



## HE01 - Higher Education (HE) Academic Offences Policy

<b>Policy Author:</b>	Director of Curriculum	<b>Policy Owner:</b>	Director of Curriculum
<b>Approval Date:</b>	September 2023	<b>Review Date:</b>	September 2025
<b>Purpose of the Policy</b>  It is important that you meet certain basic standards expected of you during the assessment process. Rules and regulations governing assessment are in place to ensure fairness for all students.  Academic offences are any actions that would give a you an unfair advantage over other students in any element of assessment.			



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## 1. Reason for the Policy

- 1.1. The College has a responsibility to awarding bodies to have a robust process in place to deal with and where appropriate report academic offences.

### Examination Offences:

- 1.2. This applies to examination offences occurring in formal examinations and in-class tests.
- 1.3. The College recognises the following, including any attempt to carry out the actions described, as examination offences, regardless of intent:
- Possessing or using in an examination or test any crib sheet, revision or other notes, books, paper, mobile phone, smart watch or electronic device of any kind other than those specifically permitted in the rubric of the examination paper. The offence lies in the possession of the material and does not depend on whether there was any intention to use the material.
  - Obtaining access to an unseen examination or test material prior to the start of the examination/test.
  - Failing to comply with the legitimate instructions of an invigilator or examiner, or with the instructions for candidates (for example signage, written instructions, on-line information).
  - Removing from an examination or test any script, paper, working notes or other official stationery, whether or not completed, or any electronic records provided as part of the examination unless specifically authorised by an invigilator or examiner.
  - Being party to personation, which is any arrangement where a person fraudulently represents, or intends to represent, a candidate in an examination or test.
  - Communicating with another student or with any third party, other than an invigilator or examiner, whilst in the examination/test room.
  - Copying the work of another student, whether by overlooking their work, asking them for information, or by any other means, or knowingly allowing their own work to be copied.
  - Making false declarations in an attempt to obtain either modified assessment provisions or special consideration (e.g. of extenuating circumstances).
  - Attempting to persuade another member of the College (student, staff, or invigilator) to participate in any actions which would be in breach of these regulations.
  - Being party to any arrangement which would constitute a breach of these regulations.
  - Undertaking any other activity which could confer an unfair advantage to any candidate(s) taking an examination or test.

### Assessment Offences

- 1.4 This applies to offences occurring in formal assessments.
- 1.5 Academic offences occur when activity is undertaken which could confer an unfair advantage to any candidate(s) in assessment. The College recognises the following



(including any attempt to carry out the actions described) as academic offences, regardless of intent:

- Plagiarism, which is copying or paraphrasing of other people's work or ideas into a submitted assessment without full acknowledgement.
- Collusion, which is unauthorised collaboration of students (or others) in producing a submitted assessment. The offence of collusion occurs if a student copies any part of another student's work, or allows their own work to be copied. Collusion also occurs if other people contribute significantly to work that a student submits as their own.
- Contract cheating, often called 'ghost writing', which occurs when another person or people are commissioned or otherwise engaged to undertake an assessment, totally or in part, and the assessment is submitted as the student's own work.
- Misrepresenting or fabricating the outcomes and results of research, investigations, or experiments.
- Making false declarations in an attempt to obtain special consideration in assessment. Examples include falsely claiming a need for modified assessment provision or making false extenuating circumstances claims.
- The inclusion in an assessment (other than an examination or test) of material which is identical or substantially similar to material which has already been submitted for any other assessment within the College.
- Persuading or attempting to persuade another member of the College to participate, in any way, in actions which would be in breach of these regulations.
- Being party to any arrangement which would be a breach of these guidelines.
- Any other activity which could confer an unfair advantage to any candidate(s) in assessment.

## 2. Policy Objectives

- 2.1. Your tutors are responsible for ensuring you are made aware of the principles and implications of committing an academic offences.
- 2.2. As part of the induction process you will receive details of how to reference your work to avoid plagiarism.
- 2.3. On the cover sheet for each piece of written work, you will be asked to affirm, by signing your name, that it is entirely your own work. If you use any kind of material (information, ideas, particular words or phrases) from a published source you must clearly indicate the source from which the material comes. Otherwise you are plagiarising - in effect you are stealing someone else's work.

## 3. Policy

- 3.1. College staff are responsible for reporting suspected offences.
- 3.2. The assessment should still be marked by the relevant academic so that if the allegation is unsubstantiated or no mark penalty is applied the student's provisional mark can then be released.
- 3.3. **At this point the College is required to follow the procedures as outlined below:**

