

**Academic Misconduct Policy and Procedure**

**City College Limited**

69 Steward Street

Birmingham

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| Title | Academic Misconduct | Department | Quality |
| Location | Sharepoint | Author | PWA |
| Approved by SLT | Yes | Date | 5th October 2020 |
| Last Review | January 2021 | Next Review | May 2022 |
| Version | Author | Issue date | Summery |
| V.1 | PWA | May 2020 | First draft |
| V.2 | PWA | October 2020 | Inclusion of staffing |
| V.3 | PWA | January 2021 | Review |

**Key Person(s)**

**Managing Director**

**Associate Director for Quality and Partnerships**

**Higher Education Manager**

**Academic Misconduct Policy**

**Policy Statement**

City College strives to deliver the highest standard of teaching learning and assessment to each of its students and aims to uphold the integrity of any and all qualification and awards the College delivers. To achieve this, the College recognises the need for continual review and improved across all its systems and processes and the implementation of robust procedures for checking the reliability and validity of student work and remove or prohibit any bad academic practice.

Bad academic practice for students is the passing off of ideas, data and or other information as if such materials were originally discovered by the student. Additionally, it is the word for word duplication of short phrases (e.g. quotation) in written work, in oral presentation, or equivalent duplication in non-written forms, where the source is not mentioned, and where such duplication is minor in scale. Bad academic practice for staff is deliberate action which has the potential to undermine the assessment work or the integrity of awarding body qualifications. Continued and repeated Bad Academic Practice may become an Academic Offence.

This Policy is not intended to replace existing procedures, staff and students should read this policy in context and:

* If students have concerns College about services provided, they should be raised as a complaint through the standard Complaints Procedure.
* If students have questions about the management or grading of their assignments, they should be raised through the appeals procedure.

The main aim of this policy is;

* To meet the requirements of the Office for Students (OfS)
* To ensure fairness and consistency across all programmes
* To ensure that programmes meet awarding organisation regulation and guidance

**Academic Offence**

The College defines an academic offence as a student to committing any act which is intended to modify or evade in an unauthorised manner and by unfair means. This could include but will not necessarily limited to;

* Cheating in examinations
* Plagiarism
* Fabrication of results
* Collusion

**Cheating in examinations**

A student commits the offence of cheating in an examination if:

* Deliberately acquires advance knowledge of the detailed content of the examination
* Copies from the examination script of another student
* Allows another student to copy from his or her examination script
* Obtains any other assistance from another student
* Uses or has access to unauthorised material
* Impersonates another student or allows himself or herself to be impersonated
* Provides information to another student in an examination
* Has access to an electronic communication device
* Does any other thing with the intention of gaining unfair advantage over other students.

In one or more than one of the above circumstances, any student concerned may be deemed to have committed an academic offence.

**Plagiarism**

Plagiarism is the deliberate attempt to gain advantage by presenting work that is not the student's own. Plagiarism is commonly the word for word of substantial duplication of phrases or sentences in written work, or in oral presentations, where the source is deliberately not mentioned. In all cases, such sources may include the work of other students at the College or another institution or contracted third parties such as assignment farms.

**Fabrication of Results**

It is an academic offence for students to claim to have carried out experiments, observations, interviews or research which they have not.

**Collusion**

Collusion is the deliberate attempt to provide another student with an advantage by presenting work that is not solely their own or by providing such material. Collusion is the duplication of passages or phrases in written work or in oral presentations, or equivalent involving a conspiratorial attempt to deceive. Collusion must not be confused with the good practice of collaborative learning and peer support. Collaborative learning means that a student may benefit from sharing third-party material.

**Dealing with Academic Malpractice**

Following an allegation of Academic Misconduct, the student will be invited to an Academic Practice Investigation Panel to consider the evidence. The panel will consist of the Student, the Unit Assessor and the Programme Lead and/or the Higher Education Manager. The Programme Lead must assure itself that all efforts have been made to inform the student of requirement to attend this panel. Where a student does not attend the panel will reach a decision in their absence. Where an allegation is upheld by the panel a record of the offence must be kept in the student folder and the outcome reported in the next Programme Management Board. Should the student choose to appeal the decision, they should follow the appeals procedure.

