

ACADEMIC MISCONDUCT

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

- Students on university courses will be subject to their regulations on academic misconduct.
- 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

Note that the procedures for Academic Misconduct for the University of Derby and Birmingham City University courses can be found in their regulations (also available on Moodle).

PEARSON COURSES

Procedure

1. When a tutor suspects that academic misconduct has taken place, they will report it to the course coordinator and/or head of department.
2. The course coordinator/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 advised to contact the HE Study Skills Coach for guidance.
4. If inexperience/misunderstanding were not the cause of the academic misconduct, it will be referred to the Head of Quality who will formally invite the student to an investigatory meeting, with normally at least 7 days' notice.
5. Should the student fail to attend, the meeting will go ahead to consider the evidence available and to determine the appropriate penalty.
6. 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.

7. The relevant tutor, course coordinator and head of department will attend the meeting, and will present the evidence of the academic misconduct.
8. The student will be asked to comment, to provide any additional evidence or other factors which they may wish to be considered.
9. The outcomes will normally be communicated verbally to the student immediately after the investigatory meeting, and subsequently confirmed in writing.
10. 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 the HE Study Skills Coach.
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