

# INTERNAL PROCEDURE



## Title: Cheating and Plagiarism in HE

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| <b>POLICY HOLDER:</b>       | <b>Head of HE</b>     |
| <b>EXECUTIVE OWNER:</b>     | <b>Principal</b>      |
| <b>VERSION NO:</b>          | <b>7 (2013)</b>       |
| <b>DUE DATE FOR REVIEW:</b> | <b>September 2017</b> |

**SUMMARY:** This procedure provides details on how the College deals with incidents of cheating and plagiarism for all students enrolled on programmes leading to University of East Anglia awards, Edexcel Higher National Diplomas and Higher National Certificates and non-prescribed HE qualifications. The procedure is also applicable to other programmes, including those of CCNQ, where specified in the programme regulations.

**Accessibility:** If you would like this information in an alternative format, e.g. Easy to Read, large print, Braille or audio tape, or if you would like the procedure explained to you in your language, please contact the Communications & PR Officer on 01603 773 169.

Further information: If you have any queries about this policy or procedure, please contact the name policy holder or the Communications & PR Officer on 01603 773 169.

**CITY COLLEGE NORWICH**  
**CHEATING AND PLAGIARISM PROCEDURE:**  
**HE PROGRAMMES**  
**Version 7.0 (effective date Sept 2013)**

**1) INTRODUCTION**

2) The following procedure applies to all students of City College Norwich (the College) enrolled on programmes leading to

- a) awards of the University of East Anglia (the University),
- b) higher (level 4 and upwards) awards of Edexcel (BTEC) and to other
- c) non-prescribed HE qualifications

The procedure is also applicable to other programmes, including those of CCNQ, where specified in the programme regulations.

3) The College takes allegations of cheating, which includes plagiarism and collusion, very seriously. Students who cheat, whether intentionally or not, threaten the values and beliefs of academic work and undermine the integrity of higher education awards and the College. Cheating of any kind, whether discovered before or after the conferment of an award, will be investigated and dealt with appropriately.

4) All work submitted for assessment by students is accepted on the understanding that it is the product of the student's own effort and is written from their own understanding and without falsification of any kind. Students are expected to offer their own analysis and presentation of information even when group exercises are carried out unless the assignment or assessment brief and task specifications instruct to the contrary. Students are always required to attribute the work of others using the Harvard Referencing system (N.B. The College acknowledges that there are some variations even within the definition of Harvard so the default referencing system will be that which is published by the College Information Store and which is published in the current HE Student Handbook, on Blackboard and on other flyers and handouts in the Information Store itself).

**5) Student's own assessed work**

It is permissible (though not generally advisable\*) for a student to reference their own previously submitted work.

\*The student will need to show that the work is current and relevant, is at the appropriate level, is of an appropriate standard and supports a new argument rather than merely re-presents an old one.

**6) Plagiarism and a presumption of innocence:**

Where an allegation of Plagiarism is made the presumption of innocence will apply. It will be up to the College to prove that an offence has occurred before any penalty is applied. Therefore, where a tutor suspects that plagiarism has occurred the piece of work concerned will be marked normally and a result for the piece determined according to the assessment criteria.

## 7) DEFINITIONS

This procedure recognises the following activities as cheating, plagiarism, collusion or other forms of academic misconduct:

### 8) 'Cheating':

- a) In general terms cheating occurs where there is evidence that a student has, with intent, gained or attempted to gain an unfair, improper or dishonest advantage in the assessment process. Cheating will therefore include:
- b) Impersonation either where a student allows any another person to take an assessment on their behalf or where another person takes an assessment on behalf of another;
- c) obtaining or attempting to obtain unauthorised access to examination or other forms of test papers;
- d) the copying of, or attempting to copy, the work of another candidate in an examination or other in-class assessment;
- e) the use or attempt to use in an examination room (or any other room in which a formal assessment is taking place) any aid such as mobile 'phone', tablet or devices of any kind that can store and display data or access information by remote transmission, books or written notes, papers, stationery, **other than those permitted in the written instructions for the conduct or the rubric of the examination or test paper**;
- f) requesting a temporary absence from an examination room (or any other room in which a formal assessment is taking place) with the intention of gaining access to information that may be relevant to a formal assessment;
- g) the falsification of data, (Para 10.a);
- h) the duplication of assessments (Para 10.b)
- i) any other form of academic misconduct as defined in Paras 10.c-g;
- j) false statements made in order to receive special considerations by an Assessment Board or to obtain extensions to deadlines or exemption from work;
- k) assisting or attempting to assist another student to gain or attempt to gain an unfair, improper, or dishonest advantage in the assessment process;
- l) the purchase or theft of material with the intention of submitting it or a disguised version of it in lieu of the student's own work.

