ACADEMIC MALPRACTICE

WHAT IS ACADEMIC MALPRACTICE?

- Cheating in exams: using notes, phones/electronic devices, talking to other students
- Attempting to influence an examiner or teacher improperly
- Not referencing sources/ideas/data properly (plagiarism), even if this is an unintentional error
- Duplication of material that has already been submitted: you cannot use a large amount of content from one of your previous assignments in a subsequent piece of work
- Conspiring with others: allowing other students to copy your work, or working with another student to create similar content
- Falsification of data/evidence
- Use of essay mills (paying for someone to write your assignment)
- False declaration: lying about the content/author/circumstances of the work
- Impersonation: pretending to be another student

WHAT HAPPENS IF A STUDENT IS SUSPECTED OF ACADEMIC MALPRACTICE?

The Disciplinary Committee will consider the case and decide whether malpractice has occurred and what penalty it should receive. A decision is taken as to the severity of the offence and the appropriate action:

<table>
<thead>
<tr>
<th>Severity</th>
<th>Example</th>
<th>Action</th>
<th>Right to Appeal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insignificant</td>
<td>Level 4 student’s work is generally well referenced with some minor inconsistencies.</td>
<td>The case is dismissed.</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Minor</td>
<td>A level 4 student that inadvertently plagiarised through inexperience.</td>
<td>An email is sent to the student to explain the allegation and the penalty. For minor offences, the mark might be capped at 40%, re-marked excluding the plagiarised content, or awarded zero. Level 4 students might only receive a formal warning with no further penalty.</td>
<td>21 days to appeal</td>
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<tr>
<td>Major</td>
<td>A level 6 student has copied and pasted sections from another student’s work.</td>
<td>The student will be summoned to a panel investigation with Academic Affairs and the tutor(s).</td>
<td>21 days to appeal</td>
</tr>
</tbody>
</table>

WHAT IS THE IMPACT FOR THE STUDENT?

If the Academic Malpractice is deemed a major offence, the student’s degree grade can be severely affected. Furthermore, if the College is contacted to ask for an academic reference for the student, we would be obliged to mention the student’s poor academic integrity.