



# Academic Misconduct Regulations and Procedures

2021 r î î Edition

Issued by the Standards and Enhancement Office

Approved by Senate December 2014

Technical updates of this document are undertaken on an annual basis to reflect changes to approved amendments and related policies, procedures and regulations. Updates to enhance clarity may also be undertaken.

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





Any reference in these regulations to the Head of Standards and Enhancement or other named officer of the University shall be deemed to include a reference to any person designated by that officer for the purpose. Any reference to an On-Campus role shall be deemed to refer to an equivalent Off-Campus Division role.

Any reference in these regulations to a School shall be deemed to include a reference to the Off-Campus Division and any equivalent organisational structures of the University.

## 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

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 order of presentation, without acknowledgement;
- the use of ideas or intellectual data of another person without acknowledgement of which are substantially the ideas or intellectual data of another person;
- the submission of coursework making significant use of unattributed digital images

- ii. the use of an **unauthorised dictionary or electronic device**
  - iii. the use of **unauthorised programmes on electronic devices** including algorithms on calculators that have been programmed prior to the assessment;
  - iv. **communicating or trying to communicate** anyway (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 **with 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** 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 **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. **P**osting an assignment brief on a commissioning website will also be interpreted as attempting to use unfair means in assessment and will be dealt with accordingly. Having 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** 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 Assessors, Invigilators and, exceptionally, External Examiners shall be responsible for the identification of suspected cases of academic misconduct. This shall be reported to the relevant Module Leader (or their nominee). The relevant **Module Leader** for the assessment in which academic misconduct is suspected shall **assess the severity of the alleged academic misconduct** and shall initiate the relevant procedure below.

3.1.2 The table provided in Annex C shall be used to determine the severity of the alleged



and/or to submit documentary evidence in response to the charge of committing academic misconduct

Where the academic misconduct involves more than one student, students should be invited to attend separate hearings and panel decisions should not be made until all parties have been interviewed.

- 3.3.3 In **advance of the meeting** the Module Leader (or a nominee), in conjunction with any relevant staff involved, where appropriate, **shall first prepare a written report**, outlining the facts and nature of the case, the evidence for the alleged offence and whether any prior offence(s) are recorded on the Academic Misconduct Register which is maintained by the Standards and Enhancement Office.
- 3.3.4 A **copy of the report, a copy of these regulations, a letter or email explaining the possible consequences of the academic misconduct being proven and any other papers** considered relevant shall be emailed to the student along with the invitation to attend the meeting and/or provide a documentary response, as appropriate. These should normally be sent at least five working days before the Programme Hearing.
- 3.3.5 All papers should be **emailed to the Programme Leader(s)** responsible for the programme.
- 3.3.6 The student has the right to be supported at the meeting by one friend. The friend may be a fellow student or a 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.
- 3.3.7 If the student does **not attend the interview** or chooses not to attend but to submit documentary evidence, the hearing will consider the case based on any documentary evidence submitted by the tutor and the student in response to the charge of academic misconduct.
- 3.3.8 **The outcome** of the meeting involving the Module Leader and Programme Leader, with or without the attendance of the student, will be that the minor case of the use of **unfair means is either proven** (including where admitted by the student) or not proven.
- 3.3.9 In cases where the academic misconduct is **proven a penalty will be applied by the Programme Hearing** from those available for Minor Offences as detailed in Annex A. The applied penalty will **reported to the relevant Assessment Board recorded on the Academic Misconduct Register**
- 3.3.10 In cases where academic misconduct is **proven, no penalty shall be applied**



3.4.8 The **outcome** of the meeting involving the **Programme Leader** and **Head of academic area** (or their nominee), with or without the attendance of the student, will be that the case of the use of academic misconduct **is either proven**

of Standards and Enhancement (or nominee) write to the student to reject their appeal.

- 4.5 If the appeal **does have grounds** the Head of Standards and Enhancement (or nominee) will organise a meeting of **Academic Misconduct Appeal Panel**. The Academic Misconduct Appeal Panel will consist of members of academic staff from outside the School or partner institution
- 4.6 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 necessary
- 4.7 The Academic Misconduct Appeal Panel **is chaired 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. **Attendance** by the student member shall not be deemed a reason for the meeting not to proceed.
- 4.8 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 person with a physical or mental 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

nominee) will also inform the student about the possibility of taking their appeal to the Office of the Independent Adjudicator (OIA) in the event that they remain unhappy with outcome of their appeal.

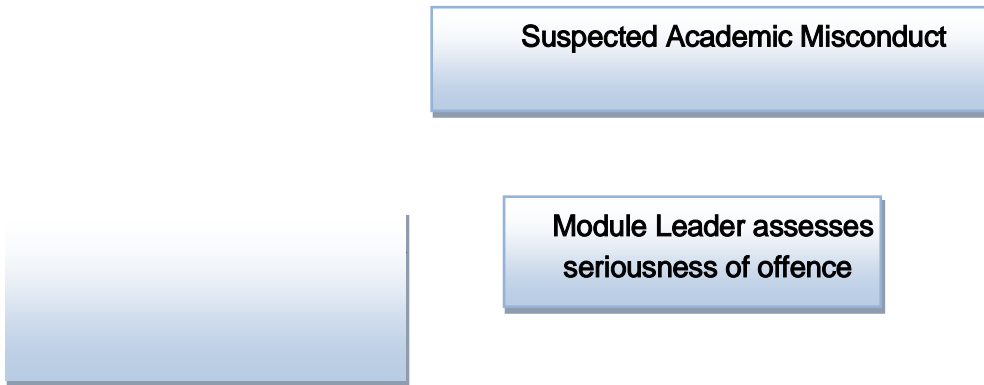
## **5. Equality Impact Assessment**

5.1 The University of Bolton is committed to the promotion of equality, diversity, and a supportive environment for all member of our community. Our commitment to





## ANNEX B Process flow chart







**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.

<b>Minor</b>	<b>Serious</b>
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 above would be met by the case under consideration.

**Other Forms of Academic Misconduct**

<b>Minor</b>	<b>Serious</b>
<b>Collusion</b>	

Minor	Serious
<b>Theft of work</b>	
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<b>Bribery and Blackmail</b>	
N/A	Academic advantage is sought through inducement or threats to others.
<b>False Declarations</b>	

N/A

False information is knowingly presented to the University in order to seek to gain academic advantage, for example in relation to Mitigating Circumstances and Appeals.