

The College Academic Misconduct Policy – for students.

The following are dishonest and therefore unacceptable and not allowed by the College -

- Taking someone else's work, images or ideas and passing it off as your own (This is called plagiarism),
- Using the computer, either the internet, or information stored on a hard or floppy disk which belongs to someone else, and passing it off as your own
- Cheating, that is, acting unfairly or dishonestly to gain an advantage
- Secretly agreeing with others to cheat or deceive. (This is known as collusion)
- Collaborating with other students to pass off collectively produced work as one's own, beyond or outside any request by teaching staff for groups of students to collaborate on projects or assignments. This is known as syndication.

All these are called **academic misconduct or malpractice**. If you are discovered or suspected of doing any of the things shown in the list above, the College will investigate and may take action against you. (That is, you will be subject to Code of Conduct procedures.)

This is what is expected of you whilst you are at the College-

- i) You will only hand in your own original work for assessment.
- ii) When you have used information provided by someone else you will acknowledge this by giving the person's name and where you found the information in your work (or in your portfolio) as you go along. For example, if you use someone else's words, you will enclose the quote with inverted commas. You will also repeat this information at the end of the piece (this is called a bibliography/references section). The same applies if you have received help. This is the standard practice in the world of learning. Your tutor or lecturer will give you help with this. You should seek advice and guidance from tutors if you are unsure how to do this properly.
- iii) You will show when you have downloaded information from the internet
- iv) You will never use another's digital storage as if it is your own work, nor copy work from digital storage belonging to someone else and use it as if it were your own. Digital storage may include pen drives / memory sticks, SD cards from cameras or phones, portable hard drives, DVDs or shared folders from the College or other networks.

- v) You will never use someone else's artwork, pictures or graphics (including graphs, spreadsheets etc.) as if they were made by you
- vi) You will never let other students use or copy from your work and pass it off as if they had done it themselves
- vii) You can expect all cases of suspected academic misconduct and malpractice to be fully investigated using the College Code of Conduct procedures. If proved, you can expect the College to take disciplinary action against you. What happens will depend on how serious what you have done appears to the College.
- viii) The member of staff who has looked into what you have done will decide how serious the case appears at first. This person will consult with senior colleagues when a moderate or serious case is suspected. The claims that you have done something illegal or wrong (the allegations) will be written down so that you know the case you have to answer.

The actions taken by the College, if they believe from the evidence you have done something wrong, may include the following:

When what you have done is thought to be a minor case of academic misconduct-

- i) What you have done will be discussed with you in a private tutorial with your Course Leader or Academic Tutor.
- ii) You will be given a warning about how you must act in the future.
- iii) You may have marks from your piece of work taken away (which may be 6% as a guide), or you may have work returned to re-do and hand in for remarking.
- iv) If this has happened before, you will go straight to a second stage interview.
- v) If you are working towards an exam, the relevant examining body will be told what has happened in accordance with the examination board's policy.
- vi) External examiners/verifiers will also be told what you have done, in accordance with the examining board's policy.

When what you have done is thought to be a moderate case of academic misconduct-

- i) Your mark or assessment grade may be reduced or you may be awarded zero/ referral, depending on how serious what you have done appears to the College
- ii) You may not be allowed to take the unit/exam/test again
- iii) The Course Leader or Curriculum Manager may decide that you must attend a second stage interview. If this has happened before you may go straight to a third stage interview

- iv) The relevant examining body will be told what you have done, in accordance with the examination board's policy
- v) External examiners/verifiers will also be told what you have done, in accordance with the examining board's policy

When what you have done is thought to be a serious case of academic misconduct-

- i) A third stage Code of Conduct meeting will be convened by the Director of Students Quality and Curriculum. A sanction will be awarded. This will be decided by the College staff interviewing you and will depend on the seriousness of what you have done. Any of the following may be given –
 - A zero or referral grade in the exam/test/unit is given or the assessed work is not awarded a grade.
 - You are not allowed to re-sit the exam or test, or you are not allowed to re-do the piece of assessed work.
 - You are disqualified from your course.
 - You are permanently or temporarily excluded from the College.
- ii) The relevant examining body will be told what you have done, in accordance with the examining board's policy
- iii) External examiners/verifiers will also be told what you have done, in accordance with the examining board's policy

In all cases, a note will be made on your file of the allegation, the outcome and any sanction you are given. You need to know that this information may be used by the College when it is asked to provide a reference for you, for example if you want to go to another college or get a job.

You must sign the statement below to show that you have read and understood the College rules on academic misconduct as they are shown on this paper.

“I agree that I have read and understood the College Policy on Academic Misconduct. I understand that if I cheat and present others' work as my own, without showing who did the work and where I found it, the College will take action.

I agree that all the work I hand in during my course or put in my portfolio will be entirely my own, unless I show clearly in my work where I have used someone else's work, have worked with someone else, or have received help.”

Signed: Date: