

**ASSESSMENT REGULATIONS FOR NORTHUMBRIA
AWARDS**

APPENDIX 1

Issued by the Registrar's Department, August 2002

Please direct any queries regarding the regulations in the first instance to School Registrars.

APPENDIX I

REGULATIONS AND PROCEDURES APPLYING TO CHEATING, PLAGIARISM, AND OTHER FORMS OF ACADEMIC MISCONDUCT

1. Introduction

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 incumbent upon students to ensure that they do not undertake any form of cheating or gain unfair advantage in any other way.

In order to assure the University that the work is their own and that the work and opinions of others have been acknowledged, students must take care to follow the appropriate standards for academic practice in their subject. This includes:

i) 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 a bibliography included in the assignment.

ii) Properly referencing the sources of the arguments and ideas in an assignment using a recognised referencing system (as specified in programme 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.

iii) Following other guidelines for preparing and presenting coursework as defined in the relevant Programme Handbooks, assignment briefs and criteria.

Work that does not meet appropriate standards of academic practice will be marked at a lower level than work that does and may leave the student open to action under these regulations.

2. Principles Underlying these Regulations

- 2.1 The work submitted by a student for assessment must have been undertaken by the student.
- 2.2 Academic misconduct also includes the attempt to breach any of these regulations so that, for example, a student who attempts to communicate with an unauthorised person during an examination could be in breach of the regulations even if they were not successful in communicating.
- 2.3 The determination of whether cheating, plagiarism or other form of academic misconduct has occurred is not a matter for the Examination Board.
- 2.4 The facts must be established before an Examination Board can consider the effect of the alleged incident on a student's performance.
- 2.5 An allegation of cheating, plagiarism or other academic misconduct is not the same as proof of the incident.
- 2.6 Allegations of academic misconduct will be investigated with full regard to principles of equity and fairness.

- 2.7 Once the facts have been established, it is then for the Examination Board to judge the seriousness of the case and to exercise discretion accordingly, having regard to institutional precedent where appropriate.

3. Definitions and Examples

- 3.1 There are different forms of "academic misconduct" all of which may be the subject of the procedures described below (paragraph 4). The following are different examples of academic misconduct but do not constitute an exhaustive list:-

3.2 Cheating

- i) communicating with or copying from any other student during an examination except insofar as the examination regulations may specifically permit this e.g. group assessments;
- ii) communicating during an examination with any person other than a properly authorised Invigilator or another authorised member of staff;
 - iii) introducing any written or printed materials into the examination room unless expressly permitted by the examination or programme regulations;
- iv) introducing any electronically stored information into the examination room, unless expressly permitted by the examination or programme regulations;
- v) gaining access to an unauthorised material relating to an assessment;

3.3 Plagiarism

The unacknowledged incorporation in a student's work of material derived from the work (published or unpublished) of another. Examples of plagiarism are:-

- i) 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 sources;
- ii) the summarising of another person's work by simply changing a few words or altering the order of presentation, without acknowledgement;
- iii) the use of the ideas of another person without acknowledgement of the source;
- iv) copying the work of another student, with or without their knowledge or agreement.

3.4 Collusion

Collusion exists where a student:-

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

3.5 Falsification

Examples of falsification include:-

- i) 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.
- ii) The falsification of references, including the invention of references and/or false claims.

3.6 Personation

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

- i) one person assumes the identity of a student, with the intention of gaining unfair advantage for that student;
- ii) the student is knowingly and willingly impersonated by another with the intention of gaining unfair advantage for himself/herself.

3.7 Ghosting

Ghosting Exists where:-

- i) a student submits as their own work that has been produced in whole or part by another person on their behalf, for example the use of a 'ghost writing' service or similar.
- ii) A student will also be guilty of academic misconduct if he/she deliberately makes available or seeks to make available material to another student (of this university or elsewhere) 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.

3.7 Other Academic Misconduct

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

4. Procedures for Taught Programmes

4.1 Initial Procedures

4.1.1 In-Course Assessment

When academic misconduct is suspected, the member(s) of academic staff concerned should first discuss the matter in an informal meeting with the student(s) concerned and the Programme Leader for the student's Programme (or other appropriate member of staff nominated by the Programme Leader) and give the student the opportunity to present his or her case.

If the student admits to the academic misconduct, then the member(s) of academic staff concerned should report the matter and the outcome to the Chair of the Module Examination Board, via the School Registrar, within two working days. The Board, at its next scheduled meeting, will take this into account when considering the mark to be awarded and the action to be taken, in accordance with paragraph 4.3 below.

In cases where the student admits academic misconduct the student should be required to sign a letter to that effect. The student should also be given the opportunity to declare academic misconduct in other work that they have submitted.

