



University College
of Osteopathy

Academic Discipline Policy & Procedures

Core Documentation Cover Page

Academic Discipline Policy & Procedures

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Equality Impact

Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)

Neutral equality impact (i.e. no significant effect)

X

Negative equality impact (i.e. increasing inequalities)

If you have any feedback or suggestions for enhancing this policy, please email your comments to: quality@uco.ac.uk

ACADEMIC DISCIPLINE POLICY & PROCEDURES

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1. SCOPE

- 1.1 The purposes of this policy and its associated procedures are to:
- a) Ensure that the University College of Osteopathy (UCO) and its students can have confidence in the value and basis of its awards;
 - b) Identify the UCO's expectations of learners at all stages of study and the responsibilities of students and staff in meeting those expectations;
 - c) Differentiate appropriately between the intellectual and the technical aspects of academic practice, maintaining a focus on the development of the former;
 - d) Provide a consistent and coherent approach to the treatment of academic offences, differentiating these from issues of academic concern;
 - e) Specify the roles of reasonableness and probability in the assumption of intent underpinning academic offence.

2. DEFINITION OF ACADEMIC CONCERN AND ACADEMIC OFFENCE

- 2.1 Because of the issues and factors surrounding academic practice, the UCO distinguishes issues of academic concern from those of academic offence, as follows:
- a) Where the integrity of academic process has been deemed to be compromised such that the UCO does not have a reasonable level of confidence that an outcome reflects the performance or eligibility of a student concerned, in the context of UCO regulations, an issue of academic concern should be identified.
 - b) Process A deals with cheating, impersonation, collusion and fabrication in the context of examinations/tests and in admission.
 - c) Process B deals with plagiarism.
 - d) An academic concern is often a first offence of plagiarism committed in the student's first year of study with the UCO (see definition of plagiarism in Section 4e below).
 - e) Academic offences are identified (by the Academic Conduct Panel) as occasions or circumstances within which it can be demonstrated on the balance of probabilities¹ that a student has deliberately, knowingly, or through culpable negligence, 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 UCO.

¹ 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'.

3. POLICY CONTEXT

- 3.1 If a student on a taught course leading to a UCO award is accused of an alleged academic offence, the procedures described in this Policy must be followed.
- 3.2 Where a student is on a course that confers fitness to practise as approved by a Professional, Statutory and Regulatory Body (PSRB), the alleged academic offence should be considered through the procedures set out in this policy and procedures.
- 3.3 The implications that an academic offence is likely to have for a student's fitness to practise should only be considered once the outcome of the academic offence procedures is confirmed, and should be managed through the implementation of the procedures contained in the UCO's Fitness to Practise and Professional Behaviour Policy. To avoid doubt, the academic offence and fitness to practise procedures must not be operated simultaneously.
- 3.4 Disciplinary issues not associated with academic concerns or offences as defined in this policy will be dealt with through the UCO's Code of Conduct Policy and Disciplinary Procedure or Fitness to Practise and Professional Behaviour Policy.
- 3.5 For specific guidance on issues regarding disability and plagiarism, staff should contact the Student Support Department in the first instance.

4. POLICY COVERAGE

- 4.1 The following offences, committed in the course of a student's academic work, are covered by this policy:
 - a) **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. It includes knowingly supplying work, with consent, for the use of another, where this is not permitted by the assessment task brief, and negligence in protecting work (in hard copy and electronic formats), and it includes examination/test collusion, i.e. using, or supplying/allowing help to others, in a manner not explicitly permitted by the regulations for the examinations.
 - b) **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 Clinic hours) completed, oral presentations, interviews and reports on work placements. It also includes the fabrication of information within an application for study at the UCO.
 - c) **Cheating:** 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:
 - i. deliberately acquiring advance knowledge of the detailed content of an examination;

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

5. ACADEMIC DISCIPLINE PROCEDURES

A) INTRODUCTION

- 5.1 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.
- 5.2 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 imposing a penalty, or of penalising suspected plagiarism or bad academic practice.
- 5.3 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 Assessment Board or Examination Board until the investigation is completed.
- 5.4 In the case of plagiarism, an academic concern arises where an individual does not have sufficient confidence in the independence and or authorship of work submitted by a student as the basis for award.
- 5.5 The Academic Conduct Panel (ACP) is responsible for determining when an academic offence has been committed, on the basis of an intent to gain unfair advantage in, or evade the requirements of, academic process.

