

Policy

Academic Misconduct

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Forms and templates

- Form 1: Academic Misconduct Allegation and Record Form - Coursework Assessments
- Form 2: Academic Misconduct Allegation and Record Form - Examinations and TCAs

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Introduction

- 1 The University has a duty to maintain the standards of its awards by ensuring the integrity of all aspects of the assessment process.
- 2 These regulations and procedures apply to all students engaged in any University assessment activity, whether undertaking a programme of study at the University or at one of its partner institutions.
- 3 It is the responsibility of course teams to ensure that assessment regimes are designed to reduce the possibility of academic misconduct occurring. However, in cases where academic misconduct had been identified, the University's Academic Misconduct process should be followed.
- 4 The University recognises that the nature of misconduct can range from the minor to the serious. The scale of misconduct and the level of intent will be reflected in the range of penalties implemented.
- 5 Although the examples given in this document constitute unacceptable academic behaviour it is recognised that some misconduct, for example, taking unauthorised materials into an examination may occur without the deliberate attempt to deceive.
- 6 Plagiarism could be identified by either the internal marker or through the moderation process.
- 7 Timescales given in this document can be amended at the agreement of both parties.
- 8 Information regarding the Academic Misconduct process for students can be found at **bucks.ac.uk**.

Principles

- 9 The University expects and requires all students to present work that is their own. Students' work must include complete and correct acknowledgement of all sources used.
- 10 In deciding whether academic misconduct has occurred the standard of proof will be on balance of probabilities, not beyond reasonable doubt.
- 11 It is the responsibility of course teams to ensure that students are instructed in the fundamental academic techniques relating to research, referencing and constructing academic answers according to established conventions.
- 12 Allegations of academic misconduct will be treated in the strictest confidence and under no circumstances will any public comment or allegation be made.
- 13 No student will be recorded or referred to as having committed academic misconduct until the full process of investigation, consideration of evidence and determination has been completed.

- 14 There is no time limit beyond which academic misconduct will not be investigated. Where academic misconduct is proven after an award has been made this may lead to cancellation of the award.
- 15 It is the responsibility of the student to make themselves fully aware of the regulations governing their conduct in examinations. Violation of any of these regulations will constitute academic misconduct.
- 16 Where students are subject to this procedure they have the right to be accompanied at all stages, except at viva voce examinations, by a representative or friend. Students are encouraged to seek advice and support from the Academic Quality Directorate (AQD) and Bucks Students' Union Advice Centre. Please note that legal practitioners are not permitted as part of the University internal investigation and decision making process.
- 17 Mitigating circumstances will not normally be considered as part of the Academic Misconduct process. Consideration will only be given if a student can demonstrate, with supporting documentary evidence, that they could not reasonably have been expected to have complied with the University's regulations in the circumstances. Examples of circumstances which may be considered include academic misconduct which occurs following an event which has a serious impact on a student's mental capacity i.e. clinically diagnosed mental disorders.
- 18 The University recognises that there are a whole range of circumstances that can cause acute distress to a student but expects students to act responsibly in accordance with University regulations or seek an extension or mitigating circumstances relating to non-submission if they feel unable to comply.
- 19 The University recognises that students who have declared a disability such as dyslexia or other specific learning difficulty may require adjustments to be made when their work is assessed. The University's formal regulations make provision for this - Guidelines for Marking the Work of Students with Specific Learning Difficulties. Staff marking work flagged as that of a student requiring special consideration will consider whether the nature of the student's disability in any way mitigates for deficiencies in achievement of the appropriate level of referencing. If the decision is taken to refer the case as potential misconduct, the student's disability will be indicated by the member of staff making the allegation on the Academic Misconduct Allegation and Record form. AQD will ensure that in the initial communication of the allegation to the student a strong recommendation is made that the student contact the Disability Service to ensure that they have a full understanding of the allegation and the formal procedures which the University will follow in investigating and determining an outcome.

Categories of misconduct

- 20 The University considers academic misconduct to have occurred when a student violates or fails to comply with the University's regulations relating to the assessment process. A violation will be considered academic misconduct whether or not it is designed to or results in an unfair advantage for a student themselves or another student.
- 21 The University recognises four categories of academic misconduct. These are:

- Cheating
- Plagiarism (including self-plagiarism)
- Collusion
- Impersonation

Plagiarism

- 22 The University defines plagiarism as:
- 23 “passing off someone else’s work, whether intentionally or unintentionally, as your own.” (Jude Carroll, *A Handbook for Deterring Plagiarism in Higher Education*, 2002).
- 24 This definition must be read in conjunction with a description of “self-plagiarism” in paragraph 27.
- 25 This means that copying or paraphrasing work or ideas from any published or unpublished source (whether textbook, journal, newspaper, electronic media, internet or a fellow student’s work) and presenting this for assessment without full acknowledgement is regarded as plagiarism.
- 26 Plagiarism applies not only to text, but to other media such as graphics, tables, formulae, computer code, illustrations or any representation of ideas in print, electronic or any other media. It applies to published text such as books and journals and unpublished text such as lecture slides and handouts, other students’ work and a student’s own previously assessed work.
- 27 Submitting the same piece of work, or a substantial part thereof, for assessment more than once will be regarded as self-plagiarism, also known as “recycling” and “double dipping”, and will be treated in the same way as other forms of plagiarism unless the original piece of work is referenced appropriately.
- 28 Examples of plagiarism include:
- a Using quotes without the use of quotation marks.
 - b Close paraphrasing with a failure to reference.
 - c Using images produced by another person or based substantially on the work of another without acknowledgement.
 - d Using data or ideas without acknowledgement.
 - e Copying, summarising or paraphrasing the work of another student or graduate with or without the permission of the originator and without acknowledgement.
 - f Commissioning another person to complete work which is then submitted as the student’s own.
 - g The use of professional essay writing services or work drawn from the internet or any other source.
 - h Representation of work produced in collaboration with another person or persons as the work of a single student.
 - i Presentation of laboratory work or projects based on work claimed to have been carried out by the student but which has been invented, altered or otherwise falsified.
 - j Offering to make available material for other students to use or pass off as their own.
 - k Re-submitting work, or parts thereof, that has already been assessed or has been submitted for assessment for the same or a different module.

