

## Kirklees College Higher Education

### ACADEMIC MALPRACTICE REGULATIONS

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## ACADEMIC MALPRACTICE REGULATIONS

### DEFINITION, EXAMPLES AND TYPES OF ACADEMIC MALPRACTICE

#### 1.0 Definition

##### 1.1 Academic Malpractice

Academic malpractice is defined as any activity, or attempted activity, which gives an unfair advantage to one or more students over their peers.

The definitions and descriptions in this paper are indicative and not exhaustive. The College will periodically review the utility of the types of offence within its process and will consider, on the basis of previous cases, any perceived need to revise these types or their descriptions.

#### 2.0 Decision Making

Decisions on the type of academic malpractice suspected need to be made on a case-by-case basis by staff in the light of the circumstances of each case and all the relevant and available evidence. What follows should be seen by way of guidelines only.

In making such decisions, interpreting the guidelines and deciding/recommending appropriate penalties, the following factors may need to be considered:

- 2.1 **Continuity:** the continued commission of academic malpractice offences should normally be dealt with more severely than a single act. **NOTE:** where a student commits (for the first time) multiple acts of the same offence at the same time, even if in different assessments or modules, then this will normally be regarded as a single act on the basis that the student may not have been aware of the issues. However, where multiple acts occur as a second or subsequent offence they need not be treated as a single act.
- 2.2 **Scale and Extent:** An academic malpractice offence may relate to a very small proportion of a piece of assessed work, (for example in an essay a few lines or a single paragraph) or may be present in a large scale throughout the whole of an assignment.
- 2.3 **Theft of Materials:** where another person's assessed work has been stolen and effectively used without their permission, or some part of a piece of work has been stolen, for example a set of results, a piece of code etc., then this may be dealt with more severely.

### 3.0 Table of Definitions, Examples and Types of Academic Malpractice

The College recognises three broad types of academic malpractice, as outlined in the table below, which includes examples, the stage to be undertaken and the recommended penalty.

Type	Examples	Stage	Recommended Penalty
<p><b>Academic Negligence</b> (regarded as the least serious)</p>	<ul style="list-style-type: none"> <li>• <b>First academic malpractice offence, for example:</b> <ul style="list-style-type: none"> <li>➤ <b>Plagiarism:</b> (see section 5.0 of this Appendix).               <ul style="list-style-type: none"> <li>➤ <b>Small in scale</b> and may be present in only part of the work –</li> <li>➤ <b>Related only to the work of the individual student</b> and not the work of others.</li> <li>➤ <b>Ignorance:</b> Could be considered to have resulted from ignorance of requirements or a misunderstanding, or it could be that an attempt to follow good practice has failed, for example inappropriate use of secondary sources.</li> <li>➤ <b>Careless:</b> May be considered to be due to lack of care and forgetfulness.</li> </ul> </li> </ul> </li> </ul>	<p>Informal</p>	<p><b>Penalty 1</b> Give appropriate advice and guidance on how to avoid academic malpractice</p> <p>Enter the occurrence onto Record of Academic malpractice form</p> <p>Send a signed copy of the form to the Academic Standards and Liaison Manager who will record the incident on the record of academic malpractice</p>
<p><b>Academic Malpractice</b></p>	<ul style="list-style-type: none"> <li>• <b>Plagiarism:</b> <ul style="list-style-type: none"> <li>➤ <b>Systematic and extensive oversight</b> of all normal academic requirements, e.g., extensive paraphrasing with no attempt to acknowledge sources.</li> <li>➤ <b>Systematic failure to reference</b>, as opposed simply to poor referencing.</li> <li>➤ <b>Failure to follow tutor instructions</b> as regards extent and limit of any group work.</li> </ul> </li> <li>• <b>Second and subsequent alleged offences</b></li> </ul>	<p>First offence of Academic Malpractice Stage 1</p>	<p><b>Penalty 2</b> Give appropriate advice and guidance on how to avoid academic malpractice</p> <p>Enter the occurrence onto Record of Academic malpractice form</p> <p>Send a signed copy of the form to the Academic Standards and Liaison Manager who will record the incident on the record of academic malpractice</p>

	<p>that would normally have been classified as academic negligence.</p> <ul style="list-style-type: none"> <li>• <b>Self Plagiarism:</b> Submitting work which is in whole or part identical to work already submitted by that student for another assignment</li> </ul>		<p>The student to re-submit the entire piece of assessment in question, having rectified the academic malpractice issues</p> <p>If the re-submitted work receives a fail mark or the student chooses not to re-submit the standard assessment regulations will apply.</p>
		<p>Second and subsequent Offences Stage 2</p>	<p><b>Penalty 3 - 2<sup>nd</sup> Offence</b>  Enter the occurrence onto Record of Academic malpractice form</p> <p>Send a signed copy of the form to the Academic Standards and Liaison Manager who will record the incident on the record of academic malpractice</p> <p>Advise the student that they are allowed one re-assessment opportunity</p> <p>Failure to comply will result in failure of the assessment with no further opportunity other than re-study to make good.</p> <p><b>Penalty 4 – 3<sup>rd</sup> Offence</b>  Enter the occurrence onto Record of Academic malpractice form</p> <p>Send a signed copy of the form to the Academic Standards and Liaison Manager who will record the incident on the record of academic malpractice</p>