### 9) 'Collusion':

Collusion is the unauthorised collaboration or co-operation between two or more persons. Specifically an individual student or students presents work for formal assessment as their own individual work when in fact it is the product of

collaborative or co-operative activity:

10) 'Other academic misconduct' includes:

- a) the falsification of data including the creation of false written materials or statistical data or its alteration, for example, by the invention of the statistics presented or the invention of quotations or references;
- b) the duplication of assessed work – the submission of broadly similar work completed by the student for academic credit as part of the same programme without express acknowledgement of the previous submission;
- c) permitting or assisting another to present work that has been copied or paraphrased from a student's own work without attribution or as if it were the work of the other;
- d) the removal of an examination script or examination stationery or other materials from the examination room (or any other room in which a formal assessment is taking place);
- e) failure to comply with the proper instructions of an invigilator;
- f) breach of professional confidentiality;
- g) failure to obtain ethics approval prior to undertaking work involving human participants or the failure to comply with the terms and conditions of an ethics approval.

11) 'Plagiarism':

- a) Plagiarism essentially takes two forms;
  - i) the representation by an individual of another person's work as their own or
  - ii) the use of another person's work without acknowledgement.
- b) Plagiarism does not need to be intentional or deliberate and is often detected by the omission of a proper reference, the use of quotation marks or other formatting that would otherwise indicate that text included in a submission or ideas used to inform and argument or discussion are not those of the author.
- c) Examples of plagiarism are:
  - i) the importing of phrases from another person's work without using quotation marks and without identifying the source;
  - ii) making a copy of all or part of another person's work and presenting it as one's own work by failure to disclose the source;
  - iii) without acknowledgement of the source, making extensive use of another person's work, either by summarising or paraphrasing the work merely by changing a few words or by altering the order in which the material is presented;
  - iv) the use of the ideas of another person without acknowledgement of the source or the presentation of work which substantially comprises the ideas of another person and which represents these as being the ideas of the candidate.

(With acknowledgment to the University of Hertfordshire from whose published policy these definitions have been adapted.)



## 12) 'Poor academic practice'

### a) Comment:

The complexity and unfamiliarity of academic protocols can present a real difficulty to some students, particularly those who are returning to education after a long break and /or who have little experience of forms of academic writing beyond GCSE (or its equivalent).

The penalties for poor academic practice will therefore be less severe than for deliberate acts of cheating and/or plagiarism and will be accompanied by recommendations for support and additional instruction to avoid repetition.

### b) Poor academic practice will generally be considered to have occurred where investigation of a plagiarism offence reveals that the error is wholly or very largely attributable to a student's inexperience or unfamiliarity with the protocols and expectations of 'academic writing'.

### c) It's also possible that evidence of a lack of proper instruction or guidance may be judged to have contributed significantly to an apparent instance of plagiarism or other academic malpractice and this then may be described as 'poor academic practice'. In this case no fault will be attributed or penalty applied to the student but the College will be required to investigate and amend its support procedures as necessary.

### d) Whilst the factual nature of the offence will not be in dispute the penalties or consequences will be moderated. It is likely that the following will be considered by a preliminary review or academic disciplinary panel in arriving at this conclusion:

- The experience and entry qualifications of the student
- The year of the programme
- The consistency (or otherwise ) of the particular piece of work with others submitted at or around the same time
- Any previous history of similar offence

## 13) Repeat (serial) offences

Where a student commits the same or a similar offence to one which earlier has been recorded, even if treated as poor academic practice, the offence shall be treated as a prima facie deliberate act of cheating, plagiarism or academic misconduct and shall be treated as a Medium Level 2 or High Level 3 Offence.

**Full details of likely penalties are set out in Paras 33-37.**

## 14) PREVENTION AND DETECTION OF PLAGIARISM

All students must be made aware of what constitutes plagiarism and the College's expectations with respect to referencing and the use of bibliographies.

### a) The College will put in place appropriate training and guidance during Induction on what constitutes cheating, plagiarism and how to avoid falling foul of the plagiarism rules.

- b) Students who miss Induction or who do not fully understand the cheating and plagiarism regulations must make every reasonable effort to acquaint themselves of the cheating and Plagiarism regulations.
  - c) Guidance can be sought from academic tutors and staff in the Information Store and by consulting published guidance available from the Information Store, the HE Student Handbook and advice and guidance materials published on Blackboard. There are many other sources of guidance including the University of East Anglia's published policy which has significantly influenced the development of this procedure; [http://www.uea.ac.uk/plagiarism/plagiarism\\_policy](http://www.uea.ac.uk/plagiarism/plagiarism_policy).
- 15) The great majority of students' assignment work is submitted electronically using the new online portal. Files submitted in this way will be used for plagiarism detection by submission to Turnitin (or such other plagiarism detection software as the College may determine).
- a) In the unlikely event that student s' work has been approved for submission in hard copy then it must be presented in the prescribed format and be accompanied by an electronic copy (on a CD or data stick, for example). Note that Procedural Protocol 7, 'Unreadable disks' applies in these circumstances.
  - b) It should be noted that submission by email is never permissible unless sanctioned in exceptional circumstances by the Head of School of Higher Education or, if unavailable, another senior college manager.

## 16) EFFECTIVE COMMUNICATION

Communication between the College and the student (or students) involved in cheating or plagiarism will be effected by email to the students' CCN (@student.ccn.ac.uk) email account.

