

Student Academic Misconduct Policy

Policy:

This policy defines what LCIBS means by academic misconduct, particularly plagiarism, and will not conflict with awarding organisations' policies and regulations (Open University). In establishing this policy, the College is seeking to maintain the integrity of its academic awards and procedures and to give any student affected a fair opportunity to respond to any allegation of academic misconduct. This policy applies to all the qualifications delivered by the College at all levels.

Contents

1.0 Summary

Plagiarism, cheating, collusion and attempting to obtain an unfair academic advantage are forms of academic misconduct and are entirely unacceptable for any LCIBS student. This policy will not conflict with partner institution or awarding organisation policies and regulations. In establishing this policy, the College is seeking to maintain the integrity of its academic awards and procedures and to give any student affected a fair opportunity to respond to any allegation of academic misconduct.

2.0 Context

LCIBS is committed to developing a culture of academic integrity and to conducting fair and equitable assessment for all students. Academic integrity involves a commitment to the core values of honesty, trust, fairness, respect and responsibility in all academic endeavours. Individuals sometimes fail to act with academic integrity in an attempt to gain an unfair advantage in an assessment. This is often termed academic misconduct and it will be dealt with by the college in accordance with the procedure set out below.

Plagiarising is the presentation of someone else's work, words, images, opinions or discoveries, whether published or not, as one's own, or alternatively appropriating the artwork, images or computer generated work of others, without properly acknowledging the source, with or without their permission.

3.0 The Policy

Plagiarism, cheating and collusion and attempting to obtain an unfair academic advantage are entirely unacceptable and not allowed. As such, these forms of academic misconduct will be subject to disciplinary regulations.

In submitting assessments via plagiarism detection software students accept responsibility for any copyright infringement or plagiarism.

4.0 Academic Misconduct Procedures

Each case will be determined on its own facts and merits. Accordingly, it may be necessary to adjust the procedures to allow a proper investigation or to ensure fairness to the student concerned in any particular case. It may be necessary for the College to seek legal advice in specific cases. The procedures in this policy are not contractual in nature and there is no right to compensation for any amendment to the procedures.

If a student is suspected of academic misconduct:

- the concern will be raised with the Module Coordinator
- The Module Coordinator will decide whether a further investigation is warranted
- If further investigation is warranted, the Module Coordinator will complete a plagiarism report form and submit it to the Academic Conduct Officer (ACO) they will also send a copy to the student (normally within ten working days of the concern first arising)
- The student will then be invited to a meeting at the College. At least two members of academic staff will be present at this meeting, normally the Module Coordinator and another member of the lecturing staff
- Students may be accompanied by a fellow student or family member to provide support

This meeting will decide whether:

- a) There is insufficient evidence to justify a finding of academic misconduct. If so, no further action will be taken under these procedures.

OR

- b) The matter should be considered poor scholarship rather than academic misconduct. No further action will take place under these procedures, although the poor scholarship will be taken into account through the normal marking process. The finding will be noted on the student record and may be taken into account in the context of any future allegations that the student has committed academic misconduct.

OR

- c) There is a case to be answered that academic misconduct has indeed taken place.

Following the meeting (within 5 days) the student will be informed in writing of the decision and the penalty incurred.

Penalties for Academic Misconduct are outlined in section 5.

4.1 Plagiarism Report Form

Lecturers must complete the Plagiarism Report Form where you have suspected a student may have plagiarised.

The completed form should be sent to the student and to ACO

Plagiarism Report Form	
Student name:	
Course Title:	
Module:	
Assessment title:	
Level:	
Module marked by:	
First reported plagiarism:	Yes/No (Include date and module title of previous case)
Evidence of plagiarism: (Include the similarity score from Turnitin if relevant)	Similarity to internet source: (include source if possible)
	Similarity to text source: (include source if possible)

	Copying from another student: (include source if possible)
	Other issues: (include source if possible)
Date and Sign	

5.0 Academic Misconduct Penalties

- If the academic misconduct is minor and deemed to be unintentional or due to poor academic practice the student will receive a warning and instruction regarding referencing
- If plagiarism is confirmed and is deemed minor and is a first misconduct the Module Coordinator and the Academic Conduct officer ACO will recommend to the Board of Examiners / Award Board that a mark of 0 is recorded for the assessment. The student will be given the opportunity to resubmit the assessment as a second attempt. The second attempt assessment will automatically be capped at 40%. The student will be on level 1 disciplinary and will receive instruction regarding referencing
- If the plagiarism is major or a second misconduct the Module Coordinator or ACO will recommend to the Board of Examiners that a mark of 0 is recorded for the plagiarised assessment. The student must resubmit a new assessment as a second attempt and the whole module / unit mark will be capped at 40%. The student will be on level 2 disciplinary
- In serious cases, the Dean will convene an Academic Misconduct Panel to assess the concern. The Academic Misconduct Panel consists of the Dean and Module Coordinator and another lecturer. Where the Academic Misconduct Panel finds that the work is seriously plagiarised or there is a series of misconducts the student will on level 3 disciplinary which will require a Formal Hearing and may result in expulsion from the College

5.1 Open University AMBeR Tariff

Academic Misconduct Penalties (based on AMBeR Tariff)

5.1.1 Points are assigned based on the following criteria

History

1st offence	100 points
2nd offence	150 points
3rd offence +	200 points

Amount/Extent

Below 5% AND less than two sentences	80 points
As above but with critical aspects or key ideas plagiarised	105 points
Between 5% and 20% OR more than two sentences but not more than two paragraphs	105 points
Between 20% and 50% OR more than two paragraphs but not more than 5 paragraphs	130 points
Above 50% OR more than five paragraphs	160 points
Submission purchased from essay mill or ghost-writing service	225 points

Level

Level 4	70 points
Level 5	115 points
Level 6/7	140 points

Value of assessment

Standard weighting (20 credits)	30 points
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Additional characteristics

Evidence of deliberate attempt to disguise plagiarism by changing words, sentences or references to avoid detection	40 points
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5.1.2 Penalties are awarded based on points as below

Penalties (Summative Work)

In all cases a formal warning is given and a record made according to the appropriate level of the Student Disciplinary Policy, taking into account the student's previous history. Where the penalty is expulsion a Formal Hearing will take place and the final decision made by the Disciplinary Panel.

Points	Penalties (select one)
280– 329	<ul style="list-style-type: none"> • No further action beyond formal warning • Assessment awarded 0% - re-assessment required, with no penalty on mark
330- 379	<ul style="list-style-type: none"> • Assessment awarded 0% - re-assessment required, with no penalty on mark • Assessment awarded 0% - re-assessment required but mark capped at 40%
380– 479	<ul style="list-style-type: none"> • Assessment awarded 0% - re-assessment required but mark capped at 40% • Assessment awarded 0% - no opportunity for re-assessment
480– 524	<ul style="list-style-type: none"> • Assessment awarded 0% - no opportunity for re-assessment • Module awarded 0% - re-assessment required, but mark capped at 40% • Module awarded 0% - no opportunity for re-assessment, but credit still awarded
525– 559	<ul style="list-style-type: none"> • Module awarded 0% - re-assessment required, but mark capped at 40% • Module awarded 0% - no opportunity for re-assessment, but credit still awarded • Expelled from College but credits retained • Expelled from College with credits withdrawn
560+	<ul style="list-style-type: none"> • Expelled from College but credits retained • Expelled from College with credits withdrawn

Penalties (Formative Work)

280 – 379	Informal warning
380+	Formal warning, with record made contributing to the student's previous history

