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## **GBS Academic Good Practice and Academic Misconduct: Policy and Procedure**

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|   |  |
|---|--|
| <b>Document title</b>                         | GBS Academic Good Practice and Academic Misconduct: Policy and Procedure |
| <b>Oversight Committee</b>                    | Academic Board   |
| <b>Policy lead (Staff member accountable)</b> | Provost  |
| <b>Approved By</b>                            | Academic Board   |
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#### Related GBS policies

- GBS Student Charter
- GBS Student Code of Conduct
- GBS Student Complaints Policy and Procedure
- GBS Academic Appeals Policy
- GBS Student Protection Plan
- GBS Assessment and Feedback Policy
- GBS Student Disciplinary Policy
- GBS Equality and Diversity Policy
- GBS Anti-Harassment and Anti-Bullying Policy
- GBS Support to Study Policy

#### External Reference Points

1. Office of the Independent Adjudicator in *'The Good Practice Framework: Handling Student Complaints and Academic Appeals'*. (2016)
2. [UK Quality Code for Higher Education](#), Advice and Guidance: enabling student achievement.
3. Information Commissioner's Office, Accessed online at: <https://ico.org.uk/>
4. UK Public General Acts, *Data Protection Act 2018*, Accessed online at: <https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>
5. UK Public General Acts, *Equality Act 2010*, Accessed online at: <https://www.legislation.gov.uk/ukpga/2010/15/contents>

### Purpose

- Global Banking School (GBS) has a duty to maintain academic standards by ensuring the integrity of all aspects of the assessment process and to ensure that that the regulations and policies governing the assessment of courses at GBS are fully and fairly implemented.
- To this end, GBS will take action against any student who contravenes these regulations and policies, whether inadvertently or through negligence or deliberate intent, and who, by so doing, could gain unfair advantage over other students. This aligns with the Quality Assurance Agency for Higher Education’s (QAA) Quality Code Advice and Guidance for assessment that institutions ensure that “students do not obtain credit or awards through any form of unacceptable academic practice relating to assessment.”

### Scope

- This policy applies to all students enrolled or previously enrolled on higher education programmes at foundation year and levels 4 to 7 at GBS **leading to GBS and Pearson awards only**. It covers academic misconduct in any form of assessment including written examinations, assessed coursework (in whatever form the coursework might take) and oral/practical assessments. For programmes at GBS leading instead to awards of our partner Universities, the policy and procedure for academic practice and misconduct published on that University’s website will apply, with any adjustments to University policy and procedure for students at GBS detailed in the operating notes signposted in Annex 5 of this document.
- For a given programme, this policy should be read alongside the academic regulations of the provider conferring the award, whether this be GBS itself or one of its academic partners.
- GBS will work with students to strive towards early achievement of academic integrity. We recognise that students who are new to higher education will need some time to achieve this goal. For these early stages this policy reflects the intention to address poor academic practice through pedagogical, formative approaches.
- There is no time limit beyond which academic misconduct will not be investigated. Suspected academic misconduct, whether discovered before or after graduation, will be investigated and dealt with in accordance with this policy. Where academic misconduct is proven after work has been formally assessed, including anonymous allegations, this may lead to the withdrawal of credit previously ratified by an Assessment Board or withdrawal of a conferred award.

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## **Global Banking School Academic Good Practice and Academic Misconduct: Policy and Procedure**

### **1. Academic Integrity**

- 1.1. Every student of GBS is expected to act with academic integrity in relation to the production and presentation of their academic work. Academic integrity is central to academic and professional life and requires that students be honest and responsible in acknowledging the contributions of others in their work.
- 1.2. In all assessed work, students should take care to ensure that the work presented is their own and that it fully acknowledges the work and opinions of others. It is also the responsibility of students to ensure that they do not undertake any form of cheating (plagiarism) or attempt to gain unfair advantage in any other way. Students are required to confirm this via a declaration at submission.
- 1.3. In order to assure GBS that assessed work is that of the student and that the work and opinions of others have been properly and fully acknowledged, students must take care to follow the appropriate standards to ensure good academic practice. This includes:
  - Providing full citation of all sources (books, articles, web sites, newspapers, images, artefacts, data sources, programme code etc.) which have been drawn on in the preparation of an assignment. Normally this will be done in the reference/bibliography section which must be included with the assignment.
  - Properly referencing the sources directly consulted for the arguments and ideas used in an assignment, using a recognised referencing system (as specified in programme and module guidelines). It is not only quotations that must be referenced, but also paraphrasing of the arguments of others and the use of their ideas, even if explained in the student's own words.
  - Following other guidelines for preparing and presenting coursework as defined in the relevant programme handbooks, module guides and assignment briefs.
  - Using mechanisms provided by GBS for self-checking work, including the practice Turnitin submission link via Moodle, along with support and advice given by teaching staff.
- 1.4. Proof-reading entails the identification of grammatical, spelling or punctuation mistakes in text, etc. The use of a proof-reading service may constitute academic misconduct if the service includes any editorial activity which entails re-writing or re-wording the student's original work. It is best not to use any external service of this sort to ensure academic integrity.

- 1.5. Work that does not meet appropriate standards of academic practice will be graded/marked at a lower level than work that does meet appropriate academic standards and may leave the student open to further action under this policy and procedure.

## 2. Definitions and Examples

- 2.1 There are different forms of academic misconduct, all of which may be the subject of the procedures described in this document. The following are different examples of academic misconduct but do not constitute a complete or exhaustive list.

### 2.2 *Poor Academic Practice*

Poor academic practice is characterised by limited or inadequate academic technical skills or lack of adherence to academic conventions, whether through negligence or insufficient understanding. It is the student's responsibility to ensure that they fully understand the academic conventions described in programme material, such as the appropriate referencing system, use of quotation marks, paraphrasing and make use of the support (for example Academic Support Team, information on GBS VLE, etc.) that is available.