Proof provided by College IT Services that an email has been delivered to the student's email account will constitute effective communication and the student will be deemed to have been informed by the contents of the email.

## 17) PROCEDURE FOR DEALING WITH AN ALLEGATION OF CHEATING OR PLAGIARISM

### a) Detection and the allegation

- i) If a lecturer or other member of staff suspects a student of cheating or plagiarism, the situation should be reported at the earliest opportunity to the Programme Manager responsible for the Programme or, if unavailable, the Head of School.
- ii) The member of staff must describe the nature of the suspected offence and indicate or present the evidence available to substantiate the allegation.
- iii) The Programme Manager will advise the Head of School that an allegation has been made.
- iv) The Programme Manager will ascertain whether or not the student has been informed that the allegation has been made. If not the student should be

informed by the HE Office (email with a read receipt to the student's official college email account (@student.ccn.ac.uk) is acceptable) at the earliest opportunity that an allegation has been made and that it is being investigated within the school (identifying the people involved).

## **b) Appointment of Academic Standards Officers and the Investigation**

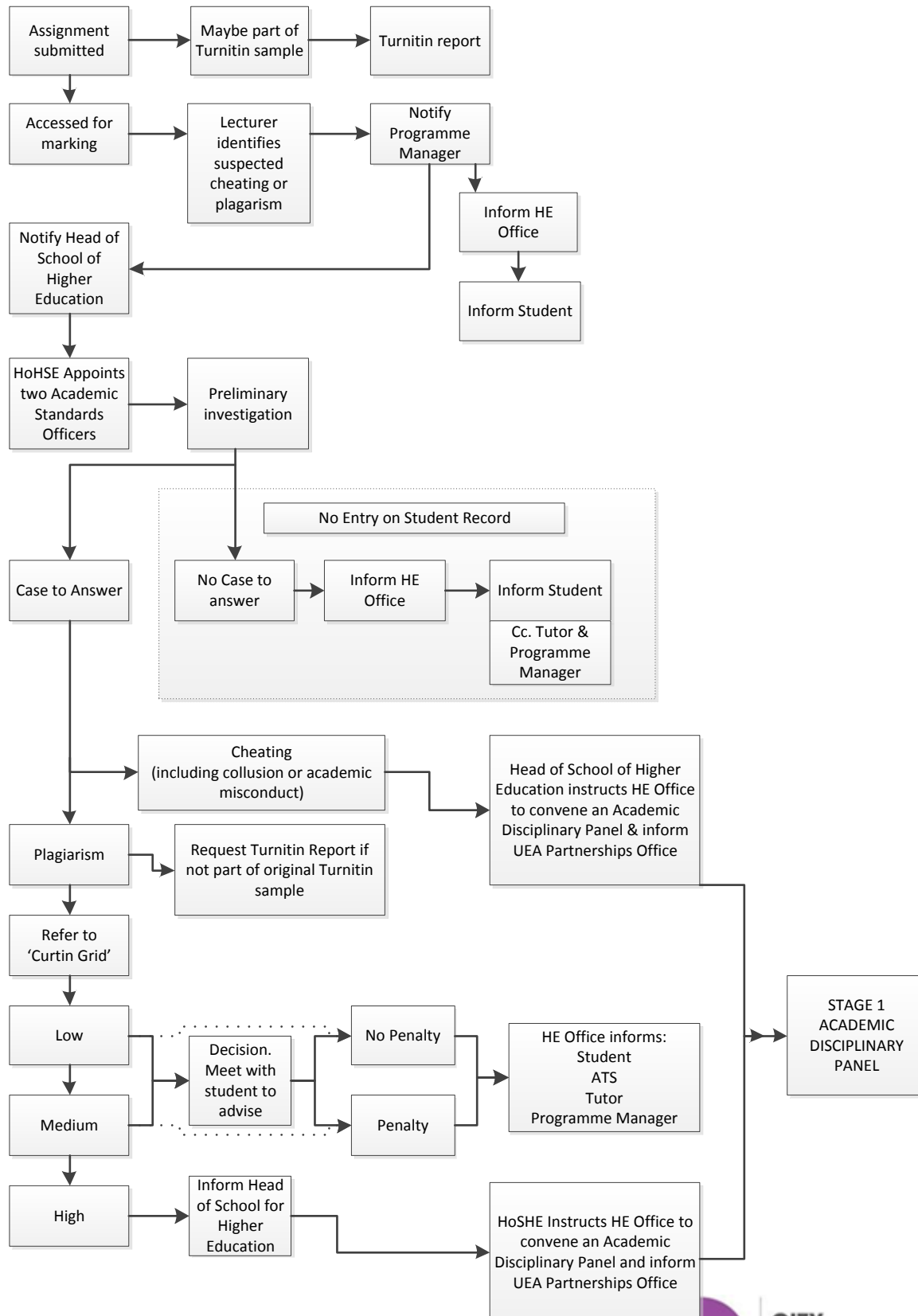
- i) The Head of School will appoint **two** independent ( see: bii) post) ASOs to investigate the allegation and determine as quickly as possible whether the offence appears to be substantiated and if so whether it is an offence of cheating or plagiarism
- ii) The two ASOs will not be involved in the direct management, teaching, supervision or assessment of the student(s) or the programme on which s/he/they are registered.
- iii) If their investigation establishes that there is no evidence to support the allegation, it will be dismissed forthwith and no record shall be made in the student's file. The ASOs report their findings to the HE Office which will inform the student as will the tutor who made the allegation and no further action will ensue.
- iv) If they decide that there is substance to the allegation:
  - i) The allegation relates to cheating, collusion or academic malpractice other than plagiarism the ASO's will report to the Head of School of HE who will instruct the HE office to convene a Stage 1 Academic Disciplinary Panel (see Para 18)
  - ii) The allegation relates to Plagiarism the ASOs will refer to the Curtin Grid (see Table 1, p12) to help determine the Level (Low, Medium or High) of the offence and therefore the severity of any penalty.
    - (a) If the ASOs determine that the offence is low or medium level then the appropriate recommendations will be made and the student will be so advised. There will not normally be a formal hearing although the ASOs may invite the student to an advisory discussion to explain both the nature of the offence and any resulting penalty.
    - (b) If the two ASOs determine that the case is a High Level Offence they will report their findings to the Head of School who will ask the HE Office to inform the student and to convene a Stage 1 Academic Disciplinary Panel

