

2024-25

Contents	Page
1. Purpose	3
2. Scope	3
3. Roles and responsibilities	3
4. Academic misconduct criteria/offences	3
5. Why plagiarism is wrong	4
6. Minimising the risk of plagiarism	4
7. P]TE.11(ce)-11(s)]TETQq0.00000887 0 595.25 842 reW*nBT/F3 11 Tf1 0) 0T/F3 11 Tf1emBeW*nBT/

Offences relating to an invigilated examination, coursework and plagiarism:

- 4.1.1 Unauthorised access to an examination paper before an examination;
- 4.1.2 Forgery of an examination timetable produced by the College;
- 4.1.3 Removal of a question paper, answer script or other examination stationery from an examination venue or any other College premises;
- 4.1.4 Causing a disturbance during an examination, either physically, verbally, or through an electronic device;
- 4.1.5 Refusal

- 8.8 A student accused of committing an academic offence in an element of assessment, or of a second or subsequent offence, shall be invited to attend an interview with the assistant Principal of Curriculum and Quality, Head of Area, and HE Academic Quality Leader (or their nominee) and shall be given copies of all evidence submitted in support of the allegation. The student can invite a friend, or a representative of the Student Union, or a support worker, to attend the interview.
- 8.9 The interview will cover: the nature and extent of the offence; an explanation by the student as to why they may have used alleged unfair means, or not; a decision as to whether an assessment offence has been made:

the HE Academic Quality Leader will inform the AO and send all documentary evidence to the AO for further investigation and outcome of their investigation.

- 8.10 The HE Academic Quality Leader will send a copy of the Higher Level 4/5 Academic Appeal and Procedures to the student who wishes to appeal against outcomes arising from the investigation of academic offences.
- 8.11 The outcome of all cases shall be communicated to the student in writing.

9. Procedures for each separate stage

STAGE 1

Stage 1: Informal:

- 1. The student will be informed that there is evidence of academic misconduct.
- 2. A meeting between Head of Area, HE Academic Quality Leader or nominee, and student, to take place within the 10 day period.
- 3. Where the Head of Area and HE Academic Quality Leader or the nominee concludes that it is poor academic practice they shall advise the student to obtain further support and guidance in good practice for referencing skills.
 - A letter should be retained on their file to this effect.

STAGE 2

Stage II: Formal (minor offence)

- 1. The Head of Area and HE Academic Quality Leader or their nominee invites the student for an interview to ascertain the evidence for academic misconduct.
- 2. A minor offence is when the student has committed plagiarism (as defined above) inadvertently and could potentially benefit from further academic advice and referral for support.
- 3. If the case warrants it, a student may be tested on subject knowledge by a *viva voce* examination.
- 4. Where an interview with the student reveals that it is a minor offence, the Head of Area and HE Academic Quality Leader or their nominee may decide one or more of the following actions:
- a formal reprimand, which will be retained on student file for a period of 12 months and a requirement for the student to resubmit a corrected version of the element of assessment by a specified deadline with the maximum mark uncapped;
- ii) a formal reprimand, which will be retained on student file for a period of 12 months and a requirement for the student to resubmit the relevant element of assessment by a specified deadline, with the maximum mark limited to the minimum pass mark as specified by the AO.

- 5. Where the penalty involves resubmission of an element of assessment, this shall take place during the current academic year and/or by the deadline set by the Subject area. Where a student does not resubmit, a mark of 0 shall be given for the element of assessment.
- 6. All cases referred to the Head of Area and HE Academic Quality Leader or their nominee will normally be concluded within **20 working days** of the receipt of the case.
- 7. All offences and outcomes to be reported to the Director of Adult and HE.

STAGE 3

Stage III: Formal (major offence)

- Where the Head of Area and HE Academic Quality Leader (or their nominee determines) that there is evidence of an academic offence that cannot be dealt with under Stage II, the Head of Area and HE Academic Quality Leader (or their nominee) shall notify the Assistant Principal of Curriculum and Quality, who shall be responsible for investigating the case.
- 2. A student accused of committing an academic offence in an element of assessment, or of a second or subsequent offence, shall be invited to attend an interview with the Assistant Principal of Curriculum and Quality, Head of Area and HE Academic Quality Leader (or their nominee) and shall be given copies of all evidence submitted in support of the allegation. The student can invite a friend, or a representative of the Student Union, or a support worker, to attend the interview.
- 3. The interview will cover: the 51(e)11(r)-7e6pa -11(p)11(p)eW*nBT/F3 11 Tf1 0 0 1ine