Academic Misconduct Policy and Procedure 2024-2026 (2025 Update)

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. DOCUMENT HISTORY

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2. POLICY STATEMENT

2.1. Academic Misconduct is 'any case of deliberate, premeditated cheating, collusion, plagiarism, unattributed use of AI generation or falsification of information, in an attempt to deceive and gain an unfair advantage in assessment.' University Centre Askham Bryan is committed to ensuring that the academic integrity of student work aligns with sector expectations and appropriately investigates, and applies penalties, where students fail to maintain academic integrity in their submitted assessments. We will, where appropriate, inform any relevant professional, regulatory, or statutory body.

2.2. Throughout this policy and Procedure reference will be made to Higher Education provision of Askham Bryan College as University Centre Askham Bryan (UCAB).

3. PURPOSE

3.1. The purpose of this Policy is to set out the College's approach to investigating cases of Academic Misconduct and applying appropriate penalties.

4. DEFINITIONS

4.1. Academic Misconduct is 'any case of deliberate, premeditated cheating, collusion, plagiarism, unattributed use of AI generation or falsification of information, in an attempt to deceive and gain an unfair advantage in assessment.'

4.1.1. Poor Academic Practice

4.1.1.1. Poor practice is considered to occur when a student demonstrates a lack of understanding of appropriate academic conventions. This will usually occur early in the student's studies as they develop their understanding and skills. There will be no evidence that the student has tried to gain an unfair advantage in the assessment or deceive the marker.

4.1.1.2. Poor academic practice could include, but is not limited to, inadequate referencing and low levels of poor paraphrasing. For example, assessment work may be submitted with limited or no reference to supporting material or contain an unacceptable volume of direct quotes. Or there may be evidence that the student made efforts to cite but used incorrect referencing conventions, for example inaccurate secondary referencing.

4.1.1.3. Students may have demonstrated a lack of original thought, and the submission is modelled on the work of others in terms of structure, content, and flow.

4.1.1.4. Poor academic practice could also include cases where students have misinterpreted the line between collaboration and collusion, or self-plagiarised by inappropriately using previously submitted material, but the impact is limited, and the level of significance does not meet the threshold for misconduct.

4.1.2. Cheating

4.1.2.1. Cheating is 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; aiming access to unauthorised material during or before an assessment; the unauthorized use of smart devices during an assessment or examination; the submission of false claims of previously gained qualifications, research, or experience 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 and the use of AI to generate answers which are claimed to be original.

4.1.3. Plagiarism

4.1.3.1. 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.

4.1.4. Collusion

4.1.4.1. Collusion 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.

5. PROCEDURE

5.1. 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 (Appendix I).

5.2. Investigating Academic Misconduct in Assessments

If the student is suspected of academic misconduct in an assessment the Module Leader will collate the evidence and refer the case using the online reporting form. Students will be provided with an opportunity to provide their representation by writing or in person to the Academic Misconduct Panel (Appendix I). The panel reviews the cases in-line with the awarding bodies Academic Misconduct Policy.

5.3. Poor Academic Practice

5.3.1. Where work is submitted which does not conform to expected academic conventions but does not -meet the threshold for a misconduct sanction (normally below 20% Turnitin percentage), a judgement of poor practice can be made. This will include cases where referencing is absent or where there is the inclusion of a small amount of unattributed or incorrectly attributed material. This will be dealt with through the marking process with advice and guidance on acceptable practice.

5.3.2. To discourage poor academic practice and ensure students are developing appropriate academic skills, where students have not met the academic requirements of an assessment, tutors should impose a penalty by adjusting marks accordingly. It is not helpful to prescribe how the penalty should be applied but it should consider the extent to which the marking scheme requires academic conventions.

5.3.3. At the discretion of the tutor, the work may be awarded zero in severe cases of poor academic practice, with the expectation this is in consultation with the Chair of the Academic Misconduct Panel. The feedback to students should be developmental and clearly indicate that adjustments to marks have been made and identify the cause of any mark reduction to prevent this from happening in future assessments.

5.3.4. These cases do not need to be brought to the Academic Misconduct Panel nor reported to the Chair of the panel, but colleagues are encouraged to engage with CAM or CTL for guidance where necessary. Where a student wishes to appeal against the poor academic practice outcome, they should submit their appeal to the Chair of the Academic Misconduct Panel

5.4. **Reporting Procedure**

Where a case of academic misconduct is identified the reporting procedure flow chart as shown in Appendix 1 must be followed.

5.5. **Appeal Procedure**

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.

6. SCOPE AND LIMITATIONS

6.1. This policy and procedure 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 institutions regulations.

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

6.3. Where a student has failed and not received credits for a module, and similarity to previous work in the uncredited components appears in subsequent reassessments this sits outside of the remit of Academic Misconduct.