The procedure which takes both processes to a Stage 1 Academic Disciplinary Panel is shown diagrammatically in diagram 1:



Diagram 1

## Cheating & Plagiarism: To Arrive at Stage 1 Academic Disciplinary Panel





## 18) Convening a Stage 1 Academic Disciplinary Panel (ADP):

- a) Once instructed by the Head of School of Higher Education the HE Office (The Senior Academic Administrator responsible) will write to the student concerned within 2 working days of the notice of a case to answer informing him/her of:
  - i) the outcome of the decision of the ASOs,
  - ii) the next stages in the procedure, of
  - iii) their right to attend and be supported at the meeting of the ADP and
  - iv) to receive copies of all relevant papers and evidence.
  
- b) The formal notification shall state in writing:
  - i) the allegations;
  - ii) the particulars that are alleged to support the allegations;
  - iii) the student's right to be supported at a Hearing (see 18.b.iii and 18.i);
  - iv) that the student should make a formal reply to the allegations in writing within 10 working days;
  - v) that if the student accepts (by email or in writing) that the allegations are true then the Chair of the ADP will be asked to recommend penalties to the Assessment Board, that the student will be notified of the recommended penalties.
  
- c) When writing to the student the HE Office should ask whether they have any specific needs/circumstances which need to be considered for the disciplinary hearing, e.g. the use of a hearing loop, guide dog, special equipment.
  
- d) The HE Office will collect all the available evidence, including brief written statements from the person(s) making the allegation;
  
- e) The Principal or Deputy Principal will appoint a suitably qualified and experienced member of the College Management Team or senior academic (who has not taught the student and is not in any other way connected with them), to act as Chair of the Academic Disciplinary Panel.
  
- f) The Panel will comprise of the Chair and two members of the academic staff of the College, who shall not have taught the student or in any other way be connected with him/her. The Panel shall not include the Head of School of HE, the Chair of the relevant Module Assessment Board or the Clerk to the Corporation. A secretary appointed by the HE Office will take the minutes of the Hearing.
  
- g) The Hearing will normally take place within 20 working days of the formal notification to the student of the allegations.
  
- h) The student shall be given at least five working days' notice of the date and time of the Hearing and shall be informed of the names of any witnesses to be called.
  
- i) The student must notify the HE Office of the name of any supporter or friend and of any witnesses they intend to call on their behalf at least 2 working days prior to the Hearing. The Chair of the Panel has the right to refuse admission to a supporter

who may appear to be proposing to act in the capacity of a professionally trained and/or qualified member of the legal profession.

- j) A Hearing shall not be convened where a student admits to plagiarism or other forms of cheating. In such cases the HE Office will inform the Chair of the Academic Disciplinary Panel who will make a recommendation to the Assessment Board. The HE Office shall inform the student of the recommendation to the Assessment Board. The student has the rights of Appeal which are set out in Paras 38 et seq. below.
- k) Where the Hearing determines that there is insufficient evidence to substantiate the allegation, the HE Office shall so inform the Head of School and the allegation will be withdrawn. In this case the Head of School should advise the student of the dangers of poor academic practice. The natural mark for the work will be recorded and no record of the proceedings noted on the student's record.
- l) During the Hearing the student's work will be retained by the School, an unmarked copy will be provided to the student on request, and the student informed that the work is being checked for plagiarism.