- 5.6 In any of the above categories, where, in discussions between a member of academic staff and their Unit Leader 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 on the student's file of the initial concerns raised, pending further information or the conclusion of the stage of study in which the issue is first raised.
- 5.7 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 Appeals Policy or Complaints Procedure as appropriate. In the event that a fellow student has concerns about an action of a colleague in the context of this policy, the student should raise their concerns with the Academic Registrar and/or use the Student Code of Conduct Disciplinary Procedure or Public Interest Disclosure (Whistleblowing) Policy. Impartial advice for students is available from the Student Experience Officer (or equivalent).

B) THE ACADEMIC CONDUCT PANEL (ACP)

- 5.8 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 UCO.
- 5.9 Where a Unit Leader and a member of academic staff believe there to be a potential case to answer, 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.
- 5.10 The Academic Conduct Panel will comprise as a membership pool the Vice Principals, Academic Registrar and UCO Course Leaders as appropriate.
- 5.11 It will meet on an ad hoc basis as needed, and a record will be kept of its decisions and the basis for decisions, on all occasions.
- 5.12 At each meeting, the panel will comprise a Chair (a Vice Principal), at least one Course Leader, the Academic Registrar and a secretary appointed by the Academic Registrar. No two attending members will be from the same course, and the Course Leader in which a case occurs will be replaced for the duration of that discussion by another.
- 5.13 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.
- 5.14 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.
- 5.15 Cases submitted to the Academic Registrar will normally be considered by the ACP within ten working days.

- 5.16 Where the ACP does not find evidence of academic offence it may dismiss the case (in all categories) or in the case of a plagiarism charge refer the case back to the Unit Leader for treatment as an academic concern.

6. ACADEMIC DISCIPLINE PROCESS A

- 6.1 Process A should be followed in respect of cheating, impersonation, collusion and fabrication of information. In the event that a fellow student has concerns about an action of a colleague in the context of this policy, the student should raise their concerns with the Academic Registrar and/or use the Student Code of Conduct and Disciplinary Procedure or Public Interest Disclosure (Whistleblowing) Policy.

A) STAGE ONE: INVESTIGATION

- i. CHEATING, IMPERSONATION AND COLLUSION (IN EXAMINATIONS/TESTS)
- 6.2 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 Academic Registrar. 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.
- 6.3 If an invigilator in an examination or in-class test has cause to suspect any student of impersonation, s/he should inform the Academic Registrar 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.
- 6.4 If an invigilator in an examination or in-class test has cause to suspect students of collusion, s/he should inform the Academic Registrar 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.
- 6.5 In the above cases, the Academic Registrar will submit a written report on the incident to the Vice Principal (Education), 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).
- 6.6 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 UCO normally within ten working days for return to the student.
- 6.7 The Academic Registrar will prepare the case for presentation to the Academic Conduct Panel. This will involve completing Parts 1 and 2 of the Academic Concern/Offence form.

- 6.8 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.
- ii. IMPERSONATION, FABRICATION AND COLLUSION IN ASSESSMENTS, OTHER THAN EXAMINATIONS / TIMED TESTS, AND IN ADMISSIONS INFORMATION
- 6.9 In the event of suspected impersonation or collusion in any non-examination/test assessment, the member of academic staff suspecting the offence should raise the issue with their Unit Leader who, on confirmation of a suspected offence, will sign Parts 1 and 2 of the Academic Concern/Offence form and submit to the Academic Registrar, along with any available evidence in relation to all students potentially involved.
- 6.10 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 Unit Leader who, on confirmation of a suspected offence, will sign Parts 1 and 2 of the Academic Concern/Offence form and pass it on to the Academic Registrar with relevant evidence such as the source documents and a copy of the assessment brief.
- 6.11 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 the Admissions Tutor who will complete Parts 1 and 2 of the Academic Concern/Offence form and pass it on to the Academic Registrar with relevant evidence such as the source documents and a copy of the assessment brief, and this will be prepared for the Academic Conduct Panel [ACP].

