



MASTER THE GLOBAL
SPORTS INDUSTRY



UCFB/GIS Academic Misconduct Guide

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Owner: **UCFB/GIS**

1. Purpose

- 1.1 The purpose of this policy is to provide information on how 'Academic Misconduct' at UCFB/GIS will be managed, and to ensure that all decisions are taken in an honest, transparent and respectful manner.

2. Scope

- 2.1 This policy applies to undergraduate and taught postgraduate students studying at UCFB/GIS for awards of the University of East London (UEL), whether studying at any UCFB/GIS campus or by distance learning. For students studying for an award of Buckinghamshire New University (Bucks), the Academic Integrity Policy of that institution will be followed.
<https://www.bucks.ac.uk/sites/default/files/2021-07/Academic%20Integrity%20Policy.pdf>
- 2.2 The Resolutions Manager in the UCFB/GIS Quality Team can advise on the application of both policies, quality@ucfb.com

3. Equality impact

This policy is neutral in terms of equality-related issues.

4. Introduction

- 4.1 Academic Misconduct means a successful or unsuccessful attempt to achieve an unpermitted or unfair advantage over other students in an assessment situation.
- 4.2 Academic misconduct can include offences such as plagiarism, collusion, 'contract cheating' or bringing prohibited materials into an exam, among others. Academic misconduct can be intentional, or unintentional.

5. Types of Academic Misconduct

- 5.1 Academic Misconduct includes, but is not limited to, the following:
- Plagiarism - which means unfairly passing off another person's work, ideas or expressions of an idea as one's own.
 - Self-Plagiarism - which is when a student re-uses work previously submitted to be marked without acknowledging it.
 - Collusion - when more than one student contributes to a piece of work that is submitted as the work of an individual. It can also include two or more students arranging to cheat in an examination.
 - Commissioning {or Contract cheating} - This area usually involves the use of "essay mills" or "essay writing services" by students. These services write or produce an assessment on a student's behalf for payment.

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- Examination misconduct – misconduct includes, but is not limited to, bringing in unauthorised materials (notes, audio/visual equipment, smart watches etc.), causing a disturbance during exam conditions, copying work of another student,
- Breach of assessment rules - which means not following formal instructions regarding an assessment.

A further non-exhaustive list can be found in Appendix 3.

6. What happens if Misconduct is alleged.

6.1 A staff member who suspects academic misconduct must as soon as possible:

- clarify the nature of the action suspected of being academic misconduct,
- identify and provide relevant evidence,
- complete a formal academic misconduct report form on the student's action
- inform the Resolutions Manager or Head of Quality.

6.2 Registry should update the semester's Academic Misconduct spreadsheet once they are notified of the allegation.

6.3 Registry should update the student's mark on EBS with "0 Pending investigation".

6.4 An academic misconduct allegation letter should be sent to the student (via Email), informing them an academic misconduct charge has been raised on a particular assessment and informing them that a hearing will be organised.

6.5 A provisional hearing date/s should be booked in by the Resolutions Manager (or nominee) with academic leads to discuss the alleged academic misconduct/s with student(s).

7. What penalty can be received if academic misconduct is found proven?

7.1 The level of penalty the student is given depends on the severity of the academic misconduct, with higher penalties given for intentional conduct, and lower penalties awarded for accidental conduct that often constitutes poor academic practice.

Penalties	What is generally given?	What will happen?	What behaviour leads to this kind of penalty
Level A	For a first time, non-serious offence. Unintentional conduct.	You will be given a mark of 0 for the work, and will need to resubmit the assessment at the next opportunity. The assessment will be at the pass mark. This penalty will not be recorded on your transcript.	Poor referencing, Poor paraphrasing (only changing a few words in a sentence/paragraph, rather than re-writing entirely). Copying and pasting text without citing sources.
Level B	For a more serious first offence or when a student has already been given a Level A penalty in the past. More often applied for cheating in exams.	You will be given a mark of 0 for the work and will need to resubmit the assessment at the next opportunity. The module will be capped at the pass mark. This will be recorded on your transcript.	Attempting to copy from another in an examination, Importing prohibited materials of any type into an examination room. An instance of academic misconduct that takes place after a student has already had a Level A penalty applied against them.
Level C	Serious academic misconduct. Generally includes intentional conduct.	You will be given a mark of 0 for the work and will need to resubmit the assessment at the next opportunity. The module will be capped at the pass mark. You will be suspended for the following semester.	Serious misconduct, often where a student had acted in grossly dishonest way. This could include theft, falsification or buying essays.
Level D	When the conduct is so serious that it warrants UCFB/GIS recommending expulsion	You will be expelled	Unspecified by the University, as it is very rarely applied. Extremely serious misconduct

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8. Meeting with the Student for Level A penalty.

8.1 If there is no record of the student having previously breached our Academic Misconduct Regulations, the Module Leader, will hold a meeting with the student. The student may be accompanied by a supporter (the accompanying person would typically be another member of the student body). If Academic Misconduct has been proven in a previous assessment, then action should proceed to paragraph 4.