### 2.3 *Plagiarism*

Plagiarism may be defined as the unacknowledged incorporation in a student's work of material derived from the work (published or unpublished) of another. Examples of plagiarism include:

- The inclusion in a student's work of more than a single phrase from another person's work without the use of quotation marks and acknowledgement of the source(s).
- The summarising of another person's work by simply changing a few words or altering the order of presentation, without acknowledgement.
- The use of the ideas of another person without acknowledgement of the source.
- The unacknowledged use of images (digital or otherwise) music, patents, or other creative material either in the entirety or in the creation of a derivative work.
- Copying the work of another student, with or without their knowledge or agreement.
- The unacknowledged re-submission of work the student had previously submitted to gain academic credit at GBS or elsewhere.

### 2.4 *Collusion*

Collusion exists where a student:

- Submits work as entirely his/her own and in collaboration with another person.
- Collaborates with another student in the completion of work which is

submitted as that other student's own unaided work.

- Enables another student to copy all or part of his/her own work and to submit it as that student's own unaided work.

### **2.5 Falsification**

Examples of falsification include:

- The falsification of data. The presentation of data in laboratory reports, projects or other forms of assessment based on experimental or other work falsely purported to have been carried out by the student or obtained by unfair means.
- The falsification of references, including the invention of references and/or false claims.

### **2.6 Personation**

Personation is the legal term for what is usually referred to by the lay person as impersonation. Personation where one person takes on or assumes the identity of another person with intent to deceive or to gain unfair advantage. It may exist where:

- One person assumes the identity of a student (where that is a different person), with the intention of gaining unfair advantage for that student.
- The student is knowingly and willingly impersonated by another with the intention of gaining unfair advantage for himself/herself.

### **2.7 Ghosting**

Ghosting exists where:

- A student submits work as their own, which has been produced in whole or part by another person on their behalf, for example, the use of a ghost-writing service or similar.
- A student will also be guilty of academic misconduct if they deliberately make available or seek to make available material to another student whether in exchange for financial gain or otherwise, with the intention that the material is to be used by the other student to commit academic misconduct.

### **2.8 Other Academic Misconduct**

Any other form of academic misconduct not identified in the above examples.

## **3. Principles**

3.1 Global Banking School bases its policy on the expectations and core practices of the UK Quality Code for Higher Education (2018) and the Office of the Independent Adjudicator (OIA) Good Practice Framework for Disciplinary Procedures (2018).

- 3.2 Academic integrity is the basis for ethical decision-making and behaviour in an academic context. This is reflected in norms of acceptable academic practice and is informed by the values of honesty, trust, responsibility, fairness, respect and courage.
- 3.3 If it is suspected that a student has engaged in academic misconduct as detailed above (see paragraphs 2.1 to 2.8), the case will be investigated.
- 3.4 An allegation of academic misconduct can be investigated at any point. In exceptional circumstances, the allegation may come to light after an assessment board has met and agreed results have been published, including cases where the individual concerned is no longer a registered student. In such circumstances, where a Stage 1 investigation (see 4.1) concludes that there is evidence of academic misconduct that would result in a penalty of 3 and above (see Annex4b) the matter will progress to Stage 3, otherwise no further action is taken. Where academic misconduct is confirmed at Stage 3, the Panel will recommend a penalty for ratification by the appropriate assessment board. Where so ratified, the Assessment Board will withdraw the relevant credit from the student, which may in turn also result in the withdrawal of any award already conferred on the student.
- 3.5 The Academic Standards and Quality Office has oversight of all cases of academic misconduct, in order to fulfill the reporting requirements of the Academic Board.
- 3.6 All investigations of alleged academic misconduct are dealt with in a timely manner and through processes which are clear, straightforward and transparent.
- 3.7 Confidentiality will be respected in conducting all aspects of the academic misconduct investigation. Details of cases under investigation are only disclosed to those immediately involved and/or those whose participation is necessary for the investigation.
- 3.8 Students involved in academic misconduct procedures shall have the right to be accompanied to any discussions, meetings, or hearings by a friend or student representative. Legal representation is not permitted at any discussion, meeting or hearing.
- 3.9 GBS Staff should remain impartial throughout investigations and should not advocate for or against a particular outcome or provide evidence outside of the Report Form.
- 3.10 The standard of proof to be adopted during the investigation into alleged cases of academic misconduct will be the balance of probabilities.
- 3.11 In the following procedure, “days” are defined as GBS working days. Where a procedural role is assigned to a specified GBS postholder, this may be varied on the GBS Provost’s authority where the procedure cannot otherwise progress (for example should all specified postholders have prior involvement in the case).

#### **4. Stages of Handling Academic Misconduct**

##### **4.1 Stage 1: Reporting a suspected case of Academic Misconduct (Programme Team Activity)**

4.1.1 When academic misconduct is suspected, the member(s) of academic/teaching staff concerned should part complete the Stage 1 Academic Misconduct Reporting Form and forward to the Cohort Leader, or to the Programme Associate Dean if the member of staff raising the matter is a Cohort Leader. A mark of 1% should be entered against the assessment, pending investigation.

4.1.2 The Cohort Leader/Programme Associate Dean, as appropriate, will review the evidence provided, may discuss this with the member of staff raising the issue and/or the student and reach one of the following conclusions within 10 working days:

4.1.2.1 That academic malpractice or misconduct at the level of a minor or higher offence as defined at Annex 4b has not occurred, in which the case, the assessment will be marked as normal without prejudice. However, the Cohort Leader/Programme Associate Dean, as appropriate, may chose to refer the student to additional academic practice guidance.

4.1.2.2 That the evidence suggests that academic malpractice or misconduct, defined as a minor or higher offence has occurred.

In all cases the Cohort Leader/Programme Associate Dean, as appropriate, shall update/complete and sign the Stage 1 Academic Misconduct Reporting Form and submit it to Student Casework ([studentcasework@globalbanking.ac.uk](mailto:studentcasework@globalbanking.ac.uk)).