The report to the Chair of the Module Examination Board should contain detail of any other academic misconduct so declared and also a statement by the Programme Leader (or nominee) about any other cases of proven or admitted academic misconduct in the student's record. In cases of plagiarism, collusion or falsification, the report should also contain a statement from the first marker for the module on whether or not there is evidence of the learning outcomes for the assessment having been met by the student(s) involved, despite the misconduct.

If this informal meeting does not resolve the matter the member(s) of staff concerned will then, within three days or as soon as reasonably practicable following the discovery or allegation, report the matter in writing to the Registrar of the School owning the module. The report should contain full details about the circumstances surrounding the alleged irregularity including, if appropriate, photocopies of the student's work. The School Registrar will notify the student that a report has been made and that a formal investigation will be undertaken in accordance with paragraph 4.2 below. The School Registrar will initiate this process of formal investigation.

An allegation may be made after the work has been marked and returned to the student.

4.1.2 Examinations

Where academic misconduct is suspected in an examination, the Invigilator concerned will inform the Co-ordinating Invigilator, and in the presence of that colleague, inform the student of his/her suspicions and clearly annotate the student's script. The student will also be advised by the Invigilators that a full report will be submitted following the examination.

The Invigilators will seek to confiscate any relevant evidence (for example, any unauthorised material) and allow the student to continue with the examination. However, if the student persists with the irregularity he/she will be expelled from the room. The student will also be expelled from the room if he/she refuses to submit any suspected material to the Invigilators.

Immediately following the examination, the Invigilator, together with the Co-ordinating Invigilator, will submit a full report of the matter using the Invigilator Report Form. This form will be returned to School administrative staff along with the scripts and other examination stationery. The School staff will then ensure that the report is immediately sent to the Module Tutor for the module in question and the Registrar of the School owning the module. The Invigilator's report should be accompanied by any relevant evidence.

If the student(s) concerned has admitted to the academic misconduct at the point of being challenged by the Invigilators, then the School Registrar will send the Invigilator's report to the Chair of the Module Examination Board concerned, within two working days, for the Examination Board, at its next scheduled meeting to take into account when considering the mark and action to be taken, in accordance with paragraph 4.3 below. The School Registrar will also ensure that the Module Examination Board is informed of any other cases of academic misconduct on the student's record.

If the student disputes the allegation of misconduct then it is the responsibility of the Module Tutor to convene an informal meeting and follow the procedures as specified in 4.1.1 above. If this does not resolve the issue then the procedures for initiating a formal investigation specified in 4.1.1 will be followed.

If a student believes academic misconduct to be taking place during an examination, it is their responsibility to bring this to the attention of the Invigilator. However, no action can be taken unless the suspected academic misconduct is subsequently verified by the Invigilator.

4.2 Academic Misconduct Panel

4.2.1 Where an allegation of an academic misconduct has been made in accordance with paragraph 4.1.1 or 4.1.2 and not admitted or resolved through the defined informal process, the matter will be investigated as soon as reasonably practicable following the discovery or allegation of the misconduct by an Academic Misconduct Panel to be convened comprising:-

- i) the Dean of the School which owns the module on which the misconduct is alleged to have taken place or their nominee (who must be an Associate Dean or equivalent) - Chair;
- ii) and iii) two other members of staff, taken from a register of staff nominated for this purpose by School Learning and Teaching Committees. Neither should be from the School owning the module or the School to which the student(s) belong and at least one should be from a School other than that owning the module

The Registrar for the School owning the module will act as Secretary and Convenor of the Panel (or a nominee if the School Registrar has already been connected with the case).

If the academic misconduct in question involves more than one student then the same Panel membership will consider each case

4.2.2 The Academic Misconduct Panel Secretary will notify the members of the Panel and the student(s) concerned, within three working days* of the receipt of the report, of the date, time and place of the meeting of the Panel.

* Note: 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 three working days after the end of that particular set of examinations.

4.2.3 The student(s) will be provided by the Secretary with full details of the alleged misconduct and informed of his/her right to appear before the Panel, accompanied by a friend or representative of his/her choice and to submit a written statement of mitigation concerning the alleged misconduct. Failure by the student(s) to appear before the Panel or to submit a statement will not prevent the investigation proceeding.

4.2.4 The Panel may call witnesses, as appropriate, to substantiate the allegations, and will not unreasonably refuse permission for the staff or student(s) concerned to call such witnesses as they deem appropriate.

4.2.5 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.

4.2.6 The order of proceedings is as follows:-

- a) 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
- b) 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
- c) reply to the case of the student(s)
- d) reply to the case against the student.

