



**NEWBOLD
COLLEGE**
OF HIGHER EDUCATION



ACADEMIC HONESTY POLICY

Policy Owner: Academic Registrar
Drafted/Amended: December 2016
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ACADEMIC HONESTY POLICY

1 INTRODUCTION

Grades for modules, and thus final degrees, are awarded for a student's personal learning and achievement. For this reason, students are required to state that work submitted for formative and summative assessment is their own. Plagiarism is copying or imitating the language, ideas and thoughts of another author and passing these off as one's original work without acknowledging the provenance of the material. Plagiarism may be undertaken consciously in order to save time or effort, or it may be committed unintentionally or naïvely due to unsophisticated study patterns. Academic dishonesty may also include cheating in tests or examinations. The College in particular, and the wider academic community in general, regard plagiarism as a serious academic offence.

2 PLAGIARISM

Plagiarism includes:

- copying another student's work.
- aiding another student to plagiarise.
- taking an essay, wholly or in part, or quoting without appropriate referencing from a magazine, a newspaper, a journal, a book, a website or web-based essay bank.
- obtaining premature access to test or examination papers.
- violating copyrights and licensing agreements. The use of the College's equipment to make illegal copies of copyrighted or licensed materials is considered as serious as other forms of academic dishonesty. In addition to the possible disciplinary action taken by the College, the student may be faced with legal action.
- the close paraphrasing or summarising of material from other sources, or presenting ideas that were developed in collaboration with other students, with no recognition of the contribution made by other members of the group.
- submitting purchased made-to-order essays and/or using customized essay writing and editing services.

Self-plagiarism, whereby a student attempts to submit in a particular module a piece of formative or summative work which has already been assessed for another module either at Newbold College or any other institution, is equally unacceptable. Work may be based on research previously undertaken by the student, but this should be acknowledged in the new piece of work to show the development in the student's thinking. Lecturers may ask to see the original work in order to compare the two.

3 APPROPRIATE PRACTICE

In their essays, reports, papers and dissertations, students should always give credit to sources, whether quoting directly or paraphrasing. Information, ideas or quotations obtained from any primary or secondary source must be acknowledged according to the convention operated for that particular module or programme. Students who are unclear as to procedure must seek advice from academic staff, as inadequate or lack of appropriate referencing may result in disciplinary action ranging from the failure of a piece of submitted work to permanent exclusion on the grounds of fraudulence.

Quotations, properly referenced and normally forming no more than 20% of a given piece of work, should be used only for analysis or interpretation. They should never stand alone without comment.

Students should be aware of the Academic Honesty statement in their respective Programme Handbooks.

Newbold College uses *Turnitin* software for the maintaining of consistent academic honesty. Students will submit their coursework through their Moodle account. Submitting their work is considered acknowledgement on their behalf that they are aware of the College policy on Academic Honesty and they agree to conform to it.

4 PROCESS FOR TESTS AND EXAMINATIONS

A student caught cheating in tests or examinations will receive 0% for that piece of work. Provided it is a first offence, the student concerned will be permitted to repeat the work for a maximum module mark of 40% (Levels 4-6), 50% (Level 7) or C (US programmes). The Board of Examiners shall record the misdemeanour in its minutes and send a note to the Academic Registrar. If the student cheats in any subsequent test or examination while a student at the College, the Board of Examiners shall award 0% or F for the whole module and shall recommend to the Academic Board the permanent exclusion of the student from the College.

5 PROCESS FOR WRITTEN AND ORAL ASSESSMENTS

- Lecturers who suspect a case of plagiarism will confer with the cross-marker appointed by the Board of Examiners for the module in question.
- If as a result of discussion between the marker and cross-marker and, if deemed appropriate, with the student concerned, it appears that there is no case to answer, then the matter is dismissed, although tutorial guidance may be recommended if there is evidence of inappropriate academic practice.
- If both parties are satisfied that there are sufficient grounds for investigation, the lecturer shall inform the student in writing of the nature of the suspected irregularity, inviting a written response from the student within ten days. If necessary, the lecturer and cross-marker may interview the student.
- If the lecturer and cross-marker agree that a penalty should be exacted in accordance with the scale below, they shall confer with the Academic Registrar who will play an advisory role in the process and thereby have an overview of academic malpractice within the College. Where relevant, the external examiners should be advised.
- Any agreed penalty shall be passed by the lecturer as a recommendation to the Board of Examiners which oversees the specific module. This board will normally ratify such a recommendation, although it has the right to dismiss the case or to impose a more stringent penalty, depending on its findings. If the course or department board decides that suspension or exclusion is appropriate, it should pass such a recommendation on to the Academic Board for action. The student must be informed of the penalty in writing.
- All documentation shall be placed in a file in the office of the Academic Registrar. Provided that there is no repeat of plagiarism, this documentation will be destroyed once the student has graduated.

- A student has the right to appeal against the decision of a Board of Examiners to impose a penalty. Such an appeal must be made according to the College appeals policy as published.
- If plagiarism is proven after a student has graduated, the institution awarding or validating the qualification may revoke the qualification and demand the return of the degree, diploma or certificate.
- Students who utilise resources not available through Newbold College must be able to show full access to those resources within 24 hours upon request. Students unable to show full access may be required to rewrite the essay using sources available in and through Newbold College.

6 PENALTIES

Provided a student has committed a first offence of a minor nature which may merely be part of the learning process, and provided (s)he is in their first semester at the College, a Board of Examiners may agree that a written warning is sufficient penalty. Such a minor lapse in work submitted for summative assessment will then be taken into account in the final grade for that work. The student should be offered tutorial guidance, with the understanding that additional lapses will be penalised. No further action will be taken.

For plagiarism committed on any subsequent occasion, the tariff of penalties available to the Board of Examiners shall be as follows:

6.1 UK PROGRAMMES

1. Award a mark of 0% for the relevant part of the module and permit the student to repeat that part of the module, with no maximum mark imposed for that part;
2. Award a mark of 0% for the relevant part of the module and permit the student to repeat that part of the module for a maximum mark of 40% (Levels 4-6) or 50% (Level 7) for that part;
3. Award a mark of 0% for the relevant part of the module and not permit the student to repeat that part of the module, but to obtain the resulting overall grade for that module;
4. Award a mark of 0% for the whole module and permit the student to repeat the relevant part(s) of the module for a maximum mark of 40% (Levels 4-6) or 50% (Level 7) for that module;
5. Award a mark of 0% for all modules taken in a given semester and require the student to retake ab initio the whole semester no earlier than the following academic year if they plan to continue their studies at the College.
6. Recommend to the Academic Board the suspension of the student from the programme or from the College.
7. Reduce the class of degree to be awarded, or award a Pass degree rather than an Honours degree.
8. Recommend to the Academic Board the permanent exclusion of the student from the programme or from the College.

6.2 US PROGRAMMES

1. Award a grade of 0% for the relevant part of the module and permit the student to repeat that part of the module, with no maximum mark imposed for that part;
2. Award a grade of 0% for the relevant part of the module and permit the student to repeat that part of the module for a maximum grade of C for that part;
3. Award a grade of 0% for the relevant part of the module and not permit the student to repeat that part of the module, but to obtain the resulting overall grade for that module;
4. Award a grade of 0% for the relevant part of the module and not permit the student to repeat that part of the module, but to obtain a maximum grade of C for that module;
5. Award a grade of F for the whole module and require the student to retake the whole module at the next opportunity in line with US policy.
6. Recommend to the Academic Board the suspension or the permanent exclusion of the student from the programme or from the College.