



Name of Policy Student Academic Misconduct Policy and Procedure

Purposes To maintain the standards of academic qualifications awarded through Macclesfield College and LZ6 and to ensure fair practice and equality amongst students.

Author / Job Title Deputy Principal

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	Date	
Approved by	Senior Manager	
	SMT	September 2007
	Corporation	

Related policies or procedures or parent policy if applicable

Groups/bodies consulted in the development of the policy



Student Academic Misconduct Policy and Procedure

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

In order to maintain the standards of academic qualifications awarded through Macclesfield College and LZ6 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.

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.

The following are considered forms of academic misconduct:

- **Cheating** – acting unfairly or dishonestly in the production of work to be submitted for assessment.

Examples:

Using forbidden aids or notes in a test or examination.

Copying in an assignment, test or examination.

Pretending that previously assessed work of your own has been done for a current 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.

Examples:

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.

Examples:

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.

What is expected of you whilst at Macclesfield College/LZ6

The following is standard practice in any School, College, University or Institute of Higher Education and will be expected of you should you wish to succeed in your studies.

Submit only your own original work for assessment.

Give details in your work of any help received.

Appropriately referencing any information that has been provided from another source including:

Short passages from books, quotations, information downloaded from the internet.

Other students' work or computer files should not be used without acknowledgement.

Other students should not copy your work without acknowledgement.

If evidence of academic misconduct is presented, action taken will include:

Minor case of academic misconduct

1. The incident will be privately discussed between the teacher/lecturer and the student.
2. **STAGE 1** disciplinary action will immediately be implemented and advice given on how to act in the future (See Student Disciplinary Policy and Procedure).
3. Marks may be deducted from the work or work may be returned for re-submission. The reason for the deduction or re-submission will be noted on the work.
4. If this has happened previously, **STAGE 2** disciplinary action will immediately be implemented (See Student Disciplinary Policy and Procedure).

Moderate case of academic misconduct

1. **STAGE 2** disciplinary action will 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 will be made on whether you will be allowed to re-submit the work or re-sit the test/examination.
4. The relevant examining/validating body will be told of the situation in accordance with their policy.
5. The relevant External Verifier/Moderator/Examiner will be told of the situation in accordance with the examining/validating body's policy.

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. You may not be allowed to re-submit the work or re-sit the test/examination.
4. The relevant examining/validating body will be told of the situation in accordance with their policy.
5. The relevant External Verifier/Moderator/Examiner will be told of the situation in accordance with the examining/validating body's policy.
6. You may be excluded.

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/LZ6 when asked to provide a reference for employment or progression onto a course at another School, College, University or Institute of Higher Education.



Macclesfield College/LZ6 Student Academic Misconduct Policy and Procedure
LZ6 Management Committee
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