

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 Procedures for FE and HE (Learning, Teaching and Assessment Strategy)
- Electronic Submission of Work: Staff Guidance
- Images consent form
- HE Plagiarism Report
- HE Academic Misconduct Penalties

Links to other policies:

- Learning, Teaching and Assessment Strategy
- Student Disciplinary Policy

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 student. This policy will not conflict with 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. The policy is for use outside public examinations, where the examining boards' own procedures will apply. It includes college-assessed work which contributes towards external examination marks.

2 Context

The use of the word "academic" in the title seeks to define the scope of policy as it relates to the delivery and assessment of the curriculum. It is intended to include vocational courses and assessed programmes. Academic misconduct includes plagiarism, lobbying for preferential treatment, taking extra time without permission and taking and using other people's images without their consent. Other instances of misconduct may be considered by the College at its discretion.

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.

Lobbying for preferential treatment includes asking for higher marks or extended assessment time without using the correct procedure, or insisting on extra tutorial time from tutors.

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.

Students will sign the Statement of Agreement, normally during induction to show that they have read and understood the College rules on academic misconduct.

4 Supporting documents

4.1 Academic Misconduct Procedures

4.1.1 All Students

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. The policy is for use outside public examinations, where the awarding organisation's own procedures will apply. It includes college-assessed work which contributes to external marks.

All cases of suspected academic misconduct will be fully investigated using the College Student Disciplinary procedures. If proved, a student can expect the College to take action, and what happens will depend on the seriousness of the misconduct.

If a student is suspected of academic misconduct:

The allegations against the student should be provided to the student in writing (and their parent/carer if under 18) before any action is taken, so that the student is clear of the case to be answered.

Levels 1 and 2 of disciplinary misconduct apply In cases of minor and moderate instances of academic misconduct respectively.

Examples of minor cases could include a student:

- × Receiving undue help in good faith because instructions have been misunderstood.
- × Copying a couple of sentences or using someone else's diagrams.
- × Copying **small** amounts of text from books without direct acknowledgement, but which does not make a significant contribution to the overall work.
- × Not referencing work properly.
- × Failing to acknowledge the source of a small section of an assignment.

Examples of moderate cases could include:

- × Limited plagiarism from professional work (not course books).
- × Limited copying of other candidates work (hard copy or from a disk), or excessive help within one piece of work
- × Limited downloading of information from the internet.

Examples of serious cases could include:

- × Extensive copying of textbooks in one piece of work or limited copying in two or more pieces of work which makes a significant contribution to the work/s.
- × The use of model answers downloaded from the internet
- × Downloading from the internet without acknowledgement, using another's disk or copying work from another's disk.
- × Buying, selling or stealing of work.
- × Using another's artwork.
- × Using past candidates' work from previous years.

- × Undue help from outside of the centre.

4.1.2 Action to be taken

When a member of staff suspects that a student has breached the academic misconduct policy, they will:

For FE students

For a minor case of academic misconduct:-

- Discuss the student's actions with them in a private tutorial
- Issue a warning about how they must act in the future
- Record the nature of the academic misconduct on the Student's File
- Take Disciplinary Action at Level 1 (or Level 2 if the student is already on a disciplinary contract)
- Void the piece of work affected by misconduct and the student may resubmit
- If appropriate, inform the awarding organisation and/or External examiners/verifiers in accordance with the awarding organisation's policy/regulations

For a moderate case of academic misconduct:-

- The mark or assessment grade will be reduced potentially to zero, depending on how serious
- The student may take the unit/exam/test again but will receive a bare pass mark/grade
- Record the nature of the academic misconduct on the Student's File
- The Head of School may decide that the student will move to Level 3 of the Disciplinary Procedure
- The relevant Awarding Organisation will be informed in accordance with the awarding organisation's policy

For a serious case of academic misconduct:-

Level 3 of the Disciplinary Procedure will apply

The penalty will be decided by the Disciplinary Panel at a Formal Hearing and will depend on the seriousness. Any of the following may apply:

- A zero grade in the exam/test/module is given or the assessed work is not awarded a grade.
- Not allowed to re-sit the exam or test, or not allowed to re-do the piece of assessed work.
- Disqualified from course
- Expulsion from the College.
- The relevant awarding organisation will be informed, in accordance with the awarding organisation's policy
- External examiners/verifiers will be informed, in accordance with the awarding organisation's policy

4.1.3 HE students

Penalties for Academic Misconduct for HE students differ according to Awarding Organisation and date of student registration. See Appendices 1-4., however all levels of misconduct will be subject to the College's Student Disciplinary Policy, where level 3 (serious) misconduct may result in expulsion following a Formal Hearing.

If a Module Tutor suspects a student may have plagiarised she/he completes the Plagiarism Report Form(4.2) and refers the matter to the HE Development Manager (HEDM).

Where the student's course is franchised from a partner university they will be consulted to ensure that the decision and penalties are consistent with university practice.

The student will be informed of the decision and any sanctions in writing

4.2 Statement of Agreement

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.

Students will sign the statement below (normally during induction) to show that they have read and understood the College rules on academic misconduct.

"I agree that I have read and understood the College Policy on Academic Misconduct. I understand that if I cheat and present others' work as my own, without showing who did the work and where I found it, the College will take action.

I agree that all the work I submit (electronically and/or manually) during my course or put in my portfolio will be entirely my own, unless I show clearly in my work where I have used someone else's work, have worked with someone else, or have received help."

I understand that this applies to each and every piece of work that I submit during this course.

