



ANGLO SKILLS COLLEGE

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ACADEMIC MISCONDUCT POLICY

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Academic Misconduct Policy

1. Introduction

- a. This policy seeks to deal with Academic Misconduct. It defines Academic Misconduct, gives guidance to staff and students to help prevent the occurrence of such misconduct and outlines the procedures to deal with such incidents and indicates the academic penalties in such cases.
- b. The objective of establishing this policy is to maintain the integrity of the College's academic awards and procedures and to provide students a fair opportunity to respond to any allegation of academic misconduct. Each case will be determined on its own facts and merits. It may be necessary for the College to seek legal advice in specific cases.
- c. There are different types of academic misconduct, including plagiarism, cheating, collusion and any other attempts to obtain an unfair academic advantage. These are forms of academic misconduct and are entirely unacceptable for any student. Alleged academic misconduct at whatever stage of a student's studies, whether before or after graduation, will be investigated and dealt with appropriately by the College.

2. Definitions and Examples

The following are different definitions and examples of academic misconduct but do not constitute an exhaustive list:

Plagiarism

Plagiarism is defined as the presentation of another person's work, be that images, ideas, opinions or discoveries, whether published or not, as the student's own, or alternatively appropriating the artwork, images or computer-generated work of others without properly acknowledging the source, with or without their permission, intentionally or unintentionally.

Cheating

Cheating is defined as obtaining access to the work of another person by deceitful means for use in examination and assessment, whether it is subsequently used fraudulently or not. Examples of cheating are:

- a. Gaining access to or the use of unauthorized notes or other material relating to an assessment
- b. Introducing any information, including electronically stored information into the examination room, unless expressly permitted by the examination or programme regulations
- c. Communicating with or copying from another student during an examination
- d. With the exemption of the examination regulation specifically permitting this, e.g. group assessment

Collusion

Collusion is a form of plagiarism. It may be defined as the unauthorized and unattributed collaboration of students or others in a piece of assessed work. Examples of collusion:

- a. A student who knowingly allows another student to copy all or part of his/her own work and to



submit it as that student's own unaided work

- b. To submit a piece of work entirely as one's own when the work was produced in collaboration with one or more student(s)

Falsification

Falsification is defined as any attempt to present fictitious or distorted data, evidence, references, experimental results or material contributing to a piece of assessed work and/or knowingly make use of such material. Examples of falsification:

- a. The presentation of data in reports, projects or other form of assessment based on controlled investigations, surveys or analysis falsely purported to have been carried out by the student or obtained by unfair means
- b. The invention of references and/or false claims.

Deceit

Deceit is defined as seeking to achieve an advantage through, for example, the misrepresentation or non-disclosure of relevant information. Examples of deceit:

- a. Resubmitting one's own previously assessed work.
- b. Failure to disclose that a piece of work was submitted for assessment and has been or will be used for other academic purposes.

Impersonation

'Impersonation' is the assumption by one person of the identity of another person with intent to deceive or to gain unfair advantage. Examples of impersonation:

- a. One person assumes the identity of a student, with intent to gain an unfair advantage for the student
- b. The student is knowingly and willingly impersonated by another with intent of gaining unfair advantage for himself/herself

Ghosting:

A student submits as their own work, a piece of work that has been produced in whole or part by another person on their behalf, e.g. the use of 'ghost writing' service or similar.

- a. A student will also be guilty of academic misconduct if he/she deliberately makes available or seeks to make available material to another student (of this College or elsewhere) whether in exchange for financial gain or otherwise with the intention that the material is used by the other student to commit academic misconduct.

Guidance

It is recognized that it will never be possible to eliminate academic misconduct entirely; the College is firmly committed to strengthening its regulation and procedures for dealing with academic misconduct.



Action to be taken by student:

a. Student must ensure that any work submitted for assessment is their own. In order to avoid suspicion or charge of dishonesty relating to any of the above, students should always make sure they take all reasonable steps to either acknowledge the sources or background of work submitted.

c. With regard to essays, reports and dissertations, a simple rule dictate that it is necessary to acknowledge sources. All direct quotations must be placed in quotation marks, and the source immediately cited (detailed references and a full bibliography).

c. Wherever a student is in doubt, the student should seek in the first instance the advice from the Academic Tutor responsible for assigning the work.

Action to be taken by staff:

When dealing with academic misconduct, avoidance is clearly the preferable strategy. All members of staff should be committed to implementing these regulations and procedures and to ensure that cases are always reported promptly and acted upon swiftly.

Procedures for dealing with suspected cases of academic misconduct

When academic misconduct is suspected at any stage of a student's programme, whether discovered before or after graduation, it is important that it is investigated and dealt with appropriately by the College.