			<p>The student will be allowed to re-study, or take an alternative module if permitted.</p> <p><b>Penalty 5 – 4<sup>th</sup> Offence</b> Award a mark of zero for the module.</p> <p>Enter the occurrence onto Record of Academic malpractice form</p> <p>Send a signed copy of the form to the Academic Standards and Liaison Manager who will record the incident on the record of academic malpractice</p> <p>Inform the student that there is no re assessment opportunity and no opportunity to repeat the module or complete an alternative module.</p> <p>Withdraw the student from the programme of study. Student retains credits gained up to that point of study, with any award that this may lead to.</p>
<p><b>Academic Cheating</b> (regarded as the most serious)</p>	<ul style="list-style-type: none"> <li>• <b>Collusion:</b> Collusion exists where a student: <ul style="list-style-type: none"> <li>➤ Submits as entirely their own, with intention to gain unfair advantage, work done in conjunction with another, when this is not a requirement of the assessment.</li> <li>➤ Permits another student to copy all or part of their work and the latter student then submits it as their own unaided work.</li> </ul> </li> <li>• <b>Theft.</b></li> <li>• <b>Falsification of results/data:</b> The presentation of data in laboratory reports, projects etc.,</li> </ul>	<p>All stage 2</p>	<p><b>Penalty 3 - 1st offence</b> Enter the occurrence onto Record of Academic malpractice form</p> <p>Send a signed copy of the form to the Academic Standards and Liaison Manager who will record the incident on the record of academic malpractice</p> <p>Advise the student that they are allowed one re-assessment</p>

	<p>based on experimental work falsely purported to have been carried out by the student, or obtained by unfair means. This also includes the manipulation, tampering with and adding of data in experimental or similar situations.</p> <ul style="list-style-type: none"> <li>• <b>Personation:</b> The legal term for what is usually referred to 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: <ul style="list-style-type: none"> <li>➤ One person assumes the identity of a student, with the intention of gaining unfair advantage for that student.</li> <li>➤ The student is knowingly and willingly impersonated by another with the intention of gaining unfair advantage for themselves</li> </ul> </li> <li>• <b>Modification:</b> The submission of a piece of work known to have been originated by another but which the student has deliberately modified to make it appear as if it was their own piece of work.</li> <li>• <b>Unauthorised possession of confidential staff materials</b> relating to an assessment, such as would give the student an unfair advantage.</li> <li>• Any attempt to <b>interfere with or revise recorded marks.</b></li> <li>• <b>Examination Irregularities</b>, which may include the following: <ul style="list-style-type: none"> <li>➤ Communicating with or copying from any other students during an examination.</li> <li>➤ Communicating during an examination with any person other than an authorised member of staff.</li> <li>➤ Taking any written, printed materials or electronically stored information into the</li> </ul> </li> </ul>		<p>Failure to comply will result in failure of the assessment with no further opportunity other than re-study.</p> <p><b>Penalty 4 – 1<sup>st</sup> or 2<sup>nd</sup> offence</b> Enter the occurrence onto Record of Academic malpractice form</p> <p>Send a signed copy of the form to the Academic Standards and Liaison Manager who will record the incident on the record of academic malpractice</p> <p>Advise the student that there is no re-assessment opportunity and a mark of zero for the module will be recorded.</p> <p>The student will be allowed to re-study, or take an alternative module if permitted.</p> <p><b>Penalty 5 – 3<sup>rd</sup> offence</b> Award a mark of zero for the module. Enter the occurrence onto Record of Academic malpractice form</p> <p>Send a signed copy of the form to the Academic Standards and Liaison Manager who will record the incident on the record of academic malpractice</p> <p>Inform the student that there is no re-assessment opportunity and no opportunity</p>
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	<p>examination room, unless expressly permitted by the examination or programme regulations.</p> <ul style="list-style-type: none"> <li>➤ Gaining access to any unauthorised material relating to an examination during or before the examination.</li> <li>➤ Obtaining a copy of an 'unseen' examination question paper in advance of the date and time for its authorised release.</li> <li>➤ Breach of the regulations with reference to the 'Instructions to Students undertaking Examinations'.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Purchase/commissioning</b> of a piece of work from another party which is passed off as their own work.</li> <li>• <b>Submitting a fraudulent case of mitigating circumstances.</b></li> <li>• <b>Assisting other students to commit an academic offence.</b></li> <li>• <b>Bribery:</b> The offering of money or other incentives to persuade a person to influence a behaviour which gives them an unfair advantage over their peers.</li> <li>• Any other practice which the School Academic Malpractice Stage 2 Hearing considers to be cheating.</li> <li>• Second and Subsequent proven cases of Academic Malpractice.</li> <li>• <b>Exceptional Cases.</b> (see Appendix 5.0)</li> </ul>		<p>to repeat the module or complete an alternative module.</p> <p>Withdraw the student from the programme of study. Student retains credits gained up to that point of study, with any award that this may lead to.</p>
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#### 4.0 Penalties by Type and Number of Academic Malpractice Offences

<b>Academic Negligence</b>	First Offence Penalty 1 via Informal Stage			
<b>Academic Malpractice</b>	First Offence Penalty 2 via Stage 1	Second Offence Penalty 3 via Stage 2	Third Offence Penalty 4 via Stage 2	Fourth Offence Penalty 5 via Stage 2
<b>Academic Cheating</b>		First Offence Penalty 3 or 4 via Stage 2	Second Offence Penalty 4 via Stage 2	Third Offence Penalty 5 via Stage 2

