

Higher Education Academic Misconduct Policy

Review

Formal Review Cycle	Biennially		
Latest Formal Review (date)	May 2024	Next Formal Review Due (date)	June 2026
Policy Owner	Associate Principal Quality, Teaching and Assessment		
Policy Author	Head of HE Academic Standards and Quality		

Approvals

Board of Corp Y/N	Y	Committee	CQSE	Date Board approved	02.07.24
ELT Y/N	Y	ELT date approved		Additional committee	HE Board

Publication

Website Y/N	Y	Unify Y/N	Y	Student VLE Y/N	Y	Other	
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Change History

Version	Date Reviewed/ Revised	Description of Change	Reviewed by	Approved by
1.0	24 May 2024	New Policy		HE Board

Higher Education Academic Misconduct Policy

1. Introduction

- 1.1 This policy is a policy of City of Sunderland College, trading as Education Partnership North East (which includes Sunderland College, Hartlepool Sixth Form College and Northumberland College). These colleges will be referred to as “the College” throughout this document.

2. Scope

- 2.1 The Policy applies to all students on all credit bearing Higher Education provision at the College including Higher Apprentices.
- 2.2 For students registered on provision awarded by University partners, the student handbook will outline the process to be followed
Further detail can be accessed at:
- University of Hull - [regulations-governing-academic-misconduct \(hull.ac.uk\)](https://www.hull.ac.uk/regulations-governing-academic-misconduct)
 - University of Cumbria - [Appendix 3d \(cumbria.ac.uk\)](https://www.cumbria.ac.uk/appendix-3d)
 - Pearson - [Malpractice - JCQ Joint Council for Qualifications](https://www.pearson.com/qualifications/jcq-joint-council-for-qualifications/malpractice)
- 2.3 The Policy applies to all summative assessment that contributes to the overall student award.
- 2.4 The Policy has been developed with reference to the principles of the Office of the Independent Adjudicator (OIA)'s [Good Practice Framework – Disciplinary Procedures](https://www.oia-uk.org/good-practice-framework-disciplinary-procedures).

3. Responsibilities

3.1 Governors

The Governors will approve the policy and procedure for the College and review outcomes including remedial actions.

3.2 Senior Leadership Team

Senior Leadership team will review reports on academic misconduct cases, make changes to address consistent areas of concern.

3.3 Associate Principal for Teaching, Learning and Quality

The Associate Principal for Teaching, Learning and Quality has overarching responsibility for this policy and procedure and is responsible for the implementation of the procedure and collation of information relating to the investigation of academic misconduct cases and reporting to Governors on this.

3.4 Investigating Officer

An Investigating Officer is an appropriate manager with knowledge of academic misconduct procedures. An Investigating Officer has overall responsibility for investigating the case at Stage 2 and has no responsibility for or prior involvement with the service being complained

about. The investigating officer will seek advice from suitable experts and determine if the investigation should be paused and moved to an alternative policy.

3.5 Quality Department

The Quality Department will ensure that the policy and procedure are followed, act as a central point of information for academic misconduct cases and that students are informed of the outcomes of the investigation.

3.6 Staff

Staff will ensure that they adhere to the policy and procedure. Staff will ensure that Quality Department are sent all concerns around academic misconduct received by the College. Staff will ensure students are aware of the good academic practice and the policy for academic misconduct.

3.7 Students

Students have a responsibility to ensure they have an awareness of the policies and procedures and ensure that academic integrity is maintained at all times and ensure that assessment submitted is their own work.

4 Definitions of Academic Misconduct

4.1 Academic misconduct is defined by the College as any activity or attempted activity which gives an unfair advantage to one or more students over their peers which may include but are not limited to the following.

4.2 Poor Academic Practice

4.1.1 Poor academic practice can arise from a lack of understanding or unfamiliarity with the standard methods of referencing and acknowledging sources and ideas within their assessed work.

4.3 Academic Misconduct

4.3.1 Plagiarism: the unacknowledged use of someone's else work and attempting to pass this off as the student's own.

4.3.2 Self-plagiarism: submission of work that has already been submitted for assessment and gained credit for in another programme or module.

4.3.3 Collusion: Two or more students working together to produce a piece of work which is then submitted for individual assessment, or one student allowing another student to copy their work and submit as their own.

4.3.4 Falsification of data and research results: the deliberate inclusion of data in assessments which has been falsified.

4.3.5 Contract cheating: Purchasing or attempting to purchase assessed work created by another person which is submitted as the student's own.

4.3.6 Use of Artificial Intelligence: Unacknowledged inclusion of content, including text and images, generated by artificial intelligence tools to create the response to an assessment submitted as the student's own.

4.3.7 Cheating in an examination: In such cases the College's [Examination and Assessment Malpractice/Maladministration Procedure](#) will be followed.

5 Procedures in Cases of suspected Academic Misconduct

5.1 If a member of staff suspects a student of academic misconduct in the first instance the Quality Team should be contacted. The Quality Team will provide guidance on next steps and will include a check on whether the student in question has previously been considered under the Academic Misconduct Policy.