- This meeting can only give the lowest of penalties (a Level A penalty) and is intended to help the student to avoid repeating the mistake and to help improve practice in the future.
- The meeting is intended to help the student understand why assessment has been flagged for academic misconduct and to help prevent them repeating misconduct in their future academic journey.
- Students will be informed of further areas that UCFB/GIS have to support them such as Student Services.
- Failure to attend the meeting will give academics the right to make an informed decision in the student's absence. If the student cannot attend due to other commitments, the student must inform UCFB/GIS in advance.

8.2 The Module Leader should inform the Resolutions Manager of the verdict after meeting and ensure the student record is updated.

8.3 The student has the right to reject the Module Leader's decision, and this will escalate the alleged misconduct to a further meeting with Course Leader, Module Leader, and Resolutions Manager (or nominee).

9. Meeting with the Student for Level B/C/D penalty.

9.1 This meeting will take place if the student does not accept a Level A penalty at a prior meeting, or if the offence occurred in an exam, if misconduct has occurred in a previous assessment, or for any other serious offence attracting a high penalty (Level B and above). The meeting is arranged by the Resolutions Manager to discuss the allegations and if the student accepts or contests the allegation, evidence related to academic misconduct will be reviewed by academics and the student in question.

9.2 The student will be given the opportunity to challenge the allegation. The student may bring evidence (such as drafts, notes or other material) to show that they did not breach the regulations.

9.3 The Resolutions Manager (or nominee) will inform the student what the student's options are:

- to accept the penalty. This means the student accepts the allegation made against them and will await sanction, or

- to contest the allegation. This means the student does not accept what is being alleged against them and they wish to challenge it. This will mean that the case will be heard by the Academic Misconduct Panel.

9.4 Students will be given five working days after the meeting to review the charge and decide whether they wish to contest or accept the allegation. If the student accepts the penalty, the Resolutions Manager (or nominee) will notify the tutor, administrator, etc. and the penalty will be applied and detailed on the student record. The student is sent a decision outcome letter via email from the Resolutions Manager.

9.5 If the student decides to contest the allegation, the Resolutions Manager (or nominee) will explain the process for rejecting the penalty and the student will be asked to draft a response within ten working days from the date of their decision to contest the allegation. We would highly recommend that students speak to a UEL Students' Union adviser at this point in the process, if they have not already.

10. Academic Misconduct Panel

10.1 If the student wishes to contest the allegation, then the case will be forwarded to the Academic Misconduct Panel, made up of three members of UCFB/GIS academic staff, at least one of whom will be a neutral member of academic staff (Programme Leader or above), with appropriate expertise of academic misconduct procedures. They will act as the Chair. The panel will consider all the evidence related to the case, including the student's response. The Resolutions Manager (or nominee) will officiate the panel.

10.2 The student may be accompanied by a supporter (the accompanying person would typically be another member of the student body).

10.3 The student will be informed of the panel's decision at the hearing, with a formal notification from the Resolutions Manager to follow within five working days.

11. Appeal Panel

11.1 If the student wishes to appeal the decision of the panel, the student must submit a written notice stating the ground(s) of appeal within 20 working days of the date upon which the student was informed of the Academic Misconduct Panel's decision. This appeal should be sent to the UCFB/GIS Registrar and copied to the Resolutions Manager.

11.2 Students may only appeal on three grounds:

- Procedural Irregularity.
- Documented bias on the part of a member of the panel.
- New evidence not available at the time of the original panel.

11.3 The panel will be made up of two academic staff members not previously involved with the case, one of whom will be a Dean, who will Chair the meeting. The Resolutions Manager (or nominee) will officiate the meeting.

11.4 The Appeal Panel shall have power to:

- adjourn the hearing to a future date.;
- confirm the penalty imposed;
- moderate the penalty imposed to a lesser penalty, the panel may not impose a greater penalty;
- uphold the appeal and overturn a decision to impose a penalty.
- refer any case to a disciplinary or Fitness to Study proceeding.

12. Enforcement

12.1 If any student of UCFB/GIS refuses to comply with a request or decision made to enforce this policy, their refusal must be reported to the Registrar, who will take such action to enforce this policy as necessary.

12.2 Each academic year UCFB/GIS Academic Board will receive a report that enables it to monitor, identify and act on any shortfalls in how these regulations are interpreted and applied

12.3 The annual report will include statistical data on the number of allegations that are raised by the type of misconduct; the outcomes, departments and programmes from which they originate; the length of the process: the equality characteristics (Including sex, disability and ethnicity) of those involved; penalties applied and cases dismissed.

