

## Academic Discipline Policy

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### Policy control

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## 1. Purpose

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The purposes of this policy and its associated procedures are to:

- 1 Ensure that the University and its students can have confidence in the value and basis of its awards;
- 2 Identify the University's expectations of learners at all stages of study and the responsibilities of students and staff in meeting those expectations;
- 3 Differentiate appropriately between the intellectual and the technical aspects of academic practice, maintaining a focus on the development of the former;
- 4 Provide a consistent and coherent approach to the treatment of academic offences, differentiating these from issues of academic concern;
- 5 Specify the roles of reasonableness and probability in the assumption of intent underpinning academic offence.

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## 2. Scope

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### Definitions

Because of the issues and factors surrounding academic practice, the University distinguishes issues of academic concern from those of academic offence as follows:

- Academic concerns occur where the integrity of academic process has been deemed to be compromised such that the University does not have a reasonable level of confidence that the work submitted conforms to the University regulations. A case would be considered as an academic concern where the nature of the offence, or the point of study suggests that being dealt with as a concern by the Faculty and receiving guidance regarding the offence would be the best course of action.
- Academic offences are identified as occasions or circumstances within which it can be demonstrated on the balance of probabilities<sup>1</sup> that a student has deliberately (knowingly), or through culpable negligence (unknowingly), used unfair means to achieve an assessment or some other aspect of their academic or academically-based progress, as an applicant or student of the University of Bedfordshire.

It is not necessary to prove intent when identifying an academic concern or offence. It is sufficient that the offence has occurred, and each case will be considered on the basis of the evidence of the offence. Where evidence indicates that the offence was intentional, then the penalty applied by the Academic Conduct Panel may reflect that.

### Types of Offence

The following offences, committed in the course of a student's academic work, are covered by this policy:

#### **Cheating in an exam**

This offence consists of attempting to complete an examination or in-class test that counts towards a unit grade by unfair means, including but not limited to:

- deliberately acquiring advance knowledge of the detailed content of an examination;

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<sup>1</sup> This reflects the civil standard of proof in respect of the level of certainty that must be achieved to prove disputed allegations or charges. The criminal standard of proof demands that a panel be wholly convinced that facts are proven, 'beyond reasonable doubt', while the civil standard requires the panel to be persuaded that the facts are more likely than not to be true: the facts need to be proven 'on the balance of probabilities'.

- obtaining help from others in a manner not explicitly permitted by the regulations for the examination, including the use of mobile telephones, pagers, or any other electronic device capable of sending or receiving text etc;
- bringing into the examination any unauthorised materials, or
- referring during the examination to any unauthorised material.

### **Impersonation**

This offence is the assumption by any person of the identity of a student with intent to deceive or gain unfair advantage. Impersonation commonly entails using a substitute to undertake, in full or part, an examination or other assessment task.

### **Fabrication**

This offence consists of the presentation of any false or fabricated information, results or conclusions in any form of assessment, including practical work, field studies, number of hours (including practice hours) completed, oral presentations, interviews and reports on work placements.

It also includes the fabrication of information within an application for study at the University.

### **Collusion**

This offence is the joint production with another person or persons of an assessment that contributes to a unit grade where this is not permissible in the assessment task (in hard copy and electronic formats), and it includes examination/test collusion. In cases of collusion the work of both students will be considered.

In cases where a student has knowingly supplied work, with consent for the use of another where this is not permitted by the assessment task brief, or where a student is negligent in protecting their work, and it is possible to identify the original author, a warning may be issued to the original author. If the student then continues to supply their work with consent, then this will be considered as an academic offence.

### **Plagiarism**

This offence consists of copying work or attempting to copy from any other source, published or unpublished, including the work of a fellow student or another person, in a manner not authorised by the regulations of the assessment, and presenting the copied work as if it were the student's own work, either deliberately or due to negligence.

It includes written and non-written forms of production, for example, in performance, design, the making of artefacts or other objects, and oral presentations, and may constitute part or all of a submitted assessment.

