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.

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).

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 Registry Coordinator: The HE Registry Coordinator 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 Registry Coordinator 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.

4. SUPPORTING/RELATED DOCUMENTS

4.1 HE Academic Misconduct Policy

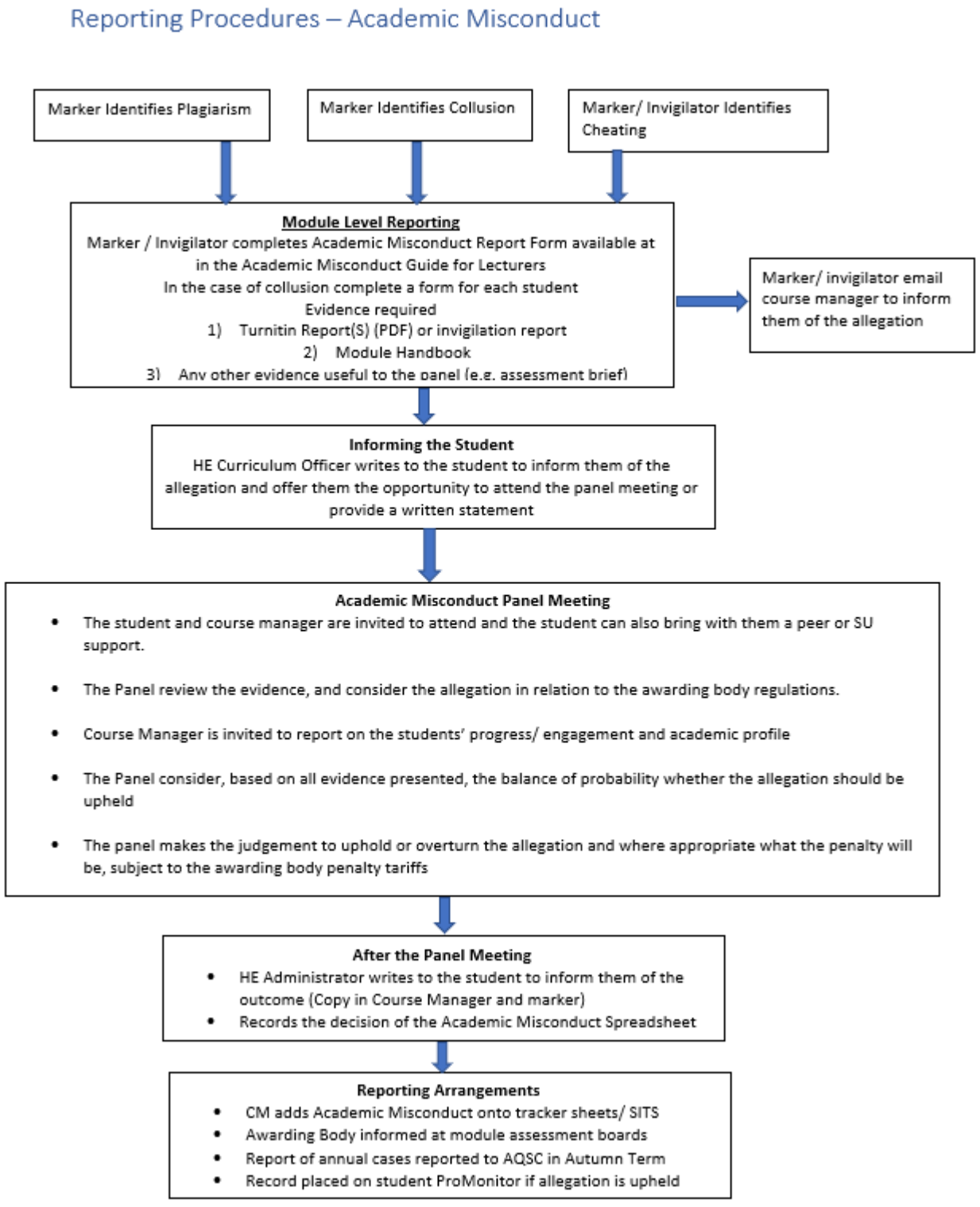
5. RELEVANT LEGISLATION

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

APPENDICES

Appendix 1 Academic Misconduct Reporting Procedure



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% *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

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.