B) STAGE TWO: THE ACADEMIC CONDUCT PANEL

- 6.12 Upon receipt of a completed Academic Concern/Offence form appropriately signed and with all supporting evidence, the Academic Registrar will write to the student concerned normally within one 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. An email copy of the letter (listing the evidence attached to that letter) will also be sent.
- 6.13 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.
- 6.14 The student will also be advised that s/he should contact the Students' Union for advice and that s/he may bring a friend (who is a registered student of the UCO) or a representative of the Students' Union to the meeting with the ACP.
- 6.15 The letter will be sent to the student at the appropriate address held on the Student Record System and it is the responsibility of students to ensure that their record is accurate.
- 6.16 The student's First Class email account will be used for providing the email copy.

- 6.17 Where a student does not respond, or chooses to submit a written response in lieu of attendance, the ACP will consider their case in their absence, and no representation will be permitted. Only in exceptional circumstances, and at the discretion of a Vice Principal (Education), will a student be permitted to attend an ACP later than that nominated by the UCO.
- 6.18 The ACP will be chaired by a Vice Principal, the Academic Registrar or a Course Leader and a record of decisions arising within the academic year will be maintained at each meeting for reference.
- 6.19 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 on the balance of probabilities.
- 6.20 It will invite the Course Leader in which each case arises to send a representative to outline each case and to clarify any questions arising prior to or arising from the submission of any student response.
- 6.21 All students attending an ACP will be interviewed individually.
- 6.22 The ACP will meet with the student and the Course representative together.
- 6.23 The ACP will convey the decision in writing, by both letter and email, to the student concerned within five working days of the ACP, and will confirm in writing with the Course Leader any penalty to be applied, including any action required by the appropriate Board of Examiners.
- 6.24 In cases of academic offence arising from plagiarism, the ACP determines only the distinction between academic offence and academic concern, and thus may not impose a penalty less than that arising from the treatment of a particular case as an academic concern.

C) CRITERIA FOR ACP DECISIONS AND PENALTIES

i. CATEGORY 1 OFFENCES

- 6.25 Where the integrity of academic process has been compromised and the Academic Conduct Panel establishes a basis for confidence, under reasonable interpretation, that a student acted with culpable negligence and in a way designed to gain unfair advantage within academic process as defined by the UCO regulations:
- a) The work affected will be deemed to be a non-submission/fail in line with the UCO's regulations;
 - b) The student concerned will receive a written warning advising them of the likely consequences of any future academic offences;
 - c) The student will be advised to seek remedial advice and required to do so as a condition of continued registration;

d) The case will be recorded by the Academic Registrar to ensure that any repeat offence is treated appropriately.

ii. CATEGORY 2 OFFENCES

6.26 Where the integrity of academic process has been compromised and the offence is deemed by the ACP, on the balance of available evidence, to represent a deliberate and/or repeated attempt by a student to subvert/evade the requirements of academic process as defined by the UCO regulations, the ACP will consider one or more of the following:

- a) whether the student should be allowed either to resubmit the assessment or retake the unit on the next occasion it is offered;
- b) whether the student should fail the entire unit of assessment and be required to retake it during the following academic year as part of a retake year;
- c) whether the student on a course leading to a professional qualification should be subject to the UCO's Fitness to Practise and Professional Behaviour Policy.;
- d) whether a recommendation should be made to the Principal and Chair of Academic Council that the student should be required to withdraw from their course and the UCO, and/or any previous award rescinded and/or study for further award prohibited.

