet source:
- Similarity to text source:
- Copying from another student:
- Similarity to previously assessed own work:
- Indication of purchasing or ghost writing:
- Other issues:

5 HE Academic Misconduct Penalties

Academic Misconduct Penalties (based on AMBeR Tariff)

5.1 Points are assigned based on the following criteria

History

1 st offence	100 points
2 nd offence	150 points
3 rd 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% OR more than two sentences but not more than two paragraphs	105 points
Between 20% and 50% OR more than two paragraphs but not more than 5 paragraphs	130 points
Above 50% OR 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
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Additional characteristics

Evidence of deliberate attempt to disguise plagiarism by changing words, sentences or references to avoid detection	40 points
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5.2.2 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 – 329	<ul style="list-style-type: none"> • No further action beyond formal warning • Assessment awarded 0% - re-assessment required, with no penalty on mark
330 - 379	<ul style="list-style-type: none"> • Assessment awarded 0% - re-assessment required, with no penalty on mark • Assessment awarded 0% - re-assessment required but mark capped at 40% / Pass
380 – 479	<ul style="list-style-type: none"> • Assessment awarded 0% - re-assessment required but mark capped at 40% / Pass • Assessment awarded 0% - no opportunity for re-assessment
480 – 524	<ul style="list-style-type: none"> • Assessment awarded 0% - no opportunity for re-assessment • Module awarded 0% - re-assessment required, but mark capped at 40% / Pass • Module awarded 0% - no opportunity for re-assessment, but credit still awarded
525 – 559	<ul style="list-style-type: none"> • Module awarded 0% - re-assessment required, but mark capped at 40% / Pass • Module awarded 0% - no opportunity for re-assessment, but credit still awarded • Expelled from College but credits retained • Expelled from College with credits withdrawn
560+	<ul style="list-style-type: none"> • Expelled from College but credits retained • Expelled from College with credits withdrawn

Penalties (Formative Work)

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