



# FURTHER EDUCATION ACADEMIC MISCONDUCT POLICY AND PROCEDURES

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## CONTENTS

|    |   |   |
|----|---|---|
| 1. | Academic Misconduct                     | 3 |
| 2. | Procedure                               | 5 |
| 3. | Academic Misconduct Panel               | 5 |
| 4. | Review                                  | 7 |
| 5. | Other provisions                        | 7 |
|    | – Parent/guardian notification          |   |
|    | – Attendance and conduct at meetings    |   |
|    | – Student support                       |   |
| 6. | Reporting, monitoring and documentation | 8 |

## **1. Academic Misconduct**

### **1.1 Definition**

Academic misconduct is defined as any improper activity or behaviour by a student which may give that student, or another student, an unpermitted and unfair, academic advantage in a summative assessment.

### **1.2 Categories of academic misconduct**

The University's Academic Misconduct Policy and Procedures (Further Education) provide a non-exhaustive list of examples of academic misconduct which will be considered under these Regulations. They include the following.

#### **1.2.1 Plagiarism**

For example:

- i. Representing another person's work or ideas, or work produced by generative Artificial Intelligence (AI), as one's own (including text, data, images and performance) for example by failing to follow convention in acknowledging sources, use of quotation marks, etc.
- ii. Reproduction of published or unpublished material without acknowledgement of the author or source;
- iii. Paraphrasing by, for instance, substituting a few words or phrases or altering the order of presentation of another person's work, or linking unacknowledged sentences or phrases with words of one's own.
- iv. Copying directly from a text (book, magazine, internet, printed source, generative AI engine) without reference to its source.
- v. Direct copy of an image, a sound or performance, or generation of an image or sound or performance through generative AI, without due acknowledgement of its source.

#### **1.2.2 Self-plagiarism**

Use of student's own work which has been produced for a previous unit or previously submitted for assessment, either at Leeds Arts University or at a previous institution.

#### **1.2.3 Collusion**

This includes co-operation in order to gain an unpermitted advantage. This may occur where individuals have consciously colluded on a piece of work, in part or whole, and passed it off as their own individual efforts, or where one individual has authorised another to use their work, in part or whole, and to submit it as their own.

#### **1.2.4 Falsification**

For example:

- i. Claiming to have carried out any form of research which the student has not undertaken.

- ii. Falsification, fabrication or misrepresentation of results or research outcomes or other data.
- iii. Falsification or fabrication of references or bibliography.

#### **1.2.5 Contract Cheating**

Submission of work (visual or written) presented as the student's own which has been purchased, commissioned or otherwise acquired from another person, company or generative AI source (including internet sellers).

#### **1.2.6 Impersonating someone or being impersonated.**

For example:

- i. Assuming the identity of another student (of this or any other institution) with the intention of gaining an unfair advantage for that student.
- ii. A student allowing another person to impersonate him/her in order to gain an unfair advantage.

### **1.3 Policy**

- 1.3.1 It is the responsibility of each student to ensure that any work presented for assessment is their own work. At the point of enrolment and re-enrolment, students must confirm that they will comply with the University's policy on Academic Misconduct. To reinforce this responsibility students are required to sign a declaration on submission of work for summative assessment, which includes acceptance of academic integrity. This declaration applies to every piece of work they present for summative assessment in that academic year.
- 1.3.2 The Academic Misconduct Panel is responsible for hearing suspected cases of academic misconduct, judging outcomes and, where relevant, penalties, and determining consequences with respect to assessments, progression and awards.
- 1.3.3 It is the responsibility of the Academic Registrar to oversee consistency of approach and due attention to precedent.

## **2. Procedure**

- 2.1 If a tutor suspects academic misconduct has taken place, they should in the first instance consult the relevant Course Leader to discuss the case.
- 2.2 Where further information is required, an informal meeting with the student, tutor and the Course Leader will be arranged. An administrator will attend as note taker. This meeting will allow the student an opportunity to justify the work. If the Course Leader decides there is no case to answer no further action will be taken. If it is decided that a minor case has taken place, a penalty as outlined in 4.3 will be applied. If the Course Leader decides that a moderate or serious case of Academic Misconduct may have taken place an Academic Misconduct Panel will be convened for further investigation.
- 2.3 The Panel will require the student to attend a meeting and they will be given at least 7 days notice of the date and time. The tutor will present the case to the Academic Misconduct Panel. The Panel may use an appropriate detection facility (e.g. TurnItIn) to aid the investigation.

