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

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**Related 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**

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>

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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.
- 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 of the arguments and ideas 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 checking a student's own work, including Turnitin text-matching software, and 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 he/she deliberately makes available or seeks 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 If it is suspected that a student has engaged in academic misconduct as detailed above, the case will be investigated.

3.2 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. In such cases, the allegation

must be referred directly to the Registrar who will consult with the Chair of the relevant assessment board. They will take into account the seriousness of the offence and determine whether or not to proceed with the case.

3.3 The Academic Standards and Quality Office has oversight of all cases of academic misconduct in order to carry out reporting requirements of the Academic Board.

3.4 All investigations of alleged academic misconduct are dealt with in a timely manner and through processes which are clear, straightforward and transparent.

3.5 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.

3.6 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.

3.7 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.

3.8 The standard of proof to be adopted during the investigation into alleged cases of academic misconduct will be the balance of probabilities.

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

##### **4.1 Stage 1: Reporting a suspected case of Academic Misconduct**

4.1.1 When academic misconduct is suspected, the member(s) of academic/teaching staff concerned should first discuss the matter with the Programme Leader/Cohort Leader/Associate Dean, as appropriate.

4.1.2 The Programme Leader/Cohort Leader/Associate Dean, as appropriate, will review the evidence provided and reach one of the following judgements within 10 working days:

4.1.2.1 There is no case to answer, in which the case, the assessment will be marked as normal without prejudice;

4.1.2.2 That this is a case of poor academic practice, in which case the work will be returned for marking on its merits and the Programme Leader/Cohort Leader/Associate Dean, as appropriate will refer the student to additional academic practice guidance. The Programme Leader will notify the Academic Standards and Quality Office, 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 plagiarism in the future;

4.1.2.3 That academic misconduct has probably occurred, in which case the Programme Leader/Cohort Leader/Associate Dean, as appropriate shall completed the Academic Misconduct Reporting Form and submit it to [studentcasework@globalbanking.ac.uk](mailto:studentcasework@globalbanking.ac.uk)

#### **4.2 Stage 2: Academic Misconduct: First Offence**

4.2.1 Where it has been identified that the alleged offence is a first instance of malpractice and so not sufficiently serious to warrant referral to an Academic Malpractice Hearing, the Academic Standards and Quality Office, normally within 10 working days of receipt of the Academic Misconduct Reporting Form, shall write to the student:

- a. to present the allegation;
- b. to confirm the judgement of the Programme Leader 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;
- 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.
  - ii. Deny the allegation, in which case the matter will be referred to an Academic Misconduct Meeting for consideration.

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

4.3.1 Where a student contests the allegation or penalty above, the student will have the opportunity to present their case at an Academic Misconduct Hearing.

4.3.2 The Academic Standards and Quality Office shall write to the student and offer a meeting date and advise the student of their right to be accompanied by a friend or student representative.

4.3.3 If the student does not reply within 5 working days, the penalty will be applied, and the matter will be closed.

4.3.4 If the student does not attend a previously agreed meeting, the meeting will continue in their absence.

4.3.5 The Academic Malpractice Programme Meeting will be Chaired by an Associate Dean or equivalent who is not known to, or has not taught, the student. A representative of the Academic Standards and Quality Office will be in attendance as Secretary.



4.3.6 As a result of an Academic Misconduct Meeting, the Associate Dean or equivalent will make one of the following judgements:

4.3.6.1 There is no case to answer, in which case the assessment will be marked as normal and without prejudice.

4.3.6.2 That this is a case of poor academic practice, in which case the work will be returned for marking on its merits and the Programme Leader/Cohort Leader/Associate Dean, as appropriate will refer the students to additional academic practice guidance. The Programme Leader will notify the Academic Standards and Quality Office, and this will be recorded on the students record and the Student Casework Database and may be taken into account if the student is suspected of plagiarism in the future.

4.3.6.3 That the student has committed academic malpractice and the original penalty stands.

4.3.7 Following the meeting, the Academic Standards and Quality Office will send the formal outcome of the meeting within 10 working days and update the student record system and the Student Casework Database held on the ASQO SharePoint.

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

5.1 An Academic Misconduct Panel will be comprised of:

- i) Associate Dean or Nominee (Chair of Panel).
- ii) Up to two members of teaching staff without direct involvement in teaching and assessing the unit/module.
- iii) Quality Manager/Officer from the GBS Academic Standards and Quality Office.
- iv) A representative of the Academic Standards and Quality Office will be in attendance as Secretary.

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

5.3 The decision of the Academic Misconduct Panel is final, and the student has no further recourse to challenge the decision of the panel.

## **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 misconduct, the maximum grade permitted for resubmission and whether a resubmission is permitted must take account the guidelines and assessment regulations provided by the awarding body (Pearson and our partners).

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

## **7. Students Right of Appeal**

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

7.2 There shall be no request for review against the decision except 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. This may include evidence for extenuation.

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 documented 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 Academic Misconduct Hearing Meeting outcome.

7.4 The request for review should be submitted to, [studentcasework@globalbanking.ac.uk](mailto:studentcasework@globalbanking.ac.uk) in order to determine whether the student has grounds under which their appeal can be considered.

7.5 If the responsible officer determines that one or more of the grounds for review have been met, the request for review is upheld and the case referred back to the Academic Misconduct Hearing Panel to be considered afresh.

