

Name of Policy **ACADEMIC MISCONDUCT POLICY AND PROCEDURE**

Purposes
To maintain the standards of academic qualifications awarded through Macclesfield College and to ensure fair practice and equality amongst students.

Author / Job Title Head of Quality and Professional Development

Equality Assessment By Whom Jonathan Disley **Date** 30/07/13

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	Date	
Approved by	Senior Manager	Susan Treacy
	CMT	25 May 2012
	Corporation	

Related policies or procedures or parent policy if applicable Student Disciplinary Policy and procedure

Groups/bodies consulted in the development of the policy

To be published on College website YES

ACADEMIC MISCONDUCT POLICY AND PROCEDURE

In order to maintain the standard of academic qualifications awarded through Macclesfield College and to ensure fair practice and equality amongst students, it is expected that students will only submit their own work for assessment and will undertake tests or examinations with integrity.

What is expected of students/candidates whilst studying at Macclesfield College

Students should always:

- submit only their own original work for assessment
- provide details in their work of any help received
- appropriately reference any information that has been provided from another source including:
 - short passages from books, quotations and information downloaded from the internet
- not use other students' work or computer files without their knowledge and this being acknowledged in the work submitted for assessment
- not allow other students to copy their work without acknowledgement.

Any attempt by a student to obtain an unfair academic advantage is considered unacceptable and will be viewed as a form of academic misconduct.

All cases of suspected academic misconduct will be fully investigated and if found to be upheld will lead to disciplinary action. The action taken will depend on the seriousness of the academic misconduct. Awarding bodies and Higher Education Institutions may have additional procedures that need to be followed where suspected and/or proved academic misconduct is confirmed.

The following examples, whilst not exhaustive, are considered forms of academic misconduct and are provided for guidance:

- **Cheating** – acting unfairly or dishonestly in the production of work to be submitted for assessment. For example:
 - using forbidden aids or notes in a test or examination
 - copying in an assignment, test or examination
 - pretending that previously assessed work has been done for a current/new assignment
 - fabricating results, including experiments, research, interviews and observations.
- **Plagiarism** – taking someone else's work, images or ideas and passing them off as your own. For example:
 - copying the work of another student, with or without their permission
 - directly copying from written material without crediting the source
 - using information from the internet or information which belongs to someone else and passing it off as your own.
- **Collusion** – Secretly agreeing with others to cheat or deceive. For example:
 - knowingly allowing another student to copy your work
 - getting someone else to produce part or all of your work to be submitted
 - arranging for someone else to sit a test or examination as you.

If evidence of academic misconduct is presented, action must be taken and should include:

Minor case of academic misconduct

- 1 **STAGE 1** disciplinary action should immediately be implemented and advice provided to the student on how to act in the future (See Student Disciplinary Policy and Procedure)
- 2 Marks may be deducted from work or work may be returned for re-submission. The reason for the deduction or re-submission should be noted on the work
- 3 In cases where academic misconduct has previously occurred, **STAGE 2** disciplinary action should immediately be implemented (See Student Disciplinary Policy and Procedure).

Moderate case of academic misconduct

- 1 **STAGE 2** disciplinary action should immediately be implemented (See Student Disciplinary Policy and Procedure)
- 2 Marks may be deducted from the work or a mark of zero may be awarded
- 3 A decision must be made on whether a student will be allowed to re-submit the work or re-sit the test/examination
- 4 The relevant examining/validating body must be told of the situation in accordance with their policies and procedures
- 5 The relevant External Verifier/Moderator/Examiner must be told of the situation in accordance with the examining/validating body's policies and procedures

Serious case of academic misconduct

- 1 **STAGE 3** disciplinary action will immediately be implemented (See Student Disciplinary Policy and Procedure)
- 2 A mark of zero may be awarded
- 3 A student may not be allowed to re-submit the work or re-sit the test/examination
- 4 The relevant examining/validating body must be told of the situation in accordance with their policies and procedures
- 5 The relevant External Verifier/Moderator/Examiner must be told of the situation in accordance with the examining/validating body's policies and procedures
- 6 A student may be excluded from College.

In all cases of academic misconduct a record will be kept and in the case of a moderate or serious academic misconduct, the information may be used by Macclesfield College when asked to provide a reference for employment or progression onto a course at another School, College, University or Institute of Higher Education.

In all cases where academic misconduct is suspected and/or confirmed the procedures of awarding bodies and/or Higher Education Institutions will be followed in addition to the procedure outlined above.