##### **4.2 Stage 2: Academic Misconduct: First Offence (Formal Allegation)**

4.2.1 Where 4.1.2.2 applies, following referral from Student Casework, the Associate Dean for Assessment of the Faculty concerned determines that the alleged offence is a first instance of malpractice/misconduct and defined as a minor offence at Annex4b: Student Casework shall write to the student, normally within 10 working days of receipt of the Academic Misconduct Reporting Form, to:

- a. present the allegation;
- b. confirm the judgement of the Associate Dean Assessment that the student has breached the Academic Misconduct Regulations;
- c. provide the student with details of the allegation and all available evidence;
- d. signpost the student to academic practice guidance;

- e. inform the student of the penalty to be applied, as determined by the Academic Dean Assessment using the Tariff and indicative list of penalties in Appendix 4
- f. to invite the student to either:
  - i. Admit the allegation and accept the penalty, in which case the penalty will be applied with no further right of appeal and the case will be closed. Where Penalties 1 or 2 are applied, Student Casework will inform the Chair of the relevant Assessment Board and, where relevant, Pearson.
  - ii. Deny the allegation, in which case the matter will be referred to an Academic Misconduct Meeting for consideration.

If the student does not reply to Student Casework in writing within 5 days of receipt of invitation, f(i) shall apply by default.

#### **4.3 Stage 3: Academic Misconduct Hearing**

- 4.3.1 Where a student contests the allegation or penalty at 4.2.1f (ii) above; or it has been identified by the Associate Dean Assessment at 4.2.1 above that the alleged offence is either: i. not the student's first instance of alleged malpractice/misconduct or ii. not defined as a minor offence as per Annex 4B, the student will be required to attend an Academic Misconduct Hearing, further details of which may be found at 5. and in Annex3.
- 4.3.2 Student Casework shall write to the student to give at least ten days' notice of the meeting date and to advise the student of their right to be accompanied by a friend or student representative. Student Casework will also part complete a Stage 3 Academic Misconduct Reporting Form and include in documents provided to the Academic Misconduct Hearing Panel
- 4.3.3 If para 4.2.1 f (ii) applies and the student does not reply to the above invitation within 5 working days, the penalty at 4.2.1 e will be applied, and the matter will be closed.
- 4.3.4 In all other cases if the student does not attend, the meeting will continue in their absence.
- 4.3.5 As a result of an Academic Misconduct Meeting, the Panel will make one of the following judgements:
  - 4.3.5.1 There is no case to answer, in which case the assessment will be marked as normal and without prejudice.
  - 4.3.5.2 That this is a case of poor academic practice, in which case the work will be returned for marking on its merits and the Cohort Leader/Associate Dean, as appropriate, will refer the student to additional academic practice

guidance. The Cohort Leader/Associate Dean will confirm to the Academic Standards and Quality Office that this referral has occurred and this will be recorded on the student's record and the Student Casework Database and may be taken into account if the student is suspected of malpractice/misconduct in the future.

4.3.5.3 That the student has committed academic malpractice/misconduct and either:

- i. where 4.2.1e applies, the original penalty stands; or
- ii. where 4.2.1e does not apply, the Panel has determined a penalty informed by the Tariff and indicative list of penalties in Annex 4. The Panel can itself *impose* a penalty of 2 or below or else *recommend* a penalty of 3 and above to the relevant Assessment Board.

4.3.6 Following the Panel meeting, the Secretary will notify the student in writing, within five working days of the meeting date, as to the outcome of the meeting, also updating the student record system and the Student Casework Database. The Secretary will also update/complete the Stage 3 Academic Misconduct Reporting Form for Panel Chair's signature. Once any appeal is concluded (see 7 below) and where a penalty of 1 or 2 is to be applied, the Secretary forwards the Form to the Chair of the relevant Assessment Board as notification and, where relevant informs Pearson. Once any appeal is concluded and where the Panel recommends a penalty of 3 or above, the Form is forwarded to the relevant Assessment Board for final decision, normally via Chair's action, including completion/signature of the Stage 3 Academic Misconduct Reporting Form and return to the Panel Secretary. Following receipt, the Panel Secretary will confirm outcome to the Student, update all relevant systems and, where relevant inform Pearson where a penalty of 3 and above has been confirmed.

## **5. Academic Misconduct Hearing Panel**

5.1 An Academic Misconduct Panel will be comprised of:

- i) An Associate Dean (Assessment) who has neither connection with the student nor programme concerned (Chair of Panel).
- ii) Two members of teaching staff without direct involvement in teaching and assessing the student and unit(s)/module(s) concerned, one of which being the subject expert
- iii) A member of staff from Student Casework will be in attendance as Secretary.

5.2 Further details concerning the Academic Misconduct Panel are given in Annex 3.

## **6. Penalties for Academic Misconduct**

6.1 The decision concerning whether a student may be permitted to resubmit work which is shown to have resulted from academic malpractice/misconduct and the maximum grade permitted for resubmission will comply with the assessment regulations of the awarding body.

6.2 Please see Annex 4 for Tariff and indicative list of penalties.

## **7. Student's Right of Review**

7.1 Where a student is dissatisfied with the outcome of an Academic Misconduct Hearing, a student may submit a request for review.

7.2 There shall be no request for review against the decision expect on the grounds that:

7.2.1 There is new and material evidence, that the student was, for exceptional reasons, unable to present at the time. Evidence for extenuation will only be considered in relation to appeals against the penalty imposed.

7.2.2 The procedures were not complied with to the extent that it was questionable whether the outcome would have been different had the procedures been complied with.

7.2.3 There is evidence of bias on the part of the members of the meetings or servicing officers.

7.3 Any student wishing to request a review must submit, a written notice stating the ground(s) of appeal within 10 working days of the date upon which the student was informed of the outcome of the Academic Misconduct Hearing.

7.4 The request for review should be submitted to ([studentcasework@globalbanking.ac.uk](mailto:studentcasework@globalbanking.ac.uk)) in order for a Quality Manager from the Academic Standards and Quality Office to determine whether the student has grounds under which their appeal can be considered.