- 4.2.7 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
- 4.2.8 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 those present.
- 4.2.9 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 within two working days of the Panel's decision. The student should also be given the opportunity to declare academic misconduct in other work that they have submitted. The student(s) has no right of appeal at this stage (but see below, paragraph 5).
- 4.2.10 The report by the Academic Misconduct Panel to the Examination Board shall include a statement (to be obtained from the Registrar of the student's home School) about any other cases of proven or admitted academic misconduct in the student's record. If the misconduct is one of plagiarism, collusion or falsification then the report should also contain a statement from the first marker for the module on whether or not there is evidence of the learning outcomes for the assessment having been met, despite the misconduct

4.3 Action by Examination Boards

- 4.3.1 If an Academic Misconduct Panel is satisfied that there has been no academic misconduct the Examination Boards will consider the candidate's case in the usual way, and will disregard the original allegations of misconduct.
- 4.3.2 If an Academic Misconduct Panel is satisfied that there has been an academic misconduct, or if the student admits (under paragraphs 4.1.1 or 4.1.2) that an academic misconduct has taken place, the Examination Boards will take all the factors reported and evidence submitted into account in its consideration of the student's case and decide on action to be taken appropriate to the gravity of the case. This includes the power to fail the student for all or part of the assessment in respect of which an academic misconduct has been found to have occurred, and to determine whether the student should be permitted to continue on the Programme with or without reassessment, or whether the student is not permitted to continue on the Programme .

It is the Module Examination Board's responsibility to decide the results of a module affected by the academic misconduct applying relevant action (see 4.3.3), and for the Progression and Awards Board to determine whether the student can continue on the Programme in the light of the overall performance, and in the light of any recommendations from the Module Examination Board.

Members of the Examination Boards who have been involved with the investigation of the academic misconduct are not permitted to be present during discussion of the matter by the Board.

- 4.3.3 The Examination Board and Progression and Awards Board will have regard to the following guidelines in arriving at a decision on what action is appropriate (under paragraph 4.3.2 above):-

If the misconduct is one of plagiarism, collusion, falsification or similar:

	Learning Outcomes of Assessment on balance met despite the misconduct	Learning Outcomes of Assessment not met (or insufficient evidence that they are met)
First instance of misconduct (to cover multiple instances if these have been declared under 4.1.1 or 4.2.9), student in Level 4 or below	Written warning plus a reduced mark for the assessment with a maximum mark of the pass mark for the assessment. Referral opportunity will normally be granted by PAB if needed	Written warning plus a mark of zero for the assessment. Referral opportunity will normally be granted by PAB if needed
First instance of misconduct (to cover multiple instances if these have been declared under 4.1.1 or 4.2.9), student in Level 5 or above	Written warning plus a reduced mark for the module with a maximum mark of the pass mark for the module.. Referral opportunity will normally be granted by PAB	Written warning plus a mark of zero for the module. Referral opportunity will normally be granted by PAB
Subsequent instance of misconduct	Mark of zero for the module. PAB to consider whether candidate is required to withdraw from the Programme or, if the candidate is in their final year, a reduction in degree class beyond that might follow from the failed module	
If the misconduct is one of cheating in an examination, personation, ghosting or similar:		
First instance of misconduct (to cover multiple instances if these have been declared under 4.1.1 or 4.2.9), student in Level 4 or below	Written warning plus a mark of zero for the assessment. Referral opportunity will normally be granted by PAB if needed	
First instance of misconduct (to cover multiple instances if these have been declared under 4.1.1 or 4.2.9), student in Level 4 or above	Written warning plus a mark of zero for the module. Referral opportunity will normally be granted by PAB	
Subsequent instance of misconduct	Mark of zero for the module. PAB to consider whether candidate is required to withdraw from the Programme or, if the candidate is in their final year, a reduction in degree class beyond that might follow from the failed module	

NB: These are guidelines and are not mandatory. Decision on the penalty rests with the Examination Board in the light of the details of the case

- 4.3.4 If a student is deemed by the Module Examination Board to have failed a module because of academic misconduct, then the Progression and Awards Board cannot compensate the failure.
- 4.3.5 Where alleged academic misconduct comes to light after Examination Boards have met to consider a student's assessment the procedure set out above in 4.1.1 and, if necessary, 4.2 will be followed and reconvened Examination Boards will meet as soon as practicable following the receipt by the Chair of the Board of a report from the academic staff concerned or Academic Misconduct Panel. If the outcome of the reconvened Examination Boards affects the student's final result, the Chair of the

PAB will inform the student(s) in writing of the reasons for the varied result and of his/her right of appeal (see paragraph 5 below).

- 4.3.6 In all cases where an Examination Board has had to consider an academic misconduct in respect of a student's assessment, the Secretary of the Examination Board should report the decision of the Board to the Registrar of the Student's home School in writing, within five working days of the meeting of the Examination Board in question. Cases of academic misconduct will be recorded on the marks recording system using an agreed code

5. Students' Right of Appeal

The student has a right of appeal against the decision of the Examination Board in accordance with the University's appeals procedures (as set out in Principles and Procedures Relating to Student Appeals against Examination/Assessment Decisions - which is published by the University Secretary in the 'Handbook of Student Regulations').