



Title: Higher Education Academic Misconduct Policy

Scope:

This procedure outlines the policy and procedure for Academic Misconduct for students enrolled on a Higher Education award from Ravensbourne University London.

Regulation: N/A

Aligned to: QAA UK Quality Code, New Expectations

Date approved:

26 September 2018 / Reviewed 30 January 2020

Date for review: To be reviewed every three years.

Approved by: Academic Board

To be read in conjunction with:

Ravensbourne Assessment Regulations
Student Disciplinary Procedures
Ravensbourne Appeals Policy

Higher Education Academic Misconduct Policy

1. Introduction

Academic Misconduct is defined as any action by a student which is done, or has the potential to be done, to gain unfair academic advantage, or to assist someone else gain an unfair academic advantage and puts at risk the integrity of Ravensbourne University London awards.

Examples of what constitutes academic misconduct can be seen in Appendix 1.

This procedure covers students enrolled for a Ravensbourne University London award, including undergraduate, postgraduate and former students where appropriate. Students enrolled on a Further Education qualification will be subject to the academic misconduct policies of the relevant awarding body.

When possible academic misconduct has been identified, the decision with regards to the outcome will be made on the balance of probabilities, which is the explanation that is most likely to be true.

This procedure applies to all assessments including formative, summative and retrievals.

Students may present any mitigating circumstances or factors they believe should be taken into account during the Academic Misconduct process. These circumstances will not be used in deciding if they have committed academic misconduct, however, they will be taken into account when deciding on an appropriate penalty.

Where it has been demonstrated that academic misconduct has taken place, if a student accepts the allegation at the start of the process this will also be taken into consideration when determining the penalty to be applied.

Where the misconduct could also be considered under the Student Disciplinary Procedures we will contact the student to clarify what is being considered under each process.

Students who require support during the process can contact the Student Services Department.

2. Procedure

Formative

Where academic misconduct is identified in formative assessments, the student will be given feedback on the issue that has raised concerns and may be referred to Study Skills for support.

Meeting with the Course Leader

In cases of minor misconduct the Course Leader will arrange a meeting with the student, giving them 5 working days' notice, and will be made aware of the allegations in advance of the meeting, including relevant evidence.

At the meeting the Course Leader will present the alleged academic misconduct and allow the student an opportunity to respond to the allegations.

Where the Course Leader conclude that academic misconduct has taken place, an appropriate penalty will be applied, as outlined in Appendix 3. If no academic misconduct is found, no further action will be taken.

If the student is unable to attend the meeting one alternative date will be offered. Where the student has mitigating circumstances an alternative date will be provided. If a student does not inform their Course Leader that they are unable to attend the second meeting, a decision will be made in their absence.

The student will be notified in writing of the outcome within three working days. The Quality Team will also be informed of the outcome.

Academic Misconduct Panel

In the most serious of cases, an Academic Misconduct Panel will be convened to hear the case and decide the appropriate course of action. The student would be invited to attend the panel to present their case, either in writing or in person. The student may be accompanied or represented at the meeting and they will be able to make representations on your behalf. They will not be able to answer questions on your behalf.

The panel will be made up of the following members of staff:

- Head of Quality (Chair)
- Course Leader
- RSU Executive member
- Member of the quality team (secretary)

The student will be given 10 working days' notice of the panel meeting and will be provided with the agenda and copies of the Course Leader's recommendations and any supporting evidence.

If the student is unable to attend the meeting one alternative date will be offered. Where the student has mitigating circumstances an alternative date will be provided. If a student doesn't inform the panel that they are unable to attend the second meeting, a decision will be made in their absence.

The student will be notified in writing of the outcome of the panel hearing within three working days.

3. Assessment Board Decisions on Academic Misconduct

The Assessment Board will agree the appropriate penalty, based on the recommendation of either the Academic Misconduct Panel or the Course Leader.

When a penalty is applied, the student will be informed of the reasons for this penalty and why a lesser penalty was not suitable, if appropriate.

In cases of moderate misconduct, the Assessment Board will normally fail the student and offer a retrieval capped at D-.

