



Fairfield School of Business

Academic Misconduct Policy and Procedure

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Scope:	This Policy applies to students enrolled on higher education programmes leading to an award from Bath Spa University only.

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1. Academic Misconduct

- 1.1. FSB believes in upholding academic integrity. Students are expected to be honest in their studies, appreciate the work of others where appropriate and give credit where they need to appropriately use other people's ideas as part of presenting their own work.
- 1.2. All students will be assessed on their own ability and that all assessment work submitted must be original. Academic Misconduct is defined as any activity employed by a student which proves to be unfair academically and gives an advantage over others. Academic Misconduct is usually called 'unfair practice' or 'cheating'.
- 1.3. Academic Misconduct is different from Poor Academic Practice, which the school defines as a minor breach of ordinary academic conventions, like poorly attributed or incorrect referencing, or limited over-reliance on reference material, usually resulting from a misunderstanding or lack of confidence in conventions and where there's clearly no intention to deceive.
- 1.4. Poor academic practice is going to be dealt with as part of the marking and feedback process because it represents a failure to follow assessment and marking criteria.
- 1.5. You are expected to present your own words, your own analysis, and your own arguments in your work. It's acceptable to use the work of others to support arguments and analysis, and tutors will be able to inform you as to what constitutes good practice and give help with conventions such as referencing and the provision of footnotes. If you're in any doubt about what constitutes good practice and what constitutes plagiarism, you're advised to consult your tutors for advice. It is also recommended that you seek advice from the Academic Support Centre of your relevant campus regarding academic writing and referencing.
- 1.6. Where cases of educational Misconduct are suspected, the School will follow the tutorial Misconduct Policy outlined below. Students should be in little question that Academic Misconduct is regarded as a very serious offence in higher education. Claims that a student wasn't aware of the offence or its consequences, or didn't understand what constitutes Academic Misconduct, won't be accepted under any circumstances. Academic Misconduct will end in a penalty even when it's unintended or accidental.
- 1.7. Students should remember that an Academic Misconduct case can be opened at any time, whether the student has graduated and is no longer a current student.

2. Plagiarism Detection

- 2.1. FSB is a member of the Turnitin UK Service and uses this service to aid Academic Misconduct detection. All student work is fed through the web Turnitin system, which compares the document against a database of billions of internet pages, previous student papers and journals (amongst others). Turnitin provides an originality report

for every document uploaded to it, which shows the extent of similarity with other sources.

- Plagiarism detection isn't limited to the use of Turnitin. Tutors also will look to evidence of the following:
- Plagiarism from published texts (not necessarily available online)
- Similarities with the work of other students which can suggest collusion
- Content that appears to be clearly beyond the known capabilities of a student
- Work that's expressed through a style which does not match the known writing or language abilities of a student.

3. Types of Academic Misconduct

- 3.1. Academic Misconduct may take a multitude of forms, and therefore the following explains some of the most common types of Academic misconduct. This list isn't definitive; any activity which meets the School's definition of Academic Misconduct may be considered under this policy.

Plagiarism

- 3.2. Plagiarism is submitting the work or ideas of somebody else as your own, without appropriate referencing. Examples include, but aren't limited to:
- 3.3. Copying sections from one or more books / articles / other published sources without acknowledgement of the source(s). It's still plagiarism if you reproduce sections from several sources instead of one
- 3.4. Excessive dependence upon one or a limited number of sources is plagiarism if the sources are inadequately referenced, whether or not the original text has been paraphrased.
- 3.5. Copying from other members while working with a group.
- 3.6. Submitting your own previous work (in whole or in part) from another course/module, whether or not this is from a different institution.
- 3.7. This is often sometimes known as 'self-plagiarism' or 'double-counting'.
- 3.8. Submitting the work of any third party, including students and former students.

Impersonation

- 3.9. Impersonation is submitting work prepared by another person for assessment purposes. Examples include, but aren't limited to:
- 3.10. Purchasing essays

3.11. Writing an assessment for another student.

Collusion

3.12. Collusion is that the failure to work independently, where this is often required, and showing the work off as your own individual effort.

3.13. Students should note that collusion is different to collaboration and a few assignments may specify that students should work together and submit joint work. Students should never submit joint work unless it's clearly stated as a requirement in the module's written documentation, and, in such cases, students should seek clarification from their tutors as to the level of collaboration that is acceptable.

3.14. All students implicated during a case of collusion will be considered as having breached Academic Practice, even when one student is believed to possess copied from another. This is often the result of not adequately securing your work or sharing / showing someone else your work that can make you culpable for collusion. Only where students can provide clear proof that their work has been stolen or otherwise acquired without their consent may they be exonerated from the accusation of collusion.

Exam misconduct

3.15. Exam misconduct means breaching exam regulations to get an unfair advantage. Examples include, but aren't limited to:

- Use of unauthorized technology during the exam
- Use of unauthorized notes / other help material
- Refusing to handover your paper at the given time
- Impersonation in exams.

Falsification

3.16. Falsification means submitting data, observations or other research in assessed work which has been either fabricated or falsified.