**An alleged academic offence is committed by a student**

<b>University of Plymouth</b>		<b>Weymouth College (all other awarding bodies (including Pearson HND/Cs))</b>	
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<p>The member of staff informs the Programme Manager and the HE Registrar. The HE Registrar sends the following to the student informing him/her about the alleged offence:</p> <ul style="list-style-type: none"> <li>• a standard letter,</li> <li>• a response proforma,</li> <li>• FAQs,</li> <li>• a copy of the UoP regulations,</li> <li>• a copy of the annotated work and evidence</li> </ul> <p>The name of any other student should be anonymised.</p>		<p>The member of staff informs the Programme Manager and the HE Registrar. The HE Registrar sends the following to the student informing him/her about the alleged offence:</p> <ul style="list-style-type: none"> <li>• a standard letter,</li> <li>• a response proforma,</li> <li>• FAQs,</li> <li>• a copy of the annotated work and evidence</li> </ul> <p>The name of any other student should be anonymised.</p>	
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<p>The HE Registrar sends a copy of the information sent to the student along <b>with</b> additional information to the UoP Academic Partnerships Operations Manager.</p>		<p>The HE Registrar sends a copy of the information sent to the student along <b>with</b> additional information to the Director of Curriculum</p>	
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<p>The student returns the proforma (admitting or contesting the allegation) to the Academic Partnerships Operations Manager within 10 working days. If no response is received by the deadline it will be assumed that the student has accepted the allegation.</p>		<p>The student returns the proforma (admitting or contesting the allegation) to the Director of Curriculum within 10 working days. If no response is received by the deadline it will be assumed that the student has accepted the allegation.</p>	
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<p>The student <b>accepts the allegation/ or does not return the response proforma</b> so the case will be referred to the AP Academic Offences Panel for consideration. The student may submit a written statement for consideration by the panel if they wish.</p>	<p>The student <b>contests the allegation</b> and so the case is referred to a meeting of the AP Academic Offences Panel.</p>	<p>The student <b>accepts the allegation/ or does not return the response proforma</b> so the case will be referred to the Director of Curriculum for consideration. The student may submit a written statement for consideration if they wish.</p>	<p>The student <b>contests the allegation</b> and so the case is referred to a meeting of the Academic Offences Panel.</p>
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<p>Following receipt of all the documentation</p>	<p>The AP Partnerships Operations Manager</p>	<p>Following receipt of all the documentation</p>	<p>The Director of Curriculum</p>

<p>the AP Partnerships Operations Manager circulates the details of the case (including information about any previous proven offences) and a recommended penalty (previously discussed with the Partner) to the AP Academic Offences Panel. This is done by correspondence.</p>	<p>will organise the date of the meeting of the AP Academic Offences Panel and will confirm the details with the student. The student has the right to have their case heard in absentia if they are unable to attend and may instead submit a written statement.</p>	<p>the Director of Curriculum circulates the details of the case to relevant members of the staff team (including information about any previous proven offences) and a recommended penalty.</p>	<p>will organise the date of the meeting of the Academic Offences Panel and will confirm the details with the student. The student has the right to have their case heard in absentia if they are unable to attend and may instead submit a written statement.</p>
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<p>The AP Academic Offences Panel is required to make a decision within 5 working days</p>	<p>Once the Panel have heard from the student/ reviewed the statement submitted by the student if their case is heard in absentia and reviewed the evidence, the Panel will make a formal decision.</p>	<p>The Panel made up of relevant academic staff is required to make a decision within 5 working days</p>	<p>Once the Panel have heard from the student/ reviewed the statement submitted by the student if their case is heard in absentia and reviewed the evidence, the Panel will make a formal decision.</p>
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<p>The AP Partnerships Operations Manager informs the student and the Partner about the outcome in writing. The College is responsible for reporting any proven offences to the relevant Subject Assessment Panel and Award Assessment Board. Students can appeal the decision of an AP Academic Offences Panel. Any student wishing to appeal the decision must follow the “normal” Appeals process and their appeal must be submitted within 10 working days of receipt of the letter detailing the Panel’s outcome.</p>	<p>The Director of Curriculum informs the student about the outcome in writing. The College is responsible for reporting any proven offences to the relevant Award Assessment Board. Students can appeal the decision of an Academic Offences Panel. Any student wishing to appeal the decision must submit their appeal within 10 working days of receipt of the letter detailing the Panel’s outcome.</p>		

3.4 The penalties that can be imposed are as follows:

- No mark penalty will be applied but the offence be recorded on the student’s permanent record and the student be required to undertake appropriate remediation.
- A mark of zero will be recorded for the assessment in question.
- A mark of zero will be recorded for the element.
- A mark of zero will be recorded for the module/unit of which the assessment formed a part.
- The final aggregate mark for the programme will be reduced by 10% (*University of Plymouth students only*).



- The student is required to resubmit the assessment or repeat the module/unit, with the award of credit only, with zero marks on successful completion.’
- A mark of zero be recorded for the module/unit of which the assessment formed a part, the student is barred from taking the module/unit again and must withdraw from the programme.

3.5 In the case of HND/HNC students and depending on the severity of the offence the College may also be required to inform Pearson about the offence.

3.6 University of Plymouth: Exceptionally, the Panel may conclude that an offence is so serious that it should be referred to the Deputy Vice-Chancellor or Pro Vice-Chancellors Teaching and Learning/ Student Experience with the recommendation that the student is excluded from the College. Where such a referral is made for a student on a University of Plymouth programme at the College, the Principal will be consulted.

#### 4. Responsibility

Director of Curriculum

HE Registrar

<b>Definitions:</b>	As above	<b>Who Needs to Know?</b>	<ul style="list-style-type: none"> <li>• All College HE staff</li> <li>• HE Students</li> </ul>
<b>Related Policies and Procedures:</b>	HE Assessment Policy HE Originality Checking Policy	<b>Approval Date:</b>	September 2023
<p><b>This policy was approved and adopted by:</b></p> <p><i>Julia Howe</i></p> <p><b>Julia Howe</b> Principal &amp; CEO</p>			