7.5 If the Quality Manager determines that grounds for review have been demonstrated, the request for review is upheld and the case referred to a further Academic Misconduct Hearing Panel constituted as at Annex 3, to be considered afresh and with the Chair and teaching staff members not having been members of the original Panel. If the Quality manager does not so determine, their decision is final and this is considered the end of GBS's internal procedures.

7.6 A final decision, whether that of the further Panel, or of the Quality Manager that there were no grounds to refer to a further Panel, will be communicated to the student in writing by Student Casework within 20 working days of receipt of the student's request for a review. This is considered to be the end of GBS's internal procedures.

## 8. Office of the Independent Adjudicator for Higher Education (OIAHE)

8.1 If a student requests review of the outcome of an Academic Misconduct Hearing and the request is not upheld, the student will be deemed to have exhausted the procedures of GBS and a Completion of Procedures Letter will be issued to the student. If the student remains unhappy with the outcome of the appeal, he or she may make a complaint to the Office of the Independent Adjudicator for Higher Education.

8.2 Details about the OIAHE can be found on their website: <https://www.oiahe.org.uk/>. Further guidance about submitting a complaint to the OIA is available at their website: <https://www.oiahe.org.uk/students/how-to-complain-to-us/>.

## 9. Monitoring and Review

9.1 This policy may be amended by GBS at any time. A review of Academic Malpractice and Misconduct forms part of Academic Board's annual assurance report to the Executive Board. For any queries related to the monitoring and review of this policy, please contact [asqo@globalbanking.ac.uk](mailto:asqo@globalbanking.ac.uk).

## 10. Data Protection and Confidentiality

10.1 GBS is registered with the Information Commissioner's Office as a Data Controller. Details of the School's registration are published on the [Information Commissioners website](#). GBS as a Data Controller shall implement appropriate technical and organisational measures to ensure that processing of personal information is performed in accordance with the UK General Data Protection Regulations (UK GDPR) and under the Data Protection Act 2018 (DPA).

10.2 By submitting an appeal, students are agreeing that GBS can process, use, and share information it contains to enable the appeal to be considered. Information may also be shared with relevant people to facilitate actions and recommendations after investigation. For Data Protection purposes and compliance matters, please contact [dpa@globalbanking.ac.uk](mailto:dpa@globalbanking.ac.uk).

10.3 All documentation relating to appeals will be kept confidential and shall be disclosed only to those persons who have a right to the information by virtue of their role.

## 11. Alternative Format

11.1 This policy can be provided in alternative formats (including large print, audio and electronic) upon request. For further information, or to make a request, please contact:

- **Name:** Student Welfare Management Team
- **Position:** Student Welfare Officer/Manager
- **Email:** [welfare@globalbanking.ac.uk](mailto:welfare@globalbanking.ac.uk)

## Annex 1 GBS Academic Misconduct Investigation Report Form: Stage 1

*This form should be used to record a Stage 1 investigation of Academic Misconduct, as specified GBS' Academic Misconduct Policy and Procedure. Part A should be completed by the member of GBS staff alleging possible academic misconduct before referring to Cohort Leader. Investigating Cohort Leader to Complete Part B. Associate Dean Assessment to complete Part C to ratify finding and determine any penalty 0-2. The student should be asked to complete the declaration of admission (Part D) if academic misconduct is admitted. Part E completed by Student Casework.*

| PART A: DETAILS OF ALLEGED ACADEMIC MISCONDUCT                               |   |                       |  |
|--|---|-----------------------|--|
| Student Name:  |   | Student ID:           |  |
| Programme Title:   |   | Programme Level:      |  |
| Academic Year:   |   |                       |  |
| Unit/module code:  |   | Unit/module title:    |  |
| Component weighting:   | % | Assessment component: |  |
| Type of alleged academic misconduct (enter letter code from Policy Annex4b): |   |                       |  |

| GBS STAFF MEMBER (Notifying alleged misconduct) |  |           |  |
|---|--|-----------|--|
| Name:   |  | Position: |  |
| Date:   |  | Time:     |  |

| Details of alleged academic misconduct, with relevant evidence.  |
|--|
| <i>Note: this could be a 'Report of Suspected Academic Misconduct in an Examination' if an incident has occurred during an examination and is disputed by the student...</i> |

| PART B: COHORT LEADER'S DECLARATION OF INVESTIGATION OUTCOME   |  |           |  |
|--|--|-----------|--|
| Name:  |  | Position: |  |
| Date:  |  | Time:     |  |
| Statement of academic misconduct determined, including "None" and any identified in addition to the original allegation or subsequently requested by the Student to be taken into consideration... |  |           |  |

| PART C: ASSOCIATE DEAN ASSESSMENT'S VERIFICATION AND PERNALTY TO BE APPLIED |  |           |  |
|---|--|-----------|--|
| Name:   |  | Position: |  |
| Date:   |  | Time:     |  |

1. Has Academic Malpractice or Misconduct occurred? Y/N

2. Is this First Instance from Student? Y/N

3. Penalty to be Applied: 0 1 2 3+

*If 1= N no further action. Otherwise if 2=Y and 3 is 0-2, Stage 2 of procedure applies. Otherwise, Stage 3 of procedure applies.*

**PART D STUDENT DECLARATION**

*Data Protection Act 2018- By signing this form you are also agreeing to the following: Global Banking School will process the information provided by you and your personal data for the purposes of investigating the alleged academic misconduct.*

*I, the undersigned, admit to academic misconduct as described in Part B.*

*This may be reported to the Assessment Board and when considering the grade to be awarded for the assessment unit and any decision about resubmission of the work.*

