

Teaching Intensive; Research Informed

Academic Misconduct Regulations and Procedures

2022-23 Edition

Issued by the Standards and Enhancement Office

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This document relates to the current year. If you become aware of any previous versions that are available on line please notify SEO@bolton.ac.uk so that action can be taken to remove the document(s).

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1.

reference to any person designated by that officer for the purpose. Any reference to an On-Campus role shall be deemed to also refer to an equivalent Off-Campus Division role.

1. PURPOSE

- 1.1 Any allegation of cheating or other form of academic misconduct in taught programmes, including, but not limited to, those outlined in section 2 of this regulation shall be dealt with in accordance with the procedures set out in this document.
- 1.2 Any allegation of cheating or other misconduct **not included in the definitions** set out section 2 below, shall be reported to the **Head of Standards and Enhancement (or nominee)** who, if satisfied there is a case for investigation, shall advise whether the allegation is considered to be a minor or serious offence.
- 1.3 Where a taught programme is subject to a **PSRB's regulations** then that body's regulations will be applied if this is a condition of approval to offer the programme. Otherwise the University's regulations will be applied.
- 1.4 Students may also be subject to **Fitness to Practise procedures**, where relevant, which may have further consequences for the student. Programmes subject to Fitness to Practise procedures will be identified in the Fitness to Practise regulations.
- 1.5 In the case of **partner organisations** where it would not be practicable for the named University post-holders themselves either to interview a student suspected of academic misconduct or to participate in any Hearing at the partner organisation, then **designated alternative post-holders** at the partner organisation may be nominated in their place.
- 1.6 In cases referred to in 1.5 the University post-holder normally responsible for the equivalent stage of the academic misconduct procedures shall be consulted and provide advice and guidance. Partner staff nominees and proposals for alternative arrangements shall be **subject to the approval of the Head of Standards and Enhancement (or nominee)**.
- 1.7 Use of video calling, video chat software and/or telephone interviews, may be used in the place of face-to-face panels, in which case the identity of the student may need to be verified at the start of the meeting.

2. TYPES OF ACADEMIC MISCONDUCT

- 2.1 Use of academic misconduct, encompassing plagiarism or other forms of academic dishonesty or misconduct, may be defined as **any attempt by a student to gain an unfair advantage in any assessment**.
- 2.2 Academic Misconduct may be demonstrated by using or attempting to use, whether successfully or not, any one or more of the following:
 - i. **Plagiarism** may be defined as the **representation of another person's work**, without acknowledgement of the source, as the student's own for the purposes of satisfying

assessment requirements. This includes information taken from the internet as well as published works. Examples of plagiarism are:

- copying the work of another person (including a fellow student) without acknowledging the source through the appropriate form of citation;
- the summarising of an

- i. having at the examination desk any **unauthorised notes or other unauthorised material** (whether or not concealed in any manner).
 - ii. the use of an **unauthorised electronic device**;
 - iii. the use of **unauthorised programmes on allowed electronic devices**, including algorithms on calculators that have been programmed prior to the assessment;
 - iv. **communicating or trying to communicate** in any way (oral, written, electronic, non-verbal) with another person during an examination or test except where the examination rubric permits this e.g. group assessments;
 - v. **copying or attempting to copy** from another student sitting the same examination or test;
 - vi. being party to **impersonation** where another person sits an examination or test in the place of the actual student or a student is knowingly impersonated by another;
 - vii. leaving the examination or test venue to **refer to concealed notes** or other **unauthorised material**;
 - viii. **taking rough notes, stationery, scripts or examination or test papers**, which indicate that they are not to be removed, away from the examination or test venue;
 - ix. **provision or assistance** in the provision of false evidence or knowledge or understanding in examination or tests;
 - x. **disruptive behaviour**.
- 2.4 Academic misconduct within an online learning environment will be dealt with in the same way as for more traditional learning methods.
- 2.5 Supporting an individual to commit any of the offences listed in 2.2 and 2.3 shall also be considered to be academic misconduct. Posting assessment material on a commissioning/essay writing website will also be interpreted as attempting to use unfair means in assessment and will be dealt with accordingly. Organising for someone else take an assessment in your place will also be considered as commissioning.
- 2.6 The list of offences in section 2 of this regulation is not exhaustive and should not be interpreted as such by students as outlined in 1.2 above.