In order to oversee incidents Academic Malpractice across the College the panel will apply, a “tariff” system outlined in Table 1.

Table 1

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| **Activity** | **Instance** | **Student Level** | **Action** |
| **Academic Misconduct**   1. Low level duplication without citation, for example errors made through carelessness or misunderstanding   or   1. Passing off ideas, data or other information as if originally discovered by the student | First instance | Level 3 or 4 | Mark awarded to reflect proportion of work that is original content. Discussion/feedback with student and instance recorded. |
| Levels 5 or 6 | Panel may recommend that the mark awarded should reflect the proportion of work that is original content or, on occasion, recommend student fails assessment task or component(s) (with a mark of zero) and the module mark capped if appropriate and not disproportionate in effect. |
| Second or more consecutive instances | Level 3 or 4 |
| Levels 5 or 6 | Outcomes can include:   1. Panel recommends student fails module(s) (with a mark of zero) 2. Panel recommends student fails component(s) (with a mark of zero) and the module mark capped if appropriate and not disproportionate in effect. 3. Panel may require student to take remedial action as appropriate and in accordance with reassessment regulations. 4. Panel recommends that the mark awarded should reflect the proportion of work that is original content. |
| Multiple concurrent instances | Levels 3 - 6 |
| **Academic Misconduct**   1. Cheating in examinations 2. Plagiarism 3. Acquiring and submitting an assessment not written by the student themselvess 4. Fabrication of results 5. Collusion 6. Reuse of assessed material 7. Other academic offences | Any instance | Levels 3 - 6 |

**Staff malpractice**

Staff malpractice relates to any deliberate action by staff which has the potential to undermine the assessment work or the integrity of awarding body qualifications. The following list outlines instances of malpractice which may be considered by the College at its discretion, such as;

* Assistance given to students during exams and assignments submissions in contravention of the Awarding Body or partnership guidelines
* Inventing or changing marks for internally assessed work programmework or portfolio evidence where there is insufficient evidence of the students’ achievement to justify the marks given or assessment decisions made already
* Failure to keep student programmework/portfolios of evidence secure
* Fraudulent claims for certificates
* Inappropriate retention of certificates
* Assisting students in the production of work for assessment, where the support has the potential to influence the outcomes of assessment, for example where the assistance involves College staff producing work for the student.
* Producing falsified witness statements, for example as evidence which the student has not generated.
* Allowing evidence, which is known by the staff member not to be the students own, to be included in a student’s assignment/ task/ portfolio/ programme work.
* Facilitating and allowing impersonation.
* Misusing the conditions for special student requirements, for example where students are permitted support, such as an amanuensis, this is permissible up to the point where the support has the potential to influence the outcome of the assessment
* Falsifying records/certificates and falsely reporting outcomes and achievement, for example by alteration, substitution, or by fraud
* Fraudulent certificate claims, that is claiming for a certificate prior to the student completing all the requirements of assessment.

Should the College find evidence of any deliberate action by staff which has the potential to undermine the assessment work or the integrity of awarding body qualifications, the College will respond by:

* Inform the staff member of the issues and of the possible consequences and their rights to appeal. Providing the staff member with an opportunity to respond within two working days.
* Investigate the allegation in a fair and equitable manner
* Inform the Awarding body and partner organisation of any malpractice or attempted acts of malpractice, which have compromised assessment. Seeking advice from Awarding bodies and partner organisations of further action required
* Issue penalties appropriate to the nature of the malpractice under review which could include gross misconduct leading to dismissal from the College.

**Related policies**

This policy needs to be read in conjunction with other policies including:

* Quality Assurance and Delivery Policy
* Appeals Policy and Procedures
* Internal Verification Policy
* Student Disciplinary Procedure
* Equality and Diverstiy Policy
* Complaints Policy and Procedure
* Fitness to Practice Policy
* Fitness to Study Policy
* Governance Code