**Student Signature** ..... **Date:** .....

**PART E: CHECKLIST** (Completion by Student Casework)

**Please write in answer: Yes, No, or N/A for not applicable**

|  |                  |
|--|------------------|
| Was the student given the opportunity to view the evidence prompting the investigation before the meeting? |                  |
| If so, did the student take this opportunity?  |                  |
| Was the purpose of the Stage 1 meeting explained to the student?   |                  |
| Was the allegation and evidence explained to the student in detail?  |                  |
| Is student aware of type of academic misconduct under consideration?                                       |                  |
| Has student been given the opportunity to explain/comment upon the case presented?                         |                  |
| Is the student clear about what happens next?  |                  |
| <b>Is allegation of academic misconduct accepted by student?:</b>  |                  |
|  | <b>Yes    No</b> |

**FOR OFFICE USE ONLY**  
**SIGNATURE OF MEMBER OF STUDENT CASEWORK STAFF**

|   |                  |
|---|------------------|
| <b>Full name:</b>                                   | <b>Position:</b> |
| <b>GBS Staff Signature</b> ..... <b>Date:</b> ..... |                  |

## Annex 2 GBS Academic Misconduct Investigation Report Form: Stage 3

*This form should be used to record a Stage 3 investigation of academic misconduct, as specified GBS' Academic Misconduct Policy and Procedure. It should be completed when an Academic Misconduct Panel is convened following an allegation of academic misconduct that cannot be resolved through a Stage 1 Investigation.*

*Part A completed by Student Casework*

*Parts B,C & Stage 3 checklist completed by Panel Secretary*

*Signatures required from Panel Chair & Secretary*

| PART A: DETAILS OF ALLEGED ACADEMIC MISCONDUCT                                      |   |                              |  |
|---|---|------------------------------|--|
| <b>Student Name:</b>  |   | <b>Student ID:</b>           |  |
| <b>Programme Title:</b>   |   | <b>Programme Level:</b>      |  |
| <b>Academic Year:</b>   |   | <b>Unit/module title:</b>    |  |
| <b>Unit/module code:</b>  |   | <b>Assessment component:</b> |  |
| <b>Component weighting:</b>   | % |                              |  |
| <b>Type of alleged academic misconduct (enter letter code from Policy Annex4b):</b> |   |                              |  |

| PART B: DETAILS OF ACADEMIC MISCONDUCT PANEL:                |  |                         |  |
|--|--|-------------------------|--|
| <b>Date of meeting:</b>                                      |  | <b>Panel Secretary:</b> |  |
| <b>Names/titles of Panel members:</b>                        |  |                         |  |
| <b>Names of unit/module tutor and other staff witnesses:</b> |  |                         |  |
| <b>Name of accompanying friend (if applicable)</b>           |  |                         |  |

| PART C: PANEL REPORT            |
|---------------------------------|
| <i>Summary of allegation...</i> |
|                                 |
| <i>Evidence base...</i>         |
|                                 |

|  |
|--|
| <i>Student's response to allegation...</i> |
| <i>Summary of issues...</i>                |
| <i>Panel decision...</i>                   |

| <b>FOR OFFICE USE ONLY</b>   |  |
|--|--|
| <b>Stage 3 Academic Misconduct Investigation Check List</b>  |  |
| <b><i>Please write in answer: Yes, No, or N/A for not applicable</i></b>   |  |
| Was the student given formal notification of the academic misconduct panel?  |  |
| Did the student attend the panel meeting?  |  |
| Was the purpose of the panel meeting explained to the student?   |  |
| Was the allegation and evidence explained to the student in detail?  |  |
| Has the student/s been verbally informed of the panel decision?  |  |
| <b>If decision is that academic misconduct occurred:</b>   |  |
| If plagiarism, collusion, or falsification, have learning outcomes been met for the assessment component (give explanation below)? |  |
| Has the student asked for other instances of Academic Misconduct to be taken into consideration (if so, detail below)?             |  |
| Date student(s) given formal notification of panel decision?   |  |
| Assessment Board decision:   |  |
| Date student given formal notification of Assessment Board decision:   |  |
| <b><i>Copies of this report should be circulated to the panel members and to the student.</i></b>                                  |  |

| <b>FOR OFFICE USE ONLY</b>                          |                  |
|---|------------------|
| <b>SIGNATURES OF MEMBER OF STAFF</b>                |                  |
| <b>Panel Chair</b><br>Full name:                    | <b>Position:</b> |
| <b>GBS Staff Signature</b> ..... <b>Date:</b> ..... |                  |
| <b>Panel Secretary</b><br>Full name:                | <b>Position:</b> |
| <b>GBS Staff Signature</b> ..... <b>Date:</b> ..... |                  |

### Annex 3 GBS Academic Misconduct Hearing Panel

1. An Academic Misconduct Panel will be constituted by Student Casework and comprised of:
  - i) An Associate Dean who has neither connection with the student nor programme concerned and who has no prior involvement in the case
  - ii) Two members of teaching staff without direct involvement in teaching and assessing the student and unit(s)/module(s) concerned nor the case to date, one of which being the subject expert.
  - iii) A member of staff from Student Casework will be in attendance as Secretary.

If the academic misconduct in question involves more than one student, then the same Panel membership should normally consider each case.

2. The Academic Misconduct Panel secretary will notify the members of the Panel and the student(s) concerned of the date, time, and place of the meeting of the Panel. Notification should take place within five working days of receipt of the report, or as soon as reasonably practicable. If alleged misconduct comes to light during a set of examinations, and the candidate still has some examinations to sit, this timescale shall be extended to five working days after the end of that set of examinations.
3. The student(s) will be provided, by the Secretary, with:
  - i. full details of the alleged misconduct
  - ii. to advise the student that the case will be heard by the Academic Misconduct Panel
  - iii. provide the student with all available evidence;
  - iv. advise the student of their right to be accompanied by a friend or student representative
  - v. advise the student of their right to provide a written statement
4. The Panel may call witnesses, as appropriate, to substantiate the allegations, and will not unreasonably refuse permission for the member of staff who is the subject expert or student/s concerned to call such witnesses as they deem appropriate. If witnesses do not attend, the meeting will proceed in their absence.
5. The Panel will interview the student/s, staff, and witnesses as appropriate, consider the student's written statement, and come to a decision on the basis of the student(s) statement and the supporting evidence. The student(s) will withdraw while the Panel deliberates.