7. RESPONSIBILITIES

7.1. The Head of HE Academic Services and Quality Assurance will have overall responsibility for ensuring compliance with this policy. The Head of Academic Services and Quality Assurance will be assisted by the HE Registry Coordinator to

ensure compliance with this policy.

7.2. All parties will familiarise themselves with the Academic Misconduct Flow-Chart.

7.3. The marker will, where AI is suspected, arrange for the student to attend a professional discussion, in the first instance, to confirm the students' knowledge base and/or the process they have gone through to develop their assessment submission. The marker and the Curriculum Team Leader (CTL) should attend the professional discussion and the format and length of the professional discussion is at the discretion of the CTL. Where the marker and CTL are reassured that the work is that of the student no further action to be taken, if it is still believed that the work is that of an AI normal process would be assumed.

7.4. The Marker will identify any cases of academic misconduct and will submit the evidence to the Academic Misconduct Form.

7.5. The Academic Services Officer 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, normally between 5-10 working days of notification of the allegation being made, will minute the meetings and will record the outcomes on the students' record.

7.6. Students can make representation in person or in writing and can be accompanied by a fellow student, a friend or family member or an officer of the Student Union to provide support, but they are not permitted to speak on the student's 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.

7.7. The Academic Misconduct Panel will decide:

- There is insufficient evidence to justify a finding of academic misconduct. If so, no further action will be taken under these procedures, OR
- 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 considered through the normal marking process. The finding will be noted on the student record system and may be considered in the context of any future allegations of the student having committed academic misconduct. OR
- 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 as defined in Appendix 2.

7.8. The HE Registry Coordinator will record the outcomes on the students' academic profile.

8. MONITORING AND REVIEW

8.1. Head of HE Academic Services and Quality Assurance will maintain oversight of the effectiveness of these arrangements. This policy and the implementation arrangements which underpin it will be reviewed annually by the Head of HE

Academic Services and Quality Assurance.

9. SUPPORTING/RELATED DOCUMENTS

- Student Guide to Academic Misconduct
- HE Assessment Policy
- ABC Academic Regulations

10. RELEVANT LEGISLATION

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

- Conditions of Registration – Condition B4.2.

11. APPENDICES

- Appendix I. Terms of Reference of the Academic Misconduct Panel
- Appendix II. Askham Bryan Validated Programmes Academic Misconduct Procedure Flow Chart
- Appendix III. Askham Bryan Validated Programmes Penalty Table and Penalties
- Appendix IV. Harper Adams University Academic Misconduct Policy and Procedure
- Appendix V. Royal Agricultural University Penalty Table

Appendix I. Terms of Reference of the Academic Misconduct Panel

1. TERMS OF REFERENCE

The College Academic Misconduct Panel operates to develop, co-ordinate and implement policy related to the maintenance of standards within Higher Education at the College. The Academic Misconduct Panel is empowered by the Academic Board and reports directly to the Academic Quality and Standards Committee. Any conflict of interest must be declared at the start of the meeting.

The Academic Misconduct Panel will:

I. Meet as required to consider cases of Academic Misconduct which have reached Stage 4 in the HE Academic Misconduct Procedure as outlined in the Askham Bryan Policy and Procedure on Academic Misconduct.
II. Receive reports from Course Managers and Section Leaders with respect to any actions taken under Sections 1-3 of the HE Academic Misconduct Procedure as outlined in the Askham Bryan Policy on Academic Misconduct
III. Report annually to the Academic Standards Committee all instances of Academic Misconduct which have been brought to its attention.
IV. Consider the operation of the College's Academic Misconduct Policy and Procedure and make recommendations for improvement to the Academic Standards Committee as appropriate.

2. REPORTING

The Academic Misconduct Panel will report directly to the UCAB Academic Quality and Standards Committee.

3. MEMBERSHIP

The membership shall be:

- Head of HE Academic Services and Quality Assurance (1)
- Curriculum Head of Department or Nominee (1)
- Higher Education Registry Coordinator (1)
- Relevant Curriculum Team Leader or Nominee (1)

The Secretary to the Panel is the HE Registry Coordinator.

Co-opted members:

- The Committee shall have the power to co-opt other members of College staff when required.