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

Academic Misconduct Penalty Tables

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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
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	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

Appendix 5 - Leeds Trinity University Penalty Table

Full policy & procedure available at https://www.leedstrinity.ac.uk/about/public-information/academic-public-information/

C2. Tariff of levels of misconduct and indicative penalties

Level	Category	Key Indicators / Examples	Penalty
MINOR	Poor scholarship - Level 4	• Student has not yet learnt the correct academic conventions	• No formal penalty (work marked according to criteria) • Required to take an academic integrity tutorial
	1st offence in the following:		
	Poor scholarship - Level 5	• Student is unclear on the correct academic conventions	
	Level 4 academic misconduct	• Up to 30% • No critical concepts involved	• No formal penalty (work marked according to criteria) • Required to take an academic integrity tutorial • Strike out the offending passages
	Re-use of a student's own material	• No reference to previous work • No development of ideas. • Material re-used verbatim	• Strike out reproduced passages
			Indicative penalty range
MODERATE	Persistent poor scholarship at Level 5 or Level 6 - regarded as plagiarism	• Where clear guidance on academic conventions has been provided by the department and the student has previously been provided with direct feedback on techniques	• **MINIMUM penalty to be applied includes:** Formal warning + academic integrity tutorial (for academic misconduct) • Required to revise and resubmit the assignment for a maximum component mark of 40 (UG) or 50 (PG) • Awarded 0 (or fail for Pass / Fail assessments) + required to revise and resubmit the assignment for a maximum module mark of 40 (UG) or 50 (PG) • Awarded 0 (or fail for Pass / Fail assessments) + required to revise and resubmit the assignment and achieve a pass in the component for a maximum module mark of 40 (UG) or 50 (PG) • Awarded 0 (or fail for Pass / Fail assessments) + required to produce a new piece of work and achieve a pass in the component for a maximum module mark of 40 (UG) or 50 (PG)
	1st offence in the following:		
	Level 4 academic misconduct	• More than 30% • Critical concepts plagiarised with no attempt to attribute source	
	Level 5 plagiarism or collusion in one assignment	• Up to 50% • No critical concepts involved	
	Level 6 / PG plagiarism or collusion in one assignment	• Up to 30% • No critical concepts involved	
	Lack of preparation for/engagement with professional component	• Not following the procedures in the Placement Handbook. • Not keeping the PPO informed of arrangements • Poor attendance	
	General inappropriate behaviour in a professional setting	• Misuse of social media	

Level	Category	Key Indicators / Examples	Indicative penalty range
SERIOUS	Cheating in examinations	• student found with notes • student found with a mobile 'phone switched on	• **MINIMUM penalty to be applied includes:** Formal warning + academic integrity tutorial (for academic misconduct) • Awarded 0 (or fail for Pass / Fail assessments) + required to revise and resubmit the assignment and achieve a pass in each component of assessment for the module for a maximum module mark of 40 (UG) or 50 (PG) • Awarded 0 (or fail for Pass / Fail assessments) + required to produce a new piece of work and achieve a pass in the component for a maximum module mark of 40 (UG) or 50 (PG) • Awarded 0 (or fail for Pass / Fail assessments) + required to produce a new piece of work and achieve a pass in each component of assessment for the module for a maximum module mark of 40 (UG) or 50 (PG) • Awarded 0 (or fail for Pass / Fail assessments) + required to either revise and resubmit or produce a new piece of work, and to achieve a pass in each component of assessment for the module before being permitted to proceed to the next level or to receive an award. Awarded 0 for the module following re-assessment for award classification purposes • Awarded 0 (or fail for Pass / Fail assessments) + required to repeat the year • Limit imposed on final award classification • Required to withdraw from the University with no opportunity for re-assessment. It will be at the discretion of the APM Panel whether any eligible interim award or credit is awarded
	All repeat offences (see note 4)		
	Persistent poor scholarship at Level 6 - regarded as plagiarism	• Where clear guidance on academic conventions has been provided by the department and the student has previously been provided with direct feedback on techniques	
	Level 5 plagiarism or collusion	• More than 50% in one assignment • More than one assignment involved • Contract cheating	
	Level 6 / PG plagiarism or collusion	• More than 30% in one assignment • More than one assignment involved	
	Level 5, 6 & PG falsification / fabrication	• Fabricated research data, such as survey results • False declaration of a contribution to a group assessment • False claim of extenuating circumstances	
	Impersonation	• A third party sitting an examination or entry test for a student / applicant	
	Research misconduct	• Unethical conduct in data collection presenting risk to participants or the University	
	Failure to comply with a formal code of professional conduct	• Not responding to the advice of employers or tutors on expected behaviours set out in the relevant code of conduct	
	General inappropriate behaviour in a professional setting	• Misuse of social media • Not upholding Leeds Trinity values of dignity, mutual respect and tolerance in the workplace	