3. PROCEDURE FOR DEALING WITH SUSPECTED ACADEMIC MISCONDUCT

3.1 Identification of academic misconduct

- 3.1.1 Marking tutors, invigilators, and exceptionally External Examiners and those considering appeals or mitigating evidence,

3.3.10 In cases where the academic misconduct is

Misconduct Report

3.4.14 The student will normally be **informed in writing**, normally via the students' University email and personal email (if on the student record) addresses, of the outcome of the Programme Hearing **within five working days** of the meeting.

4.

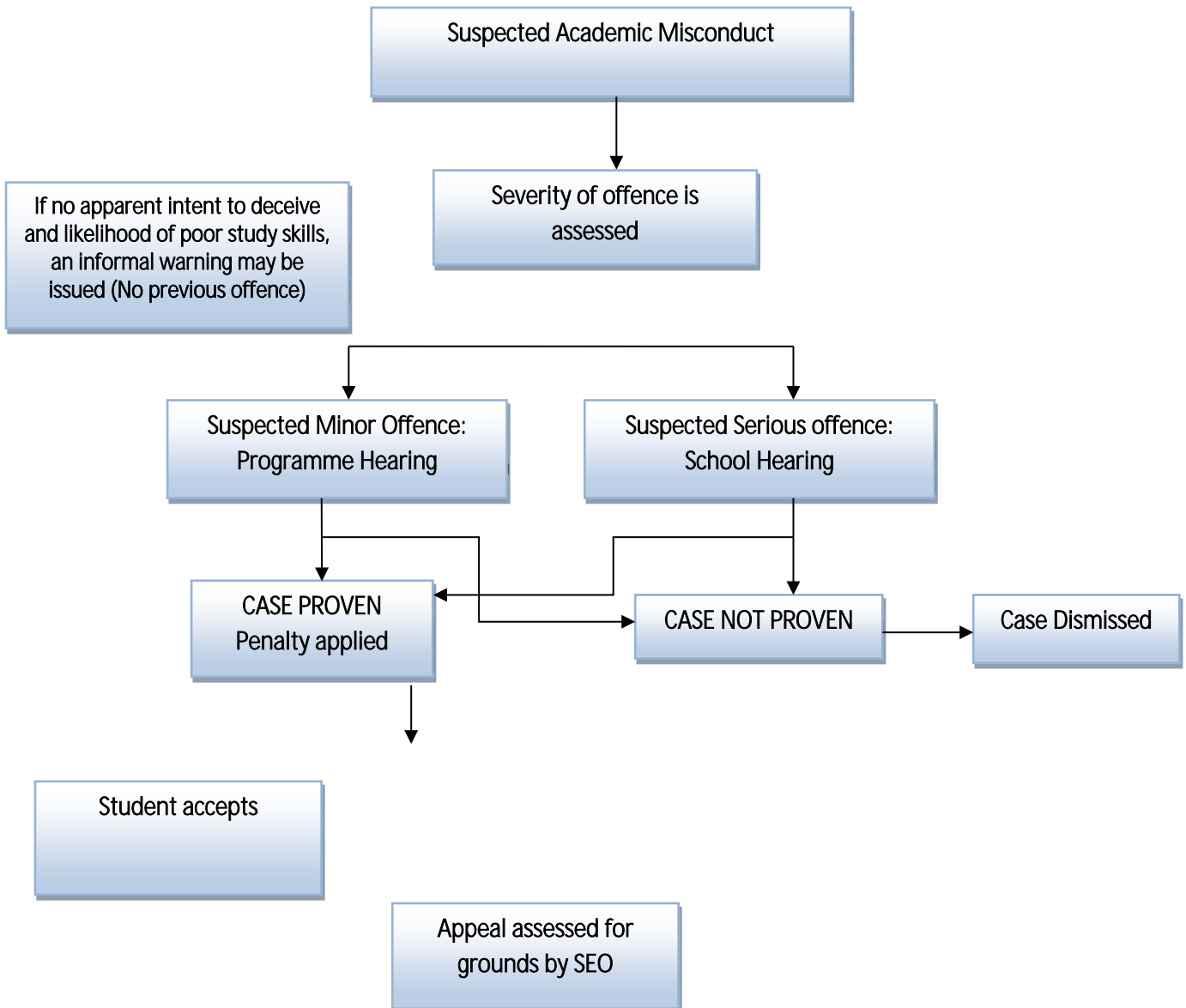
- 5.5 If the appeal **does have grounds**, the Head of Standards and Enhancement (or nominee) will organise a meeting of an **Academic Misconduct Appeal Panel**. The Academic Misconduct Appeal Panel will consist of two members of academic staff from outside the School or partner institution.
- 5.6 The Academic Misconduct Appeal Panel members shall normally not have been involved in the case prior to the Appeal Panel. However, they may seek clarification from the previous Academic Misconduct Panel as part of their investigations if necessary.
- 5.7 The Academic Misconduct Appeal Panel will be **serviced by the Head of Standards and Enhancement (or nominee)**. Meetings of the Academic Misconduct Appeal Panel will normally take place within **thirty calendar days** of the appeal being acknowledged. The quorum for the meeting shall be the two academic members of staff. Non-attendance by the student member shall not be deemed a reason for the meeting not to proceed.
- 5.8 The student will be **notified in writing by email of the date** of the meeting at least **five working days before** it is due to be held and will be invited to attend or to submit a written statement. The student may be **supported by a friend**. The friend may be a fellow student or a member of staff from the Students' Union, or, if the student has a disability, a support worker, but may not otherwise be external to the University. It should be noted that the friend is there to support the student, not to answer questions or put forward a case in their stead. If the student is unavailable to attend they may provide an additional written statement. Failure to attend or provide a statement will not be a reason for the meeting not to proceed and a decision may be made in the student's absence.

