

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
- Statement of Agreement
- Assessment Submission Procedure (Learning, Teaching and Assessment Strategy)
- Images consent form
- HE Plagiarism Report
- HE Academic Misconduct Penalties

Links to other policies:

- Student Disciplinary Policy

Formal Review Cycle:	Annual		
Latest Formal Review (month/year):	2017-07	Next Formal Review Due (month/year):	2018-07
Policy Owner:	Jane Rogers, Dean of Higher Education		
Impact Assessed by:		Impact Assessment Date:	

APPROVAL REQUIRED

SMT Y/N	Y	SMT Date approved:	1/08/17	
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 someone else's work, words, images, opinions or discoveries, whether published or not, as one's own, or alternatively appropriating the artwork, images or computer generated work of others, without properly acknowledging the source, with or without their permission.

3 The Policy

Plagiarism, cheating and collusion and attempting to obtain an unfair academic advantage are entirely unacceptable and not allowed. 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.

4 Supporting documents

4.1 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 a meeting at the College. At least two members of academic staff will be present at this meeting, normally the DoHE and HE Sector Tutor
- Students may be accompanied by a fellow student or family member to provide support

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) There is a case to be answered that academic misconduct has indeed taken place.

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.

Penalties for Academic Misconduct for HE students differ according to Awarding Organisation and date of student registration. See section 5.

4.2 HE Plagiarism Report Form

Please use the [HE Plagiarism 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:
- Other issues:

5 HE Academic Misconduct Penalties

5.1 Students commencing The Open University validated courses prior to 2015 and Pearson qualifications

- If the academic misconduct is minor and deemed to be unintentional or due to poor academic practice the student will receive a warning and instruction regarding referencing
- If plagiarism is confirmed and is deemed minor and is a first misconduct the Course Tutor (CT) and DoHE will recommend to the Board of Examiners / Award Board that a mark of 0 is recorded for the assessment. The student will be given the opportunity to resubmit the assessment as a second attempt. The second attempt assessment will automatically be capped at 40%. The student will be on level 1 disciplinary and will receive instruction regarding referencing
- If the plagiarism is major or a second misconduct the DoHE will recommend to the Board of Examiners that a mark of 0 is recorded for the plagiarised assessment. The student must resubmit a new assessment as a second attempt and the whole module / unit mark will be capped at 40%. The student will be on level 2 disciplinary
- In serious cases, the Head of School will convene an Academic Misconduct Panel to assess the concern. The Academic Misconduct Panel consists of the HoS and a HE Sector Tutor from a different School. Where the Academic Misconduct Panel finds that the work is seriously plagiarised or there is a series of misconducts the student will on level 3 disciplinary which will require a Formal Hearing and may result in expulsion from the College

5.2 Students commencing The Open University validated courses 2015:

Open University AMBeR Tariff
Academic Misconduct Penalties (based on AMBeR Tariff)

5.2.1 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%
380 – 479	<ul style="list-style-type: none">• Assessment awarded 0% - re-assessment required but mark capped at 40%• 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%• 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%• 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

5.3 Students studying York St John Validated courses:

Students who are found to have plagiarised, will be subject to the penalties detailed below. In all cases 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.

The following is an indicative range of penalties. The penalty should clearly state:

(a) How much of the work is affected (an assessment component; the assessment(s) for an entire module; or all assessments carried out during a specified period).

(b) The maximum mark allowed for any repeated attempt (capped pass, other capped mark; for credits only and a retained mark of 0).

The penalty may be made more or less severe depending on the evidence available. Relevant factors may include amount of work affected by the academic misconduct, the level of studies, whether the offence was committed knowingly, and the level of deception involved. Other factors to be taken into account, on request, but personal difficulties are unlikely to be seen as excusing academic misconduct. A penalty will not be reduced based on the fact that the student ran out of time to complete work or that they mistakenly submitted a draft rather than a final version.

No mark is awarded or credit assigned for work affected by academic misconduct. The penalties below are examples of how a student may be permitted to resubmit work, with the opportunity to be awarded credits, provided that the resubmitted work is free from academic misconduct, and of a passing standard. Resubmitted work that is not of a passing standard may nevertheless be accepted as sufficient to enable progression or an award if it satisfies the requirements of a "serious attempt"

The student may be obliged to undertake an alternative assessment. They will only be permitted to resubmit work where they are entitled to another resubmission attempt in accordance with the University regulations. If the academic misconduct affects resubmitted work, the student will not normally be entitled to a further attempt.

TABLE 1 – POTENTIAL PENALTIES; INDICATIVE ONLY

Level	1st offence	2nd offence	3rd offence
(1) 4	for capped mark	for credits only	termination of studies
(2) 5	for capped pass	for credits only	termination of studies
(3) 6	for credits only	termination of studies	