



HE Academic Misconduct Procedure 2023 - 2024

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. INTRODUCTION

- 1.1 Throughout this policy reference will be made to Askham Bryan College as 'University Centre Askham Bryan' (UCAB).
- 1.2 All cases of serious academic misconduct a student will be subject to the awarding institution's policies and procedures which may result in removal from UCAB.
- 1.3 UCAB 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.
- 1.4 Where a case of academic misconduct is identified the reporting procedure as shown in Appendix 1 must be followed.
- 1.5 Where a case of academic misconduct is upheld by the Academic Misconduct Panel a student has the right to appeal the decision. Any appeal must be sent to he@askham-bryan.ac.uk within 10 working days of the delivery of the emailing informing the student of the outcome from the panel.

2. RESPONSIBILITIES

2.1 Student: Students are required to sign an agreement at the beginning of the year confirming that they understand what academic misconduct and that they will ensure that any work that they submit will be their own.

2.2 Module Leader: The module leader is responsible for ensuring that appropriate provision is in place to detect academic misconduct. For example, written work is submitted through Turnitin, examinations have appropriate invigilation in place.

2.3 Module Tutor/ Marker: The marker is required to review all work for plagiarism or collusion, or identify cheating. If any misconduct is identified the marker is required to report this through the UCAB procedures (see section 1).

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2.4 Course Manager: The course manager will be called to attend the Academic Misconduct Panel to provide information on the student.

2.5 HE Academic Services Officer: The HE Academic Services Officer monitors the reports that are submitted, arranges the panel meetings, and provides reports of incidences to the awarding bodies and for the HE Academic Quality & Standards Committee (AQSC). The HE Academic Services Officer will also inform students, marker(s), and course managers of the outcomes from the Academic Misconduct Panel.

2.6 Academic Misconduct Panel: The academic misconduct panel review all cases presented, considering these in relation to the relevant awarding body and apply appropriate penalties where a case is upheld. Chair of Academic Misconduct Panel is the CAM HE or CAM VN.

3. MONITORING AND REVIEW

3.1 The Head of Quality Assurance will maintain oversight of the effectiveness of these arrangements. This procedure and the implementation arrangements which underpin it will be reviewed annually by the Head of Quality Assurance and via the HE Academic Standards and Quality Committee and HE Academic Board.