- 29 When considering whether a piece of assessment has been plagiarised, and therefore should be referred as part of the academic misconduct procedure, the marker should reflect on whether it relates to poor academic practice rather than plagiarism in this sense.

Collusion

- 30 The University requires all work submitted for assessment to be the student's own independently prepared work unless explicit instructions to the contrary are given in the assessment brief.
- 31 Collusion is defined as involving two or more students working together in order to gain an unfair advantage without prior authorisation from the academic member of staff concerned (e.g. programme leader, lecturer etc.) to produce the same or similar piece of work and then attempting to present this work entirely as their own. It is also considered unfair practice for a student/students to submit the work of another with or without the knowledge of the originator and without acknowledgement.
- 32 All students involved in an incident of collusion will be treated equally. Where alleged collusion is identified, all students involved will be subject to the same investigation process as detailed in this document.
- 33 An allegation of collusion may be amended during an investigation to allow a student to be exonerated of any blame for the offence whilst alleging plagiarism against another student(s) if the evidence supports this.

Cheating

- 34 Cheating is defined as the breach of examination regulations or the attempt to gain advantage through any unauthorised behaviour.
- 35 Examples of cheating include but are not limited to:
- a Copying from another student's examination or time constrained assessment paper or receiving unauthorised assistance from another student during an academic test, examination or exercise or in the submission of academic material.
 - b Using a calculator during an academic test, examination or exercise when its use is not allowed.
 - c Collaborating with another student or students during an academic test, examination or exercise without the consent of the instructor.
 - d Any breach of the University's examination or invigilation regulations, eg talking or using any communication device during an examination. This includes the possession of unauthorised electronic equipment and the possession of a mobile phone or similar device which has not been switched off.
 - e Seeking to acquire examination questions ahead of the examination.
 - f Obtaining the examination questions in advance of the examination.
 - g Obtaining the examination questions from someone who has already taken the examination.
 - h Informing persons yet to take the examination of the examination questions.
 - i Allowing another person to copy one's answers in an examination.
 - j Taking unauthorised materials into an examination, including crib sheets, revision notes and annotated texts, unless permitted in the instructions given on the exam paper. This also includes notes written on the person of candidates.

- k Consulting unauthorised materials during the period of the examination when outside the room for whatever purpose.
 - l Taking unauthorised equipment or aids into an examination.
 - m Giving extra marks when self-marking a test.
 - n Making up or falsifying data.
 - o Bribing or attempting to bribe a person thought to have an influence on the assessment outcome.
 - p Removing any script, paper or other official stationery (whether or not completed) from the examination room, unless specifically authorised by an invigilator or examiner.
- 36 It is the candidate's responsibility to ensure that they bring no unauthorised material of any kind into the examinations room. This includes any form of electronic communication device (including mobile phones and tablets) which has not been completely switched off. If the candidate attends with unauthorised material, provision will be made for these items to be stored at an appropriate distance from the candidate. Failure to disclose any such material will be treated as academic misconduct.

Impersonation

- 37 Impersonation is defined as permitting a substitute person to take an examination or test on your behalf or to allow oneself to be impersonated in an examination or test.
- 38 The offence of impersonation can be applied to both the student and the accomplice.

Process for investigation – coursework

Responsibilities of the identifier

- 39 Where a Turnitin originality report is not available, both the student's assessment and the alleged original text (i.e. source document(s)) need to be fully highlighted with annotation which clearly cross-references from the alleged sources to the student's work. The extent of the alleged plagiarism should be clearly legible to the student/students and the faculty or University officers dealing with the case. Where evidence is not provided in the appropriate format it will be returned immediately to the faculty.

Handling results

- 40 Where plagiarism or collusion is suspected in a piece of coursework the script is not normally given a provisional mark until the case has been dismissed or proven. Where misconduct is suspected in an examination the script is not normally marked until the case is dismissed or proven and a penalty imposed.
- 41 In place of a provisional mark for the work submitted the students will receive the following notification from the marker:
- 42 "At this stage it is not possible to provide you with a provisional mark or grade for your submitted work. The University is considering your submission under its formal regulations for Academic Misconduct and will be in touch with you shortly."

- 43 In cases of suspected plagiarism or collusion, if an investigation has not been completed prior to the Board of Examiners, the marker should enter the code MP (“Mark Pending”) on the marks collection form. The Board of Examiners will see “-3” (denoting MP) on the board paperwork and agree that chair’s action will be taken on behalf of the board following completion of the process. If the investigation is completed prior to the board, the Board paperwork will display “-2”, showing that the investigation is complete, academic misconduct is proven and a penalty imposed. The Registrar will have details of the penalty imposed to inform the Board’s decision. The Board of Examiners cannot impose further penalties upon the student (see also paragraph 49).