Self-plagiarism, a student copying material from another assignment he or she has submitted, is generally not considered as an offence unless this is explicitly denied in the assignment brief.

### **Submission of work produced by someone else**

This offence relates to part or all of a text submitted as the student's own work but which has been produced by a third party. This may be work purchased from an essay writing site or other source, or written in part or whole by a fellow student, friend or family member.

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## 3. Policy

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### Introduction

The initial responsibility for detection rests with each individual staff member who needs to be vigilant in detecting instances of impersonation, collusion or cheating when acting as an invigilator in an examination, and in recognising instances of academic concern, and of fabrication, possible collusion and plagiarism when reviewing work submitted for assessment.

Where a potential offence is identified, this policy and procedure must be followed. It is not acceptable, for example, to ignore a potential offence, or to amend the grade to be awarded as a means of penalising activities covered by this policy.

Where work submitted by students is the subject of academic offence investigation it should be marked and graded (in copy if necessary) on the basis of the submission, but should not be processed at the relevant Portfolio Board until the investigation is completed.

In the case of plagiarism, an academic concern arises where an individual or a Board does not have sufficient confidence in the independence and/or authorship of work submitted by a student as the basis for award, and where this is a first offence and is during an early stage of study.

The Academic Conduct Panel (ACP) is responsible for determining when an academic offence has been committed, either on the basis of intent to gain unfair advantage in, or evade the requirements of, or through negligence in following the requirements of the academic process.

In any of the above categories, where, in discussions between a member of academic staff and their Head of School/Department, it is deemed that there is no potential case to answer, no further action will be taken within this policy, although a record will be kept within the School/Department, of the initial concerns raised, pending further information or the conclusion of the stage of study in which the issue is first raised.

The Academic Conduct Panel is not an appeal forum, and students may not refer cases to it. Where a student has a concern about an examination board decision or the provision of a service, they must use the academic appeal/complaints procedure.

The Academic Conduct Panel decision is an academic decision. A student may not appeal an Academic Conduct Panel decision. If the student considers that the Academic Discipline Policy has not been followed correctly then they may submit a complaint about the process using the academic appeal / complaints procedure through adjudication.

### Processes A and B

The Academic Discipline Policy has two processes for dealing with a potential academic offence.

Process A covers the offences of:

- Impersonation
- Fabrication
- Cheating in an exam
- Collusion
- Submission of work produced by someone else

All offences under process A are identified, confirmed and then sent straight to the Academic Discipline Co-ordinator.

Process B covers the offence of:

- Plagiarism

Under the policy, plagiarism is considered as:

- Use of the words and/or ideas of others with attribution that is inaccurate or incomplete.
- Unattributed use of the words and/or ideas of others.

This may be intentional or unintentional, and where this occurs the marker and Head of School/Department should consider whether the offence should be dealt with as an academic concern or an academic offence.

### **Process A**

#### **Cheating, impersonation and collusion (in examinations/tests)**

If an invigilator in an examination or in-class test has cause to suspect any student of **cheating**, for example by the discovery of any unauthorised books, notes, electronic devices or papers brought into the examination, s/he should inform the Senior Invigilator. The suspected materials will be confiscated or removed when discovered, and a note made on the student's script of the point at which the material was confiscated. The student will be permitted to complete the examination.

If an invigilator in an examination or in-class test has cause to suspect any student of **impersonation**, s/he should inform the Senior Invigilator who should then ask the student to write their date of birth and signature on the front cover of the completed script. The student will be permitted to complete the examination.

If an invigilator in an examination or in-class test has cause to suspect students of **collusion**, s/he should inform the Senior Invigilator who should then make a note on the script of each student suspected of collusion, of the point at which the suspected collusion was detected. The students will be permitted to complete the examination.

In the above cases, the Senior Invigilator for the examination will submit a written report on the incident to the Examinations Officer to include a description of the evidence that cheating or impersonation has occurred, together with details of the student's name, the date and time of the examination and any other relevant information, including the examination script(s).