## **19) ACADEMIC DISCIPLINARY PANEL (the Hearing)**

- 20) Hearings may be convened where a student admits plagiarism but wishes to offer mitigation against the likely penalty. In such cases the hearing will normally take place within 10 working days of receipt of the student's request for a Hearing.
- 21) Where the student who is the subject of the allegation does not appear at the Hearing, the Panel may deal with the allegation in their absence provided that the Panel is satisfied that the student has been properly notified of the Hearing.

## **22) Conduct of the Hearing**

- 23) The Hearing will be managed by the Chair and the parties involved shall be referred to as:
  - i) (The) Panel (the Chair, Panel members and the secretary)
  - ii) (The) ASO (Academic Standards Officer)
  - iii) (The) Student
  - iv) (The) Supporter
  - v) (The) Witness
- 24) The Chair will introduce the Panel to the Student and their Supporter(s) and outline the purpose of the Hearing, the essential nature of the allegation and the procedure to be followed.
- 25) The Chair will ask the student if s/he still refutes the allegation.
  - a) Where the student admits to the allegation the Chair will repeat the allegation in full and seek confirmation that the student understands exactly what they are admitting to. If the admission is confirmed this will be noted by the Secretary and the



proceedings will move straight to the outcomes phase as described in Paragraph 31 et seq. below.

- b) Where the student admits the offence but wishes to offer evidence of mitigating circumstances the Hearing will proceed as normal.

26) If the student denies the allegation the Hearing will proceed as follows:

- a) Chair will ask all parties to confirm that they have and have had an opportunity to read and reflect on written /documentary evidence supplied by both sides. Should either side seek to introduce new/additional documentary evidence the Chair will consider:
  - i) whether the volume of material is excessive and will require a postponement or whether
  - ii) an allowance of time for the Panel and the other side to retire to consider the evidence can be accommodated. Generally this should be no more than 20 minutes otherwise a postponement would normally be appropriate.
- b) The Chair will invite the Panel to receive evidence. The members of the Panel shall have the right to put questions to any person attending the Hearing.

27) The ASOs or their nominee, the student who is the subject of the allegation, and their supporter(s), and all witnesses have the right to be present during the taking of evidence. All shall have the right to put questions to the witnesses and to each other except in relation to the final statements .

- a) Evidence shall be taken as follows:
  - i) *Present; the Panel, the Student, their supporter(s) and Witness(es) + ASO and Witness(es) introduced by the College*

The ASO presents the allegation that cheating had occurred. Written or other evidence may be presented in support of the allegation.

- ii) *Present; the Panel, the Student, their supporter(s) and Witness(es) + ASO and Witness(es) introduced by the College*

The ASO presents witnesses in support of the allegation.

- iii) *Present; the Panel, the Student, their supporter(s) and Witness(es) +ASO and Witness(es) introduced by the College*

The Student responds to the allegations with a view to rejecting the allegations and demonstrating that cheating did not occur. The Student's Supporter may help /assist/contribute to the argument presented by the Student. Written or other evidence may be referred to.

- iv) *Present; the Panel, the Student their supporter(s) and Witness(es) + ASO and Witness(es) introduced by the College*

The student may present Witnesses to speak in their support.

- v) *Present; the Panel, the Student their supporter(s) and Witness(es) + ASO and Witness(es) introduced by the College*

Final statement by the ASO or nominee presenting the allegations.

- vi) *Present; the Panel, the Student their supporter(s) and Witness(es) + ASO and Witness(es) introduced by the College*

Final statement by the Student or their Supporter(s).

- vii) The Chair of the Panel shall thank all present for their contributions and advise that the Hearing is now at an end and that the Panel will remain to consider the evidence and make its decision.

28) In considering its decision, the Panel shall sit in private and will consider:

- i) Whether the case has been proven;
- ii) If it has,
  - b) the reasons for the decision and
  - c) the penalty to be applied and
  - d) any other recommendations to make to the Assessment Board.

29) The student will be notified by the HE Office in writing of the Panel's decision within 5 working days of the Hearing. The notification will explain the student's right of appeal (see paragraph 32 below). The HE Office will also notify the Head of School by email of the Panel's decision.

30) If no notification of appeal by the student is received by the HE Office within 5 working days of the date of the HE Office's formal notification of the outcome of the Hearing, the Panel's recommendations will be forwarded to the Assessment Board for consideration. The student will be notified of this by the HE Office.

31) The decision of the Assessment Board will be notified to the student in the normal manner of communication of Assessment Board decisions.

32) If formal notification of appeal against the Panel's decision is received by the HE Office within 5 working days of the date of the HE Office's formal notification of the outcome of the Hearing, the Appeal procedure set out in paragraphs 38 et seq. below will be followed.