Plagiarism/collusion

- 44 In cases of alleged plagiarism or collusion, the sequence of stages in the investigation of the misconduct depends upon whether documentary evidence of the alleged source documents is available at the time the allegation is made. If documentary evidence is available Procedure A will apply. Where documentary evidence is not available Procedure B will apply.

Procedure A

Step	Activity
1	The alleged case of misconduct is identified.
2	The identifier notifies the student that marks are pending until the academic misconduct investigation has been completed. Where the identifier is not the module tutor, the email notifying the student of the allegation should also be copied in to the module tutor/coordinator.
3	The identifier assembles and annotates the appropriate evidence to support the allegation (i.e. Turnitin report, sources etc.).
4	The identifier downloads and completes, in full, section one of the Academic Misconduct Allegation and Record Form – Coursework (see Form 1). The form should clearly explain the allegation in a way which makes it clear to the student what the concerns are.
5	The Academic Misconduct Allegation and Record Form and supporting evidence is forwarded to AQD for review.
6	AQD will undertake a prima facie review of the evidence and, if there is a clear case to answer, will communicate with the student asking for a formal response to the allegation. The response must be received within 10 working days in order to be considered. If there is no clear case, AQD will advise the marker, requesting that the work be marked in accordance with the marking criteria for the assessment.
7	AQD forwards the student’s response along with all of the available evidence, to the appropriate Head of School* for review.

8	<p>In liaison with AQD, the Head of School reviews the case to establish whether:</p> <ul style="list-style-type: none"> • academic misconduct is evident, and if so, • the extent of the misconduct. <p>If misconduct is deemed to have taken place the Head of School* in liaison with AQD will identify the appropriate penalty according to a predefined scale and will complete the appropriate sections of the Academic Misconduct Allegation and Record Form (see Form 1).</p>
9	AQD notifies the student of the penalty applied and their right to appeal.
10	AQD notifies the relevant faculty of the outcome and updates the centrally-held tracking data.
11	The school registrar logs the penalty on QL (see Appendix 2) and takes the necessary steps to ensure the Board of Examiners is supplied with the appropriate information regarding the penalty.
	*Usually this will be the Head of School for the student's course. However, where the student's Head of School is the identifier of academic misconduct, a different Head of School will consider the allegation and determine whether misconduct has occurred and what penalty, if so, should be imposed.

Procedure B (see Appendix 2 for process map)

Step	Activity
1	<p>Where there is no documentary evidence presented by the identifier but where there is a strong suspicion that misconduct may have occurred, AQD will undertake a prima facie review. If there is no clear case, AQD will advise the marker, requesting that the work be marked in accordance with the marking criteria for the assessment.</p> <p>If there is a clear case to answer, AQD will write to the student, via email to the student's Bucks account, requiring the student's attendance at a viva voce examination (see Template 1).</p> <p>If a student has a declared disability (as recorded by the University Disability service), AQD will request from the Disability Service manager any recommendations for reasonable adjustments to the viva voce procedure. The final decision of any changes to be made to the procedure will be made by the Chair of the panel. The student has the right to decline the offer of reasonable adjustments.</p>
2	<p>The letter will explain:</p> <ul style="list-style-type: none"> • The format of the viva voce examination and the preparation required by the student (see Guidance for students on viva voce examinations)

	<p>(Appendix 6))</p> <ul style="list-style-type: none"> • The possible decisions of the panel • The course of action if the student fails to respond to the letter or to attend the examination • Any reasonable adjustments that are to be offered <p>Students will be given at least ten working days' notice of the requirement to attend. If a student is able to provide a good reason for being unable to attend on the scheduled date, a new date may be scheduled by AQD, with the onus on the student to agree the new date/time and attend the viva voce.</p>
3	<p>The viva voce examination panel will comprise:</p> <ul style="list-style-type: none"> • Head of School* (Chair) • A minimum of one and a maximum of two academic staff member(s) with knowledge of the relevant discipline** • An elected official of the Students' Union (ex-officio) • Member of AQD (Secretary) <p>To achieve quoracy the panel must comprise the chair, secretary and one academic member of staff from the appropriate discipline.</p>
4	<p>The viva voce is a personal examination and, as such, the student may not be accompanied by a friend or supporter unless by prior agreement of the Chair. This will only be given if it is required to accommodate the student's disability or other special needs.</p>
5	<p>At the viva voce examination the Chair will explain the purpose of the event and the possible outcomes and will invite the student to demonstrate his/her knowledge of the work in question, its context and their familiarity with any sources used and the methodology employed. It is expected that this invitation will be facilitated by specific questions from the panel.</p>
6	<p>Following the <i>viva voce</i> the panel will come to a conclusion concerning the allegation of academic misconduct and, if appropriate, any penalty to be imposed and will complete the appropriate sections of the Academic Misconduct Allegation and Record Form (see Form 1). The conclusion will be recorded in the formal notes of the proceedings, as will the rationale for any penalty applied or recommended.</p>
7	<p>It is understood that use of the tariff point penalty system will not normally be appropriate in cases where an allegation of academic misconduct is considered proven following a viva voce examination. The Panel is therefore permitted to impose from the tariff a penalty considered appropriate to the level of academic misconduct.</p>
8	<p>Where a student invited to attend a viva voce either refuses to attend or fails to attend without good reason, the panel will seek to reach a conclusion on the</p>

	evidence available.
9	AQD notifies the student of the penalty applied and their right to appeal.
10	AQD notifies the relevant faculty of the outcome and updates the centrally-held tracking data.
11	The school registrar logs the penalty on QL (see Appendix 2) and takes the necessary steps to ensure the Board of Examiners is supplied with the appropriate information regarding the penalty.
	<p>*Usually this will be the Head of School for the student's course. However, where the student's Head of School is the identifier of academic misconduct, a different Head of School will Chair the viva voce examination.</p> <p>**At the discretion of the Chair, the number of academic staff may exceptionally be increased to a maximum of three, for example in foreign language provision or where students are based at a partner. This would be to provide a member of staff to be present with the student for a video conference viva or to aid the panel should the language of study for the programme be other than English.</p>