4. SUPPORTING/RELATED DOCUMENTS

- HE Academic Misconduct Policy

5. RELEVANT LEGISLATION

5.1 In all aspects of this policy the College will comply with the following legislation:

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

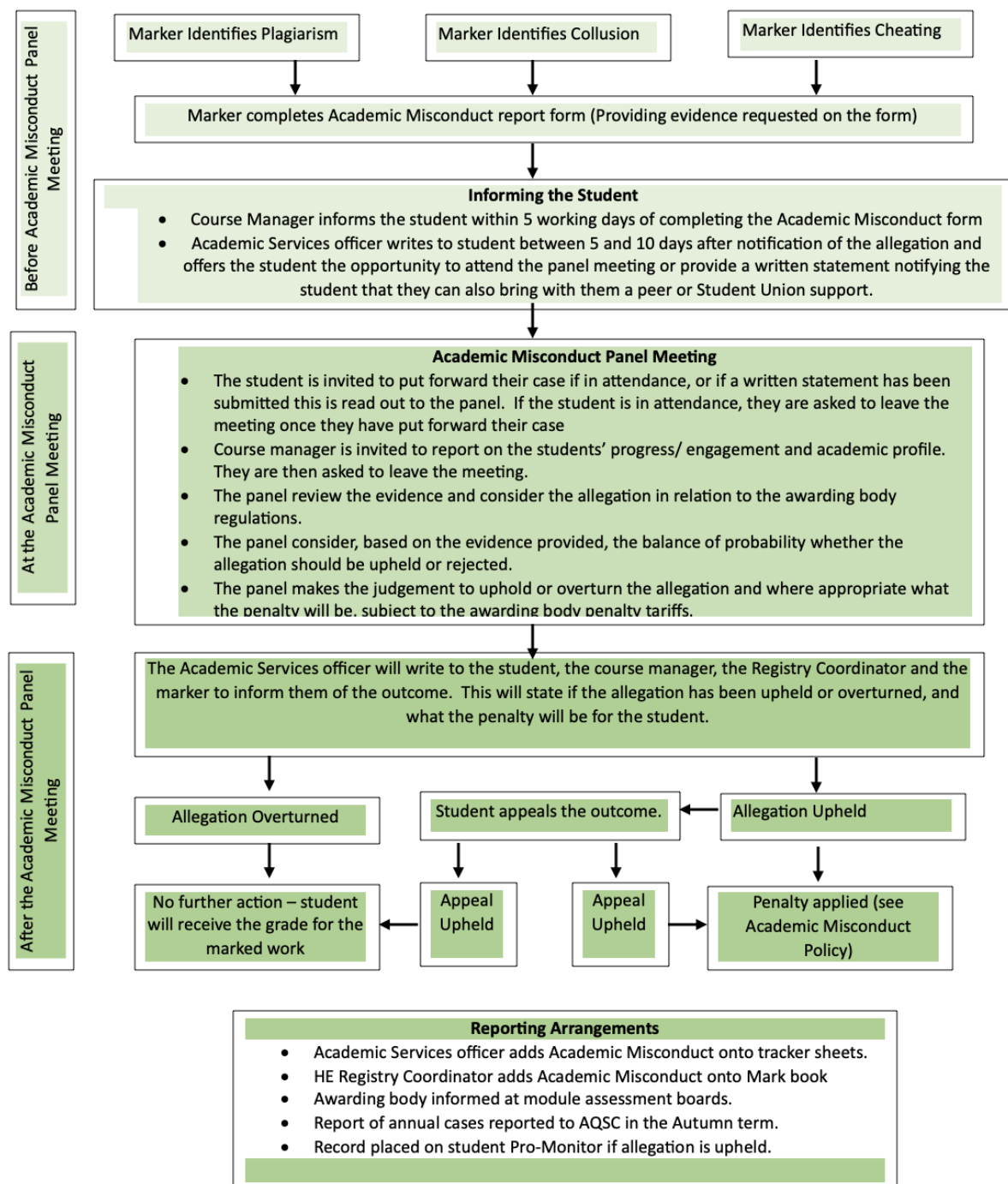
6. APPENDICES

- Appendix 1. Academic Misconduct Reporting Procedure
- Appendix 2. University Centre Askham Bryan Penalty Table
- Appendix 3. Harper Adams Penalty Table
- Appendix 4. Royal Agricultural University Penalty Table

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Appendix 1. Academic Misconduct Reporting Procedure



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Appendix 2. University Centre Askham Bryan Penalty Table

Full policy & procedure available at <https://www.askham-bryan.ac.uk/publication-scheme-higher-education/>

Academic Misconduct Penalty Tables

plagiarismadvice.org		
Assign points based on the following criteria		
HISTORY	1st Time	100 points
	2nd Time	150 points
	3rd/+ Time	200 points
VALUE OF ASSIGNMENT	Standard weighting	30 points
	Large project (e.g. final year dissertation)	60 points
LEVEL / STAGE	Level 1	70 points
	Level 2	115 points
	Level 3/Postgraduate	140 points
AMOUNT/EXTENT	Below 5% <i>AND</i> less than two sentences	80 points
	As above but with critical aspects* plagiarised	105 points
	Between 5% and 20% <i>OR</i> more than two sentences but not more than two paragraphs	105 points
	As above but with critical aspects plagiarised	130 points
	Between 20% and 50% <i>OR</i> more than two paragraphs but not more than five paragraphs	130 points
	As above but with critical aspects plagiarised	160 points
	Above 50% <i>OR</i> more than five paragraphs	160 points
	Submission purchased from essay mill or ghost-writing service	225 points
ADDITIONAL CHARACTERISTICS	Evidence of deliberate attempt to disguise plagiarism by changing words, sentences or references to avoid detection	70 points

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Appendix 3. Harper Adams Penalty Table

Full policy and procedure available at this <https://www.harper-adams.ac.uk/apply/applicants/key-info.cfm>

Academic Misconduct Penalties for Students on Taught Programmes

The following outlines the penalties normally associated with each misconduct category, for students on taught programmes (see paragraph 9 for research degree students).

Minor academic misconduct	1 Marks reduced in line with extent of assessment affected taking into account proportion of work and importance of the parts affected in relation to assessment marking criteria. Maximum penalty is award of zero marks for the work and Written warning and direction to written guidance by Module Leader and note to student record database and file
Major academic misconduct	2 Zero marks for the module with opportunity to be reassessed recommended, but eligibility within the assessment regulations to be determined by the Course Assessment Board and Written warning and direction to written guidance by Module Leader and note to student record database and file
Gross academic misconduct	3 Failure of module with no reassessment and recommendation that the failed module should impact on any progression or award entitlement with opportunity to restudy only if eligible within the assessment regulations, as determined by the Course Assessment Board
	4 Failure of module with no reassessment and recommendation to the Course Assessment Board that the failed module should impact on any progression or award entitlement, with no opportunity to restudy that or alternative module and Record on student record database and file
	5 Failure of all modules studied in the academic session with no opportunity for reassessment and a recommendation to the Course Assessment Board that either: a) an opportunity to restudy in the following academic session is permissible or b) the candidate is withdrawn from the programme with no opportunity to re-enrol until at least one year has elapsed or c) the candidate is withdrawn from the programme permanently and Record on student record database and file
	The minimum penalty for cheating in time-constrained assessments or being found in possession of unauthorised items/materials during an examination is the failure of all modules taken in the academic year, withdrawal from the course and exclusion from studies for a minimum period of one year, after which restudy of failed modules may be permitted.

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Appendix 4. Royal Agricultural University Penalty Table

Full policy & procedure available at <https://www.rau.ac.uk/student-life/new-students-guide/student-handbook-and-policies/academic-policies-and-procedures>

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ADDITIONAL CHARACTERISTICS		

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