Where material is confiscated, it should be presented along with the written report. Where electronic devices are confiscated these will be available for collection from the University normally within ten working days for return to the student. If it is not possible to confiscate the material (for example it is written on the student's person) the invigilator should make a note of the topic of the material, or as much of the wording as possible so that this can be presented as evidence.

The Examinations Officer will complete the academic concern/offence form (AOF) and submit this to the Academic Discipline Coordinator (ADC) with relevant evidence such as the written report from the day of the examination/ test and a copy of the examination/ test paper and script. The ADC will prepare the case for presentation to the next available Academic Conduct Panel. The examination script (original) will be passed to the marker and will be marked on the basis of the evidence, without assumption of proven offence.

The process does not cover other forms of misconduct, such as talking in an exam, which should be considered under the Student Code of Conduct.

## **Impersonation, fabrication and collusion in assessments, other than examinations/timed tests, and in admissions information.**

In the event of suspected **impersonation** in any non-examination/test assessment, then the member of academic staff suspecting the offence should raise the issue with their Head of School/Department, who, on confirmation of a suspected offence, will sign the academic concern/offence form and submit to the ADC, along with any available evidence in relation to all students potentially involved.

Where a member of teaching staff reviewing or marking an assessment or practice/placement records submitted as part of a taught programme of study suspects **fabrication of information**, the member of staff will inform the Head of School/Department who, on confirmation of a suspected offence, will sign Part 1 and 2 of the academic concern/offence form and pass it on to the ADC with relevant evidence such as the source documents and a copy of the assessment brief.

Where a member of staff suspects **fabrication of information** (on the basis of invention, information theft or impersonation) submitted as part of an application for admission, the member of staff will inform their Head of School/Department who will complete the academic concern/offence form (AOF) and pass it on to the ADC with relevant evidence such as the source documents and a copy of the assessment brief, and this will be prepared for the next appropriate Academic Conduct Panel (ACP).

Students may be required to attend a viva to help staff reach a conclusion about the nature and extent of any suspected offence. Vivas should be conducted within the University policy (see section 8 of the Quality Handbook).

In the event of suspected **collusion** in any non-examination/test assessment, then the member of academic staff suspecting the offence should raise the issue with their Head of School/Department, who, on confirmation of a suspected offence, will sign the academic concern/offence form (AOF) and submit to the ADC, along with any available evidence in relation to all students potentially involved. In cases of collusion, the evidence for both students involved should be sent through.

In the event of suspected **submission of work produced by someone else** in any non-examination/test assessment, then the member of academic staff suspecting the offence should raise the issue with their Head of School/Department. On confirmation of a suspected offence, the Head of School/Department will sign the academic concern/offence form (AOF) and submit it to the ADC, along with evidence of the offence. If there is no evidence available, then the student should be invited to attend a viva to help staff reach a conclusion about the nature and extent of any suspected offence. The notes taken at the viva will be considered as evidence by the Academic Conduct Panel if the viva conclusion is that the case should be sent to the ACP. (Vivas should be conducted within the University policy, see section 8 of the Quality Handbook)

Where a student fails to attend the viva, the ACP will consider the case without viva evidence. The reason for the suspicions should be sent to the panel.

## **Process B**

### **Process B should be followed in suspected cases of plagiarism**

#### **Procedure**

It is the responsibility of markers to be aware of the potential for bad academic practice within the assessment process, and to follow up on all potential cases identified in line with this policy.

Once a member of staff has completed the Academic concern/offence form (AOF), they should discuss the potential case with the relevant Head of School/Department, who will

confirm whether there is a case to answer in respect of plagiarism, within the terms of the University's Academic Offences Process or whether the case constitutes an issue of academic concern. If the evidence of the offence is a similarity of 50% or more as identified by TurnItIn, or the equivalent amount of similarity on a source identified and highlighted by the tutor, then this is sufficient for a case considered as an offence to be sent through to the ADC without the need for the Head of School/Department to sign to confirm, though the Administrator should still be asked to complete the section relating to any previous concerns or offences.

