

CC CLEVELAND COLLEGE OF
AD **ART & DESIGN**

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The policy or procedure will be reviewed by the date shown on the front cover sheet, or sooner if a change in legislation, best practice, or other circumstances indicate that this is necessary. If, for whatever reason, the policy or procedure is not reviewed by the date shown, the policy or procedure shall stay in force until formally reviewed.

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1. INTRODUCTION

The Academic Misconduct Policy defines areas of academic misconduct, and the learner's responsibility in relation to this.

The College regards any action by a student which may result in an unfair advantage, such as cheating, collusion, falsification, ghosting, personation and plagiarism, as a serious academic offence. A list of academic malpractice definitions is available within this policy but this is not exhaustive.

2. PURPOSE

2.1. The purpose of this policy and its guidelines is to ensure that:

- 2.1.1. Students are aware of the seriousness of academic dishonesty and are informed as to the scope of what academic dishonesty covers.
- 2.1.2. Students are clear as to the College's non-acceptance of academic dishonesty and are assured that all suspected instances of academic dishonesty will be dealt with seriously.
- 2.1.3. The College assessment process and grades awarded are credible due to the authenticity of work being submitted for assessment.
- 2.1.4. Students are informed of and obtain clear guidance throughout their learning programme of all requirements stipulated by any relevant Awarding Organisations.
- 2.1.5. All students have the opportunity to report academic dishonesty.
- 2.1.6. There is clarity for academic staff with regard to the parameters and responsibilities associated with academic dishonesty.
- 2.1.7. There is a process in place to monitor and evaluate the effectiveness of the academic dishonesty policy and guidelines, and to reflect on the outcomes of the policy and guidelines and make enhancement where necessary.

3. DEFINITIONS

3.1. A student(s) includes any current student(s) of the College, those on work experience or engaged in work-related learning, or on an approved leave of absence, and any student(s) undertaking a period of academic intermission in order to redeem outstanding failures or assessment that has been deferred.

3.2. Academic staff refers to members of staff responsible for the academic progress of the student(s), including, learning support staff, tutors, Course Leaders and Heads of School.

3.3. The two concepts of academic misconduct are defined as:

3.3.1. “**Academic Misconduct: Cheating**”...is defined by the College as engaging in any action with the intent of gaining an unfair advantage over other students taking the same assessment.

3.3.2.“**Academic Misconduct: Plagiarism**”...is recognised internationally as the deliberate or mistaken use of somebody else’s textual or visual work in your own, and is defined by the College as the deliberate or mistaken incorporation of another’s work in an assessment without proper acknowledgement. Proper acknowledgement means that when copying from another source, that section must appear in quotation marks with an acknowledgement of the source by the provision of a detailed reference and page number. Where you are reproducing someone’s ideas, but in your own words to a greater or lesser extent (or paraphrasing), you must cite the original source. If you are using the visual work of another in any process leading up to a final design or series of designs, reference to the work of others must be included where necessary.

Detailed definitions of acts of academic misconduct can be found in the Appendix.

4. RESPONSIBILITIES

4.1. Academic staff are responsible for:

4.1.1. Ensuring students are made aware of the academic misconduct policy as part of their induction to the College and their programme of study.

4.1.2. Acting promptly in response to any concerns or complaints of academic misconduct following the relevant procedures.

4.1.3. Where appropriate completing and maintaining relevant documentation in line with Awarding Organisations recording requirements for instances of academic misconduct.

4.1.4. Giving students specific instructions on when, how and in what form they should submit any assessment.

4.1.5. Informing students where an element of group work is an appropriate part of the assessment methodology and ensuring the assessment instructions clearly state the nature, content and extent of such group based activity.

4.1.6. Monitoring the authenticity of students work submitted for assessment.

4.2. Learners are responsible for:

4.2.1. Ensuring that any essays, dissertations or other assessed work submitted is their **own work** and any passages quoted, paraphrased or opinions relied upon are properly attributed.

4.2.2. Ensuring the use of images, designs, plans, diagrams, computer code, etc. which has been originated by someone else is acknowledged and referenced in the appropriate manner, as defined within the course handbook.

4.2.3. Maintaining academic integrity throughout their period of study at the College. This means that they must respect other members of the academic community, both within and outside the College, and uphold the ethical values of that community when producing work. This extends beyond ensuring that work presented is one's own and may include the reporting of any instances of malpractice of which they become aware.

4.2.4. Ensuring that any work presented for assessment is their own, and that any work (e.g. collaboration) or opinions of others are appropriately acknowledged. The roles of any other people who might have been involved in the production of collaborative work, whether they are fellow students or not, must be recognised appropriately.

4.2.5. Taking great care not to submit for assessment any coursework which has been previously submitted for another assessment.

4.3 Course Leaders are responsible for:

4.3.1 Monitoring external requirements and regulations with regards to academic misconduct and ensuring staff and learners are informed of any changes.

4.3.2. Ensuring Awarding Organisations are informed of any instances of academic misconduct, following their recording and communication requirements.

4.3.3. Informing the Quality Manager of any such external changes that may require the academic misconduct policy to be reviewed and amended.

4.3.4. Ensuring academic staff within the individual course teams receive appropriate training and support to identify instances of academic dishonesty.

4.4 Heads of School are responsible for ensuring that:

4.4.1. There is a regular review of the Student Academic Misconduct Policy, which should evaluate the effectiveness of the policy, reflect on the outcomes and make enhancements where necessary.

4.4.2. Academic staff are provided with the appropriate information, including any changes to the academic misconduct policy, in order that the policy can be effectively implemented.

