

Stage 2: If you deny the allegation

If you deny the allegation, the matter will be referred to the Director of the Academic Office (or nominee), who will convene a hearing to take place normally no later than three months after the formal allegation is made. The full details of a Hearing of the Panel are contained within the Academic Regulations

Penalties imposed if allegations are upheld at a Hearing of the Panel

Levels 0 and 1:

A **first** or **second** offence at Levels 0 and 1 will result in the work receiving a mark of 0%. Your resubmission, if passed, will be capped at 40%.

Levels 2 and 3 (excluding Major Projects):

A **first** offence at Levels 2 and 3 will result in the work receiving a mark of 0%. Your resubmission, if passed, will be capped at 40% the mark included in your classification calculation **and the classification will be reduced by 5 percentage points**. The classification of distinction or merit (where applicable) will be withheld and for unclassified awards, the conferment of the award will be deferred for six months.

Levels 2 and 3 and Major Projects at Level 3:

A **second** offence at Levels 2 and 3 and an offence relating to a **Major Project** will result in the work receiving a mark of 0%. Your resubmission, if passed, will be capped at 40%, the mark included in your classification calculation **and the classification will be reduced by 10 percentage points**. The classification of distinction or merit (where applicable) will be withheld and for unclassified awards, the conferment of the award will be deferred for six months.

Level 4 (excluding Major Projects):

A **first** offence at Level 4 will result in the work receiving a mark of 0%. Your resubmission, if passed, will be capped at 40%, the mark included in your classification calculation **and the classification will be reduced by 10 percentage points**. The classification of distinction or merit (where applicable) will be withheld and for unclassified awards, the conferment of the award will be deferred for six months.

Level 4 and Major Projects at level 4:

A **second** offence at Level 4 or an offence relating to a Major Project is considered as exceptionally serious

and will result in a recommendation being made to the Vice Chancellor that you be expelled from the University.

Panel's decision

If you are present at the Hearing, you will be informed of the decision of the Panel at the conclusion of the meeting. You will also be notified in writing within 10 working days. If you do not appeal, the Panel's decision will be forwarded to the Faculty Awards Board for implementation. In all cases where an assessment offence has been proved, you should expect to be interviewed by your Dean of Faculty.

Appeal against the decision of the Panel

The only ground for appeal is that the procedures for considering the allegation set out in the Academic Regulations were not followed. If you have evidence to support this, you may submit it to the Clerk to the Board of Governors within **10 working days** of the notification of the decision. An Appeals Committee of the Board of Governors will be convened (full details of the procedure are contained in the Rules, Regulations and Procedures for Students).

Further Appeal

Following a hearing by the Appeals Committee of the Board of Governors, if you are dissatisfied with their decision, you may take your case to the Office of the Independent Adjudicator for Higher Education.

Anglia Ruskin Students' Union Advice Services:

Cambridge

Tel: 01223 460008
E-mail: cambs.advice@angliastudent.com

Chelmsford

Tel: 01245 258178
E-mail: essex.advice@angliastudent.com

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Alleged
Assessment
Offences:
Cheating/Collusion/Plagiarism



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Advice

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Information correct at time of publication

Assessment Offences

The Academic Regulations, available at <http://web.anglia.ac.uk/anet/academ/> give full information about the procedures for dealing with allegations of assessment offences. An assessment offence is defined as a situation where 'a student has sought to gain unfair academic advantage in the assessment process for him/herself or another student'.

Conventional Academic Practice

Cheating in any form of assessment is considered to be a serious matter for both students and the University. The Students' Union endorses the requirement for the University to highlight and provide sound guidance to students to ensure they are aware of good academic practice.

You should familiarise yourself with the accepted conventions in the presentation of work in whatever form it takes in your area of study. Failure to do so may result in an allegation of plagiarism (see definition further on). Ask questions in your tutorials if you do not understand the procedures. The Harvard Referencing system is shown on the Library website: <http://libweb.anglia.ac.uk/subjects/reference/harvard.php>

Forms of Assessment Offences

These *include*:

- Breaching regulations relating to exams
- Impersonating another candidate
- Submitting someone else's work as one's own
- Falsifying data
- Unauthorised and unattributed submission of an assessment item produced by another

Plagiarism/Collusion

Plagiarism is a term used when a student has submitted work as their own but which has been copied from another source, **without acknowledgement**. This could be another student, a publication or from the internet.

Collusion is the term used when two or more students submit work for assessment **as the work of one student alone**. If you are required, within the structure of a module, to work with other students to produce a piece of work that is submitted as the work

of more than one student, that is acceptable. If you are unsure, check your Module Guide and/or ask the Module Leader.

How accusations are made

If the allegation arises during an exam, the invigilator will inform you of his/her suspicion and mark your answer book accordingly. He/she will then make a report to your Director of Studies. If the allegation arises during the marking of a written assessment, the Module Leader will be informed and a report will be sent to the Director of Studies.

If the Director of Studies decides that the alleged offence is a question of *poor academic practice*, you will be referred for academic counselling by the Module Leader rather than the matter being referred on. The work will be marked with a penalty (which may mean that it receives a fail mark).

If the Director of Studies decides that there is a case to answer a written report will be sent to the Chair of the Awards Board.

If the Chair of the Awards Board considers that there is a case to answer, you will be sent (by recorded delivery to your term and home addresses) all documentary evidence with a request to respond to the allegation within **15 working days**. If you do not respond, it will be assumed that you admit to the allegation.

Penalties

The penalties to be imposed depend on whether you admit to or deny the allegation, the year of study to which the allegation relates, whether the allegation is in respect of a Major Project and whether this is the first, second, third or subsequent offence.

It should be noted that **cheating in an examination** is never considered as poor academic practice at any level of study.

Full details may be found in the Academic Regulations and the following examples relate to offences in the main assessment (i.e. not the reassessment)

Stage 1: If you admit to the allegation

If you admit to the allegation, the case will be dealt with by the Faculty.

Levels 0 and 1:

A **first** or **second** offence at Levels 0 and 1 will result in the work receiving a mark of 0%, a warning letter being placed on your file and you will be referred for academic counselling. Your resubmission, if passed, will be capped at 40%.

Levels 2 and 3 (excluding Major Projects):

A **first** offence at Levels 2 and 3 will result in the work receiving a mark of 0%, a warning letter being placed on your file and you will be referred for academic counselling. Your resubmission, if passed, will be capped at 40% and **will be included in your classification calculation**.

Levels 2 and 3 and Major Projects at Level 3:

A **second** offence at Levels 2 and 3 or an offence relating to a **Major Project** will result in the work receiving a mark of 0% and a warning letter being placed on your file. Your resubmission, if passed, will be capped at 40%, the mark included in your classification calculation **and the classification will be reduced by 5 percentage points**. The classification of distinction or merit (where applicable) will be withheld and for unclassified awards, the conferment of the award will be deferred for six months.

Level 4 (excluding Major Projects):

A **first** offence at Level 4 will result in the work receiving a mark of 0%, a warning letter being placed on your file and you will be referred for academic counselling. Your resubmission, if passed, will be capped at 40%, the mark included in your classification calculation **and the classification will be reduced by 5 percentage points**. The classification of distinction or merit (where applicable) will be withheld and for unclassified awards, the conferment of the award will be deferred for six months.

Level 4 and Major Projects at Level 4

A **second** offence at Level 4 or an offence relating to a **Major Project** is considered as exceptionally serious and will result in a recommendation being made to the Vice Chancellor that you be expelled from the University.