**ACADEMIC MISCONDUCT**

Cases of suspected/alleged plagiarism and other academic misconduct (e.g. collusion) should be reported to the Assistant Principal for Quality and Standards immediately for formal investigation.

* Students on Pearson courses will be subject to the college’s internal process.

# Academic misconduct includes:

* + Plagiarism: when a student submits work as their own when they are not the author
  + Self-plagiarism: when a student submits extracts from their own previous work without referencing that earlier work
  + Collusion: when students work together on an assessment which is an individual piece, or when one student allows copying of their work by another student
  + Improper conduct in formal tests or examinations
  + Any other action which seeks to gain an unfair advantage in assessment

# PEARSON COURSES

**Procedure**

1. When a teacher suspects that academic misconduct has taken place, they will report it to the head of department.
2. The head of department will meet with the student to establish whether misconduct has been committed or not, whether the misconduct has arisen from inexperience/misunderstanding and what impact this has had on performance.
3. If the misconduct was committed as a result of inexperience or misunderstanding, the outcome will be a warning to the student which is noted on student records for reference in any future investigation. The student will be supported to improve their HE study skills.
4. If inexperience/misunderstanding were not the cause of the academic misconduct, it will be referred to the Assistant Principal for Quality and Standards who will formally invite the

student to an investigatory meeting, with normally at least 7 days’ notice.

1. Should the student fail to attend, the meeting will go ahead to consider the evidence available and to determine the appropriate penalty.
2. The student may opt to be accompanied to the meeting, but must inform the college of this on receipt of the invitation to attend the meeting. This may for example be a fellow student, ALS tutor or a family member, but as this is an internal meeting, should not be a legal advocate.
3. The relevant teacher and head of department will attend the meeting, and will present the evidence of the academic misconduct.
4. The student will be asked to comment, to provide any additional evidence or other factors which they may wish to be considered.
5. The outcomes will normally be communicated verbally to the student immediately after the investigatory meeting, and subsequently confirmed in writing.
6. The student may appeal the outcome of the meeting. This should be submitted in writing to the Vice Principal within 14 days of the investigatory meeting.

# Consequences of Academic Misconduct

When academic misconduct has been found to have been committed, the possible outcomes are as follows:

1. In all cases, the academic misconduct will be noted in the student’s records.
2. If the misconduct was due to inexperience/misunderstanding, the student will be issued with a warning and advised to seek support from their teacher.
3. Consequences in other circumstances will be determined by:
   * length of previous study
   * whether there is a previous warning on file
   * whether the misconduct is widespread and systematic
   * whether there are any mitigating factors to be considered (evidence may be required)
   * the potential impact on grades
   * the potential impact on academic standards
4. Possible penalties are:
   * student required to submit a further assessment, grade uncapped
   * grade capped at a pass
   * student required to repeat the module, with attendance, grade uncapped
   * termination of study

# Final option

The Office of the Independent Adjudicator for Higher Education (OIA) runs an independent scheme to review student complaints. West Nottinghamshire College is a member of this scheme. If you are unhappy with the outcome you may be able to ask the OIA to review your appeal. You can find more information about making a complaint to the OIA, what it can and can’t look at and what it can do to put things right here: https://[www.oiahe.org.uk/students.](http://www.oiahe.org.uk/students) ***You need to have gone through our procedures, before you complain to the OIA***. We will send you a letter called a “Completion of Procedures Letter” when you have reached the end of our processes and there are no further steps you can take internally.

If your appeal is upheld or partly upheld you can ask for a Completion of Procedures Letter if you want one. You can find more information about Completion of Procedures Letters and when you should expect to receive one here: https://[www.oiahe.org.uk/providers/completion-of-procedures-letters.](http://www.oiahe.org.uk/providers/completion-of-procedures-letters)