4.4.3. Reported instances of academic misconduct are responded to and addressed in line with the relevant college procedure.

4.4.4. An internal log of cases of academic misconduct is maintained

5. EQUALITY IMPACT STATEMENT

5.1. This policy will be implemented in line with the principles of the College's commitment to equality and diversity which is: Cleveland College of Art and Design is committed to the principles of equality and diversity and aims to ensure that all employees and College users are treated fairly and equally regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

6. DOCUMENT CONTROL INCLUDING ARCHIVING ARRANGEMENTS

6.1. Copies of all documents will be held confidentially either physically or electronically, and will be retained for a period of 6 years.

7. STANDARDS/KEY PERFORMANCE INDICATORS

- 7.1. The Academic Misconduct Policy and Guidelines will be monitored by the Quality Manager.
- 7.2. The Log of reported instances of Academic Misconduct will contain details of Academic Misconduct cases which will be reviewed and inform any future areas for action or development.

Appendix A – Academic Dishonesty

1. DEFINITIONS AND EXAMPLES

1.1 These definitions are only illustrative to provide guidance to the College community. They do not provide an exhaustive list of conduct that the College could define as Plagiarism or Cheating.

1.2 Plagiarism is defined by the College as:

The deliberate incorporation of another's work in an assessment without proper acknowledgement. Examples of plagiarism are:

- i) the inclusion in a student's work of more than a single phrase from another's work without the acknowledgement of the sources;
- ii) the summarising of another's work by simply changing a few words or altering the order of presentation without acknowledgement;
- iii) reproducing another person's work or ideas in your own words, or in design work without acknowledgement;
- iv) the deliberate and unauthorised use of the ideas of another person without acknowledgement of the source;
- v) copying the work of another student, with or without the student's knowledge or agreement;
- vi) submitting an essay, dissertation or report which has been bought or specially commissioned, either from the internet or from a third party.

Proper acknowledgement means that when you are copying from another source, that section must appear with an acknowledgement of the source by the provision of a detailed reference. Where you are reproducing someone's ideas in written work, but in your own words to a greater or lesser extent (or paraphrasing), you must cite the original source. When you are reproducing someone else's ideas in your design work, you must reference the inclusion of that person's work or ideas, and then only when the inclusion has been agreed by your tutor. If you are in any doubt as to how to reference material, consult your Tutor. Advice is also available from The Learning Resource Centres.

1.3 Cheating is defined by the College as:

Engaging in any action with the intent of gaining an unfair advantage over other students taking the same assessment. Cheating includes:

- i) communicating with or copying from any other students during an examination except where the regulations specifically allow such communication;
- ii) communicating during an examination with any person other than an authorised member of the staff of the College;
- iii) taking any written, printed materials or electronically stored information into the examination room, unless expressly permitted by the examination or programme regulations;
- iv) gaining access to an unauthorised material relating to an examination during or before the examination;
- v) obtaining a copy of an “unseen” examination question paper in advance of the date and time for its authorised release;
- vi) any other dishonest practice which the College considers to be cheating.

1.4 Common Forms of Unfair Advantage

1.4.1 *Collusion*

Collusion exists where a student:

- i) submits as entirely their own, with intention to gain unfair advantage, work done in collaboration with another;
- ii) collaborates with another student in the completion of work which is intended to be submitted as that other student’s own unaided work;
- iii) permits another student to copy all or part of their work and submit it as that student’s own unaided work.

1.4.2 *Falsifying Data*

The presentation of data or information based on work falsely purported to have been carried out by the student, or obtained by unfair means.

1.4.3 *Personation*

“Personation” is the legal term for what is usually referred to as “impersonation”. Personation is thus the assumption by one person of the identity of another person with intent to deceive or to gain unfair advantage. It may exist where:

- i) one person assumes the identity of a student, with the intention of gaining unfair advantage for that student;

- ii) the student is knowingly and willingly impersonated

1.4.4 ***Dishonest Practice***

The use of any practice by a student which the College feels was adopted by the student to intentionally gain an unfair advantage over their fellow students.

1.4.5. ***Theft of Materials***

Where another person's work has been stolen and effectively used without their permission, or some part of a piece of work has been stolen, then this may be dealt with more severely.

Guidelines for Students

The College accepts that your work will be inspired by what you have read, but you must not copy or para paraphrase whole sentences, paragraphs or parts of someone else's work without proper acknowledgement, or similarly copy the visual work of another. Proper acknowledgement means that when you are copying from another source, that section must appear with an acknowledgement of the source by the provision of a detailed reference. Where you are reproducing someone's ideas, but in your own words to a greater or lesser extent (or paraphrasing), you must cite the original source. If you are intending to use the visual work of another in your own, then laws of copyright apply and you must gain the relevant permissions from the owners of that copyright (the college is not responsible for any action taken by an outside agency should copyright laws be broken. **If you are in any doubt as to how to reference material, consult the tutor. Advice is also available from The Learning Resource Centres.**

Academic malpractice and how to denote ownership of written passages, ideas, images, sound or performance which are not your own will be explained to you during induction and within each unit. Students will be asked each year to sign a statement confirming that all work produced will be their own. In addition, when students submit coursework they will be asked to sign a further declaration, that this work is your own, and does not contain unacknowledged work from other sources. Obviously you do obtain ideas from other sources during your research and will adapt these ideas to meet your own requirements. The distinction between this and academic malpractice is often quite difficult to define, and this is why research/sketch books and files are so important, because these show the development of your individual ideas and sources of inspiration, and it allows your tutors to trace your train of thought.