



Academic Misconduct Policy

The following are dishonest and therefore unacceptable and not allowed by the college -

- Taking someone else's work, images or ideas and passing it off as your own (This is called plagiarism)
- Using the computer, either the internet, or information stored on a hard or floppy disk which belongs to someone else, and passing it off as your own.
- Cheating, that is, acting unfairly or dishonestly to gain an advantage.
- Secretly agreeing with others to cheat or deceive. (This is known as collusion).

All these are called academic misconduct. If you are discovered or suspected of doing any of the things shown in the list above, the college will investigate and may take action against you. (That is, you will be subject to disciplinary procedure)

This is what is expected of you whilst you are at the college

- i) You will only hand in your own original work for assessment.
- ii) You will show when you have used information provided by someone else by giving the person's name and where you found the information in your work (or in your portfolio) as you go along. For example, if you use someone else's words you will enclose the quote with inverted commas. You will also repeat this information at the end of the piece (this is called a bibliography/references section). The same applies if you have received help. This is the standard practice in the world of learning. Your tutor or lecturer will give you help with this. You should seek advice and guidance from tutors if you are unsure how to do this properly.
- iii) You will show when you have downloaded information from the internet.
- iv) You will never use another's disk as if it were your own neither work, nor copy work from a disk belonging to someone else and use it as if it were your own.
- v) You will never use someone else's artwork, pictures or graphics (including graphs, spreadsheets etc.) as if they were made by you.
- vi) You will never let other students use or copy from your work and pass it off as if they had done it themselves.
- vii) You can expect all cases of suspected academic misconduct to be fully investigated using the college disciplinary procedures. If proved, you can expect the college to take action against you. What happens will depend on how serious what you have done appears to the college.
- viii) The member of staff who has looked into what you have done will decide how serious the case appears at first. The claims that you have done something illegal or wrong (the allegations) will be written down so that you know the case you have to answer.

Actions/steps taken by the college regarding the incident if the college believes it to be a minor case of academic misconduct

- i) What you have done will be discussed with you in a meeting.
- ii) You will be given a verbal/oral warning regarding how you must behave in future.
- iii) If this is a second occurrence of misconduct, you will go straight to a second stage disciplinary procedure (Written warning)

Actions/steps taken by the college regarding the incident if the college believes it to be a serious case of academic misconduct

- i) Based on the seriousness of the incident, your mark or assessment grade could be reduced or you could potentially be awarded zero.
- ii) The following are potential outcomes of the incident
- You may not be allowed to re-do the piece of assessed work.
 - You could be disqualified from your course.
 - You could be expelled from the college.
- iii) The relevant examining body will be informed of what you have done in accordance with the awarding body policy.
- iv) External examiners/verifiers will also be told what you have done, in accordance with the awarding body policy.

In all cases, everything will be documented and kept in your personal file including an outcome as a result of this incident. Please ensure that you are aware that this information may be used by the college when it is asked to provide a reference for you, for example if you want to go to another college or get a job.