6. The order of proceedings is as follows:
  - i) statement of the case against the student(s), production of evidence in support of it and responses of those presenting that case to questions from the panel.
  - ii) statement of the case for the student(s), production of evidence in support of it and responses by the student(s) to questions from the panel.
  - iii) reply to the case against the student(s).
  - iv) reply to the case for the student(s).
7. Evidence may be received by the Panel by oral statement, written and signed statement, or statutory declaration. The Chair of the Panel shall decide, after taking account of the evidence assembled, whether the evidence from each party can be heard in the other's presence.
8. Each member of the Panel has equal status and, in the event of a disagreement about the decision, the decision shall be made by a majority of panel members.
9. If the student(s) has attended, they will be informed of the Panel's decision at the conclusion of the meeting. The secretary will report the outcome in writing to the student/s normally within five working days of the Panel's decision.
10. If the conclusion of the Panel meeting is that academic misconduct has not occurred, this will be recorded on the Academic Misconduct Report Form and no further action will be taken. No report will be submitted to the Assessment Board.
11. If the conclusion of the Panel meeting is that academic misconduct has occurred, the student(s) should also be given the opportunity to declare academic misconduct in other work that they have submitted.
12. The student(s) should be advised that they have the right to appeal against the finding of academic misconduct within ten working days of receiving the decision of the Academic Misconduct Panel. The appeal should be made in writing to Student Casework clearly stating the grounds for the appeal (for example, evidence not available to the Panel at the time, procedural irregularity, etc.).
13. The student(s) should be advised that they have the right to make a complaint to the Office of the Independent Adjudicator for Higher Education ([www.oiahe.ac.uk](http://www.oiahe.ac.uk)) if the student(s) remains dissatisfied with the outcome of his or her appeal.
14. The report of the findings of the Academic Misconduct Panel must be made on the Academic Misconduct Investigation Report Form: Stage 3.1 Where a penalty of 1 or above relates, this report form will be considered by the relevant Assessment Board as notification (penalties 2 and below) or as recommendation for the Boards' decision (penalties 3 and above) .

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<sup>1</sup> Annex 2: Academic Misconduct Investigation Report Form: Stage 3

## ANNEX 4A: PENALTIES FOR ACADEMIC MISCONDUCT OR POOR ACADEMIC PRACTICE

The following table sets out the standard penalties for proven offences.

|                        |                    |  |
|------------------------|--------------------|--|
| <b>Minor offence</b>   | <b>Penalty 0</b>   | No formal penalty, work marked according to grading rubric.  |
|                        | <b>Penalty 0.5</b> | Work to be corrected then resubmitted to be marked according to grading rubric.  |
|                        | <b>Penalty 1</b>   | The work submitted will be marked in accordance with the assessment / grading criteria but the component mark will be capped at the pass mark. The student will receive a formal written warning.  |
|                        | <b>Penalty 2</b>   | Refer component (mark of 0%/Fail with reassessment opportunity where permissible under the relevant assessment regulations. On reassessment, the component mark will be capped at the pass mark. The student will receive a formal written warning.  |
| <b>Serious offence</b> | <b>Penalty 3</b>   | Refer component (mark of 0%/Fail with reassessment opportunity where permissible under the relevant assessment regulations. On reassessment, the component and module mark will be capped at the pass mark. The student will receive a formal written warning.   |
|                        | <b>Penalty 4</b>   | Fail component (mark of 0%/Fail, recorded as fail infringement (FI)) with opportunity to retake module where permissible under the relevant assessment regulations. On retake, the component and module mark will be capped at the pass mark. The student will receive a formal written warning.   |
| <b>Grave offence</b>   | <b>Penalty 5</b>   | Fail module (mark of 0%/Fail for all components) with no opportunity for reassessment or retake. The student can take an alternative module where permissible under the relevant assessment regulations, but the module mark will be capped at the pass mark. The student will receive a formal written warning. The fail may result in the following, either as an action of a GBS assessment board or a recommendation to the relevant awarding body: termination of studies, with any work already submitted for outstanding modules to be ratified by the Assessment Board (with no opportunity for reassessment or retake) and the student considered for an exit award only. |
|                        | <b>Penalty 6</b>   | Fail module (mark of 0%/Fail for all components) and, either as an action of a GBS assessment board or a recommendation to the relevant awarding body: termination of studies, student required to withdraw immediately and Assessment Board to ratify the marks for any work already submitted for outstanding modules (with no opportunity for reassessment or retake) and to consider the student for an exit award based on the credit achieved.   |

|                         |                  |  |
|-------------------------|------------------|--|
| <b>Gross misconduct</b> | <b>Penalty 7</b> | Fail module (mark of 0%/Fail for all components) and, either as an action of a GBS assessment board or a recommendation to the relevant awarding body: termination of studies, the student required to withdraw immediately without being awarded a terminal or exit award. Credits which have already been ratified by an Assessment Board will be recorded on a transcript only. |
|-------------------------|------------------|--|

All students who receive a penalty between 1 and 5 will be required to take an academic integrity tutorial and offered support through an appropriate package on plagiarism and academic writing. Uptake of the support will be monitored for evaluation.