7.6 A decision will be made within 20 working days of receipt of the request for a review.

7.7 The decision of the responsible officer is final. This is considered the end of GBS's internal procedures.

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

8.1 If a student appeals against the decision of the Assessment Board and the appeal 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. GBS will regularly test our systems and processes to monitor compliance. Any issues 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)



**PART B: DECLARATION OF ACADEMIC MISCONDUCT**

*Statement of academic misconduct, including any admitted by the student in addition to the original allegation...*

**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 A.*

*This will 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 C: CHECKLIST**

**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>If allegation of academic misconduct ACCEPTED by student:</b>	
Has the declaration of admission (Part B) been signed by student?	
Has the student asked for other instances of academic misconduct to be taken into consideration (if so, detail below)?	
<b>If allegation of academic misconduct NOT ACCEPTED by student:</b>	
Will a Stage 3 Academic Misconduct Panel be convened?	
Is the conclusion that academic misconduct has not occurred?	

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

**Full name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**GBS Staff Signature .....** **Date: .....**

## 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: 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 code:</b>		<b>Unit/module title:</b>			
<b>Component weighting:</b>		<b>Assessment component:</b>			
		%			
Type of alleged academic misconduct:					
	<b>Cheating</b>		<b>Plagiarism</b>		<b>Collusion</b>
	<b>Personation</b>		<b>Ghosting</b>		<b>Falsification</b>
					<b>Other (specify):</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>Details of any mitigating circumstances raised by the student...</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>SIGNATURE OF MEMBER OF STAFF</b>	
<b>Full name:</b>	<b>Position:</b>
<b>GBS Staff Signature .....</b> <b>Date: .....</b>	

### **Annex 3 GBS Academic Misconduct Panel**

1. An Academic Misconduct Panel will be comprised of:
  - i) Associate Dean or Nominee (Chair of Panel).
  - ii) Up to two members of teaching staff without direct involvement in teaching and assessing the unit/module.
  - iii) Quality Manager/Officer from the GBS Academic Standards and Quality Office.
  - iv) A representative of the Academic Standards and Quality Office 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 or student/s concerned to call such witnesses as they deem appropriate.
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 of the student(s).
  - iv) reply to the case against 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, he/she 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 the appropriate Programme Manager 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 This report form will be considered by the Assessment Board.

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

### Annex 4 Tariff and indicative list of penalties

Level	Category	Key Indicators / Examples	Indicative penalty range
<b>MINOR</b>	Poor academic practice – Level 4 (HNC)	Student has not yet learnt the correct academic Conventions	<ul style="list-style-type: none"> <li>No formal penalty, work marked according to criteria. The student is required to take an academic integrity tutorial</li> <li>No formal penalty. Strike out the offending passages from the assignment component and work marked according to criteria. The student is required to take an academic integrity tutorial</li> </ul>
	Poor academic practice – Level 5 (HND)	Student is unclear on the correct academic conventions	
	Plagiarism – Level 4 (HNC)	Up to 10% taken from an individual source or 20% from combined sources*	
<b>MODERATE</b>	Repeated poor academic practice - Level 4 (HNC), Level 5 (HND)	Where clear guidance on academic conventions has been provided by the department and the student has previously been provided with direct feedback on techniques	<ul style="list-style-type: none"> <li>Awarded 'Refer' and required to revise and resubmit the same assignment for a maximum unit mark of Pass</li> <li>Awarded 'Refer' and required to produce a new piece of work and achieve a pass in the component for a maximum unit mark of Pass</li> </ul>
	Plagiarism – Level 4 (HNC), Level 5 (HND)	20%-35% taken from either an individual or multiple sources.* Critical concepts plagiarized with no attempt to attribute source	
	Self-plagiarism – Level 4 (HNC), Level 5 (HND)	The student reuses his/her own work from another summative assessment on the same/other unit(s)	
	First offence in the following:		

Collusion – Level 4 (HNC), Level 5 (HND)	Work done in collaboration with another person or collaborates with another student in the completion of work which is submitted as that other student's own unaided work.
Falsification – Level 4 (HNC), Level 5 (HND)	Falsification of data, references including the invention of references and/or false claims.
Personation – Level 4 (HNC), Level 5 (HND)	The student is knowingly and willingly impersonated by another with the intention of gaining unfair advantage for himself/herself
<b>Ghosting – Level 4 (HNC), Level 5 (HND)</b>	A student submits as their own, work 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.

Level	Category	Key Indicators / Examples	Indicative penalty range
<b>SERIOUS</b>	Cheating in examinations	Student found with notes. Student found with a mobile phone switched on.	<ul style="list-style-type: none"> <li>Awarded 'Refer' and required to revise and resubmit the same assignment for a maximum unit mark of Pass</li> </ul>
	Plagiarism Level 4 (HNC), Level 5 (HND)	Greater than 35% taken either from individual or multiple sources	<ul style="list-style-type: none"> <li>Awarded 'Refer' and required to</li> </ul>

	<p>All repeat offences at Level 4 and 5 of:</p> <ul style="list-style-type: none"> <li>• Plagiarism</li> <li>• Self-plagiarism</li> <li>• Collusion</li> <li>• Falsification</li> <li>• Personation</li> <li>• Ghosting</li> </ul>	<p>See 'Moderate' section above for key indicators and examples.</p>	<p>produce a new piece of work and achieve a pass in the component for a maximum unit mark of Pass</p> <ul style="list-style-type: none"> <li>• Awarded 'Refer' for the resubmission. It will be at the discretion of the Assessment Board whether the student is eligible to retake the module.</li> <li>• The Academic Misconduct Panel recommends to Pearson that the student is withdrawn from the programme. It will be at the discretion of the Assessment Board whether any eligible interim award or credit is awarded.</li> </ul>
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