





**Good Academic Practice**

16. Key aspects of good academic practice of





action under the Fitness to Practise Procedure.

36. Allegations of fabrication of research data may instead or additionally be considered under the Research Misconduct Policy.

### **Cheating**

37. Cheating includes any behaviour which the student would reasonably know would



- Repeat infringements may still be treated as poor academic practice if the student has not had sufficient time to engage with academic support.
- Repeat infringements can be deemed to be academic misconduct if:
- the student has failed to engage with academic



### **Actions if academic misconduct is deemed to have been committed**

52. If the Course Leader (or equivalent) decides that there is sufficient evidence that an offence may have been committed, they shall proceed to a formal allegation.

53. To proceed to a formal allegation, the Course Leader (or equivalent) should:

- a. complete the Allegation of Academic Misconduct form with the following information:
  - o the student's name, ID number, level of study and course/programme/route details;
  - o module details, including information about the weighting of the component of assessment;
  - o the formal allegation to be put to the student;
  - o a summary of the alleged offence.
- b. collate the relevant supporting evidence, with the assistance of the Academic Administrator (or equivalent). This may include:
  - o a report of the incident, where relevant;
  - o the invigilator's report, where relevant;
  - o a copy, or the original of, unauthorised material used in an examination;
  - o a copy of the original script marked with the allegedly plagiarised passages or passages where there is suspected collusion;
  - o a copy of source material marked with passages which have allegedly been plagiarised or where there is suspected collusion;
  - o a copy of the plagiarism detection software report, where relevant;
  - o a copy of the instructions given to the student regarding the component of assessment and a copy of the referencing instructions given to the student where relevant;
  - o a copy of any relevant material that has allegedly been fabricated (for example: the record of practice or work-based evidence; research data; and certificated or portfolio evidence in claims for recognition of prior learning);
  - o any other evidence to support the allegation.

Where an allegation of collusion implicates more than one student, an allegation of Academic Misconduct form should be completed for each student.

54. The completed *Allegation of Academic Misconduct* form and supporting documentation should be submitted to OSACC for the formal allegation to be put to the student.

55. Completed forms should be submitted promptly and should normally be submitted within 4 weeks of the student's submission being received unless there is good reason for the delay. Failure to provide a completed form or the necessary supporting evidence in a timely way may

result in the allegation being dismissed.

56. Following notification to the student of an allegation by OSACC (see paragraph 59 below), the Course Leader (or equivalent) is responsible for ensuring the student is provided with support to enable them to understand the allegation and respond appropriately.

## **PROCESS FOR DEALING WITH SUSPECTED CASES OF ACADEMIC MISCONDUCT (STAGE 2: FORMAL ALLEGATION)**

57. Upon receipt of the Allegation of Academic Misconduct form and supporting documentation from the Course Leader (or equivalent), OSACC will undertake a review to determine whether:

- a. the form is fully completed, with appropriate supporting evidence included;
- b. it has been submitted within the required timeframe.

58. OSACC may request additional evidence and/or clarification upon review of the allegation. Should OSACC request additional evidence to support an allegation, this should be provided in a timely manner and within the deadline issued by OSACC.

59. Where an allegation has met the above requirements, OSACC shall write to the student concerned to:

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the matter before the meeting of the Assessment Board. However, where it remains unresolved, the Assessment Board will record a deferred decision (DD) on the electronic student record.

62. If no written reply to the allegation is received from the student within ten working days of the date on which the notification is sent, this is deemed to be acceptance of the allegation.

63. OSACC will review and refer cases as appropriate to the Academic Misconduct Panel or delegated Chair of the Academic Misconduct Panel for consideration.

64. While the allegation remains unresolved, the student shall have the right to continue on the course or commence the next part or stage of the course (where permitted within the relevant assessment regulations) unless the alleged offence is deemed by the Academic Registrar to







monitoring data.

88. Further monitoring of cases of poo0 0 1 104.78 731.38 Tm0 g0 G[Fu)4(r)-3(t)-4(he)14(r)]TÆTQq0.00

**APPENDIX A: PENALTIES FOR ACADEMIC MISCONDUCT**

The following table sets out the standard penalties for proven offences.