Table 1  
The Curtin Grid (revised Spring 2013). Version 7.0

| <b>Plagiarism and Collusion</b>                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <b>Criterion</b>                                                                                                                                                                                                                                                                     | <b>Low Level (1)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Medium Level (2)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>High Level (3)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>Experience of student</b></p> <p><i>Considers the extent to which the University or College can expect that the student is aware of the requirements and expectations of academic writing, the nature of plagiarism and collusion and the seriousness of their actions</i></p> | <p><b>Indicator:</b><br/>The University/College cannot rely on an assumption that the student (s) is familiar with the requirements and expectations of academic writing</p> <p><b>For example:</b><br/>The student is unaware; has not been instructed advised or informed about plagiarism and collusion</p> <p>No instructions re. group work were made known</p> <p>Student (s) is in the first year or first semester of their course;</p> <p>No previous record of plagiarism or collusion</p> | <p><b>Indicator:</b><br/>The University/ College is entitled to assume familiarity with the requirements and expectations of academic writing and the rules governing plagiarism and collusion but the student (s) may be uncertain as to their precise nature and application</p> <p><b>For example:</b><br/>The student has received guidance or instruction about Plagiarism and collusion but has not fully understood or demonstrated its application.</p> <p>Instructions re. group work are ambiguous, incomplete or unclear</p> <p>Student(s) is in the second or later semester/term of their course</p> <p>Student has transferred in from another course/institution</p> <p>Student has completed known instruction(s) in avoiding plagiarism and/or collusion;</p> <p>Previous level 1 case detected</p> | <p><b>Indicator:</b><br/>The University/ College is entitled to assume understanding of the requirements and expectations of academic writing and knowledge of the regulations governing plagiarism and collusion .</p> <p><b>For example:</b><br/>The student is aware, e.g. Has undertaken instruction in plagiarism and collusion:</p> <p>Clear instructions re. group work have been given but have been ignored</p> <p>Student(s) has spent 2 years or more in UK HEI or similar</p> <p>Previous level 2 or level 3 case detected</p> |
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| <p><b>Nature of Plagiarism</b></p> <p><i>Nature of the breach of academic Scholarship</i></p> | <p><b>Indicator:</b><br/>poor academic practice</p> <p><b>Plagiarism</b><br/><b>For example:</b></p> <p>Suspect text is incidental to fundamental argument and is largely descriptive rather than analytical or supportive of argument or conclusions</p> <p>referencing or attribution of work is not clear or is inadequate, or has numerous errors;</p> <p>inappropriate paraphrasing</p> <p><b>Collusion</b><br/><b>For example:</b><br/>misunderstanding of what constitutes collective activity</p> <p>Lending own work to another student in the belief that it will not be copied.</p> | <p><b>Indicator:</b><br/>bad academic practice</p> <p><b>Plagiarism</b><br/><b>For example:</b></p> <p>Suspect text contributes to or supports analysis, argument or conclusions but student's own work can be identified and is of greater or at least comparable significance</p> <p>failure to reference and/or cite adequately;</p> <p>copying phrases, sentences or paragraphs of material from websites, book or other publications</p> <p>writing style improved beyond proofreading limits</p> <p><b>Collusion</b><br/><b>For example:</b><br/>copying segments of other students' assignment work;</p> <p>Lending own work to another student in the knowledge that it may be copied.</p> | <p><b>Indicator:</b><br/>clear breach of acceptable academic practice</p> <p><b>Plagiarism</b><br/><b>For example:</b></p> <p>Suspect text contributes the sole or greater part of analysis argument or conclusion and the students own work cannot readily be discerned.</p> <p>fabricated references or citations;</p> <p>whole works copied (from students without their knowledge or consent or from other sources published or unpublished);</p> <p>writing style improved far beyond proof-reading limits</p> <p><b>Collusion</b><br/><b>For example:</b><br/>Whole/substantial parts works copied from other students with their knowledge/ consent.</p> <p>The sharing of work or content in the knowledge that it will be copied.</p> <p>Deliberate concealment of the collective activity</p> |
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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Extent of plagiarism</b></p> <p><i>Amount or proportion of assessment item or work that is not the students' own;</i></p> <p><i>Extent to which the assessment process is compromised</i></p> <p><i>Note: in determining the volume of work in question it is likely that reliance will be placed on a Turnitin or similar plagiarism detection report.</i></p> | <p><b>Indicator:</b><br/>Suspect text constitutes less than 5% by volume of the whole.</p> <p><b>For non-text content:</b><br/>One (minor) graphic;</p> <p>A few elements of computer source code;</p> <p>Simple mathematical or scientific proof/ algorithm/ formulae</p> | <p><b>Indicator:</b><br/>Suspect text constitutes more than 5% but less than 20% by volume of the whole.</p> <p>More than one graphic</p> <p>Several lines or segments of computer source code;</p> <p>Several or major/more complex mathematical or scientific proof/ algorithm/ formulae</p>                                                                                    | <p><b>Indicator:</b><br/>Suspect text constitutes more 20% by volume of the whole.</p> <p>There is significant appropriation of ideas, artistic work or elements of the argument/conclusion</p> <p>Multiple graphics copied.</p> <p>Little or no own work can be identified with certainty.</p> <p>Complex, advanced proofs or algorithms have been copied.</p> |
| <p><b>Intent of student to cheat by way of plagiarism or collusion</b></p> <p><i>Intentionality of the act of plagiarism and intent to cheat by way of plagiarism</i></p>                                                                                                                                                                                             | <p><b>Indicator:</b><br/>On the balance of probabilities intent to cheat is unlikely or doubtful</p> <p>The evidence indicates that the act of plagiarism and/or collusion was unintentional or due to lack of knowledge.</p>                                              | <p><b>Indicator:</b><br/>On the balance of probabilities intent to cheat is probable but cannot clearly be substantiated;</p> <p>The evidence indicates that the act of plagiarism or collusion was as a result of negligence or carelessness</p> <p>The student(s) will be aware of the nature of the offence of plagiarism or collusion but have disregarded or ignored it.</p> | <p><b>Indicator:</b><br/>On the balance of probabilities intent to cheat is evident and can be substantiated</p> <p>The evidence indicates that the act of plagiarism was deliberate and planned;</p> <p>The student(s) will be aware of the nature of the offence of plagiarism or collusion but have deliberately attempted to conceal the activity.</p>      |