### **Using text-matching software**

- i. The University reserves the right to submit to electronic service providers and test submitted work for indications of plagiarism and collusion, and markers may find it useful to refer to such services.
- ii. The University has an institutional licence for *Turnitin*, a web-based Originality Checking system, which allows tutors to check students' work for potential plagiarism by comparing it against continuously updated databases of text to be found on the Internet. Originality reports provide tutors with the opportunity to teach students about academic integrity and appropriate citation methods as well as checking for potential plagiarism.
- iii. Access to *Turnitin* is integrated into BREO. This means that neither tutors nor students need to create an account to use it. Tutors should follow the guidance on submitting assignments to *Turnitin* which can be found in BREO Help (discoverable by staff under the Help tab once logged in to BREO).
- iv. Turnitin is not to be used by students as a developmental tool. It is not designed to facilitate the development of academic practice, and may, if used wrongly or inexpertly, mislead in respect of both the nature of the intellectual activity of demonstrating learning, and the manifestations of poor practice. Academic staff may, however, find it useful to discuss with students, the results of good and poor academic practice as indicated by text-matching software, and to use sample output in those discussions.
- v. Where there is a *requirement* to submit both on paper and in electronic format, failure to submit *both* by the submission date will be deemed as a non-submission.
- vi. *Turnitin* seeks matches with text to be discovered in its databases and therefore reveals *only* the extent to which an assessment contains text which matches another source discoverable electronically. This does not, in and of itself, indicate an academic offence, since the output of text-matching may include text that is copied and accurately quoted, text that has been copied and then manipulated to fall short of a direct copy, and text that must be copied in order to be accurate (e.g. titles and format elements). Neither is it the case that text-matching against online and stored sources will identify all areas of potential plagiarism.
- vii. Where text-matching is used as the basis on which an issue of academic concern or offence (related to either collusion or plagiarism) is provisionally identified, or as confirmation of the extent of copying from a pre-identified source or other essay, it should be used only as an indicator and not as a substitute for academic judgement.

### **Dealing with issues of academic concern**

Where a member of staff identifies an issue of academic concern within the work of a student, they must complete the Academic Offence Form (AOF), arrange a meeting with the student and complete the APG form along with the student at the meeting. These forms are then kept as a record of the concern within the Faculty.

## **Criteria for establishing issues of academic concern**

Where a student's work contains plagiarism, a decision should be made as to whether this should be considered as an academic offence or an academic concern.

Where the issue is a first offence, factors affecting this decision may include:

- The amount of similarity identified,
- Whether there was an attempt to acknowledge the sources,
- Where the similarity occurs (for example a similarity within the conclusion and recommendations may be considered more serious than a similarity in the literature review),
- The level of study.

Where there is a second offence, this may also be considered as an academic concern if:

- The submission date was before the student would have received guidance following the first concern,
- Where the student has been seen to apply the guidance from the first concern but requires additional feedback to address minor errors,
- Where the error is considered minor, such as the student has a few referencing errors where they have acknowledged the source in the text, but forgotten to include it in the reference list, but the majority of the submission is correctly referenced.

### **Level 4**

At level 4 where no previous case of plagiarism or other academic offence has been confirmed, a student who is found to have committed bad academic practice or poor referencing will be treated as an issue of academic concern, as follows.

- For a student who has made use of the words and/or ideas of others with attribution that is inaccurate or incomplete (poor referencing), but where it is possible to evaluate the submission for grading purposes, the work will be graded and returned only within the context of a face to face discussion between the marker and the student, recorded on the APG. The form will be kept on record in the faculty.
- For a student who has made unattributed use of the ideas and/or words of others, with no evidence of an attempt to acknowledge sources (bad academic practice), the work will be considered a fail (grade F-) and the student required to attend a meeting with the tutor for guidance as a condition of being given a retake. At the meeting an APG form should be completed. The AOF and APG will be kept on record in the Faculty. In such cases, a letter from the Faculty Dean will confirm
  - a) the process and penalty to be applied (as above);
  - b) the requirement for guidance and advice, and for confirmation that this has been undertaken, as a condition of resubmission, and also detailed on the APG form;
  - c) the date of the meeting for guidance if it has been set, or a requirement to arrange a meeting with the tutor for guidance by a set date.