Process for investigation – examinations & TCAs

- 45 In cases of alleged cheating in an examination or time-constrained assessment (TCA) the sequence of stages in the investigation of the misconduct is given below. A process map for quick reference is included as Appendix 1.

Step	Activity
1	The invigilator identifies cheating during an examination or time-constrained assessment*.
2	Any unauthorised material or other circumstances facilitating the alleged cheating are removed, the student's script is marked with the time of the invigilator's intervention and the student is allowed to complete the assessment.
3	The invigilator completes an invigilator's report for the allegation, and also records that an allegation has been made on the exam room report.
4	The report (if available), student's exam script and any other evidence is forwarded to Academic Quality.
5	AQD undertakes a prima facie review of the case to determine whether there is a case to answer or whether, for minor offences, the student can be sent a written warning and no further action taken. If it is deemed there is no case to answer, the allegation is dismissed and the student notified accordingly. The exam script will be returned by AQD to the Faculty to be marked.
6	If there is evidence to suggest intent to deceive the student is asked to provide

	a formal response to the allegation.
7	AQD completes the relevant sections of Form 2 (Academic Misconduct Allegation and Record Form – Examinations and TCAs).
8	The student's response, evidence and Academic Misconduct Allegation and Record Form are considered by the relevant Head of School** in liaison with AQD.
9	If the allegation is considered proven, the appropriate sections of Form 2 are completed by the Head of School with input from AQD and a penalty applied according to the tariff system. If either Penalty 1 or no penalty is applied the student's exam script will be returned to the faculty for marking.
10	Where a penalty has been applied, AQD notifies the student of the penalty and their right to appeal.
11	AQD notifies the relevant faculty of the outcome and updates the centrally-held tracking data.
12	The school registrar logs the penalty on QL and takes the necessary steps to ensure the Board of Examiners is supplied with the appropriate information regarding the penalty.
	<p>*If cheating is suspected during the marking process, the process of investigation will begin at step 4 of the above process.</p> <p>**Usually this will be the Head of School for the student's course. However, where the student's Head of School is the identifier of academic misconduct, a different Head of School will review the case.</p>

Penalties

- 46 The University has based its penalties for academic misconduct on the work undertaken by plagiarismadvice.org and the AMBeR project. Penalties relate to a points-based tariff system to ensure consistency and fairness in the handling of academic misconduct.
- 47 Lesser penalties will be applied for proven cases of misconduct which have occurred at, for example, level 4 and a degree of flexibility will be permitted to Heads of Schools in determining penalties in cases where students are in the first semester of direct entry.
- 48 In determining the appropriate penalty the scale of the misconduct and the existence of intent to deceive will be taken into account. Failure to use the correct academic convention and / or deliberate cheating are taken more seriously at Level 6, Masters and in the final year of a professional course and as such attract more severe penalties.

- 49 Penalties range from a formal warning letter to recommended expulsion from the University depending on, for example, the level of misconduct, previous history and the level at which the student is studying.
- 50 Where expulsion from the University is recommended, the case will be referred under the Student Disciplinary Procedure for gross misconduct.
- 51 It is recognised that pass/fail elements cannot necessarily incur the same penalties as applied by using the tariff and it is the responsibility of the Head of School in consultation with AQD to determine the appropriate penalty to be applied in these cases.
- 52 The decision of a Board of Examiners concerning progression and award will be based on a consideration of a student's credit profile in the normal way. Where the penalty imposed requires a student to resubmit a piece of assessment and this is permitted by the Board of Examiners, either under the normal referral/condonation envelope for the programme of study or as an exceptional further attempt, the student will be recorded as having been referred in that module in the formal record of the Board of Examiners. However, the referral attempt will not automatically incur a capped module mark, although this may be part of the specified penalty imposed by the Head of School. The decision whether to grant an exceptional referral opportunity is at the discretion of the Board of Examiners.
- 53 Where a penalty for academic misconduct requires the student to retake a piece of assessment, the Board of Examiners is not permitted to pass or compensate the module until a referral has been attempted and a mark is available. A non-submission of the referred element will mean that the module cannot be considered a pass regardless of achievement in the other elements.
- 54 Where a Board of Examiners believes that the penalty imposed is unworkable, or has unintended consequences in the case of a particular student, it has the discretion to make minor revision to the penalty as appropriate. The revised penalty must be communicated to AQD to be officially recorded.

Professional courses

- 55 Where a professional body imposes its own standards in relation to professional conduct these will be considered in addition to the University Regulations. Students who fail to meet the requirements of the professional body may not be eligible to gain the professional qualification or recognition regardless of their academic achievement.
- 56 Following the completion of the University's Academic Misconduct procedures, a proven allegation of misconduct may be referred to the appropriate professional body or the University's Fitness to Practise procedures which may result in a further penalty being applied.
- 57 Fitness to Practise is a separate and additional procedure. If a student is following a course which has employer links it may be necessary to inform the employer of the proven academic misconduct. Where this is applicable, students are advised to consult their course handbook.

