

HE Student Academic Misconduct Policy

Effective from	01 September 2024	Document number	
Formal review cycle:	Every two years		
Next formal review due	August 2026		
Policy owner:	Higher Education Manager		

Approval required

SMT Y/N	Y	SMT approved/review date	August 2024
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	August 2024
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 Definitions of academic misconduct including AI Reference to newly created Academic Misconduct guidance document
3	Higher Education Manager		Introduction	Additional information about the use of software

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, collusion, cheating in an exam, false authorship, fabrication or falsification of data, research ethics misconduct 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.

False authorship: 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 interviews or surveys, 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. This also includes using false statements or presenting false evidence in support of a request to withdraw from an examination, obtain an assessment extension or explain any form of absence.

Research ethics misconduct: students must obtain ethical approval for a project or dissertation through the College's Scholarly Activity Group. Research ethics cannot be gained retrospectively.

Failure to gain research ethics before undertaking any research-related data collection may result in failure of the work, or sections of the work being unusable, and an academic misconduct case being raised.

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 without appropriate acknowledgment of the source. AI intelligence includes the use of software to translate work or to improve academic writing.

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.

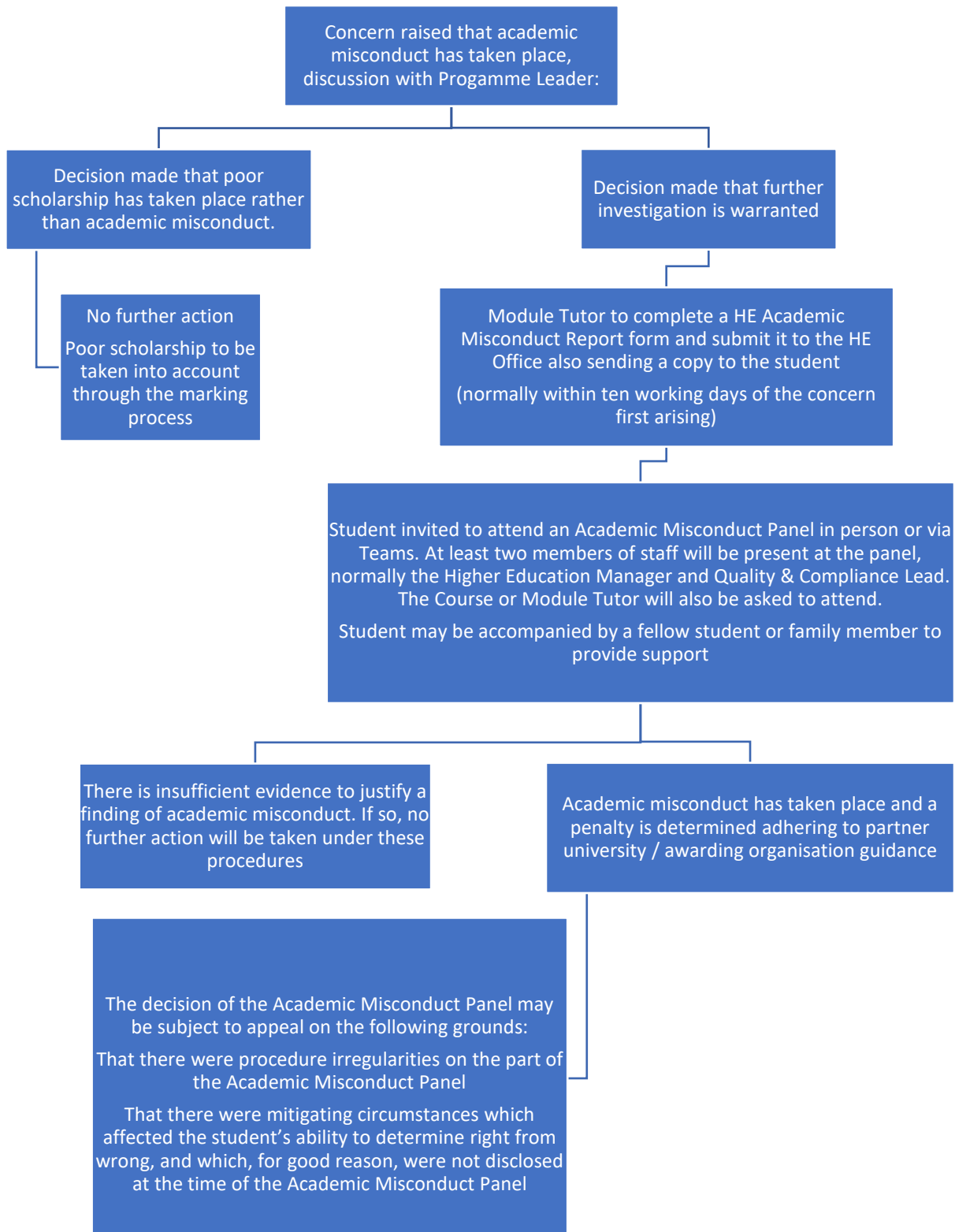
6. Monitoring

- 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 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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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

Appendix 3: Academic Misconduct Penalties (University of Hull)

The University of Hull recognises three categories which determine the seriousness of the alleged academic misconduct.

In exceptional circumstances where the College becomes aware of an allegation of severe academic misconduct against a student after they have been granted an award, the College may investigate, in liaison with the University of Hull, and could consider withdrawal of credit or an award.

Any decision to revoke an award will be made by the University of Hull.

Poor Academic Practice

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. This is more likely to occur when students are new to studying in Higher Education.

- The Academic Misconduct Panel **must** determine whether the student is eligible for a Developmental Caution.
- A Developmental Caution is issued to signal formally to a student that academic misconduct has been identified. The caution is intended to provide students with the opportunity to learn from this experience and to avoid academic misconduct in the future. The Developmental Caution is recorded by the College.
- Alongside receiving the Developmental Caution, students will be directed to individualised support.
- Students have a right to respond to the issuing of a caution.
- Cases of severe academic misconduct are not eligible for a developmental caution.

Academic Misconduct

This is behaviour which, if not detected, could 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:

- i. Failure to reference sources and claim an idea as original work (i.e. plagiarism);
- ii. 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);
- iii. Submitting coursework in collaboration with another student (i.e. collusion);
- iv. Attempts to communicate with another candidate during an examination (i.e. breaching examination room regulations).

Severe Academic Misconduct

This is 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, false authorship, impersonation or fabrication, or falsification or misrepresentation of data will always initially be considered as a case of severe academic misconduct.

Developmental Caution

This is only available for a first offence and as outlined in the Poor Academic Practice section above. Student will be required to complete individualised study skills support.

Penalty 1: Issue a formal warning

Warning will remain on the student record. The work will be marked against the assessment criteria. Student will be required to complete individualised study skills support.

Penalty 2: Mark of 0 awarded in the assessment task with the right to reassessment if this was a first attempt

If the Academic Misconduct was for a first attempt at the assessment, the student will have the right to undertake a second attempt in the reassessment period. The result of this reassessment attempt for this component will be capped at the pass mark. If the Academic Misconduct was for a reassessment attempt this may affect the student's ability to progress on the programme of study.

Student will also be issued with a formal warning. Student will be required to complete individualised study skills support.

Penalty 3: Mark of 0 in the module

If the Academic Misconduct was for a first attempt at the module, the student will be required to undertake second attempt in the reassessment period in all assessment components of the module. The result of these reassessment attempts will be capped at the pass mark. If the Academic Misconduct was for a reassessment attempt this may affect the student's ability to progress on the programme of study.

Student will also be issued with a formal warning. Student will be required to complete individualised study skills support.