Student Name

Signed.....

Date.....

Course:

In the presence of:

Student Progress Facilitator /Programme/Course Tutor.....

4.3 Assessment Submission Procedure – revised September 2015

The aim of setting down a college assessment procedure is to ensure that fair and secure procedures are adhered to across the College. The Awarding Organisation's specific requirements will be adhered to where different from this procedure.

Module and unit tutors will observe the following and advise students:

As far as is practicable:

- Students will be informed of assessment deadline submission dates for formative and summative assessments, even where indicative, at the start of the academic year
- Assessment deadlines will be spread evenly

4.3.1 Further Education

Deadlines are normally non-negotiable, however for BTEC FE courses they are indicative and will be adhered to except where students are not yet ready to complete the assessment in the tutor's judgement. Allowances may be made where there are mitigating circumstances such as prolonged illness or other unavoidable absence from college. On BTEC FE courses the unit tutor will approve late submission.

The consequences of missing a deadline will be made clear, for example

- Capping of mark or grade which could have been awarded
- No opportunity given for resubmission

Late submission is unfair practice and an example of academic misconduct, therefore disciplinary action at the appropriate level will be taken depending how late and the reasons given.

If there are mitigating circumstances for FE late submission then a written explanation and relevant evidence to be supplied in which case a new submission date can be agreed, taking into account the period of absence from College and the course end date; HE students will use the HE procedure.

Where Awarding Organisations allow resubmission of marked or graded work then one resubmission attempt may be made within an agreed or AO specified timescale; failure to meet that deadline will result in the work not being accepted for re-marking

Students on FE courses will follow the procedures set by the module or unit tutor for handing in assessments.

4.3.2 Higher Education

- Details regarding assessment submission are found in each Module Handbook, and in section 3 under **Assessment Submission** of the Student Handbook for each course.
- Deadlines are non-negotiable, students experiencing problems outside their control must apply for an extension or mitigation.
- The deadline time is 12 midnight on the deadline date.
- All written work and other work that can be submitted electronically will be submitted via Turn-it-in, which enables proof of submission

- Other coursework must be submitted during College opening hours, at a time set by the module tutor, deadline date and must include a cover sheet signed by the student and tutor upon receipt.
- Cover sheets are available on the College HE VLE, and have a tear-off slip which will act as a receipt for each assessment for students to retain.
- The HE Assessment Regulations explain the consequences of missing a deadline

The aim of setting down a college assessment procedure is to ensure that fair and secure procedures are adhered to across the College. The awarding organisation's specific requirements will be adhered to where different from this procedure.

Module or unit tutors will observe the following and advise students:

As far as is practicable:

- Students will be informed of assessment deadline submission dates for formative and summative assessments at the start of the academic year
- Assessment deadlines will be spread evenly

Normally, deadlines are not negotiable, however allowances may be made where there are mitigating circumstances such as prolonged illness or other unavoidable absence from college. The consequences of missing a deadline will be made clear

- Capping of mark or grade which could have been awarded
- If 'capping' is not allowed by the awarding organisation then late submission is unfair practice

Late submission is unfair practice and an example of academic misconduct, therefore disciplinary action at the appropriate level will be taken

4.4 Electronic submission of work: staff guidance

Electronic submission of assessed work (wherever feasible) is advantageous to both staff & students and should be via Moodle.

Uploading of work to Moodle, using either the assignment function or Turnitin, provides easy verification of the source and allows multiple members of staff to view/mark the work. When students upload work via Moodle they need to confirm that the work is their own. This is achieved by their use of their own login to Moodle. Students should be reminded that they must not share their login with anyone else and that contravention of this would be regarded as academic malpractice (see IT Code of Practice found in ICT Acceptable Use Policy).

Emailed submission of work is to be seen as a 'back-up' or emergency method where access to Moodle or Turnitin is not feasible. Work submitted for assessment in this way

may be mislaid or not received from students and due to many factors (email addresses not being recognised, file sizes exceeding server limits etc), **it should not be seen as the prime means of staff receiving work for assessment.** The nature of some work is not suited to electronic submission and this may still be submitted as hard copy accompanied with a signed submission statement as currently appropriate for the relevant Awarding Organisation. In order to emphasise the importance of identification of the source of work, the following statement should be posted on your Moodle site or VLE in a prominent position where students upload work.

'By uploading work here I certify that the evidence submitted for this assignment is my own. I have clearly referenced any sources used in the work. I understand that false declaration is a form of malpractice.'

HE and Plagiarism

All students should be aware that the College takes plagiarism very seriously and will enforce penalties where plagiarism is proven. Plagiarism, from the point of view of Craven College, can be broadly defined as the unacknowledged borrowing of someone else's words or ideas, whether intentional or not. It is your responsibility to ensure that you understand what constitutes plagiarism, and to ensure that your work is free from plagiarism. See your tutor if you need further guidance on what constitutes plagiarism and/or Academic Misconduct Policy.

4.5 HE Plagiarism Report Form

HE Scheme

Plagiarism Report

Please use the attached to complete where you suspect a student may have plagiarised. Please return the form to amclean@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: (Please give details referring to the relevant appendix below)

5 HE Academic Misconduct Penalties

5.1 Students commencing The Open University validated courses prior to 2015; Pearson and Certa 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 HEDM 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 Head of School (HoS) and HEDM 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 HEDM will convene an Academic Misconduct Panel to assess the concern. The Academic Misconduct Panel consists of the HEDM, the relevant 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 your 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	