## Level 5 and above

### *New registrations (first teaching term/semester)*

- i. A student registering for the first time at the University of Bedfordshire, and who submits an assignment within the first teaching term of the start of their taught course (i.e. the submission deadline occurs before the end of the teaching period) and who is found to have made use of the words and/or ideas of others with attribution that is inaccurate or incomplete (poor referencing), but where it is possible to evaluate the submission for grading purposes, will have their work graded and returned only within the context of a face to face discussion between the marker and the student, recorded on the APG form. The form will be kept on record in the Faculty.
- ii. A student who has made unattributed use of the ideas and/or words of others, with no evidence of attempt to acknowledge sources (bad academic practice), the work will be considered a fail (grade F-) and the student required to undertake specified guidance and support as a condition of being given a retake. A record of the occurrence will be maintained within the Faculty (AOF). In such cases, a letter from the Faculty Dean will confirm:
  - a) the process and penalty to be applied (as above);
  - b) the requirement for guidance and advice, and for confirmation that this has been undertaken, as a condition of resubmission;
  - c) the date of the meeting for guidance if it has been set, or a requirement to arrange a meeting with the tutor for guidance by a set date.

### *After the first term/semester*

- iii. All other students at level 2 (FHEQ 5), or above, who are not new registrations in their first teaching term/semester, will be deemed to have a responsibility for the proactive development of their academic practice and sufficient ability to be permitted to register with advanced standing or status.
- iv. Bad academic practice will be treated as an issue of academic concern where it constitutes the unattributed use of the ideas and/or words of others, with no evidence of attempt to acknowledge sources (bad academic practice) or the use of the ideas and/or words of others with attribution that is incomplete and/or inaccurate (poor referencing):
- v. The work containing bad academic practice will be considered a fail (grade 1 F-) and the student required to undertake specified guidance and support as a condition of being given a retake, and confirm by a specified deadline that this support has been received, noting this on the AGP form.
- vi. A record of the occurrence will be maintained within the faculty (AOF)

Where a student does not attend for guidance on the set date, or does not arrange a meeting by the specified date, this will be taken to mean that the student fully understands the University regulations regarding acceptable academic practice, and that the student does not require guidance. This should be recorded on the AOF and any further academic offences will be referred automatically to the ACP.

For all students with a recorded academic concern, any subsequent case arising in the work of the same student, and which is deemed, on the basis of available evidence including the support provided in response to earlier similar issues, to reflect a breach of the principles of good academic practice will be referred automatically to the ACP using the AOF form unless they meet the criteria set out above.

## **Academic Conduct Panel**

### **Format and Operation**

The function of the Academic Conduct Panel (ACP) is to ensure all alleged cases of academic offence are investigated and to ensure consistency of approach across the University. The ACP determines whether an academic offence has been committed and determines an appropriate penalty and/or further action [which could include remedial intervention], taking into account any previous history of an academic offence.

The Academic Conduct Panel will comprise as a membership pool Faculty Deans, Associate Deans, the Director of Academic Development, Heads of Academic School/Department and principal lecturers. Chairs will be drawn from experienced Panel members.

It will meet on a monthly basis (as a minimum), and a record will be kept of its decisions and the basis for decisions, on all occasions.

At each meeting, the panel will normally comprise a Chair, and two additional panel members. No two attending members will be from the same Faculty, and any panel member representing a School/Department in which a case occurs will stand down for the duration of the relevant discussion.

For staff development purposes, one member of academic staff not associated with any of the cases under consideration may be permitted to attend as an observer.

Where necessary, a professionally registered staff member may be co-opted to the panel, e.g. when the offence is linked to practice-based assessment.

The ACP will normally deal with alleged academic offences cases submitted to the Academic Discipline Co-ordinator by a date up to ten working days prior to the ACP meeting.