- 58 Guidelines for reporting students to PSRBs and/or employers are included as Appendix 5.

Appeals

Submitting an appeal

- 59 Following notification of the penalty applied a student may appeal against the decision on the grounds of procedural irregularity only. In order to submit an appeal, students must follow the process as outlined in '[Academic Appeals](#)'.

Storage of information

- 60 In order to track occurrences of academic misconduct, records will stay on the student's file in AQD for the duration of their time at the University.

References

- 61 The University will not refer to any proven case of academic misconduct in a reference it produces for a student except where this is a specific requirement of a PSRB.

Monitoring and review

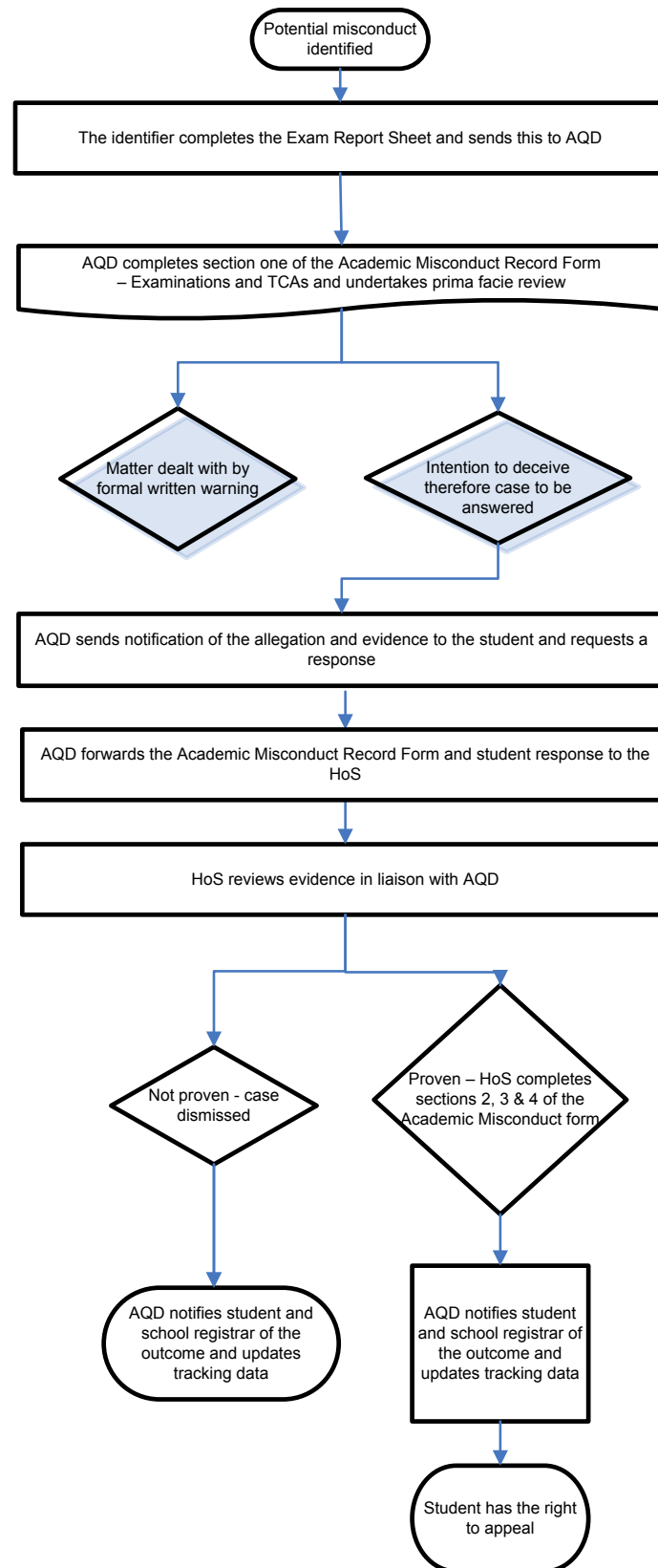
- 62 A record of all academic misconduct cases will be sent to each Head of School, Academic Dean of Faculty and School Registrar on a monthly basis in order to allow them to identify and take action on any areas of concern.
- 63 AQD will produce an annual report for Senate summarising the activity of the Academic Misconduct process.

Conduct & Behaviour

- 64 The University has zero tolerance towards those whose behaviour is considered to be unacceptable and will take action to protect its staff.
- 65 The University's definition of unacceptable behaviour includes communicating with the University in a malicious, vexatious or aggressive manner for example:
- a Making frivolous complaints, or multiple complaints regarding the same subject
 - b Acting in a threatening manner either verbally, through an e-mail or by letter
 - c Making claims that are knowingly false or unfounded.
- 66 If the behaviour of a student is unacceptable the University will normally tell them why their behaviour is considered unacceptable and give them an opportunity to amend it. If the behaviour continues, the University will take action.
- 67 Action that may be taken may include but is not limited to:
- a requesting contact in a particular form (for example letters only);

- b requiring contact to take place with a named person;
 - c restricting telephone calls or emails to specified days and times;
 - d asking the student to appoint a representative to correspond with us;
 - e asking the student to enter into an agreement about their conduct.
- 68 Where a student continues to behave in a way considered to be unacceptable, they may be referred under the University disciplinary procedure.
- 69 Where the behaviour is so extreme that it threatens the immediate safety and welfare of staff, the University will consider reporting the matter to the Police or taking legal action.

