

## HE Academic Misconduct Policy HE9

**Equality Impact Assessment:** Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

### 1. POLICY STATEMENT

The College defines Academic Misconduct as ‘any case of deliberate, premeditated cheating, collusion, plagiarism or falsification of information, in an attempt to deceive and gain an unfair advantage in assessment’. Assessment includes all forms of written work, designs, ideas, constructions, presentations, demonstrations, viva voce’s, accreditation of prior learning portfolios, in-class tests and all forms of examination. All alleged cases of academic impropriety will be investigated thoroughly and where there is evidence academic misconduct the appropriate action will be taken as detailed below. The incident will remain on your student record and may be noted in any future request for references.

### 2. DEFINITIONS

This policy is written in alignment with the academic regulations of the validating universities and all cases of academic misconduct will be dealt with using the validating university regulations.

### 3. PRINCIPLES

All cases of serious academic misconduct a student will be subject to the awarding university’s policies and procedures which may ultimately result in removal from the College. The College will, where appropriate, inform any relevant professional body. It is the student’s responsibility to be aware of the regulations, and of the potential penalties that such dishonesty may incur.

#### 3.1. Cheating includes

- any form of communication with or copying from any other source during an examination. communicating during an examination with any person other than an authorised member of staff;
- introducing any written, printed or other material into an examination (including electronically stored information) other than that specified in the rubric of the examination paper;
- gaining access to unauthorised material during or before an assessment;
- the use of mobile telephones or pagers during an assessment or examination;
- the submission of false claims of previously gained qualifications, research or

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- experience in order to gain credit for prior learning;
- the falsification of research data, the presentation of another's data as one's own and any other forms of misrepresentation in order to gain advantage;
- the submission of work for assessment that has already been submitted as all or part of the assessment for another module without the prior knowledge and consent of the module leader for subsequent assessment
- the falsification of word-count

### **3.2. Plagiarism includes**

- the representation of the work, written or otherwise, of any other person, from any source whatsoever, as the candidate's own, including:
  - the verbatim copying of another's work without clear identification and acknowledgement– including the downloading of materials from the internet without proper referencing and acknowledgement;
  - the close paraphrasing of another's work by simply changing a few words or altering the order of presentation, without clear identification and acknowledgement;
  - unidentified and unacknowledged quotation of phrases from another's work;
  - the deliberate and detailed presentation of another's concept as one's own.

### **3.3. Collusion includes**

- the conscious collaboration, without official approval, between two or more students in the preparation and production of work which is ultimately submitted by each in an identical or substantially similar form and/or is represented by each to be the product of his or her individual efforts;
- unauthorised co-operation between a student and another person in the preparation and production of work which is presented as the student's own.

### **3.4. Investigating Academic Misconduct in Examinations**

If a student is suspected of cheating in an examination, the invigilator will make a note on your exam script, and remove any suspect objects. The student will be allowed to finish the exam. At the end of the exam, the student will be told that an investigation will take place. The matter will be reported to the students Course Manager and an investigation will take place. If the evidence indicates that the student has committed academic misconduct, the case will be forwarded to the Academic Misconduct Panel.

### **3.5. Investigating Academic Misconduct in Assessments**

If the student is suspected of academic misconduct in an assessment other than an examination, this concern will be reported to the Course Manager, who will decide whether a further investigation is warranted, and will record the decision and the reasons for it. If a further investigation is warranted the Course Manager will collate the evidence and refer the case to the HE Registry Co-ordinator who will convene an Academic Misconduct Panel.

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## 4. SCOPE AND LIMITATIONS

The policy refers to current students on full time and part time higher education programmes of study delivered at Askham Bryan College.

## 5. RESPONSIBILITIES

**The HE Registry Co-ordinator will** write to the student to invite them to make representation in relation to the allegation and provide the student with the evidence that has been passed to the panel, within 10 working days of the allegation being made.

**Students** can make representation in person or in writing and can be accompanied by a fellow student or an officer of the Student Union to provide support, but not to speak on the students behalf. At least 5 working days' notice will be given of the panel meeting date. Students will be informed of the outcome and of any penalty in writing, with reasons, within five working days of the Committee hearing.

**The Academic Misconduct Panel will decide:**

1. There is insufficient evidence to justify a finding of academic misconduct. If so, no further action will be taken under these procedures, **OR**
2. The matter should be considered poor academic practice/ scholarship rather than academic misconduct. No further formal 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 your student record and may be taken into account in the context of any future allegations that you have committed academic misconduct. **OR**
3. There is a case to be answered that academic misconduct has indeed taken place. You will be informed of this decision, and the penalty to be applied.

## 6. PENALTIES

The penalty to be applied will be dependent upon the Academic Regulations of the Institution with which the students' programme of study is validated. These are available on the Student Moodle page at <http://able.askham-bryan.ac.uk/course/view.php?id=12278>.

## 7. IMPLEMENTATION ARRANGEMENTS

The arrangements that are outlined below are determined by the validating universities academic regulations.

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## 8. MONITORING AND REVIEW

The Director of Higher Education will maintain oversight of the effectiveness of these arrangements. This policy and the implementation arrangements which underpin it will be reviewed annually by the HE Management Team.

## 9. SUPPORTING/RELATED DOCUMENTS

- Harper Adams University Academic Regulations. Available at: <https://www.harper-adams.ac.uk/apply/applicants/key-info.cfm>
- Royal Agricultural University Academic Regulations. Available at: <https://www.rau.ac.uk/about/organisation/public-information/academic-information/academic-policies-and-procedures>
- Leeds Trinity University Academic Regulations. Available at: <http://www.leedstrinity.ac.uk/Key%20Documents/Taught Programme Academic Regulations New Students.pdf>

## 10. REGULATIONS

In all aspects of the Admissions process the College will comply with the following regulations:

- General Data Protection Regulations (GDPR)
- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006

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