Where the ACP does not find evidence of academic offence it may dismiss the case.

In the interests of natural justice, cases should be referred to the ACP within three months of the assessment date unless the investigative process has involved the student.

### **Academic Conduct Panel**

On receipt of the academic offence form (AOF) the Academic Discipline Co-ordinator will check that the relevant evidence is present, and also that, in line with previous case law, that the case is relevant as an academic offence. If it is considered that, for consistency, it would be more suitable to be treated as an academic concern it may be queried and returned to be dealt with as an academic concern. Once a case has been confirmed as a suspected academic offence, and it is sent to an ACP, it will not be returned to be dealt with as an academic concern.

Upon receipt of a completed AOF appropriately signed and with all supporting evidence, the ADC will write to the student concerned by email normally within 1 week to advise him/her of the allegation, including copies of relevant and available evidence, and identification of any additional evidence not available for issue<sup>2</sup>. Where hard copy transmission is required either the evidence will be posted to the student's address, or the student will be invited to meet with the ADC to view the evidence. The student's nominated email and student accounts will be used for providing the email, or solely their student account where no other account has been nominated.

The student will be required to respond by a specified deadline by a) confirming their acceptance of the allegation, b) confirming their attendance at a forthcoming ACP, or c) providing a written response in lieu of attendance. Where a student accepts the allegation they will not be invited to attend the meeting to speak to the panel, but may send through a

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<sup>2</sup> Where there is advance knowledge of circumstances indicating that this would not be appropriate, the ADC will direct the letter to the student's Course Leader/Personal Tutor, as appropriate

written statement for consideration. Where the student does not accept the allegation they will be invited to attend the meeting on a specified date, time and location to speak to the panel. If this is not possible they may send through a written statement for consideration.

The student will also be advised that s/he should contact the Students' Union for advice and that s/he may bring a friend (i.e. a registered student of the University of Bedfordshire) or a representative of the Students' Union to the meeting with the ACP.

Where a student does not respond, the ACP will consider their case in their absence, and no representation will be permitted. Only in exceptional circumstances, and at the discretion of the DVC(A), will a student be permitted to attend an ACP later than that nominated by the University.

A record of decisions arising within the academic year will be maintained at each meeting for reference.

The ACP will give full consideration to each case. The case against the student will be found proved if it is substantiated on the basis of a reasonable interpretation of the evidence and in the balance of probabilities.

All students attending an ACP will be interviewed individually.

In complex cases, the ACP may request the Faculty in which each case arises to send a representative to outline the case and to clarify any questions. In such instances the ACP will meet with the student and the Faculty representative together.

The ADC will convey the decision in writing, by email, to the student concerned within five working days of the ACP, and will confirm in writing with the staff indicated on the AOF any penalty to be applied, including any action required by the appropriate Board of Examiners (including chair's action).

The academic conduct panel will not take into consideration extenuating circumstances unless;

- they have been confirmed and accepted by the Student Mitigation Team, and there is evidence that such circumstances were still affecting the student's ability to complete the work
- where a clear case can be made as to why the student was unable to contact the Student Mitigation Team and follow the correct process. Mitigation will not be considered by the academic conduct panel if corroborative evidence cannot be provided.
- the panel will not consider any mitigation claimed on the basis of incorrect submission or submission by an individual other than the student responsible for the work.

### **Decisions and penalties**

The Academic Conduct Panel, in seeking to impose penalties for academic offence that constitute equitable treatment of all students and at the same time allow a student found guilty of an academic offence to recover their standing and to progress in their studies, may use the full range of outcomes permitted by the University regulations, including combinations appropriate to particular cases and not normally applied within standard process (e.g. the application of a grade cap to a retake attempt).

The more common penalties for academic offences are:

- Fail and undertake a retake assessment
- Fail and repeat the unit

- Fail and repeat the unit with the grades/marks capped (usually where the offences occurs on a retaken piece of work)
- Fail the semester/diet

Where a student has multiple and serial offences, or where the offence is considered to be deliberate and serious, the student may be exited from the University and not permitted to continue with their studies. They will normally be entitled to any award for which they are eligible. A student with a penalty for an academic offence will not be able to progress to the next year until the penalty as determined by the ACP has been completed.