iii. CATEGORY 3 OFFENCES

6.27 Where the basis for admission to a programme of study is found to have been fabricated in full or in part, the UCO reserves the right to require the student to withdraw from his/her course and from the UCO on the basis of the Academic Registrar's confirmation of the ACP recommendation.

iv. WHERE NO OFFENCE IS DEEMED TO HAVE OCCURRED

6.28 Where the ACP does not find that an academic offence has been committed, but does find that the integrity of academic process has been compromised so that the UCO does not have a reasonable level of confidence that an outcome reflects the performance or eligibility of a student concerned, in the context of UCO regulations, the case will be returned to the area of study in which it arose, to be dealt with through the academic concerns process.

v. ADDITIONAL NOTES

6.29 The UCO reserves the right to rescind and deprive a student of any award granted where an academic offence allegation has been substantiated after an award has been conferred.

6.30 In the case of students who have a proven academic offence on their transcript at the final stage of study leading to an access diploma, an undergraduate or postgraduate award, the outcome of the award may be negatively impacted upon and this should be detailed within the ACP.

D) STAGE THREE: THE IMPLEMENTATION OF ACP DECISIONS

- 6.31 The decision of the ACP will be implemented and noted by the Board of Examiners, and if the case against the student is not upheld, the Board of Examiners will be so advised, and the student's work will be assessed and recorded in the normal way.
- 6.32 The Chair of the Board of Examiners may take Chair's action in confirming the decision, where the Examination Board is not due to be reconvened within a reasonable time scale. Such actions will be homologated at the next formal meeting of the Board.
- 6.33 Prior to its next meeting, the Student Attendance and Retention Group must be formally notified, through the Examination Boards, of all students having been considered, or in the process of being considered, for academic offences.
- 6.34 The decision of the ACPs will be retained centrally by the Academic Registry to ensure consistency of approach and to provide a detailed record for purposes of internal monitoring of the incidences of academic offences, for tracking incidences for any individual and for the provision of data to external agencies as appropriate.
- 6.35 A student found to have committed an academic offence and in receipt of a penalty has no right to appeal the academic judgment underpinning that penalty. Any complaint about the operation of this policy and process must be raised through the UCO's Student Complaints process.

7. ACADEMIC DISCIPLINE PROCESS B

(Process B should be followed in suspected cases of plagiarism)

A) PROCEDURE FOR IDENTIFYING ISSUES OF ACADEMIC CONCERN AND ACADEMIC OFFENCE

- 7.1 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.
- 7.2 Once a member of staff has completed the Academic Concern/Offence form (part 1), they should discuss the potential case with the relevant Unit Leader who will confirm whether there is a case to answer in respect of plagiarism, within the terms of the UCO's Academic Discipline Process or whether the case constitutes an issue of academic concern.

B) USING TEXT-MATCHING SOFTWARE

- 7.3 The UCO 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.
- 7.4 The UCO has an institutional licence for Turnitin, a web-based originality checking system, which allows Registry staff 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.

- 7.5 Where assignments are text-based they must be submitted in an electronic format.
- 7.6 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 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.
- 7.7 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 judgment.
- 7.8 All electronically submitted assessments at the UCO are to be subject to systematic checking in Turnitin.

8. DEALING WITH ISSUES OF ACADEMIC CONCERN

- 8.1 Where a member of staff identifies an issue of academic concern within the work of a student, they must complete the Academic Concern/Offence form part 1, unless the concern arises as a first occasion of academic concern at level 4 or in the first teaching term of registration at level 5 or above, where a Notification of Academic Concern, as described below, is sufficient.

9. CRITERIA FOR ESTABLISHING ISSUES OF ACADEMIC CONCERN

- 9.1 The following will be treated as issues of academic concern in the context of this policy.