4. QUORUM

- Head of HE Academic Services and Quality Assurance (1)
- HE Registry Coordinator

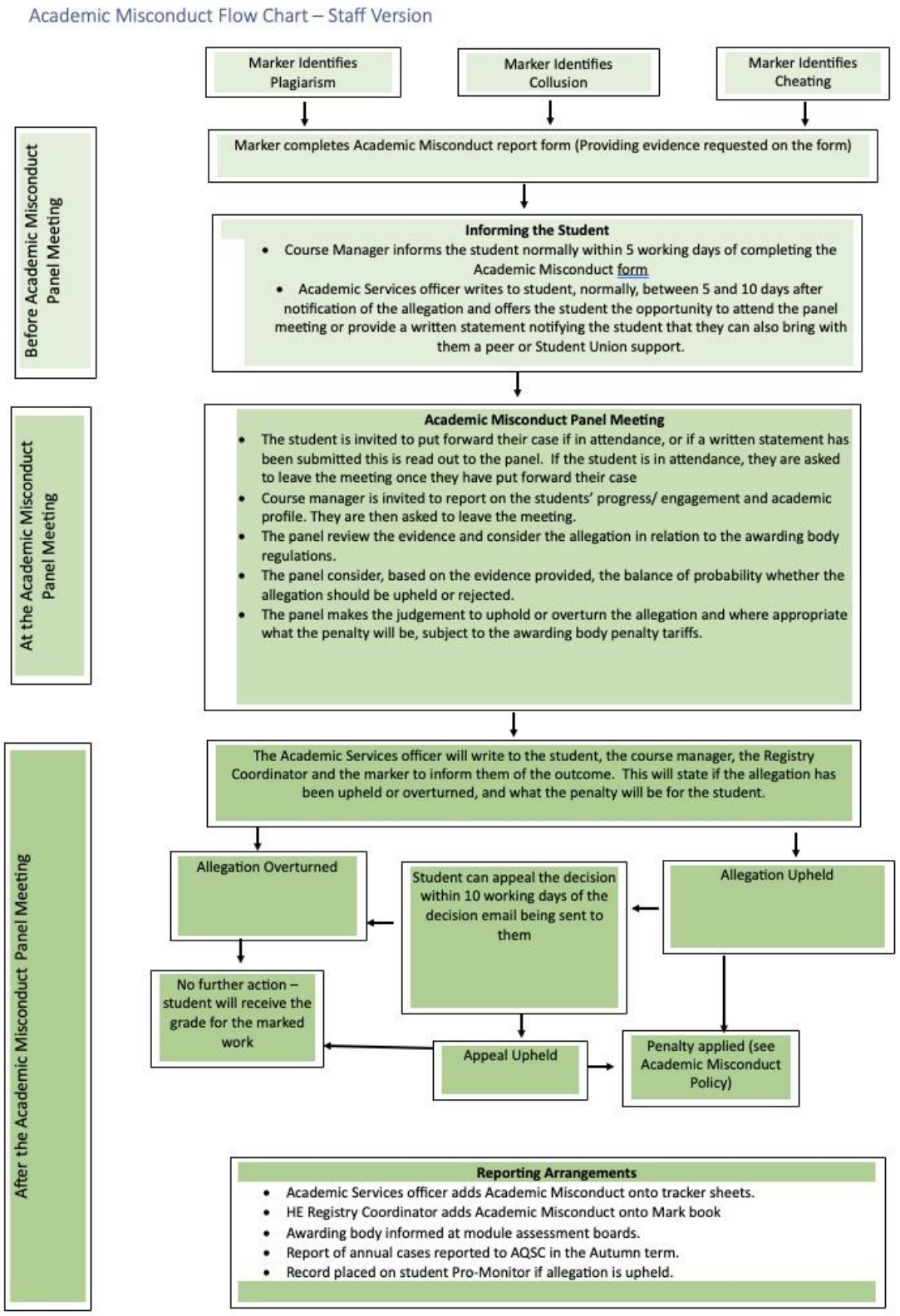
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5. MEETINGS

I. Meetings will be convened on an ‘as needs’ basis where cases of Academic Misconduct have reached stage 4 of the Academic Misconduct Procedure.

II. Academic Misconduct Panels will provide a reports to Academic Quality and Standards Committee in relation to the volume and nature of Academic Misconduct cases.

Appendix II. Askham Bryan Validated Programmes Academic Misconduct Procedure Flow Chart



Appendix III. Askham Bryan Validated Programmes Penalty Table and Penalties

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% *AND* less than two sentences	80 points
	As above but with critical aspects* plagiarised	105 points
	Between 5% and 20% *OR* 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% *OR* more than two paragraphs but not more than five paragraphs	130 points
	As above but with critical aspects plagiarised	160 points
	Above 50% OR 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

Askham Bryan Validated Programmes - Academic Misconduct Penalties

Award Penalties based on the points	
Points	Available Penalties
280-329	No further Action beyond formal warning
330-379	Assignment awarded 0% - resubmission required, with no penalty on mark
380-479	Assignment awarded 0% resubmission required but mark capped or reduced assignment grade

480-524	Assignment awarded 0% no opportunity to resubmit
525-559	Module awarded 0% - reassessment required, but mark capped or reduced Or Module awarded 0% - no opportunity for reassessment, and credit lost/ award classification reduced
560+	Award Classification Reduced OR Expelled from Institution but credits retained

Appendix IV. Harper Adams University Academic Misconduct Policy and Procedure

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

Appendix V. 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