### **Academic Offences in pre-sessional study**

In cases of academic offence for assessment in a pre-sessional course, a different process is applied as such students are not yet fully registered, will not have completed an induction, and would not be expected to be fully aware of the regulations relating to academic practice or academic offences. All first offences of any type will be considered as a concern.

If a concern is identified in any piece of work (assessment or exam), the tutor involved should record this, and confirm the concern with the Head of School/Department. The student should be invited to a meeting for guidance and the APG form should be completed by the tutor and the student as a record that the student understands acceptable academic practice. The student should be warned that any second offence at this time will be kept on record, and will be considered in relation to any further offences including any future offences which occur on their degree course. The student will then be permitted another opportunity to complete the assessment.

If on the second opportunity the student commits the same offence, the student should be given additional guidance and a final warning that any further offences will be sent to the Academic Conduct Panel. This should be recorded on an AOF form, and an additional APG form should be completed. Second offences at this stage will be maintained on record by the Faculty, and forwarded to the Faculty of the student's potential degree course if known. The student will be permitted a third attempt to complete the assessment.

If on the third attempt the student commits an offence, an AOF form should be completed separately for this offence and sent to the Academic Discipline Co-ordinator, and any additional AOF or APGs can be sent through as supportive evidence of guidance.

### **Academic Offences in Partnership and Collaborative Delivery**

The same broad principles that apply to students studying at the University apply to those studying with partner institutions. Details, including any agreed variation on the process in this section, will be set out in the Partnership Manual.

### **Academic Concerns**

For first offence issues which are academic concerns in line with agreed University policy, a designated local tutor will have responsibility for meeting the student to explain the nature of the concern and provide guidance on effective academic practice. The tutor should also ensure that the student is aware of the appropriate PAD resources and that records are kept for the duration of the student's study at the institution.

If there is no designated tutor, or if he or she is unable to give the feedback, then the Bedfordshire-based link tutor should provide the feedback as part of a regular visit, via a video/skype link or through a telephone conversation.

If a student does not attend the meeting then it will be assumed that the student fully understands the University policy on academic writing, referencing, plagiarism and assignment submission. Any further offences will be treated more seriously as Academic Offences and sent to the ACP.

### **Academic Offences**

If an Academic Offence is identified for a student from a partner institution then the initial process is the same as for students based at the University of Bedfordshire's home campuses. Once an offence is identified it should be sent to the Academic Discipline Co-ordinator (ADC) to process in line with the normal procedures. After initial evaluation, the student will be given a date by which to respond to any allegation.

If the student accepts the allegation, then his or her case will be considered at the next ACP meeting for a decision on the penalty to be applied to be made.

If the student does not accept the allegation, then they should send a statement and any evidence which will support their case via an email to the ADC. If the evidence is strong enough and fully explains the situation, it may not be necessary to take the case further. However, if in the view of an ACP chair there is a case to be answered, then a time and date will be arranged for an ACP sub-panel to take place at the student's institution.

The local ACP sub-panel will be chaired by an experienced ACP member as part of a regular visit to the institution and involve at least one local tutor. A record of the meeting and the outcomes will be forwarded to the ACP for confirmation.

The full contact details for all students studying with partner institutions are not available on SITS. Where this is the case, communication with students will be through a designated local contact who will also ensure that students are appropriately supported. The designated local contact should be noted on the AOF1 form so that the correspondence from the ACP is sent to the correct person.

### **Accredited Partners**

In the case of accredited partners, the University will consider local processes for dealing with academic offences as part of the institutional approval and review process.

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## **4. Forms/Instructions**

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- Academic Offences Form (AOF)
- Academic Practice and Guidance Form (APG)

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## **5. Links/Dependencies**

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This policy should be read and its use considered with reference to:

- The University's Regulations.
- Academic Appeal / Complaints Procedure.