- 2.4 At the meeting the evidence will be presented to the student and their response recorded. The Academic Misconduct Panel will discuss the case to decide whether academic misconduct has occurred and if so, on the severity of the misconduct. The Panel will also look at other prevailing circumstances, including attendance and any extenuating circumstances.
- 2.5 Following the meeting, the Panel will write to the student to inform them of the outcome and the penalty to be applied appropriate to the severity of the academic misconduct usually within 7 days. The Panel will communicate the result of the investigation to the Course Leader/tutor who will ensure that appropriate arrangements are put in place to advise the student of the requirements for any resubmission deemed necessary.
- 2.6 Time limits within this procedure are indicated in calendar days and are included in order to ensure that matters are dealt with promptly and without undue delay. Neither the University nor students should unreasonably delay meetings, decisions or confirmation of those decisions. However, Academic Registry may in some circumstances decide that it may be appropriate to extend time limits provided in the Procedure.

### **3. Academic Misconduct Panel**

- 3.1 The remit for the Academic Misconduct Panel is:
  - to consider an allegation of academic misconduct, having regard to the evidence presented to it by the staff reporting the alleged academic misconduct and by the student against whom the allegation is made;
  - to determine whether misconduct has occurred and, if so, the extent to which a student has attempted to gain unfair advantage (i.e. the severity of the misconduct);
  - to determine the penalty which should be applied in the event of academic misconduct;
  - to inform the Awarding Body of its findings;
  - to inform the relevant Committee/Board of its findings.
- 3.2 An Academic Misconduct Panel will comprise of:
  - Course Leader not related to the course of study
  - Two academic members of staff not involved in the delivery of the qualification.
  - FE Quality & Administration Officer (Secretary) or nominee

### **4. Penalties**

- 4.1 The action taken where academic misconduct has been proven and the severity of the penalty applied, will depend on the individual circumstances prevailing and University of the Arts London (UAL) Awarding Body regulations.
- 4.2 If an allegation(s) of academic misconduct is upheld after a student has been awarded credit or certification, their certificate may be deemed invalid and the UAL Awarding Body will inform the regulatory authorities to agree the appropriate course of remedial action with them.

## 4.3 Examples of Academic Misconduct and Possible Outcomes/Penalties.

| Examples of <u>minor</u> misconduct   | Possible action/penalties   |
|---|---|
| <ul style="list-style-type: none"> <li>• Copying small amounts of text from books without direct acknowledgement, and which does not make a significant contribution to the overall work.</li> <li>• Downloading and incorporating material from the internet without acknowledgement.</li> <li>• Not referencing work properly.</li> <li>• Failing to acknowledge the source of a small section of an assignment/image.</li> <li>• Student submitting previously produced or assessed work for assessment, without acknowledgement.</li> </ul>   | <ul style="list-style-type: none"> <li>• Discuss the incident with the student in a tutorial, offering guidance to help the student understand what is and is not acceptable.</li> <li>• Verbally warn the student about future conduct.</li> <li>• Record the nature of the academic misconduct on the Student's File.</li> <li>• Inform external examiners/verifiers in line with awarding body's procedures.</li> <li>• Inform the awarding body, in line with their procedures.</li> <li>• Remove the element determined to be academic misconduct from the submission and reassess.</li> </ul> |
| Examples of <u>moderate</u> misconduct  | Possible action/penalties   |
| <ul style="list-style-type: none"> <li>• Copying from books without acknowledgement which has the effect of making a fairly significant contribution to the overall work.</li> <li>• Limited plagiarism from professional work.</li> <li>• Limited copying of other candidates work (hard copy or from digital storage), or excessive help within one piece of work.</li> <li>• Planned collusion with others.</li> <li>• Repeated instances of Minor Misconduct.</li> <li>• Student submitting previously produced or assessed work for assessment, without acknowledgement (deliberate, moderate, repeated).</li> </ul> | <ul style="list-style-type: none"> <li>• A reduction in marks (graded unit).</li> <li>• A referral (ungraded unit).</li> <li>• Give the student a written warning.</li> <li>• Record the nature of the academic misconduct on the Student's File.</li> <li>• Inform external examiners/verifiers in line with awarding body's procedures.</li> <li>• Inform the awarding body, in line with their procedures.</li> <li>• Remove the element determined to be academic misconduct from the submission and reassess.</li> </ul>   |
| Examples of <u>serious</u> misconduct   | Possible action/penalties   |
| <ul style="list-style-type: none"> <li>• Extensive copying from books which makes a significant contribution to the overall work.</li> <li>• Extensive plagiarism of professional works.</li> </ul>   | <ul style="list-style-type: none"> <li>• Fail the assessment. An opportunity to retake the assessment will be given and achievement will be capped at a pass grade.</li> <li>• Give the student a final written warning.</li> </ul>   |