5.2 Stage 1 - Informal Local Review

This is an informal meeting intended to deal with first alleged cases of academic negligence. It is intended primarily as an educational/warning route and although penalties may be imposed, they will be of a relatively minor nature.

The review will be undertaken by the Programme Leader and Curriculum Manager.

The outcome of the review, including any penalty, will be communicated to the student in writing within 20 working days of the allegation being identified.

The outcomes of the review should be shared with the Quality Team via quality@educationpartnershipne.ac.uk for monitoring purposes.

5.3 Stage 2 – Formal Review

Stage 2 will be followed in the first identified cases of Academic Misconduct or where a poor academic practice has been identified subsequent to an Informal Local Review.

The review will be undertaken by an Investigating Officer with meetings taking place with the student in question and relevant staff alongside reviewing copies of the alleged assessment and the report from Turnitin.

The outcome of the review, including any penalty, will be communicated to the student in writing within 20 working days of the allegation being identified.

Notification will also be provided to the Programme Leader and Chair of the Programme Board/Board of Examiners for consideration/noting at the next board.

5.4 Stage 3 – College Review Panel

A formal review panel will normally be convened under one of the following circumstances:

- Any cases progressed from the Informal Stage or Stage 1.
- Alleged cases of academic cheating.
- Second and subsequent occurrences of academic malpractice.
- Exceptional Cases.

The review panel membership will be identified from the membership of the HE Board and include a Chair and academic representative (from another subject areas from the student), a student representative and minute taker.

All members will undertake an academic misconduct training session prior to acting as a review panel member.

The student will be informed by the Quality Team of the date and time of the panel 10 days in advance of the meeting and invited along to provide evidence. The student

must confirm attendance within 3 working days. The panel will proceed if the student chooses not to attend.

The student may be accompanied by another person to provide support during the panel.

The outcome of the panel meeting, including any penalty to be applied, will be communicated to the student in writing within 5 working days of the panel meeting.

The outcome will also be sent to the Programme Leader and Chair of the Programme Board/Board of Examiners for consideration at the next board. Where applicable this will include informing the relevant University partner.

6 Appeals

6.1 The student has the right of appeal against the decision and/or the penalty applied by writing to quality@educationpartnershipne.ac.uk within 20 working days of the written notification of the decision based up on the following grounds:

- That the decision reached was irrational and/or disproportionate and/or unsupported by evidence: and/or
- That there was a material and/or procedural irregularity by the panel which has prejudiced the student's case.

6.2 Any appeals submitted will follow the College's Academic Appeals Policy.

7 Potential Outcomes and Penalties

7.1 The following penalties may be issued. Penalty 1, 2 and 3 may be given at the Informal Stage and Stage 1. Penalty 4 and 5 are on available to the College Review Panel.

7.2 Penalty 1:

- The student will be issued with a warning letter and advice and guidance provided on how to avoid academic misconduct.

7.3 Penalty 2

- The student will be issued with a warning letter and advice and guidance provided on how to avoid academic misconduct.
- Require the student to re-submit the piece of assessment to rectify the relevant sections with the view to receive a mark/grade capped at the pass mark. If the student subsequently fails the module/unit normal re-submission rules will apply.

7.4 Penalty 3

- The student will be issued with a warning letter and advice and guidance provided on how to avoid academic misconduct.
- Require the student to re-take the module to rectify the relevant sections with the view to receive a mark/grade capped at the pass mark. If the student subsequently fails the module/unit normal re-submission rules will apply.

7.5 Penalty 4

- The student will be issued with a warning letter and advice and guidance provided on how to avoid academic misconduct.
- Student receives a mark of 0 or fail in the module with no right for reassessment. This may affect progress on the programme for the student.

7.6 Penalty 5

- Only in cases of multiple cases of Academic Misconduct
- The student's programme of study will be terminated.

8 Associated Documents

- Complaints, Appeals and Concerns Policy
- Academic Appeals Policy
- Code of Practice: Mitigating Circumstances
- Behaviour for Success Policy
- Fitness to Study
- Fitness to Practice

9. Monitoring

9.1 The HE Education Board will receive on an annual basis a summary report of:

- The number and type of cases considered at each stage of the process and the outcome of each by Faculty.
- The number of appeals submitted.
- The number of appeals upheld.

9.2 The HE Board annual summary report will be reported to ELT for monitoring.

9.0 Equality Impact Assessment

Have you sought consultation on this policy?		Consultation has taken place with HE Programme Leaders and the HE Board		
Details:				
Could a particular group be affected (negatively or positively)?	Impact Y/N	Description of Impact	Evidence	Mitigation/Justification
Protected characteristics under the Equality Act 2010				
Age	N			
Disability	N			
Gender Reassignment	N			
Marriage and Civil Partnership	N			
Pregnancy and maternity	N			
Race	N			
Religion or belief	N			
Sex	N			
Sexual Orientation	N			

Additional characteristics to consider				
Young Persons in Care & Care Leavers	N			
Young Carers & Care Givers	N			
Young Parents	N			
Youth Offenders	N			
Those Receiving Free School Meals	N			
If there is no impact, please explain:				