



# Academic Misconduct Principles and Procedures 2024 - 2025

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## Academic Misconduct Principles and Procedures

2024 – 2025

### **1. Introduction**

1.1 The procedures set out in this Annex apply to all forms of academic misconduct, to registered students and graduates of the college, and to the students and graduates of the college's validated institutions and partner colleges.

1.2 Students have a responsibility to act with honesty, integrity and fairness in completing assessment requirements in relation to their course of study. Such academic integrity plays a positive role in student development both during study and when moving into employment.

1.2.1 In demonstrating these positive behaviours, students should take note of the concepts of good academic practice and academic integrity.

1.3 Where breaches of academic integrity occur this is considered to be academic misconduct. Allegations of academic misconduct are dealt with in accordance with the procedures below. These procedures apply to students studying on both taught and research courses of study.

1.3.1 Some examples of the most common forms of academic misconduct are given at section 2 below.

### **2. Examples of Academic Misconduct**

The following are some illustrative examples of academic misconduct which will be regarded as a breach of this regulation (again, the list is not exhaustive):

2.2.1 Plagiarism: reproducing in any work submitted for assessment or review (for example, examination answers, essays, project reports, presentations, dissertations or theses) any material derived from work authored by another without clearly acknowledging the source. Presenting work copied directly from another student without their knowledge.

2.2.2 Duplication of material (self-plagiarism): reproducing without acknowledgement in any submitted work any material used by that student in other work for assessment, either at this college or elsewhere<sup>1</sup>.

2.2.3 Collusion: conspiring with others to reproduce the work of others including knowingly permitting work to be copied by another student<sup>2</sup>. Collusion is distinct from contract cheating as it does not depend on a payment or payment in kind being made for the work.

2.2.4 Contract Cheating: where a student (or a number of students collectively) pay a third party for services that result in the submission of work for assessment that is, either wholly or in part, not the student's own work. The payment may be financial or involve payments in kind. Where no payment is made the alleged offence should be treated as the offences of plagiarism, collusion or impersonation, as appropriate and as set out above.

2.2.5 Fabrication: the falsification of data, evidence, quotations, citations or other information in any assessed work.

2.2.6 Impersonation: allowing an individual or individuals to impersonate the student in an examination or other assessment event/activity.

2.2.7 Failure to obtain Ethical/Research Approval: the failure to obtain ethical approval where there is a requirement to do so. Carrying out research without appropriate permission.

2.2.8 Misconduct in examinations and In-Course Tests: including the use of unauthorised materials, mobile phones and other prohibited electronic devices, obtaining or offering improper assistance to another candidate.

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<sup>1</sup> Unless expressly permitted by the assessment criteria.

<sup>2</sup> Unless assessment criteria explicitly permit the submission of jointly authored or collaborative work.

2.2.9 Attempting to influence a member of staff: seeking to gain an advantage with regard to work submitted for assessment by offering an examiner or teacher any inducement to treat that work more favourably than the work itself merits. This could also include an attempt to induce a professional service staff member to alter a mark or mark(s) for a more favourable outcome.

### **3. Penalties**

3.1 Plagiarism will result in students losing the right to re-submit the assessment for re-marking.

3.2 Not handing work in by the assessment deadline will result in students losing the right to re-submit the assessment for re-marking.