If a marker suspects academic misconduct, the following procedure is followed:

- If a student is suspected of attempting to gain unfair advantage in work submitted for assessment, the marker informs the relevant Head of Department who will review the work and then reports the case to the Principal. An initial investigation will be carried out and collated by the Principal, reviewing the work concerned with those responsible for the assessment.
- The affected student shall be informed in writing by the Administration Office that his or her assessment has been suspended pending an investigation of suspected academic misconduct.

If a student suspects a fellow student of academic misconduct, the following procedure is followed:

- The student should speak to a member of staff in the department concerned. The identity of the student making the report shall remain confidential.

Examinations

Where academic misconduct is suspected in an examination, the following procedure is followed:

- The Invigilator in the presence of the Chief Invigilator informs the student of his or her suspicions and clearly annotates the student's script. The student will also be advised by the Invigilator that a full report will be submitted following the examination.
- Immediately following the examination, the Invigilator will submit a full report of the matter. The report will be returned to the Administration office along with the script and other examination stationery.
- If a student believes academic misconduct to be taking place during an examination: It is the responsibility of the student to bring this to the attention of the Invigilator. However,



no action can be taken unless the suspected academic misconduct is subsequently verified by the Invigilator.

Investigation by Principal

The Principal shall interview the student concerned. They can also interview any student who has allegedly allowed their work to be copied. As soon as practicable, the student will be informed in writing of the alleged offence and of the requirement to attend for interview. The student shall have the right to be accompanied at the interview.

The Principal shall have a member of the support staff present to maintain a record of the meeting. At the interview, the student will be shown a copy of his or her work, duly marked up and the student shall be given the opportunity to justify the work and invited to admit or deny responsibility

Possible outcomes

No academic misconduct has taken place

If it is judged that no academic misconduct has taken place, the student will be informed in writing and the piece of work in question will be marked in accordance with normal arrangements, without penalty.

Academic misconduct is upheld

If the investigation proves beyond reasonable doubt that an offence has occurred this will be subject to disciplinary procedures. The student will be notified in writing of the outcome by the Principal and a copy kept on file in the student record. The recommended outcome will be ratified by the Examination Board or Progression Board. The Examination Board will be notified accordingly, at its next scheduled meeting to take into account when considering the mark and action taken.

Penalties

Wherever there is evidence of an attempt to gain advantage by dishonest means an Examination Board may, having taken full advice, impose a penalty or penalties which it believes to be merited by the gravity of the offence and the level of the student's programme of study which is being assessed. These penalties may include:

- If it is a first offence and the student is found guilty he/she will be required to re-submit work or re-sit the examination; mark awarded may be on a scale between a minimum pass mark only and a zero grade
- If the investigation concludes the offence is a second offence or a more serious the Student Disciplinary Procedures will be used. The outcome could include withdrawing the right of the student to re-sit an exam/resubmit an assessed piece of work; removal of the student from the programme and/ or expulsion from the College.
- In all cases a note of the allegation, outcome and action taken should be recorded in the student's file. If it is judged that no academic misconduct has taken place, the student will be informed in writing and the piece of work in question will be marked in accordance with normal arrangements, without penalty. The mark for the work should reflect the academic quality of the work.

Right of Appeal

The student has the right of appeal against the decisions reached by an Examination Board. It should be stressed that an appeal must be submitted in compliance with the College's Academic Appeals procedure (*see Academic Appeals procedure*)



Appendix 1

Staff guidance on plagiarism

The College recognizes that there is a need to uphold its academic integrity by educating students about plagiarism and other forms of academic misconduct and actively detecting breaches of their academic expectations. The following steps can be adopted by staff to help reduce the incidence of plagiarism.

Educating and make expectations clear to students

Many students are uncertain about what does and does not constitute plagiarism. It is important for staff to take a proactive approach in informing and teaching their students about plagiarism and ensuring that they understand the implications of breaching the relevant regulations

- Induction –is a good place to introduce students to expected conventions for authorship, other appropriate use and acknowledgement of all form of intellectual material to avoid plagiarism
- Provide clear guidance on what is and what is not acceptable in the use of resources available on websites
- Be a role model of good practice, by citing references in lectures, tutorials and hand-outs
- Heighten awareness of plagiarism by requiring students to submit, with each piece of work, a signed cover sheet declaring that except for ideas and passage properly acknowledge, all work is the student's own
- When assessing group-work, guidance should be provided on how the contributions of individual should be identified
- It is good practice to counter plagiarism through the design of assessment tasks. This can be achieved by avoiding the use of the same assessment task year after year, ensuring that assessment tasks are sufficiently varied, in order to prevent student from submitting the same piece of work twice and setting assessment tasks that require students to compare, analyse and evaluate rather than to describe or list information

Detecting plagiarism

Staff is encouraged to educate themselves and be familiar with resources that may be used for plagiarism.

- Check that you are familiar with available resources related to assessment task you set
- Demonstrate to your students your awareness of electronic resources available to them
- Make use of search engines and other pieces of detection software