



Academic Misconduct Policy

2021-2022

ACADEMIC MISCONDUCT POLICY

Academic Misconduct consists of those acts which undermine the integrity and validity of assessment, the certification of qualifications and the authority of those responsible for conducting assessment and certification.

ESTYA does not tolerate actions (or attempted actions) of malpractice by candidates or by staff.

1. Students Academic Misconduct

All work submitted by students for assessment must be the student's own work. It is an offence for any candidate to be guilty of, or party to, collusion, plagiarism, or any other act which may mislead the examiners about the development and authorship of work presented in assessments, including misleading examiners about the sources of information included in an assessment. This may include:

- **Collusion** - the preparation or production of work for assessment jointly with another person or persons, except where group work is explicitly permitted by the specification and/or assessments guidance.
- **Plagiarism** - the use, without acknowledgement, of the intellectual work of other people, and the act of representing the ideas or discoveries of another as one's own in written work submitted for assessment
- **Impersonation** - where someone other than the candidate prepares the work submitted for assessment. This includes purchasing or commissioning essays from third parties (including essay writing websites and other students) or asking someone else to sit an examination
- **Misconduct in examinations** - having access, or attempting to gain access, to any books, memoranda, notes, unauthorised calculators, or any other material, except such as may have been supplied by the invigilator or authorised in the rubric on the front of the examination paper
- **Fabrication of results or observations** in practical or project work is the synthesis of data gained from practical activities carried out by the candidate, or the use of artificial observations to support a hypothesis/conclusion.

2. Cheating in examinations

Cheating occurs when a candidate transgresses any of these rules:

- introduce unauthorised items into the examination notes (e.g., notes) or unauthorised material (blank paper), mobile phones, laptops or any other electronic devices;
- a copy from other candidates or from notes;
- disobey the regulations relating to the use of calculators;

- communicate with other candidates except the invigilators;
- remove script books from the examination rooms.

2.1 PROCEDURES

Where a student is suspected of cheating in examination, the examination office will investigate the allegation, consulting and informing teaching staff and the student. The examination office will provide and assemble within 14 working days the following documentation and supporting evidence:

- A report including the results of consultation with the teaching team;
- A copy of the examination question paper;
- A copy of the student's script examination book;
- A copy of this procedure.

2.2 PENALTIES

Cheating in examinations is considered as an absolute offence. Only one of the two penalties will be applied unless in exceptional circumstances, with permanent exclusion from the campus being the norm:

- Permanent exclusion from the campus with no award.
- In substantial mitigation circumstances, a period of suspension followed by the requirement to repeat to pass standard. The mark awarded for the whole of the module or series of modules will be zero and this will be retained after repeat of the examination has been successfully completed.

3. Plagiarism, fraudulent or fabricated coursework

3.1 Penalties

A range of penalties for students who have plagiarised in campus assessment or have submitted a fraudulent or fabricated coursework.

The Student Office will hear cases:

- where the central accusation is denied by the student
- where it is a second offence

The normal penalty for a second offence is permanent exclusion from the campus.

3.2 PROCEDURES

The Student Office will assemble the case and give the student not less than 3 working days' notice in writing:

- the allegation;
- the details of the piece of work that will be discussed;
- the marked-up work together with evidence which the student can retain after the meeting;
- the date of the investigation meeting.

This normally comprise the Head of the campus and at least two members of teaching staff, including the academic associated with the work in question:

- be minuted by a member of the campus attending the meeting;
- address the allegation faced by the candidate;
- permit the candidate to justify the work and to offer any mitigation;
- permit the candidate to be accompanied by a supporter;

Where a student is absent from the meeting with no good cause, he/she will be presumed to have admitted the allegations and will forfeit the right of appeal.

Where a student admits the allegation: the campus will make the final determination and imposition of penalty.

If the student denies the allegation: after the student has withdrawn from the meeting, the members will decide whether or not the student has plagiarised, or there has been malpractice. The meeting will record the reasons and its findings.