



Student Guide to Avoiding Academic Misconduct

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The aim of this guide is to provide information on:

- What academic misconduct is;
- What you should do to avoid it;
- What will happen if a tutor suspects you have committed it;
- How suspected cases will be investigated;
- The range of penalties that can be imposed in the event that a case is proven.

What is Academic Misconduct?

Academic misconduct relates to academic work that does not meet normal standards of academic practice and encompasses all kinds of academic dishonesty, whether deliberate (academic malpractice) or unintentional (academic negligence), which infringes the integrity of the College's assessment procedures. Types of academic misconduct are defined in the Leeds City College Academic Regulations, section 4.9 Academic and Professional Misconduct and include:

Academic Negligence

Plagiarism:

- Copying another person's ideas, text or images without acknowledging the source;
- Summarising another person's work without acknowledging the source;
- Substantial and unauthorised use of the ideas of another person without acknowledgement;
- Self plagiarism - submitting work for credit which has been submitted elsewhere for credit. This may be part of a piece of work or the entire piece of work and may have been submitted to this College or another institution.

Academic Malpractice

Collusion:

- Taking part in unauthorised collaboration with others, regardless of whether any advantage was gained;
- Presenting work as their own which has been purchased from a third party and presented as the student's own;
- Making available their own work, regardless of any financial gain, to others. Both the giver and receiver of the work will be held to be colluding.
- Proof-reading and editing: it is a student's responsibility, as author, to proof-read and edit their own work. Assistance from any third party, whether a professional service or friend, family or fellow student may be regarded as collusion.
- Use of translation services: the use of translation services involving a third party is expressly forbidden and will be regarded as collusion. The use of translation software is permitted.

Note: special dispensation to the rules on collusion will be provided to students who are registered with a disability and who have a specific requirement agreed with Dyslexia &

Disability Support Services.

Fabrication/Falsification:

Any student found to have tampered with official documentation, or fabricated data or other such content will be regarded as having fabricated/falsified material. This includes the content of work submitted for assessment and any records or documentation associated with academic progress such as entry statements or qualifications, false claims for exemption or mitigation, or misrepresentation of a word count or contribution to a group assessment.

In some cases fabricated/falsified material may also be deemed to be professional misconduct, for example in the professions of teaching and journalism.

Research Misconduct:

All research which contributes to the assessment of taught courses must be conducted in an ethical and responsible manner. This includes requirements to secure ethical approval prior to the commencement of primary research, the conduct of the research, the relationship and dealings with participants and proper handling of data.

Impersonation:

Any student found to be assuming the identity of a third party, or where a student is impersonated by another person, in order to gain or enable access or advantage will be deemed guilty of impersonation.

Cheating in Examinations:

Any breach of the examination procedure which compromises the integrity of the assessment will be regarded as academic misconduct, regardless of whether any advantage was gained or there was any intention to do so. These principles apply equally to formal examinations and to all laboratory and class tests conducted under exam conditions.

Breaches include, but are not limited to, the following:

- Obtaining or seeking to obtain examination papers prior to the examination unless the paper has been provided as a 'seen' examination;
- Copying from another candidate or from any unauthorised material, including by use of an electronic device;
- Taking additional materials into the examination, unless prior approval has been given;
- Communicating, or attempting to communicate, with other candidates or with any person(s) except the invigilators;
- Any form of disruptive behaviour;
- Not following the instructions given by the examination invigilator;
- Removing any material from the examination room other than items which were brought into the room by the candidate or the question paper, where permitted.

Why Does it Happen?

It may happen unintentionally, e.g. a misunderstanding of the rules of referencing, but penalties can be applied even if academic misconduct was not intended so students must have an understanding of what is and is not acceptable academic practice when completing assignments and examinations.

Students might simply want a better mark and think that cheating is the way to get it, or run out of time and take short cuts.

To Avoid Plagiarism:

In assessed work, you need to show that you have considered relevant sources and can explain what you have learned using your own words:

1. Once you have completed your research you need to decide which of the sources you want to refer to in your assignment.
2. After reading the information you have gained again, jot down some notes about what you think the author is saying.
3. Now put the original sources of information away and start to write your assignment, only looking back to the original source if you are wanting to include a small quote.
4. Make sure you reference the sources both within the body of your text and in your reference list.
5. Never 'copy and paste' the text from the original source into your work.

To Avoid Collusion:

It is totally acceptable to share resources/sources of information with fellow students, however you should not:

- Give another student a copy of any notes you have made.
- Give another student a copy of the work you have produced, as they may use it and pass it off as their own.

How Does the College Deal With Academic Misconduct?

There are a number of reasons why academic misconduct may be suspected. A tutor may notice that a student's work is similar to that of another student or be inconsistent in style or vocabulary. Tutors also use Turnitin (plagiarism detection software) which will show them how similar it is to other work or sources. Students can also use Turnitin to check their work for errors in referencing.

If academic misconduct is suspected the tutor will contact the Higher Education Department who will determine whether it is potentially academic negligence or academic malpractice.

Academic Negligence

The student will be invited to an informal meeting with the Course Manager to discuss the alleged academic negligence. If it is confirmed that academic negligence has taken place the incident will be recorded on file. It is intended that this will act as a warning to the student and will also ensure that further support with referencing is provided. Minor penalties may be given.

Academic Malpractice

Students suspected of academic malpractice will be required to attend an Academic Misconduct Panel. Students would be provided with full details of the alleged offence and the constitution of the panel. Support and advice is available from the Students' Union who also could accompany students to the panel hearing if that was required. The outcome of any Academic Misconduct hearing would be communicated to the student immediately and then followed by written confirmation.

Potential Penalties

A. Determine that the student may be awarded the full range of marks for the re-assessed work.

A letter of advice will be sent to the student and they will be referred to support regarding academic writing. This is an exceptional outcome normally reserved for cases with mitigation at level 4.

Normally only available for Academic Negligence first offence

B. Determine that the mark for re-assessed work will be capped to the minimum pass mark.

A letter of warning will be sent to the student and they will be strongly recommended to seek support on academic writing

C. Determine that the re-assessed work will be capped to the minimum threshold pass mark.

A letter of final warning will be sent to the student, emphasising that any repeat offence may result in a more serious sanction. They will be strongly recommended to take and pass a non-credit bearing module on academic integrity.

D. Determine that a mark of zero will be entered against this module and that the student will be required to resit the module

E. Determine that the student has failed the level and is required to withdraw from the Course/Pathway of study.

The Board of Examiners will advise the student of their entitlement to a contained award or credit achieved, if applicable.