Appendix 1: Process map - examinations and TCAs



Appendix 2: Guidelines for school registry staff on the inputting of penalty decisions on the student records system

Penalty	Notes for School registry staff
No further action beyond formal warning and a referral to the LDU	<p>Work should be marked as soon as practically possible, and at the latest to enable the mark to be provided to the student within 3 weeks following notification of the penalty.</p> <p>Academic staff should be informed that marking should take into consideration the extent the assessment shows the originality of the student's analysis and ability to reference correctly, which the mark would then reflect.</p>
<p>Assessment awarded 0 and a capped referral mark for the <i>element</i> for which Academic Misconduct has been proven.</p> <p>NB the module may not be compensated or passed until a referral has been undertaken and a mark awarded for the assessment at a subsequent attempt.</p>	<p>Enter AM (for "Academic Misconduct") against assessment component on QL so that this will show against the module on the Board of Examiners paperwork. When referral work is completed enter the actual mark achieved against SRS session for the assessment component and then enter the capped override mark against the component in the override mark column. If, on the basis of the marks achieved prior to capping, the student would have achieved a pass mark for the module, enter a grade override of CA ("Credits Awarded") in the Module Grade Override. If, on the basis of the mark achieved prior to capping, the student has gained insufficient marks for credits to be awarded, the actual mark pre-capping should be available for presentation to the Referral Board of Examiners so that a decision to compensate the module can be made if the Board feels it to be appropriate in line with standard University regulations.</p>
<p>Assessment awarded 0 and a capped mark applied to the <i>module</i> following referral.</p> <p>NB the module may not be compensated or passed until a referral has been undertaken and a mark awarded for the assessment at a subsequent attempt.</p>	<p>Enter AM (for "Academic Misconduct") against assessment component on QL so that this will show against the module on the Board of Examiners paperwork. When referral work is completed enter the actual mark achieved against SRS session for the assessment component and then enter the capped override mark against the module in the override mark column. If, on the basis of the marks achieved prior to capping, the student would have achieved a pass mark for the module, enter a grade override of CA ("Credits Awarded") in the Module Grade Override. If, on the basis of the mark achieved prior to capping, the student has gained insufficient marks for credits to be awarded, the actual mark pre-capping should be available for presentation to the Referral Board of Examiners so that a decision to compensate the module can be made if the Board feels it to be appropriate in line with standard University regulations.</p>

<p>Assessment awarded 0 and referral permitted for credits only</p>	<p>Enter AM (for “Academic Misconduct”) against assessment component on QL. When referral work completed enter actual mark achieved against SRS session for the assessment component and then enter the capped override mark of zero against the module. If, on the basis of the marks achieved prior to capping at zero, the student would have achieved a pass mark for the module, enter a grade override of CA (“Credits Awarded”) in the Module Grade Override. If, on the basis of the mark achieved prior to capping, the student has gained insufficient marks for credits to be awarded, the actual mark pre-capping should be available for presentation to the Referral Board of Examiners so that a decision to compensate the module can be made if the Board feels it to be appropriate in line with standard University regulations.</p> <p>NB the module may not be compensated or passed until a referral has been undertaken and a mark awarded for the assessment at a subsequent attempt.</p>
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NB1 If an essential to pass element is capped below 40% then a module override grade will have to be entered manually to compensate.

Appendix 3: Guidelines for reporting students to Professional, Statutory and Regulatory Bodies (PSRBs) and/or employers

1 Introduction

- 1.1 These guidelines have been drawn up to provide expanded guidance to Faculties who have a responsibility to report students who either already hold or are studying for a professional qualification and for whom an allegation of academic misconduct has been upheld under the University's Academic Misconduct process to the relevant Professional, Statutory and Regulatory Body and/or Employers.
- 1.2 The current PSRBs and Employers to whom these guidelines pertain are listed below:
- **Nursing and Midwifery Council (NMC)**
 - **Health Care Professional Council (HCPC)**
 - **Named Sponsoring Health Care Trust**
 - **Thames Valley Police**
- 1.3 These guidelines are provided as a formal appendix to the *Academic Misconduct* policy, as effective from September 2011. They have been approved in accordance with the requirements of the University as follows:
- a) Quality and Enhancement Committee (QEC)
 - b) Senate
- 1.4 These Guidelines establish the circumstances under which a Head of School or appropriately nominated Senior Academic of the University decides whether a student should be referred to a formally constituted Fitness to Practise Panel, the relevant PSRB, and/or the student's employer.

2 Guiding principles

- 2.1 The University has a responsibility to ensure students who have been proven to have committed academic misconduct are appropriately reported to the relevant PSRB or employer or in the case of Pre-qualifying students referred to the Fitness to Practise Panel.
- 2.2 Notification is in keeping with the Data Protection Act 1998 and is only undertaken once the internal procedures have been completed. The student must be notified before the PSRB or employer is informed.
- 2.3 Heads of School will ensure that students are aware of the impact of academic misconduct and of the University's obligation to inform the PSRB(s) or employers when cases of academic misconduct have been proven to have occurred during the course of his/her studies.
- 2.4 The University's responsibility to inform employers ceases to apply upon the student's completion of the programme. The University's responsibility to inform the relevant PSRB may continue indefinitely.