A) LEVEL 4

- 9.2 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:
- 9.3 For a student who has made use of the ideas and/or words of others with attribution that is incomplete and/or inaccurate (poor referencing), but where it is possible to evaluate the submission for grading purposes, the work will be returned only within the context of a face-to-face discussion between the marker and the student, recorded on the Notification of Academic Concern Form. The form will be held by the Academic Registrar.

- 9.4 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 undertake specified guidance and support as a condition of referral. A record of the occurrence will be maintained by the Academic Registrar. In such cases, a letter from the Unit Leader 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 deadline by which confirmation of guidance received is required.
- 9.5 Second occurrences of either type following completion of a previous academic concerns process will automatically be passed to the Academic Conduct Panel as potential academic offences (Process A, Stage 2).

B) LEVEL 5 AND ABOVE

- a) NEW REGISTRATIONS (FIRST TEACHING TERM)
- 9.6 A student registering for the first time at the UCO, 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 ideas and/or words of others with attribution that is incomplete and/or inaccurate (poor referencing), but where it is possible to evaluate the submission for grading purposes, will have their work returned only within the context of a face-to-face discussion between the marker and the student, recorded on the Notification of Academic Concern Form. The form will be held by the Academic Registrar.
- 9.7 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 undertake specified guidance and support as a condition of referral. A record of the occurrence will be maintained by the Academic Registrar. In such cases, a letter from the Unit Leader 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 deadline by which confirmation of guidance received is required.
- 9.8 Second occurrences of either type following completion of a previous academic concerns process will automatically be passed to the Academic Conduct Panel as potential academic offences (Process A, Stage 2).

- 9.9 All other students at level 5, or above, who are not new registrations in their first teaching term, 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.
- 9.10 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 an 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).
- 9.11 The work containing bad academic practice will be considered a fail (grade F) and the student will be required to undertake specified guidance and support as a condition of referral, and confirm by a specified deadline that this support has been received.
- 9.12 A record of the occurrence will be maintained by the Academic Registrar.
- 9.13 Any subsequent case arising in the work of the same student will be referred automatically to the ACP using the Academic Concern/Offence form.

10. DEALING WITH ISSUES OF ACADEMIC OFFENCE

- 10.1 In the case of a suspected academic offence of plagiarism (i.e. supported by evidence that does not characterise it as an issue of academic concern), a prima facie case will exist where there is evidence of bad academic practice and an indication of an attempt to mislead or evade, and/or evidence of prior academic concern dealt with as a potential academic offence.
- 10.2 Where there is indication, in the work of a student at any stage of study, of a deliberate attempt to mislead or evade (e.g. misleading rather than incorrect referencing) the case will be deemed at the identification stage, and subsequently treated, as a potential academic offence and referred to the ACP under Process A (above).
- 10.3 Where evidence of prior academic concern has been dealt with appropriately (i.e. there is evidence that the Unit Leader informed the student of the concern and of any appropriate requirements), a subsequent case of bad academic practice, with or without evidence of a deliberate attempt to mislead or evade will be deemed at the identification stage, and subsequently treated as, a potential academic offence and referred to the ACP under academic offence process A (stage 2). In this case, bad practice will be deemed to constitute one/both of the following:
- a) the use of the ideas and/or words of others with attribution that is incomplete and/or inaccurate (poor referencing)
 - b) the unattributed use of the ideas and/or words of others (bad academic practice).
- 10.4 The Unit Leader will make the initial decision about this matter.

APPENDIX 1: GUIDANCE ON ACADEMIC PRACTICE

1. GOOD ACADEMIC PRACTICE

- 1.1 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:
- a) To demonstrate their breadth of reading by identifying and comparing their sources of information;
 - b) To demonstrate an individual understanding of their findings as they learn, by using their words to describe and interpret the ideas of others;
 - c) To develop their own originality by synthesising, commenting on and structuring their argument around the contributions of others;
 - d) To apply their reading and their understanding to a range of subjects and situations in ways that makes clear their process and their conclusions.
- 1.2 To do this, learners are required to:
- a) 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;
 - b) Report accurately the findings of their research (primary and secondary);
 - c) Submit work for assessment that represents their individual and independent effort unless otherwise advised in the assessment brief.
 - d) Doing this is good academic practice.
- 1.3 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

- 2.1 The UCO encourages its learners to demonstrate their reading and their research by making appropriate reference in their work to the ideas and words of others.
- 2.2 It requires learners to use a referencing system (usually the Harvard referencing system), 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.
- 2.3 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.