4. Penalties for Academic Misconduct

4.1. Where an accusation of unfair practice has been substantiated to the satisfaction of the Academic Misconduct Panel, the accusation is claimed to be established. In determining the acceptable penalty, the Academic Misconduct Panel will usually consider the following:

- The degree of deception involved
- Whether the student has been subject to a previous accusation of Academic Misconduct
- The level of Academic misconduct

- The extent of the Academic Misconduct
- Any admission and/or explanation by the scholar of the Academic Misconduct.

4.2. It's possible that additional factors could also be considered when determining the appropriate penalty if these are deemed relevant by the Academic Misconduct Panel.

4.3. Students should remember that an established accusation of Academic Misconduct may result in severe consequences for the career prospects of a student on a course which has a particular focus on honesty, integrity, and ethical behaviour.

4.4. The school has published a table of categories, which shows the penalties available to the Academic Misconduct Panel. As many variables are taken into consideration by the Panel when determining an appropriate penalty, it isn't possible to provide a definitive list of offences and the penalty these will incur. The following table is therefore intended to provide an indicative estimation only:

Category	Action regarding progression	Action re mark	Counted for classification	Record on transcript	Notes (these to be used as a guide only)
N/A	None	No action taken	N/A	N/A	No evidence of academic misconduct, student exonerated.
0	None	Student notified of Category 0 penalty, but no action taken against any assessment item or module	No	No	Unwitting offence. Evidence of academic misconduct, but clear that this was not substantial and was unintended (first offence).
1	None	Assessment capped at pass mark	No	No	Unwitting offence. Evidence of academic misconduct, but clear that this was not substantial and was unintended (second offence or high level of study).
2	Fail assessment	Assessment capped at pass mark	No	No	Evidence of very minor infringement.
3	Fail assessment	Module capped at pass mark	No	No	Evidence of very minor infringement (second offence); evidence of minor to moderate infringement (first offence).

4	Fail module, may retake	Module capped at pass mark	Yes	Yes	Evidence of minor to moderate infringement (second offence); evidence of serious infringement (first offence).
5	Fail module, may retake	Module capped at zero	Yes	Yes	Evidence of serious infringement (second offence). Can also be used for repeat offenders in lower categories.
6	Fail module	No right to retake module	n/a	Yes	Evidence of very serious infringement with clear attempt to deceive.
7	Fail course	Dismissal from University	n/a	n/a	Gross misconduct.

Table 1: Penalties for Academic Misconduct

5. Indicative level of offence

Indicative Level of Offence	Example	Indicative penalty category
Minor	Poor referencing	0-1
	Very minor plagiarism	
Moderate	Repeated minor misconduct	2-5
	Substantial portions of directly copied / unreferenced text	
Severe	Stealing a test paper	6-7
	Purchasing essays	
	Falsifying research data	

Table 2: Indicative Levels of Offence

- 5.1. Students should note that at Penalty Category 4 and above, the results will include a permanent record on the student's transcript, and therefore the requirement that any capped mark (which may be zero) must count for classification purposes (above Level 4).
- 5.2. Students should remember that, if the module to which an academic Misconduct penalty has been applied is subsequently failed, the penalty is going to be carried over and will apply to whatever module is added to a student's record because of the failed module. Students should remember that instances of very severe Academic Misconduct may additionally lead to disciplinary action.

6. Guidance for Handling Poor Academic Practice and Academic Misconduct

- 6.1. Where Academic Misconduct is suspected, the tutor(s) should complete a replica of the form below, summarizing the character of the offence and providing appropriate evidence (e.g. colour Turnitin Report showing similarity scores). this could be emailed to the exams department (examination@fairfield.ac).
- 6.2. Exams will contact the student by email, attaching the report and a replica of the Academic Misconduct policy, and requiring a written response by a specified date. Students are given ten working days to reply to the accusation. The tutor(s) are going to be asked to comment on the student's response.
- 6.3. The case will be discussed by the academic misconduct panel which will comprise of:
 - One representative from the Registry (Minute Taker)
 - One representative Exams
 - Course manager(s)
 - Module leader
 - An additional member of academics, where required
 - The student(s) under investigation for academic misconduct
- 6.4. The Academic Misconduct Panel will consider all aspects of the case, including the report from the tutor(s), any response from the scholar and any subsequent comments from the tutor(s).
- 6.5. Where Academic Misconduct is suspected, it's important for the tutor(s) to submit a report and evidence to the exams department within a suitable timeframe to enable the Academic Misconduct Panel to receive sufficient evidence to fully consider the case and to advise the next Assessment Board of the Panel's decision.
- 6.6. When students receive a replica of the Academic Misconduct accusation, they're advised that they'll request a meeting with their module tutor(s) to discuss the matter.
- 6.7. The student under investigation may seek impartial advice from the FSB's student union.
- 6.8. The decision of the panel will be subsequently communicated to the student and the awarding body along with applied penalties if any.

7. Review

- 7.1. The student may wish to appeal against the decision of the panel. Further detail can be found in the Appeal Policy and Procedure.