ACADEMIC MISCONDUCT REGULATIONS AND PROCEDURES	
Policy ref: SEO/MISCON1	
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Name of Reviewer	Dr Lisa Cove
Policy Owner (Group/Centre/Unit)	SEO
Person responsible for implementation (postholder)	Heads of School Head of Standards and Enhancement (Taught Provision) Exec Dean, Research and Graduate School

Approving committee/9sittee/EA14MCID.4826

ANNEX A: Guidance on Academic Misconduct in creative subjects

ANNEX B: Process flow chart



ANNEX C: Range of Penalties

A Programme Hearing may apply one of the following penalties for a Minor offence:

Minor Penalties:

Case logged on Academic Misconduct Register, completion of relevant LEAP badge (where appropriate) and

M1 No penalty*

M2 Fail attempt for the assessment component in question. Further attempt (if eligible) does not have capped mark i.e. Refer but with uncapped mark on next attempt. The refer assessment brief may differ from the original.

ANNEX D: Guidance on determining whether an offence is suspected minor or serious

Plagiarism: Reproduction of work from another source (e.g. student, academic source, internet), without appropriate acknowledgement.

Minor	Serious
Small amount of work reproduced without appropriate acknowledgement.	Significant amount of work reproduced without appropriate acknowledgement.
Unlikely intention to deceive.	Likely/proven intention to deceive.
No previous formal offence.	Previous formal offence.
First semester/stage of the programme.	Later stages of the programme.
Levels HE3 and HE4	Level HE5 and above.

For a particular penalty band to apply, it might normally be expected that at least three of the conditions listed in that band would be met by the case under consideration.

Other Forms of Academic Misconduct

Minor

Minor	Serious
Theft of work	
N/A	Someone else's work is taken without permission and passed off as the student's own
Bribery and Blackmail	
N/A	Academic advantage is sought through inducement or threats to others.
False Declarations	
N/A	False information is knowingly presented to the University in order to seek to gain an academic advantage, for example in relation to Mitigating Circumstances and Appeals.
Examinations and In-Class Assessments	
Communicating with someone other than the invigilator during an examination or in-class assessment on unrelated matters.	Communication during examination or in-class assessment in order to seek academic advantage.
Unauthorised material is not relevant or intentionally used.	Use of unauthorised notes or other material (including in electronic format) in order to seek academic advantage.
	Attempting to copy from another student in the examination or in-class assessment.
	Misuse of examination or in-class assessment briefs, for example gaining prior knowledge of contents of unseen paper.
	Taking material away from examination or test when instructed not to. Impersonation: Allowing another person to take the examination or in-class assessment on the student's behalf.