- 2.4 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.
- 2.5 In this context, the UCO outlines the responsibilities of Course Leaders and learners as follows.

3. THE RESPONSIBILITIES OF COURSE LEADERS

- 3.1 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.
- 3.2 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.
- 3.3 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.
- 3.4 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.
- 3.5 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.
- 3.6 To be vigilant, as individual markers and moderators, in identifying potential academic offences and in applying this policy to all learners.
- 3.7 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.
- 3.8 To ensure that visiting lecturers are fully briefed and trained to fulfil their responsibilities.

4. THE RESPONSIBILITIES OF LEARNERS

- 4.1 To identify accurately where they have used in their work the words and/or ideas of others.
- 4.2 To use referencing systems accurately in that identification.
- 4.3 To avoid practices that may give rise to academic concern and/or suspicion of academic offence.

- 4.4 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).
- 4.5 To make use of the further guidance and support offered at each study stage in advance of the first deadline for submitted work.
- 4.6 To seek assistance if they are, for any reason, unable to take advantage of the standard guidance and support offered.

APPENDIX 2: ACADEMIC CONCERN/OFFENCE FORM

Student Name:	
Student Number:	
Course Registration Date:	
Submission Date:	
Unit name:	
Course name:	
Please Indicate if Referral work:	
If work has been marked – grade given:	
Assessment (title and task, please attach assignment brief and weighting if applicable):	
A) Potential Academic Offence (Please tick one box in either A or B, unless multiple offences):	
Cheating (in an exam)	<input type="checkbox"/>
Impersonation	<input type="checkbox"/>
Fabrication	<input type="checkbox"/>
Collusion	<input type="checkbox"/>
B) Academic Concern/Offence (Please consult Academic Discipline Policy and Procedure for guidance on academic practice and plagiarism)	
Use of the ideas and/or words of others and of attribution that is incomplete and/or inaccurate (can be dealt with as concern)	<input type="checkbox"/>
Unattributed use of the ideas and/or words of others (can be dealt with as concern)	<input type="checkbox"/>
Evidence of attempt to mislead or evade (includes where student is suspected of not writing own work) (send to ACP)	<input type="checkbox"/>
Form completed by:	
Date:	
Position:	
Contact Telephone Number:	

Previous Offence Information							
No Previous Offences	<input type="checkbox"/>						
Previous Academic Concern	<input type="checkbox"/>	Term:		Unit:		Ac Yr:	
Previous ACP case	<input type="checkbox"/>	Ref:		Unit:		Ac Yr:	
Signature (Course Leader):							
Name:							
Date:							

Case to be dealt with as:

Academic Concern (dealt with and recorded by the Academic Registry)

Academic Offence (send to ACP)

Confirmed by: Head of Area _____

Date _____

Academic Offence Case Confirmation

(To be completed by the Head of Area where case is referred to ACP)

Name:.....Date:

If this is determined to be an Academic Offence, this form and associated documentation should be forwarded to the Academic Registrar to go to the Academic Conduct Panel, along with a description of the evidence for the offence and with all relevant documentation attached to this form. A note (and other evidence where available) should also be provided of induction and support provided for or made available to the student in respect of academic offences and good academic practice.

Outline of the case to be referred to ACP

To go to the ACP, this form must include an evaluation of evidence; a Turnitin printout is not sufficient, but can be supplied as supporting evidence.

For official purposes

Received by Academic Registrar: _____ ACP Ref: _____

ACP meeting date: _____ ACP outcome: _____

Any additional information required?