3 Guidelines for penalties to be applied to students studying for a professional qualification

- 3.1 AQD to notify the Head of School of the outcome of the Academic Misconduct investigation.
- 3.2 The Head of School will need to determine if the offence impacts on the relevant code of professional practice and thus calls into question the good character of the student.

Points/Penalty	Outcome
365 points and below or penalty 1-2	The outcome and penalty from the Academic Misconduct Panel is considered to suffice, with notification in writing to the student that should this recur they may be referred to the Fitness to Practise panel.
366 points and above or penalty 3-5	First offence: Referral of the student to the Fitness to Practise Panel will be considered. If the outcome and penalty from the Academic Misconduct investigation is considered to suffice, notification in writing will be given to the student that should misconduct recur they will automatically be referred to the Fitness to Practise Panel.
	Second and subsequent offence: Normally the student will automatically be referred to the Fitness to Practise Panel for consideration of their suitability to practise and consequently to gain a professional qualification.

4 Guidelines for penalties to be applied to students who already hold a professional qualification

- 4.1 AQD to notify the Head of School of the outcome of the Academic Misconduct investigation.
- 4.2 The Head of School, knowing that the student is registered with a professional body will need to determine if the offence impacts on the relevant code of professional practice and thus calls into question the good character of the student.

Points/Penalty	Outcome
270 - 365	Written warning is given and decision is made as to whether the funding employer is notified of the allegation and outcome
366 and above	First offence: Employer notified of the allegation and outcome
	Second and subsequent offence: Employer notified (if funded) of the allegation and student referred to the appropriate PSRB via the relevant decision body of the Faculty concerned. This is normally the PVC/Executive Dean or Chair of the Fitness to Practise Panel and the Head of School

Appendix 4: Guidance for students on viva voce examinations

What is a viva voce examination?

A viva voce examination is one conducted by word of mouth through a conversation between members of academic staff and you, the student. You will need to bring with you the documentation that you used in completing the assessment such as your list of source documents, evidence of primary data collection, rough notes and assignment drafts. The viva voce examination should last no more than 45 minutes.

As a viva voce is a personal examination you will not normally be permitted to be accompanied to this event. If you do think you have a reason for having someone with you then request this through conduct@bucks.ac.uk.

Following the viva voce examination, the panel will decide whether the allegation of academic misconduct is proven, and if so, what penalty should be applied.

Who will be present at the viva voce examination?

The viva voce examining team (also referred to as the “panel”) will comprise the following:

- Chair: usually this is your Head of School, although if your Head of School is the identifier of the alleged misconduct an alternative Head of School may chair the viva
- Course Team: 1 or 2 members of the Course or Subject Team, usually including the identifier of the alleged misconduct
- Students’ Union Representative
- Secretary: a member of the Academic Quality Directorate

What is the purpose of the viva voce?

A viva voce is called because there is reason to believe that a piece of work, or parts of it, including words, phrases, ideas and/or concepts, is not entirely your own work. The aim of the viva voce is to give you an opportunity to demonstrate that the piece of work is entirely your own. In addition, it is held to validate that you:

- undertook the reading and research on your own
- undertook all preparatory work yourself
- understand what you have written
- have a good knowledge of the field and where your work fits in the wider research field
- wrote the piece of work yourself

How to prepare for the viva voce

Preparation is vital to the viva voce. You should approach it as you would any examination. Things you might do to prepare include:

- confirming the date, time and venue of the viva voce.
- finding out who will be on the panel.
- creating a timetable to prepare as you must be thoroughly familiar with the contents of your work and the research that was involved.

- gathering all data, research materials, references, questionnaires and information related to the piece of work, as you might need these during the actual viva voce examination.

What will happen at the viva voce?

- You should ensure that you arrive well before the time specified, bringing with you all materials you might need (i.e. copy of your work, research data, laptop, pens/paper, laptop, bottle of water). You will need to bring with you the documentation that you used in completing the assessment such as list of source documents, evidence of primary data collection, rough notes and assignment drafts.
- You will be reminded why the viva voce examination was called. You will be asked questions about the piece of work in question, including sources, ideas, theories, references and data collection involved in producing it.
- The viva voce examination should last no more than 45 minutes.
- Following the viva voce examination, the panel will decide whether academic misconduct has occurred and, if so, what penalty should be applied.

What happens after the viva voce?

- Following the viva voce the panel will come to a conclusion concerning the allegation of academic misconduct and, if appropriate, any penalty to be imposed. The conclusion will be recorded in the formal notes of the proceedings.
- The Academic Quality Directorate will be responsible for notifying you in writing of the panel's decision and for notifying the faculty registry of the outcome.
- If you have a good reason why you are unable to attend on the date given you must contact AQD within 5 working days and AQD will attempt to reschedule the viva voce on one occasion only.
- If, when invited to attend a viva voce, you either refuse to attend, or fail to attend without good reason, the panel will seek to reach a conclusion on the evidence available.

