

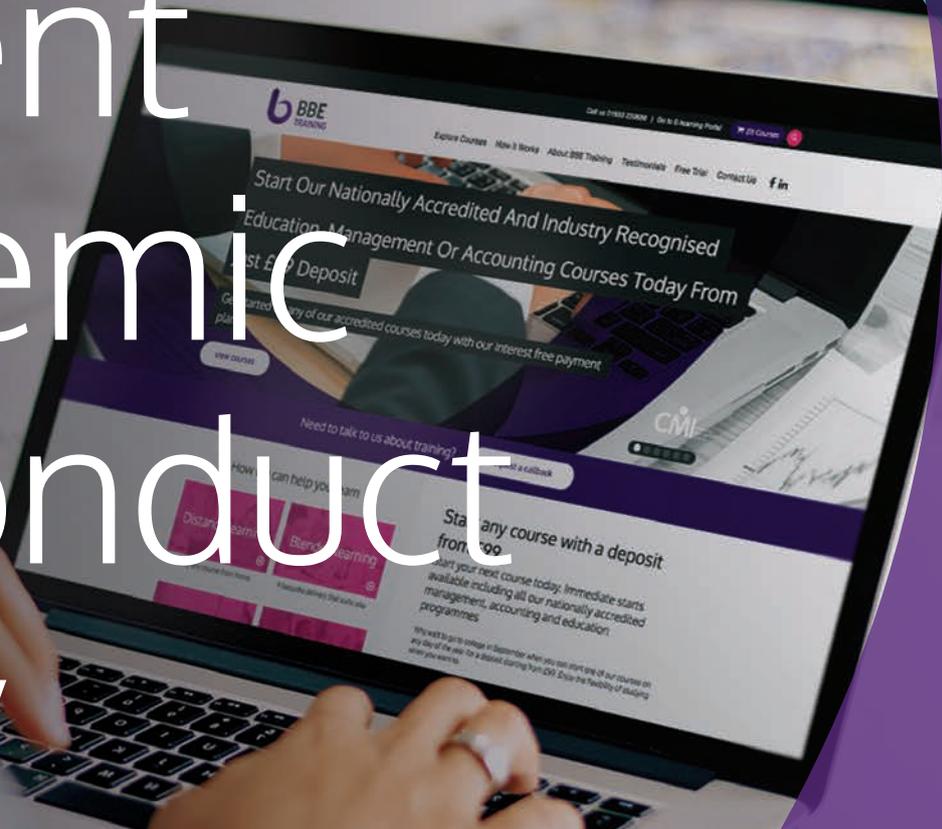


**BBE**  
TRAINING

  
A CITRUS GROUP  
COMPANY

# Student Academic Misconduct Policy

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# Student Academic Misconduct Policy

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## Background

Plagiarism, cheating, collusion and attempting to obtain an unfair academic advantage are forms of academic misconduct and are entirely unacceptable for any student. This policy defines what the Centre means by plagiarism, give examples of the categories of other forms of unacceptable academic misconduct outside examinations, gives guidance to staff to help prevent the occurrence of such misconduct, determines the procedures to be adopted in suspected cases and indicates the academic penalties which may be appropriate in proven cases.

In establishing this policy, the Centre is seeking to maintain the integrity of its academic awards and procedures and to give any students affected a fair opportunity to respond to any allegation of academic misconduct. Each case will be determined on its own facts and merits. Accordingly, it may be necessary to adjust the procedures to allow a proper investigation or to ensure fairness to the student concerned in any particular case. It may be necessary for the Centre to seek legal advice in specific cases. The procedures in this policy are not contractual in nature and there is no right to compensation for any amendment to the procedures.

The policy is for use outside public examinations, where the examining boards' own procedures will apply. It includes Centre-assessed work which contributes towards external examination marks. The policy has been re-written in user-friendly language for use with students. Students will need to read and understand the policy and its implications, probably with the support of staff, and sign to this effect.

## Definitions - what activities are included in the Academic Misconduct Policy

Plagiarism is the presentation of someone else's work, words, images, ideas, opinions or discoveries, whether published or not, as one's own, or alternatively appropriating the artwork, images or computer generated work of others, without properly acknowledging the source, with or without their permission.

Plagiarism by students can occur in examinations but is most likely to occur in assignments, and portfolios.