APPENDIX 1

1. How to avoid Academic Misconduct - A guide for students

- 1.1 Plan ahead.** Often Module Leaders are able to give you specific information about the timeline of your assessments early on in the semester. This gives you plenty of time to plan your term and to prepare for each assignment. Once you have your assessment question or task, we recommend giving yourself a safe amount of time to plan, read, act and write.
- 1.2 Keep a note of your references as you go.** Whether you are making notes from books or copying and pasting from online sources, make sure that you have a system to identify which words are your own and which are taken from another source. You can write in quotation marks or in another colour, or both. Be sure to write the reference **in full** by each quote, e.g. book title, author(s), page number. Not having a system of identifying and referencing quotes put you at risk of plagiarism in your coursework or open book assessments. Remember, if you copy someone else's words into an assessment and do not reference properly, you can have your work marked to zero (or worse) for plagiarism, even if it was an accident.
- 1.3 Allow enough time for your bibliography.** When writing your assignment, make sure you factor in time for your bibliography and referencing. Referencing can take a while at first but gets easier with practice. When you know what you are doing, referencing can be a simple task but it can be very time consuming. Don't be caught out by running out of time; your marker needs to know where the ideas came from. As above, if you don't reference properly you risk your work being marked to zero (or worse) for plagiarism, even if it was an accident.
- 1.4 Try to access original sources.** Similar to the above, don't copy and paste theorists from the text you are using, but take the time to access the original sources. Turnitin will recognise where citations have been pasted as part of the original text which may create cause for concern about the research and wider reading you have done ahead of the submission.
- 1.5 Paraphrase using your own words.** Unless quoting directly, with parentheses (""), close the book/source you are using. This means it is far less likely that your work will be the same as the source, even by coincidence. Changing some words or rearranging sentences can still be picked up by Turnitin or markers of the work and can still be considered plagiarism.
- 1.6 Use exemplars as tools not lifelines.** Lecturers may provide exemplar essays, papers or assignments to help students understand the task or to structure their assessment. An exemplar can be a really useful and empowering tool when you are working towards a critical deadline but copying one too closely can be considered plagiarism. Always ensure that you are using your own research and ideas in your assignment. Ultimately, you may find that your findings require you to stray from the structure of the exemplar.

- 1.7 Discussing ideas with your friends is fine but your work in individual assessments should always be your own.** If you work too closely with another student, this can lead to concerns of Collusion, whereby a piece of work is produced by, or with, someone else. This is a very common definition of Academic Misconduct, and although often occurs incidentally, will be penalised through the Academic Misconduct process. It can be really helpful to share ideas with fellow students and this is likely to help you develop your understanding and to think of ideas. Nonetheless, when physically writing the assessment, we would encourage you to do this alone.
- 1.8 Be careful when seeking a second opinion.** It may seem sensible to have a friend proofread your assessment prior to submission to ensure that it is accurate or free from mistakes. However, if there is evidence to suggest that a colleague or peer helped you with this assessment, you may find that you are investigated for Collusion. Collusion applies to any work that has been produced 'with' someone else, therefore if your work has been reviewed by a peer, we may deem this as a concern. If you are proofreading your friend's work, it may be better to discuss ideas in person, rather than to physically write, comment or amend anything online or on paper.
- 1.9 Extenuating Circumstances.** If you feel that you are having a difficult time at the moment and you are subsequently struggling to engage with your studies, you may be able to apply for an extension using the Extenuating Circumstances Policy.
- 1.10 Speak to your module leader if you know you don't understand the topic or question.** If you are unsure about the topic in question, you are unlikely to be the only one. In this case, we would encourage you to reach out to a trusted individual in UCFB, to discuss the topic in question, and ask for help before the assessment.
- 1.11 Using your previous work can be considered self-plagiarism.** Another definition of academic misconduct to be aware of is self-plagiarism. This is where work is reproduced or re-presented for assessment when it has already been part of another assessment. This includes work that you may have submitted on a different course or at a different institution.

APPENDIX 2. Guide to Harvard referencing

<https://www.uel.ac.uk/student-life/library/info-skills/referencing-information>

The Helpful Professor [Online guide to referencing](#)

Appendix 3.

1. Types of Academic Misconduct.

1.1 Below are types of academic misconduct with examples of each. Please note that this list is not exhaustive.

2. Cheating

2.1 Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question, such as:

- Copying or attempting to copy from others during an exam or on an assignment.
- Communicating answers with another person during an exam.
- Pre-programming a calculator to contain answers or other unauthorised information for exams.
- Using unauthorised materials, prepared answers, written notes, or concealed information during an exam.
- Allowing others to do an assignment or portion of an assignment for you, including the use of a commercial service.
- Submission of the same assignment for more than one course without prior approval of all the instructors involved.
- Collaborating on an exam or assignment with any other person.
- Taking an exam for another person or having someone take an exam for you.

3. Plagiarism

Plagiarism is defined as use of intellectual material produced by another person without acknowledging its source, for example:

- Copying another person's work (Including textbooks) without proper Acknowledgment;
- Downloading and incorporating material from online sources without proper Acknowledgment;
- Piecing together sections of the work of others into a new whole without proper acknowledgment;
- Obtaining a paper from a company, essay bank, or ghost-writing service; or
- Paraphrasing or imitating the work of another without proper acknowledgment.

4. False Information and Representation, Fabrication or Alteration of Information

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- Furnishing false information in the context of an academic assignment.
- Failing to identify yourself honestly in the context of an academic obligation.
- Fabricating or altering information or data and presenting it as legitimate.
- Providing false or misleading information to an any University official.
- Putting your name on another person's exam or assignment.