## ANNEX 4B: INDICATIVE OFFENCES AND STANDARD PENALTIES FOR FIRST OFFENCES

|                        | Indicative offence   | Level of Module/Unit   | Standard penalty |
|------------------------|--|------------------------|------------------|
| <b>Minor offence</b>   | <b>A.</b> Limited use of quotes or close paraphrasing (not more than a few lines) without the use of quotation marks and/or correct referencing, where the student has cited the plagiarised material in the reference list and/or bibliography. | Foundation year, 4 & 5 | Penalty 0        |
|                        |  | 6 & 7                  | Penalty 1        |
|                        | <b>B.</b> Using work previously submitted for another assignment without acknowledgement (self-plagiarism).  | All                    | Penalty 1        |
| <b>Serious offence</b> | <b>C.</b> Extensive use of quotes or close paraphrasing without the use of quotation marks and/or correct referencing, where the student has cited the plagiarised material in the reference list and/or bibliography.                           | Foundation year, 4     | Penalty 0.5      |
|                        |  | 5, 6 & 7               | Penalty 2        |
|                        | <b>D.</b> Submission of work produced in collaboration by two or more students as the work of a single student.  | All                    | Penalty 3        |
|                        | <b>E.</b> Using another person's work or ideas and submitting some of it as if it were the student's own.  | Foundation year, 4     | Penalty 2        |
|                        |  | 5, 6 & 7               | Penalty 3        |
|                        | <b>F.</b> Submitting a fraudulent claim for extenuating circumstances.   | All                    | Penalty 3        |
|                        | <b>G.</b> Copying the work of or communicating with another student in an examination or time constrained assignment, whether by overlooking, asking for information, or any other means.  | All                    | Penalty 3        |
|                        | <b>H.</b> Using another person's work or ideas and submitting all of it as if it were the student's own.   | Foundation year, 4     | Penalty 3        |
| 5, 6 & 7               |  | Penalty 4              |                  |

|                      |  |                    |           |
|----------------------|--|--------------------|-----------|
|                      | <b>J.</b> The presentation of data based on work purporting to have been carried out by the student but which has been fabricated (i.e. invented, altered or falsified).   | All                | Penalty 4 |
|                      | <b>K.</b> Possession or use of crib sheets, a pre-written examination script for submission, revision notes or unauthorised texts; unauthorised access of the internet; or use of devices (such as mobile phones, smart watches or personal multimedia devices) of any kind other than those specifically permitted. | All                | Penalty 4 |
|                      | <b>M.</b> Failure to have ethical approval where required and embarking on research activities which require ethical approval without that approval being formally granted.  | All applicable     | Penalty 4 |
|                      | <b>N.</b> Extensive use of quotes or close paraphrasing without the use of quotation marks and/or correct referencing, where the student has not cited the plagiarised material in the reference list and/or bibliography.   | Foundation year, 4 | Penalty 2 |
|                      |  | 5, 6 & 7           | Penalty 4 |
| <b>Grave offence</b> | <b>P.</b> Commissioning another person to complete an item of assessment that is submitted as the student's own work. This includes, but is not limited to, the use of professional essay writing services and essay banks as well as friends and family members.  | All                | Penalty 5 |
|                      | <b>R.</b> Disguising work in a deliberate attempt to conceal its origins.  | All                | Penalty 5 |
|                      | <b>S.</b> Offering a bribe or inducement to persons connected with the assessment in order to gain an unfair advantage, or seeking to obtain access to an unseen examination paper prior to the start of an examination.   | All                | Penalty 6 |
|                      | <b>T.</b> Being party to any arrangement whereby a person other than the student represents, or intends to represent, the student in an examination.   | All                | Penalty 7 |

## Note

The tables above are provided as a guide to the recommended standard penalty to be imposed for first offences of academic misconduct with examples given as an indication of the type of offence. The penalty for a second or subsequent proven offence will normally be one penalty point higher than the standard penalty shown or one point higher than the previously imposed penalty, whichever is higher.

The examples given above do not represent an exhaustive list of potential offences and should not be interpreted as such.

## **ANNEX 4C: GUIDANCE ON TYPES OF EVIDENCE TO EVALUATE AND PRESENT IN SUSPECTED INFRINGEMENTS OF POLICY**

### **Evidence to evaluate in cases of suspected plagiarism:**

- Data from Turnitin (or equivalent plagiarism detection software) indicating matches in sections of text – cross referenced against student’s referencing for absences of acknowledgment. **Note: a high similarity ‘score’ is not acceptable as a stand-alone justification for allegations of plagiarism;**
- Unacknowledged text/idea/image that in the marker’s judgement is not ‘in the public domain’ but comes from an identifiable source/set of sources;
- Absence of clear acknowledgement of source of text/idea/image in citations or narratives;
- Heterogeneity of font/pica/style of sections of text; variations in spellings (UK/US);
- Absence of elements of bibliographical details;
- Students’ use of language about their ownership of text/idea/image;
- Students’ responses to viva/informal questions

### **Evidence to evaluate in cases of suspected collusion:**

- Data from Turnitin (or equivalent plagiarism detection software) indicating matches in texts between two students in same cohort;
- Marker’s comments and evaluation of students’ assessments;
- Level of cooperation/group work that exceeds set parameters;
- Set requirements of assessment brief on acceptable limits of group work activity;
- Student’s responses to viva/informal questions

### **Evidence to evaluate in cases of suspected contract cheating:**

- Module leaders’ and markers’ familiarity with students’ work – unexplained grade shifts;
- Failure of essay to align to assignments as set, and to content of lecture(s);
- Errors/inconsistencies in use of English (UK/US), changes in style, voice or syntax, heterogeneity in fonts/styles;
- Outcome of investigative interview / viva with student;
- Third party evidence (other students);
- IT forensics;
- E mail and other engagement with essay mill or essay bank services;
- Full guidance available from <https://www.qaa.ac.uk/docs/qaa/quality-code/contracting-tocheat-in-higher-education.pdf>.