Appendix 5: Penalty tariff for coursework assessments

NB To identify how the total number of penalty points might be calculated, please refer to Form 1: Academic Misconduct Allegation and Record Form - Coursework Assessments

Points	Penalty
280-329	No further action beyond formal warning and a referral to the LDU
	Assignment awarded 0% - resubmission required (subject to student's being within referral envelope for programme and level) but assessment component mark capped at 10 marks below pass mark although credits will be given if a pass mark (pre-capping) is achieved. NB No condonation possible until student completes referral work.
330-379	Assignment awarded 0% - resubmission required (subject to student's being within referral envelope for programme and level) but assessment component mark capped at 15 marks below pass mark although credits will be given if a pass mark (pre-capping) is achieved. NB No condonation possible until student completes referral work.
380-479	Assignment awarded 0% - resubmission required (subject to student's being within referral envelope for programme and level) but assessment component mark capped at 20 marks below pass mark although credits will be given if a pass mark (pre-capping) is achieved. NB No condonation possible until student completes referral work.
	Assignment awarded 0% - resubmission required (subject to student's being within referral envelope for programme and level) but assessment component mark capped at 25 marks below pass mark although credits will be given if a pass mark (pre-capping) is achieved. NB No condonation possible until student completes referral work.
480-524	Assignment awarded 0% - resubmission required (subject to student's being within referral envelope for programme and level) but module mark capped at 20 marks below pass mark although credits will be given if a pass mark (pre-capping) is achieved. NB No condonation possible until student completes referral work.
	Assignment awarded 0% - resubmission required (subject to student's being within referral envelope for programme and level) but module mark capped at 30 marks below pass mark although credits will be given if a pass mark (pre-capping) is achieved. NB No condonation possible until student completes referral work.

525-559	Assignment awarded 0% - resubmission required (subject to student's being within referral envelope for programme and level) for credits only if a pass mark (pre-capping) is achieved. NB No condonation possible until student completes referral work.
	Module awarded 0% - no opportunity to re-sit
	Recommended expulsion from institution but credits retained and award made
560+	Recommended expulsion from institution but credits retained and no award made
	Recommended expulsion from institution with credits withdrawn and no award made

Appendix 6: Penalty tariff for examinations and time constrained assessments (TCAs)

N.B. The Head of School may at their discretion increase the penalty should the student have been proven to have committed an examination offence previously. This should be clearly justified on the official record.

Nature of the misconduct and recommended penalties	
Mobile phone or other electronic device ringing, or going off for any other reason, during examination.	Penalty 1
Mobile phone or other electronic device being left switched on in the exam venue, without specific exemption from the invigilator	Penalty 1
Not following the instructions of the invigilator(s) with the intent of gaining an unfair advantage, e.g. continuing to write after the examination has ended.	Penalty 1-2 (at the discretion of HoS)
Introduction or use of devices of any kind other than those specifically permitted in the rubric of the paper.	Penalty 2
Removing any script, paper, or other official stationery (whether completed or not) from the examination room, unless specifically authorised by an invigilator or examiner.	Penalty 2
Communicating with another student or with any third party other than the invigilator/examiner, or accessing the internet without permission, during an examination or test.	Penalty 2
During an examination or test, copying or attempting to copy the work of another student, whether by overlooking his or her work, asking him or her for information, or by any other means.	Penalty 3
Unauthorised possession of crib sheets, revision notes, digital media devices etc. at any time during an examination or test.	Penalty 4
Attempting to persuade another member of the University (student, staff or invigilator) to participate in actions that would breach these Procedures.	Penalty 4
Being party to any arrangement whereby a person other than the candidate represents, or intends to represent, the candidate in an examination or test.	Penalty 4
Taking into an examination a pre-written examination script for submission and exchanging it for a blank examination script.	Penalty 4
Obtaining access to an unseen examination or test prior to the start of an examination/test.	Penalty 5
Being party to any other arrangement that would constitute a breach of these Procedures	Penalty will correspond to the nature of the offence and will be in accordance with penalties outlined above

Penalty No	Penalty Description
Penalty 1	No further action beyond formal warning sent and kept on file.
Penalty 2	Assessment awarded 0% - resubmission required (subject to student's being within referral envelope for programme and level) but assessment component mark capped at 10 marks below pass mark although credits will be given if a pass mark (pre-capping) is achieved. NB No condonation possible until student completes referral work.
Penalty 2	Assessment awarded 0% - resubmission required (subject to student's being within referral envelope for programme and level) but assessment component mark capped at 15 marks below pass mark although credits will be given if a pass mark (pre-capping) is achieved. NB No condonation possible until student completes referral work.
Penalty 2	Assessment awarded 0% - resubmission required (subject to student's being within referral envelope for programme and level) but assessment component mark capped at 20 marks below pass mark although credits will be given if a pass mark (pre-capping) is achieved. NB No condonation possible until student completes referral work.
Penalty 2	Assessment awarded 0% - resubmission required (subject to student's being within referral envelope for programme and level) but assessment component mark capped at 25 marks below pass mark although credits will be given if a pass mark (pre-capping) is achieved. NB No condonation possible until student completes referral work.
Penalty 3	Assessment awarded 0% - resubmission required (subject to student's being within referral envelope for programme and level) for credits only if a pass mark (pre-capping) is achieved. NB No condonation possible until student completes referral work.
Penalty 3	Assessment awarded 0% - resubmission required (subject to student's being within referral envelope for programme and level) but module mark capped at 20 marks below pass mark although credits will be given if a pass mark (pre-capping) is achieved. NB No condonation possible until student completes referral work.
Penalty 4	Assessment awarded 0% - resubmission required (subject to student's being within referral envelope for programme and level) but module mark capped at 30 marks below pass mark although credits will be given if a pass mark (pre-capping) is achieved. NB No condonation possible until student completes referral work.
Penalty 4	Module awarded 0% - no opportunity to re-sit
Penalty 5	Recommended expulsion from institution but credits retained and award made
	Recommended expulsion from institution but credits retained and no award made
	Recommended expulsion from institution with credits withdrawn and no award made