

- If the award is unclassified, the award is deferred for six months
- No award with Distinction will be conferred.

For a third or subsequent offence, the Chair of the Awards Board will recommend to the Vice-Chancellor that you be expelled from the University.

### Stage 2: If you deny the allegation

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

### Hearing of the Panel

The Panel is made up of a member of the Committee for Inquiry and Review, who chairs the hearing, two other members of staff, who will not be connected with your Faculty nor would have taught you or be closely associated with you, a student member, who must not be studying within the same Faculty as you, nominated by the SU President, and the Director of Registry.

You have the right to attend and may be accompanied by a friend or a representative of the Students' Union and you may call witnesses. The President of the Students' Union (or other elected representative) may attend as well as the Dean of Faculty (or nominee) presenting the case. You may submit a written statement. The decision of the Panel will normally be notified to you in person immediately after the hearing and will be confirmed in writing, normally within 10 working days.

### What are the penalties if the allegation is upheld?

The penalties that will be imposed are similar to those mentioned previously, except for a second, multiple concurrent or Major Project offence:

- The arithmetic mean resulting from the calculation of the award classification will be reduced by **10 percentage points**, which may result in a lower award classification (but not a failed award).

### 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](mailto:cambs.advice@angliastudent.com)

#### Chelmsford

Tel: 01245 258178  
E-mail: [essex.advice@angliastudent.com](mailto:essex.advice@angliastudent.com)

[www.angliastudent.com](http://www.angliastudent.com)

Alleged  
Assessment  
Offences:  
Cheating/Collusion/Plagiarism



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## Assessment Offences

The Academic Regulations, available at <http://web.anglia.ac.uk/onet/academic/>, 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 the 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 matter of *poor academic practice*, you will be referred for academic counselling by the Module Leader. The work in question will be marked with a penalty (which may mean that it receives a fail mark).

If the Director of Studies decides that the offence goes beyond poor academic practice 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**.

## The next step

The regulations regarding the next stage 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 allegation of an offence or if there is an allegation of multiple offences. Full details may be found in the Academic Regulations, but briefly as a guide:

## Stage 1: If you admit to the allegation

If you admit to the allegation, the case will be dealt with by the Faculty. Allegations of **plagiarism** or **collusion** at Levels 0 and 1 are usually considered as poor academic practice. Other allegations and those relating to Levels 2, 3 and 4 will be dealt with depending on the factors mentioned above.

## The penalties

The penalties will depend on the factors mentioned above. **As an example**, the penalties for a first offence are:

- The mark is recorded at 0% as a first attempt
- You must resubmit the work as a re-assessment
- If you pass, a resit mark is recorded and capped at 40% and is compulsorily included in the calculation of your degree classification
- If you fail, no further attempts are permitted.

For a second, multiple concurrent or Major Project offence, the penalties are as above plus:

- The arithmetic mean resulting from the calculation of the award classification will be reduced by **5 percentage points**, which may result in a lower award classification (but not a failed award)