| <b>Commissioning or Passing Off</b>                                                                                                                      |                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| The submission of a complete work, commissioned by the student and presented by him/her as his/her own work, but which has been written by someone else. | The deliberate nature of the offence means that it will always be treated as a <b>High Level Offence</b> . |

| <b>Cheating other than Plagiarism or Collusion:</b>                                                                                                                                                                                                                                                        |                                                                                                        |                                       |                                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Classification</b>                                                                                                                                                                                                                                                                                      | <b>Low Level (Level 1) Offence</b>                                                                     | <b>Medium Level (Level 2) Offence</b> | <b>High Level (Level 3) Offence</b>                                                                                                                                                                                                                     |
| <b>Nature of cheating</b><br><i>Relates to the seriousness of the infringement, the context or setting, whether or not the event is a first offence and whether or not, on the balance of probabilities, the infringement was deliberate, calculated, planned or that it was opportunist or accidental</i> | A minor breach of rules or academic integrity, a first offence and not deliberate, calculated, planned | <b>N/A</b>                            | Unless the event can be treated as a Low Level Offence then any instance of cheating (except where covered by the Plagiarism or Collusion provisions herein) will be treated as a High Level Offence and be referred to an Academic Disciplinary Panel. |

### 33) PENALTIES FOR PROVEN CASES OF PLAGIARISM OR OTHER FORMS OF CHEATING

#### a) Plagiarism.

##### i) LOW LEVEL (Level 1) OFFENCE (see Curtin Grid):

- (i) the offence is recorded on the student's file
- (ii) there will be no grade or other penalty
- (iii) In order to help the student to avoid plagiarism and/or collusion in future assignments, the student shall be offered support which may be in the form of an appropriate learning support package.

N.B. the student will accrue a responsibility to ensure that s/he develops a thorough understanding of the offence s/he has committed.

##### ii) MEDIUM LEVEL (Level 2) OFFENCE(see Curtin Grid):

- (i) the offence is recorded on the student's file
- (ii) The ASOs may apply a grade penalty of up to 10 percentage points or
- (iii) deem the work a Fail and require the work to be represented and apply a grade cap at the Pass mark or
- (iv) require that the work be remarked but excluding as far as possible the plagiarised material to ensure that the recorded mark reflects the student's own work. If the remarked work is assessed at less than 40% (pass) then normal reassessment arrangements will apply.
- (v) The ASOs may decide on other proportionate and appropriate penalties at its discretion.

##### iii) HIGH LEVEL (Level 3) OFFENCE(see Curtin Grid):

- (i) Where the offence is serious and has been identified as a High Level (level 3) offence, but there is no evidence of serial plagiarism the Panel shall set the recorded mark to Fail, 0% and require the resubmission of the assignment with a capped mark penalty.
- (ii) High Level plagiarism offence – serial plagiarism. In this case the Panel will set Fail 0% as above. The Panel will then consider the gravity of the offence and apply a proportionate and appropriate penalty in accordance with provisions of Paragraph 34 below

#### b) Collusion

- i) Where two or more students have worked together and it is impossible to determine who has produced the work, the pieces of work will be marked as they stand and the highest mark of those awarded will be divided equally among the number of students deemed to have colluded. If as is likely the resulting mark for each student is less than 40% then each student will be offered the opportunity of a capped re-sit of the whole of the work.
- ii) If, however, it is clear that one of the students has produced most/all of the work and lent it to the others, the ASOs shall record marks to take account of the effort put in by the student who produced the work, and the lack of effort from the other students who colluded. If any of the marks thus recorded result in a mark of less than 40% (Pass) then the student(s) concerned will be offered the opportunity of a capped re-sit of the whole of the work.

- iii) The ASOs may require, if they feel that is justified by the circumstances, require that students found guilty of collusion be set individual reassessment tasks in order to preserve the integrity of the assessment process.