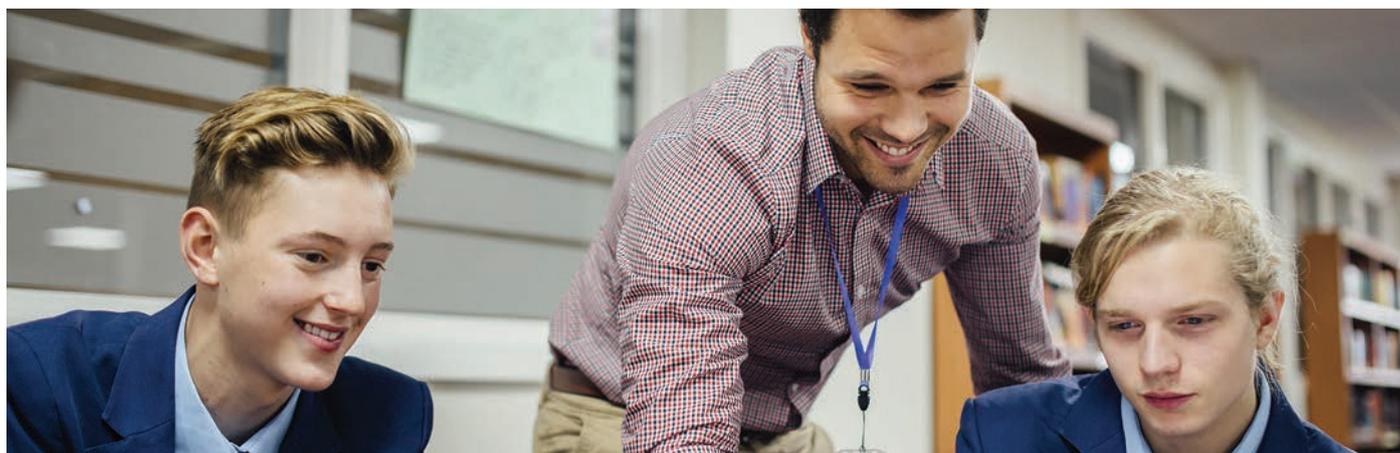
### Examples of plagiarism in such a context would include:

- i. Directly copying from written physical, pictorial or written material, without crediting the source;
- ii. Paraphrasing someone else's work, without crediting the source;

### Examples of other forms of academic misconduct (such as cheating, collusion and attempting to obtain an unfair academic advantage) would include:

- i. Getting someone else to produce part or all of the work submitted;
- ii. Colluding with one or more student(s) to produce a piece of work and submitting it individually as one's own;
- iii. Copying the work of another student, with or without their permission;
- iv. Knowingly allowing another student to copy one's own work;
- v. Resubmitting one's own previously graded work;
- vi. Using forbidden notes or books in producing assigned work or tests;
- vii. Fabrication of results (including experiments, research, interviews, observations).

The use of the word "academic" in the title seeks to define the scope of policy as it relates to the delivery and assessment of the curriculum. It is intended to include vocational courses and assessed programmes.



BBE Training, Citrus Group House, Diamond Way, Nene Park, Irthlingborough, Northamptonshire, NN9 5QF



info@bbetraining.co.uk



03332 07 66 33



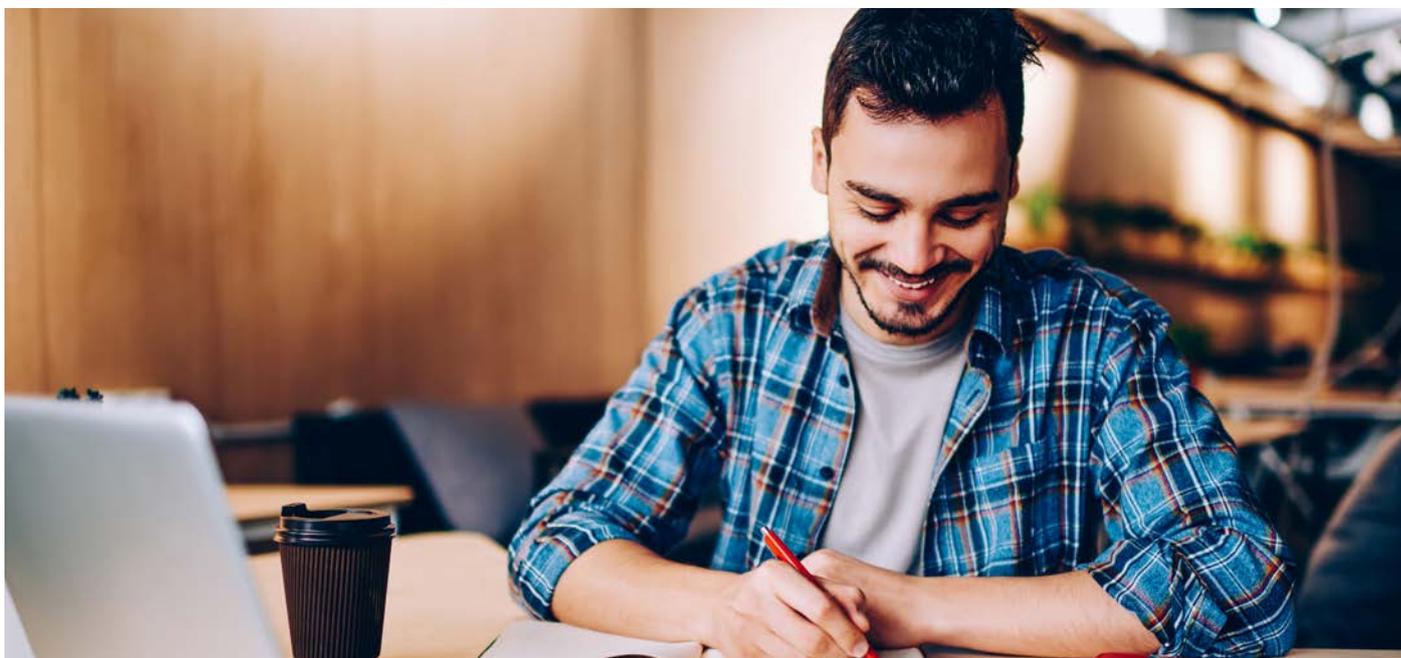
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# Student Academic Misconduct Policy