## ANNEX 5: PROGRAMMES AT GBS LEADING TO AWARDS OF OUR PARTNER UNIVERSITIES

For programmes at GBS leading to awards of a partner University, the academic misconduct policy and procedure or equivalent as detailed on that University’s website shall apply instead of the above. Operating notes which detail how each University’s policy and procedure will be operationalised in respect of students at GBS may be found as detailed below:

- i. **Programmes leading to awards of Bath Spa University (“BSU”)**
- ii. **Programmes leading to awards of the University of Suffolk (“UoS”)**
- iii. **Programmes leading to awards of Leeds Trinity University (“LTU”)**
- iv. **Programmes leading to awards of Canterbury Christchurch University (“CCCU”)**

| HEI                 | Form     | Process (stages/who & timeline)  | Academic Misconduct Panel   | Offences | Appeal  | Penalties |
|---------------------|----------|--|---|----------|---|-----------|
| Bath Spa University | BSU form | <p>If a member of staff suspects an examination or assessment offence has been committed, they must inform the Cohort Leader and Associate Dean responsible for the programme.</p> <p>BSU must write to student giving them 14 days to respond to the allegation and</p> | <p>Head of Department and Director Teaching and Learning refer matter to Chair of Board of Studies who sets up Board of inquiry and notifies Director of Academic Registry.</p> <p><u>More serious cases</u></p> <p>Membership of the panel will normally include Dean of Faculty or Pro Vice</p> | BSU      | <p>Within 14 days student can submit appeal in writing to BSU.</p> <p>The Director of Academic Registry determines whether a new Board of Inquiry should consider the matter.</p> | BSU       |

|  |  |  |   |  |  |  |
|--|--|--|---|--|--|--|
|  |  | <p>they can discuss matter with student.</p> <p>Student must be given 7 days' notice and supplied with all evidence 7 days before any hearing. They can attend on their own or with a friend (but 3 days before student must inform Board if bringing a friend). 3 days prior to the panel the student can provide a written submission.</p> <p>Witnesses can be called.</p> <p>Where AD concludes there is no case to answer they will notify the student in writing that the case is closed, copying letter to Head of Department, appropriate Director of Teaching and Assistant Registrar.</p> <p>Board of inquiry/Chair of Board of Studies will issue formal reprimand to the student, record offence, apply penalty and must inform Director of</p> | <p>Chancellor or Head of Learning partnerships.</p> <p>2 nominated members of the Board of Studies.</p> <p>2 members of academic staff drawn from the faculty for this purpose</p> <p>In case of partner colleges, at least 3 members external to the school, drawn from those eligible to act as members of Boards of Inquiry in the faculties or the School. No member shall have previous involvement in the case, except where necessary the Chair.</p> |  |  |  |
|--|--|--|---|--|--|--|

|                       |                  | <p>Studies within 7 days of the deliberations.</p> <p>A second or subsequent offence should be referred to the Chair of the Board of Studies and will be subject to a Board of Inquiry Hearing.</p>  |                           |          |        |           |
|-----------------------|------------------|--|---------------------------|----------|--------|-----------|
| HEI                   | Form             | Process (stages, who and timeline)   | Academic misconduct panel | Offences | Appeal | Penalties |
| University of Suffolk | Use Suffolk form | <p><u>Stage one:</u> Faculty activity, report to Level/Cohort Leader, discuss options with AD and QM in ASQO.</p> <p>If academic misconduct deemed to have been committed proceed to formal allegation and complete the allegation of academic misconduct form.</p> <p>OSACC write to student, invite student to attend hearing, they must reply within 10 days.<br/>Letter copied to chair of</p> | UoS                       | UoS      | UoS    | UoS       |

|                          |          | <p>Assessment Board, Course Leader, Course administrator.</p> <p>If no reply it is deemed student has accepted allegation.</p> <p>If investigative meeting taking place with student, the student should be given 5 days' notice.</p> <p>Student can continue the course while allegation remains unsolved.</p> <p>If student decides to or not attend, the panel convened within 20 days after OSACC putting forward allegation in a letter to student.</p> |                           |          |  |           |
|--------------------------|----------|--|---------------------------|----------|--|-----------|
| HEI                      | Form     | Process (stages, who and timeline)   | Academic misconduct panel | Offences | Appeal   | Penalties |
| Leeds Trinity University | LTU Form | <p><b>Self-plagiarism</b> – resolved via marking and feedback</p> <p>Academics strike out self-plagiarism parts, only mark relevant sections and students receive training. (ALL Levels)</p>   |                           | LTU      | Will only be considered if submitted in writing to Deputy Vice Chancellor (DVC) within <b>10 working days</b> of notification to the | LTU       |

|  |  |  |   |  |   |  |
|--|--|--|---|--|---|--|
|  |  | <p><b><u>Poor scholarship and Minor</u></b><br/>(e.g. plagiarism and collusion at foundation and level 4) resolved via marking and feedback.</p> | <p>Level Leader (nominee of the CoAP) in consultation with Associate Dean for Programme and Associate Dean for Student Assessment confirm that it is a case of 'Poor Scholarship or Minor Misconduct'. The work is marked on its merits.</p>                            |  | <p>student of the outcome of the investigation.</p> <p>If appeal warranted DV Chancellor will commission independent investigation.</p> |  |
|  |  | <p><b><u>Moderate or serious</u></b> offence within submitted work</p>   | <p>Level Leader (nominee of CoAP) including Associate Dean for Student Assessment, Level Leader/Marker interview student. Penalty determined.</p> <p>If serious offence determined, the case is referred to LTU Student Academic and Professional Misconduct Panel.</p> |  |   |  |

|   |              | Moderate or serious not within the presented work (e.g. falsification, examination cheating) <b>and</b> referrals deemed serious through the process above |   |          |        |  |
|---|--------------|--|---|----------|--------|--|
| HEI   | Form         | Process (stages, who and timeline)   | Academic misconduct panel   | Offences | Appeal | Penalties  |
| CCCU – Stage 0<br><br>(first year of study, first case) | CCCU Tracker | Policy works on 7-day turnarounds  | The student will be interviewed by a level leader.  |          |        | Start a single coded list of CCCU penalties with those for this level as CC0A etc      |
| CCU – Stage 1   | CCCU Tracker |  | The Level Leader will meet jointly with the marking tutor identifying the academic misconduct (or another suitable nominee of the tutor when the tutor is unavailable) and the student. |          |        | Continue the single coded list of CCCU penalties with those for this level as CC0A etc |
| CCCU repeat offences                                    |              | CCCU   | CCCU  | CCCU     | CCCU   | CCCU   |
| CCCU Gross AM   |              | CCCU   | CCCU  | CCCU     | CCCU   | CCCU   |

**GBS Academic Misconduct Flow Chart**