34) In proven cases of High Level Plagiarism and other forms cheating, a fail will be awarded for the piece of work in question. Depending on the severity <sup>1</sup> of the case the Panel may decide:

- i) to adjust the mark/grade awarded to the piece of work (including to a mark/grade below the pass mark)  
OR
- ii) declare that the piece of work is to be resubmitted without a cap on the mark  
OR
- iii) that the piece of work is to be resubmitted with a mark capped at 40% (*Pass*)  
OR
- iv) that the *whole module* is failed and must be reassessed in full and that the reassessment shall be either with or without grade penalty.  
OR
- v) that the *whole module* is failed but cannot be retaken or reassessed during the current academic year or at all during the student's current registration  
OR
- vi) recommend a Fail for the Stage and a requirement that the results for all modules that have been reported be set to 0% Fail and retaken with grade cap penalty  
OR
- vii) to impose other grade penalties or combination of Fail, Re-sit or Retake requirements that the Panel in its judgement considers both proportionate and appropriate.

b) Where the student retakes the module,

- i) the maximum assignment and/or module mark (or grade) will be restricted to 40% (or Pass); and
- ii) the module may be deemed to be compulsory for classification purposes, this may involve:
  - (i) failure of the stage;
  - (ii) reduction of honours classification or other commendation.

### 35) **Compensation**

In all cases where a module is failed for reasons of academic impropriety it will not be compensated.

### 36) **Unsuitability to Practice**

Where programmes lead to professional qualifications, a Head of School may refer a student with a confirmed High Level (level 3) offence to the HE Office requesting that the matter be referred to the Professional Misconduct or Unsuitability Committee.

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<sup>1</sup>severity shall be a matter for the Panel to judge but may be influenced by (for example);  
The volume of suspect material in relation to the whole,  
Whether or not the student admits to the allegation  
Any explanation given by the student

### 37) Further Disciplinary action

- a) At the discretion of the ASOs or the ADP and in addition to any other penalties or requirements imposed any occurrence of plagiarism, cheating or other academic malpractice can be referred to the Head of School of Higher Education who will decide whether or not further disciplinary action is appropriate.
- b) Exceptionally serious cases may entail a recommendation to the Principal that the student be expelled from the College.

### 38) APPEALS

#### 39) Grounds for Appeal:

- (i) An appeal against the decision that Cheating or Plagiarism is proven can be lodged on grounds of **maladministration only**.

There is no right of appeal against the academic judgement of the ASOs or the ADP (i.e disputing the decision that on the balance of probabilities plagiarism has been proven)

- (ii) An appeal against the penalty imposed for Cheating or Plagiarism may be lodged on the grounds that it:

- (a) Is disproportionate (i.e excessive in the context of the offence and the student's academic record)
- (b) Is inappropriate
- (c) Fails to take account of mitigating circumstances made known to the ASOs or the ADP at the time of the investigation or the Hearing

- (iii) There are no grounds for appeal on the basis of the following:

- (a) New evidence not disclosed at the hearing, for whatever reason (unless the evidence relates to the proper implementation of the procedure)
- (b) Disputing the judgement of the ASOs or the Panel.
- (c) Disputing the academic competence of the ASOs or the Panel members.

### 40) Lodging an Appeal

- a) An appeal against the judgement or the penalty which is justified on one of the grounds listed above must be lodged with the HE Office in accordance with the Academic Appeals Procedure.
- b) An Appeal against an ASO decision or penalty must be lodged as a Stage 1 Appeal
- c) An Appeal against an ADP decision or penalty must be lodged as a Stage 2 Appeal
- d) In either case formal notification of appeal by the student against the Panel's decision must be received by the HE Office within 5 working days of the date of the letter informing the student of the outcome of the Hearing.
- e) In stating the grounds for appeal, the student must specify which aspect of the procedure was not followed (maladministration) or the ground which justifies an appeal against the penalty.

- 41) The Appeal Panel shall refer the case back to the Head of School of Higher Education (an ASOs decision) or the Chair of the Academic Disciplinary Panel if material irregularities in the conduct of the procedures are found or if an appeal against the penalty is upheld.
- a) The Appeal Panel must give clearly its reasons and recommendations
  - b) There is a presumption that the recommendations of the Appeals Panel will be followed. In the event of continuing disagreement between the Appeals Panel and the ASOs or the ADP then this must be resolved at a meeting chaired by the Deputy Principal and at which are present the ASOs or the Chair of the ADP, the Chair of the Appeals Panel and UEA member(s) appointed through the UEA Partnerships Office and the Head of School of Higher Education. The outcome of such a meeting will be binding on all parties.
- 42) There are no further rights of appeal to the College or to the University under this Procedure.  
Any further complaint must be directed to the Office of the Independent Adjudicator – see the Academic Appeals Procedure for more information or go to: [www.oiahe.org.uk](http://www.oiahe.org.uk).
- 43) REPORTING OF CASES CONSIDERED BY THE ACADEMIC DISCIPLINARY PANEL**
- 44) The HE Office shall present annually to HELTC and JBOS a report of all cases of alleged cheating referred to them, together with the decisions and recommendations of the Panel and all subsequent outcomes.
- 45) All cases of appeals against decisions taken under this procedure and their outcomes will also be reported to the same meetings.