## Centre Academic Misconduct Policy - Action to be taken by staff

Plagiarism, cheating and collusion and attempting to obtain an unfair academic advantage are entirely unacceptable and not allowed. As such, these forms of academic misconduct will be subject to disciplinary regulations. To prevent the occurrence of academic misconduct, staff should:

- i.** Inform students clearly of the policy on academic integrity and honesty and of any guidelines on academic misconduct, recording the date/s and occasion/s for future reference.
- ii.** Include statements on academic misconduct in Centre policies, the student handbook and each syllabus, ensuring consistency throughout the Centre.
- iii.** Make students aware of the penalties for academic misconduct at the earliest stage of the course.
- iv.** Provide students with guidance on the format of formal acknowledgement of source material.
- v.** Inform students, in writing, if possible, of the extent to which they can collaborate in coursework. Please refer to the notes in the guidelines from one of the awarding bodies as to what is, and is not, allowed when collaborating.
- vi.** Be aware that most students are very computer literate and can scan text and surf the web for model essays, etc., with ease. Ensure adequate access controls are in place and that students are adequately supervised when using computers (especially when networked) to prevent students from copying or printing out other people's work as part of their own.
- vii.** Devise procedures for assessing work in such a way that plagiarism, cheating and collusion are more detectable. This might include – ensuring that coursework assessment is supported by unseen and supervised work under test conditions, changing assignment topics yearly, on at least a three yearly cycle; making less use of generic assignments in favour of tailored assignments; getting to know the style of students' writing/submissions, early on in the course; comparing subsequent work to initial assessment tests. Ideally, mark/assess a class group's coursework on a single occasion, to enhance the likelihood of the assessor spotting plagiarised passages.
- viii.** Fully investigate all instances of suspected academic misconduct utilising the proper disciplinary procedures



## Centre Academic Misconduct Policy - as it applies to students

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

- 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 on a USB device 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)

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

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# Student Academic Misconduct Policy

## Centre Academic Misconduct Policy - as it applies to students continued

### This is what is expected of you whilst you are at the Centre:

- i.** You will only hand in your own original work for assessment.
- ii.** You will show when you have used information provided by someone else 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 USB device as if it were your own work, nor copy work from a USB device belonging to someone else and use it as if it were your own
- 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 to be fully investigated using our disciplinary procedures. If proved, you can expect the Centre to take action against you. What happens will depend on how serious the case appears.
- viii.** The member of staff who has looked into what you have done will decide how serious the case appears. This person will consult with the Director of BBE Training 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 Centre, 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 plagiarism:

- i.** What you have done will be discussed with you in a private meeting.
- ii.** You will be given a warning about how you must act in the future.
- iii.** You will have your work returned to you to be re-done 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 plagiarism:

- i.** Your mark or assessment grade will be reduced or you will be awarded zero, depending on how serious what you have done appears to the Centre
- ii.** You may not be allowed to take the unit/exam/test again
- iii.** The course tutor may decide that you must attend a second 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.



# Student Academic Misconduct Policy

## Centre Academic Misconduct Policy - as it applies to students continued

When what you have done is thought to be a serious case of plagiarism:

A penalty will be awarded. This will be decided by the Centre staff interviewing you and will depend on the seriousness of what you have done. Any of the following may be given –

- A zero grade in the exam/test/module 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 expelled from the Centre.

- i. The relevant examining body will be told what you have done, in accordance with the examining board's policy
- ii. 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 penalty you are given.

You need to know that this information may be used by the Centre when it is asked to provide a reference for you, for example if you want to go to another institution or get a job.

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

"I agree that I have read and understood the Centre 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 Centre 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."



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