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## 6. Appendices

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### Appendix 1: Guidance on academic practice

#### 1. Good academic practice

Good academic practice is the use of ideas, research findings and text by a learner in ways that recognise where these represent the knowledge of others. It is important because it enables learners:

- To demonstrate their breadth of reading by identifying and comparing their sources of information;
- To demonstrate an individual understanding of their findings as they learn, by using their words to describe and interpret the ideas of others;
- To develop their own originality by synthesising, commenting on and structuring their argument around the contributions of others;
- To apply their reading and their understanding to a range of subjects and situations in ways that make clear their process and their conclusions.

To do this, learners are required to:

Recognise the origins of ideas and of statements, where these are not theirs, to recognise the difference between the two, and to deal with each appropriately within their own work.

- Report accurately the findings of their research (primary and secondary)
- Submit work for assessment that represents their individual and independent effort unless otherwise advised in the assessment brief.
- Doing this is good academic practice.

Referencing systems are used to identify where a writer is using the ideas and words of others. They ensure that both writer and reader are able to distinguish accurately between a learner's own ideas, their interpretation of the ideas and words of others, and their direct use of the ideas and words of others in their own work.

#### 2. Academic practice and learning

The University encourages its learners to demonstrate their reading and their research by making appropriate reference in their work to the ideas and words of others.

It requires learners to use a referencing system (see <http://lrweb.beds.ac.uk/guides/referencing>), and it expects learners to use this system fully and accurately as a way of making clear to readers where the ideas and words of others have been used.

It recognises that learners need to develop their use of referencing systems as part of their learning process, within the subject area(s) they are studying.

It also recognises that the importance of acknowledging the ideas and words of others as a requirement of good academic practice is new to some of its learners.

In this context, the University outlines the responsibilities of Faculties and learners as follows.

## **A. The responsibilities of Faculties**

- To provide induction activities and written guidance at induction on a) good academic practice, and b) the use of referencing, recognising the distinction between the two, and the differing needs of different student groups in respect of each.
- To provide further course-based support, at each stage of study and prior to the first submission deadline at that stage, that demonstrates and practises good academic practice and referencing.
- To make sure unit assessment tasks make appropriate reference to the importance and the significance of good academic practice and referencing, in the context of this policy.
- To ensure that all staff engaged in teaching and assessment have subject expertise sufficient to the task of identifying issues in learners' academic practice arising in relation to the core knowledge basis in that subject.
- To ensure that all staff engaged in teaching and assessment are informed of and make appropriate use of this policy and the processes underpinning its operation.
- To be vigilant, as individual markers and moderators, in identifying potential academic offences and in applying this policy to all learners.
- To provide additional support, including referral to other teams (e.g. in Learning Resources and Student Support) where the application of this policy indicates that students have not used referencing systems correctly and/or have submitted work demonstrating bad academic practice.
- To ensure that Hourly Paid Lecturers are fully briefed and trained to fulfil their responsibilities.
- To operate this policy and process fully, treating the management of academic practice as a senior academic responsibility, and paying full regard to the rights of students to be kept informed of any issue in their work that is raised with ACP, and to have any such case passed on to ACP in good time.

## **B. The responsibilities of learners**

- To identify accurately where they have used in their work the words and/or ideas of others.
- To use referencing systems accurately in that identification.
- To avoid practices that may give rise to academic concern and/or suspicion of academic offence.
- To read this policy, and to attend and make use of the guidance and support offered at induction (or the additional/replacement guidance and support sessions offered for late arriving students).
- To make use of the further guidance and support offered at each study stage in advance of the first deadline for submitted work.
- To seek assistance if they are, for any reason, unable to take advantage of the standard guidance and support offered.
- To complete and sign the assignment coversheet for each piece of work submitted, confirming that they understand this policy and its requirements
- To take full responsibility for work that is submitted in their name

- To bring to the attention of an invigilator any circumstance or event that might be evidence of, or suggest, a breach of academic discipline.