|  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Presenting another's work as your own (unacknowledged).</li> <li>• Extensive use of source material from the internet without acknowledgement.</li> <li>• Repeated instances of Moderate Misconduct.</li> <li>• Student submitting previously produced or assessed work for assessment, without acknowledgement (deliberate, extensive, repeated).</li> </ul> | <ul style="list-style-type: none"> <li>• Record the nature of the academic misconduct on the Student's File.</li> <li>• Inform external examiners/verifiers, in line with their procedures.</li> <li>• Inform the awarding body, in line with their procedures.</li> <li>• Remove the element determined to be academic misconduct from the submission and reassess.</li> </ul> |
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#### 4. Review

- 4.1 A student may, within 7 days of the date of notification, request a review of the decision reached on the following grounds:
- There has been a procedural irregularity;
  - Availability of further evidence which could not reasonably have been expected to have been submitted previously for consideration by the Panel.
- 4.2 Any request for a review must set out the grounds and must be submitted in writing to the Quality and Standards Office. A review meeting will be arranged usually within 12 days and the Panel will comprise of the FE Course Coordinator, a Course Leader not related to the course of study, a member of Academic Registry and a note-taker.
- 4.3 At the meeting the student or companion will explain their case and any special circumstances which may exist.
- 4.4 The Panel will review the case, taking into account the original decision and the student's representations.
- 4.5 Written confirmation of the decision will be sent to the student usually within 7 days.
- 4.6 There is no further process of review within Leeds Arts University.

#### 5. Other Provisions

##### Parent/guardian notification

- 5.1 A parent, guardian or carer will be informed of any formal proceedings where a student is under 18. Where a student is under 18 at the start of the proceedings and turns 18 during them, written consent will be sought from the student to continue informing their parent, guardian or carer of the proceedings. Where written consent is not given by the student, the University will not be able to continue to inform parents, guardians or carers of the proceedings.

##### Attendance and conduct at meetings

- 5.2 The student can be accompanied by a companion at the Academic Misconduct Panel and the Review. This may be a students' union representative, parent, guardian, carer, friend or fellow student. Students may not be represented by an external organisation. The student will be notified of this right within the letter inviting them to the formal proceedings. The student should inform the person calling the meeting if they will be

accompanied and by whom.

- 5.3 The student's companion will be able to address the hearing/meeting in order to put the student's case forward, sum up the case, respond on the student's behalf to any view expressed and confer with the student. The representative should not usually answer questions on behalf of the student, but may provide clarification with the agreement of the Chair.
- 5.4 Every effort should be made by all participants to attend meetings as arranged. Where a student fails to attend on one occasion the University may decide to rearrange the meeting. If the student does not attend, a decision may be made in their absence on the evidence available at the second scheduled meeting.

#### **Student support**

- 5.5 Students may seek advice and support from the Student Welfare team, the Students' Union or the Chaplaincy team. The Student Welfare team will signpost students to external parties as relevant and students may also access a list of external organisations who may offer support through the Portal.
- 5.6 Where a student believes that they have needs which may impact on their ability to participate as appropriate in the procedure, it is the student's responsibility to raise this with the person calling the meeting as soon as possible. In such cases the University will consider providing appropriate reasonable support/adjustments during formal proceedings. The Panel shall be advised of any reasonable adjustments to be made.

#### **6. Reporting, monitoring and documentation**

- 6.1 It is a regulation of the UAL Awarding Body that they are notified of all actual or suspected cases of academic misconduct.
- 6.2 The FE Committee and Academic Board will be advised of all cases of Further Education academic misconduct.