<b>Minor offence</b>	<b>Penalty 1</b>	The work submitted will be marked in accordance with the assessment / grading criteria but the component mark will be capped at the pass mark. The student will receive a formal written warning.
	<b>Penalty 2</b>	Refer component (mark of 0%, recorded as refer infringement (RI)) with reassessment opportunity where permissible under the relevant assessment regulations. On reassessment, the component mark will be capped at the pass mark. The student will receive a formal written warning.
<b>Serious offence</b>	<b>Penalty 3</b>	Refer component (mark of 0%, recorded as refer infringement (RI)) with reassessment opportunity where permissible under the relevant assessment regulations. On reassessment, the component and module mark will be capped at the pass mark. The student will receive a formal written warning.
	<b>Penalty 4</b>	Fail component (mark of 0%, recorded as fail infringement (FI)) with opportunity to retake module where permissible under the relevant assessment regulations. On retake, the component and module mark will be capped at the pass mark. The student will receive a formal written warning.
<b>Grave offence</b>	<b>Penalty 5</b>	Fail module (mark of 0% for all components, recorded as fail infringement (FI)) with no opportunity for reassessment or retake. The student can







**Examinations and Time Constrained Assignments (including, but not limited to, written, online, viva and practical)**

	<b>Indicative offence</b>	<b>Standard penalty</b>
<b>Minor offence</b>	Removing any script, question paper, or other official stationery (whether completed or not) from the examination room, unless specifically authorised by an invigilator or examiner.	Penalty 1
	Possession of devices (such as mobile phones, smart watches or personal multimedia devices) of any kind other than those specifically permitted.	Penalty 2
<b>Serious offence</b>	Communicating with another student or with any third party other than the invigilator or examiner during an examination.	Penalty 3
	Copying or attempting to copy the work of another student, whether by overlooking, asking for information, or by any other means.	Penalty 3
	Behaviour in a manner likely to prejudice the chances of another student.	Penalty 3
	Submitting a fraudulent claim for extenuating circumstances.	Penalty 3
	Using work generated by artificial intelligence systems and submitting it	Penalty 4
	Possession or use of crib sheets, revision notes or unauthorised texts; unauthorised access of the internet; or use of devices (such as mobile phones, smart watches or personal multimedia devices) of any kind other than those specifically permitted.	Penalty 4
<b>Grave offence</b>	Using work generated by artificial intelligence systems and submitting all	Penalty 5
	Being party to any arrangement whereby a person other than the student represents, or intends to represent, the student in an examination.	Penalty 5
	Taking into an examination a pre-written examination script for submission.	Penalty 5
	Obtaining, or seeking to obtain, access to an unseen examination paper prior to the start of an examination.	Penalty 5
	Offering a bribe or inducement to invigilators, examiners or other persons connected with the examination in order to gain an unfair advantage.	Penalty 5
	Attempting to persuade another student or a member of staff to participate in any other actions in order to gain an unfair advantage.	Penalty 5

**Note**

The tables above are provided as a guide to the recommended standard penalty to be imposed for first offences of academic misconduct with examples given as an indication of the type of offence. The penalty for a second or subsequent proven offence will normally be one penalty point higher than the standard penalty shown or one point higher than the

## **APPENDIX C: GUIDANCE ON TYPES OF EVIDENCE TO EVALUATE AND PRESENT IN SUSPECTED INFRINGEMENTS OF POLICY**

### **Evidence to evaluate in cases of suspected plagiarism**

- Data from Turnitin (or equivalent plagiarism detection software) indicating matches in sections of text



the student and make available for scrutiny any relevant documentary evidence, including any statements by staff or students, sources of allegedly plagiarised passages and/or passages where collusion is suspected, annotated coursework or scripts, and falsified documents.

8. The student will make a statement in response to the allegation, following which the members of the Panel have the right to put any questions to the student.

9. At any time during the meeting, the Chair of the Panel may decide to suspend proceedings in order to seek more evidence. The student will be advised of the action that will be taken and the date of the recon