HE Academic Misconduct Policy 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. POLICY STATEMENT

1.1 The College defines Academic Misconduct as 'any case of deliberate, premeditated cheating, collusion, plagiarism or falsification of information, in an attempt to deceive and gain an unfair advantage in assessment.' Assessment includes all forms of written work, examinations, time-controlled assessment, designs, ideas, constructions, presentations, demonstrations, viva voce's, accreditation of prior learning portfolios, in-class tests, and all forms of examination. All alleged cases of academic impropriety will be investigated thoroughly and where there is evidence of academic misconduct the appropriate action will be taken as detailed below.

2. DEFINITIONS

2.1 This policy 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. Throughout this policy reference will be made to Askham Bryan College as 'University Centre Askham Bryan' (UCAB).

3. PRINCIPLES

All cases of serious academic misconduct a student will be subject to the awarding institutions' policies and procedures which may result in removal from the College. The College will, where appropriate, inform any relevant professional, regulatory, or statutory body. It is the student's responsibility to be aware of the regulations, and of the potential penalties that such dishonesty may incur.

3.1. Cheating includes

- 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;
- gaining access to unauthorised material during or before an assessment;
- the 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

3.2. 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.

3.3. Collusion includes

- the conscious collaboration, without official approval, between two or more students in the preparation and production of work which is submitted by each in an identical or substantially similar form and/or is represented by each to be the product of his or her individual efforts;

- unauthorised co-operation between a student and another person in the preparation and production of work which is presented as the student's own.

3.4. 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.

3.5. 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. The panel review the cases in-line with the validating universities Academic Misconduct Policy.

4. SCOPE AND LIMITATIONS

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

4.2 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.

5. RESPONSIBILITIES

5.1 **The HE Curriculum Officer will** 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 within 10 working days of the allegation being made.

5.2 **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.

5.3 The Academic Misconduct Panel will decide:

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 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**

c) 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.

6. PENALTIES

6.1 The penalty to be applied will be dependent upon the Academic Regulations of the Institution with which the students' programme of study is validated. These are available on the UCAB Hub on Teams

7. IMPLEMENTATION ARRANGEMENTS

7.1 The arrangements that are outlined below are determined by the validating universities academic regulations.

8. MONITORING AND REVIEW

8.1 The HE Academic Registrar will maintain oversight of the effectiveness of these arrangements. This policy and the implementation arrangements which underpin it will be reviewed annually by the HE Management Team.

9. SUPPORTING/RELATED DOCUMENTS

- Harper Adams University Academic Regulations. Available at: https://www.harper-adams.ac.uk/apply/applicants/key-info.cfm
- Royal Agricultural University Academic Regulations. Available at: https://www.rau.ac.uk/about/organisation/public-information/academic-information/academic-policies-and-procedures
- Leeds Trinity University Academic Regulations. Available at: http://www.leedstrinity.ac.uk/Key%20Documents/Taught_Programme_Academic_Regulations_New_Students.pdf
- University Centre Askham Bryan Academic Regulations Available at: https://www.askham-bryan.ac.uk/publication-scheme-higher-education/

10. REGULATIONS

10.1 In all aspects of the Academic Misconduct process the College will comply with the following regulations:

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