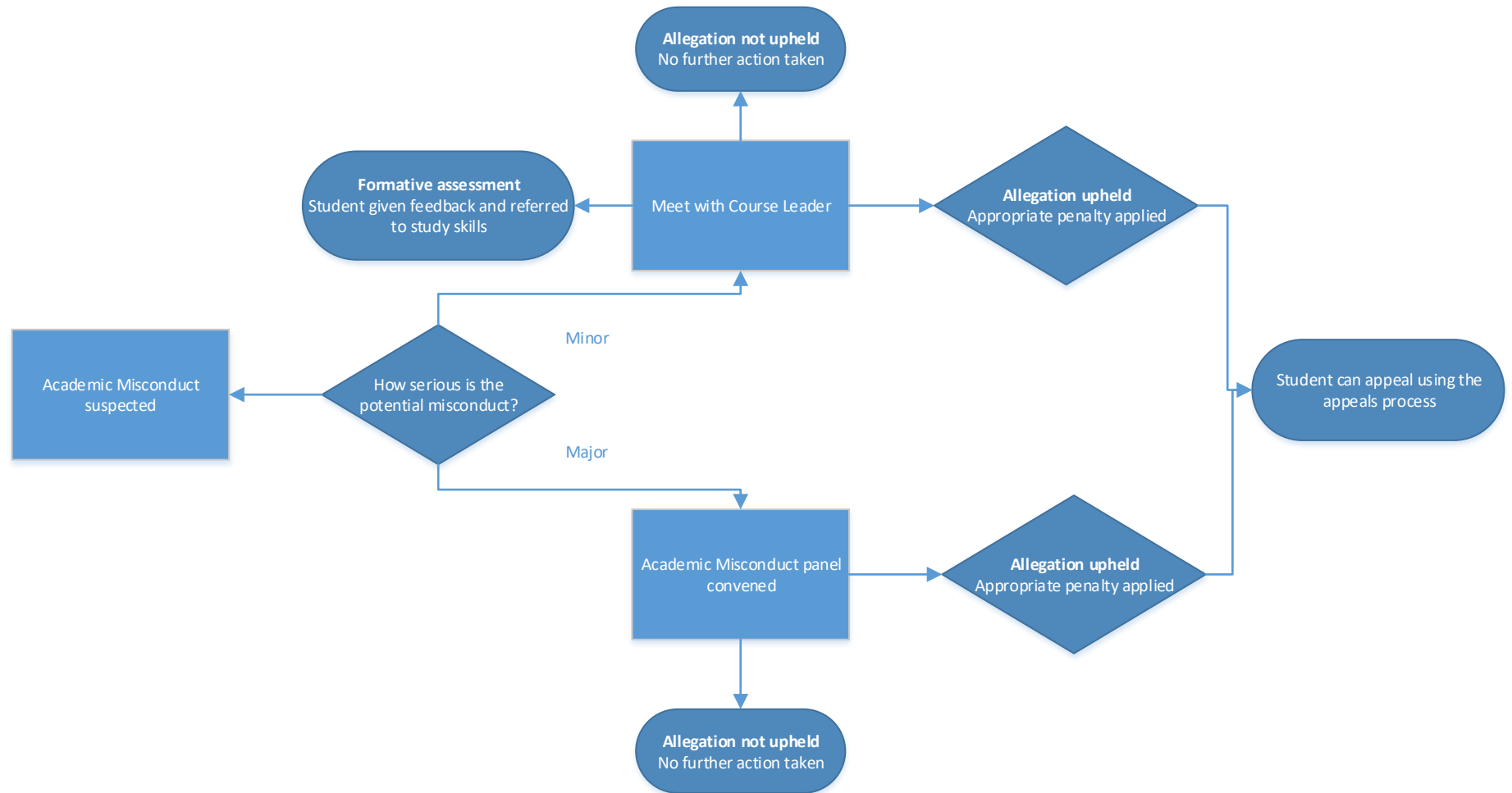
In cases of serious misconduct the Assessment Board may decide that the student must repeat one or more units in the following academic year and all grades will be capped at D-.

In exceptional cases of the most severe misconduct, the Assessment Board can decide that the candidate not be reassessed at all, meaning they will fail the course. In these instances, the Assessment Board will also make a recommendation about the award to be made to the student.

The Assessment Board will notify the student of the outcome in writing within one week of the board convening.

4. Appeals against academic misconduct

Appeals against academic misconduct should be made using the Ravensbourne University Appeals Process following the receipt of your results from the Final Assessment Board.



APPENDIX 1: DEFINITIONS OF ACADEMIC MISCONDUCT

1. Poor referencing, using another student to proofread, unacknowledged help with English language accuracy. Using images or video without permission or correct referencing.
2. Borrowing work which has been submitted by a student, lending work to another student which has been submitted.
3. Collusion with other students outside of normal group assessment.
4. Repeated instances of poor referencing having been previously been referred for study skills support.
5. More than 40% of any submission from unattributed sources.
6. Submission of the same piece of work (or major part of the same work) for assessment.
7. Collusion in assessment which is not part of normal group work.
8. Submitting an assessment which has been translated by another person or by translation software.
9. Cheating in examinations
10. Fabrication of data or evidence to obtain advantage.
11. Buying assessments, in whole or in part, and submitting purchased assessments as original work.
12. Commissioning work from individuals or organisations
13. Impersonating another student during any form of assessment or arranging for such impersonation.
14. Repeat offences of any major or severe misconduct
15. Failure to obtain ethical approval where there is a requirement to do so.

APPENDIX 2: PENALTIES FOR ACADEMIC MISCONDUCT

- A. Written warning and referral to study skills support.
- B. Reduction of grade awarded by one increment.
- C. Reduction of grade awarded by one whole grade.
- D. Grade of F for that item of assessment (weighted assessment) (right of retrieval retained)
- E. Grade of F for the assessment of the whole unit (where assessment is holistic or for severe misconduct for students other than FE/Level 4) (right of retrieval retained)
- F. Academic credit withdrawn from more than one unit and up to 120 credits even if this would result in a reduction in classification or award of lower classification. (Right of retrieval at the discretion of the Panel)
- G. Suspend or terminate the student's registration.
- H. Withdraw an award of degree or other qualification from a former student.

APPENDIX 3: PENALTY APPLICATION

Student/ Definition	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Level 4	Minor Penalty A			Major Penalty B, C							Severe Penalty B to E			N/A		
Level 5	Minor Penalty A, B			Major Penalty C to E					Severe Penalty D to G							
Level 6/7	Major Penalty C to E								Severe Penalty D to G							

Penalties A to E may be imposed by the Course Leader.

In the case of application of penalties D or E, the penalty should be agreed between a minimum of two academics, one of who is the Course Leader.

Penalties F to H may only be imposed by the Academic Misconduct Panel (AMP).

Penalties imposed by an Academic Misconduct Panel may vary from those indicated in this table depending on circumstances.

Any variation must have a clear rationale stated in the record of the Panel meeting.