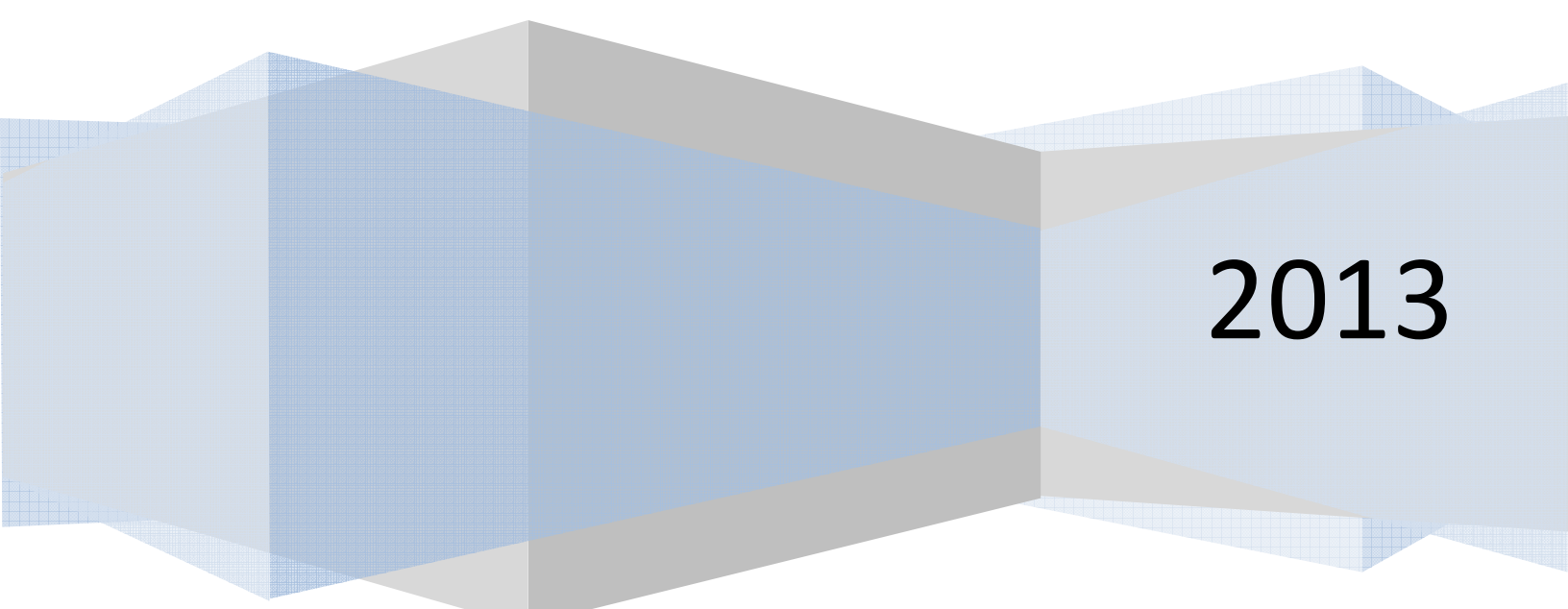




ACADEMIC MISCONDUCT

Rules, Penalties and Regulations

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2013

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At Universum College, the following are considered as academic misconduct and dishonesty:

- **Plagiarism**
- **Multiple Submission**
- **Collusion**
- **Cheating in Examinations**

Below you will find the regulations regarding the above and expected penalties that follow.

Plagiarism

1. Plagiarism is the use and presentation of someone else's work, words, artefacts, software or ideas as if they were a student's own. Thus most forms of cheating on examinations are plagiarism; but the term is usually used in reference to papers, written assignments, essays and reports, rather than examinations.
2. As such, if you are to use someone else's work you have to appropriately reference it. Any quotation from the published or unpublished works of other persons must, therefore, be clearly identified as such by being placed inside quotation marks, and students should identify their sources as accurately and fully as possible.
3. Plagiarism includes:
 - Copying and pasting from an electronic source into your own work, or re-typing it from a paper source
 - collusion, where two or more students produce work jointly but claim it as their individual work
 - buying work to present as your own, either existing work or written for the purpose, including using Web sites that offer that service
 - Changing words but copying the sentence structure of a source without referencing the author.
 - Copying so many words or ideas from one individual source that makes up the majority of your work.
 - Submitting your own work for more than one coursework assessment.
 - Not referencing your work – Use the Harvard Style Referencing. Please see a guide on this.

4. Regulation:

- i. Re-using other people's work is not a problem if the source of the work is acknowledged and properly referenced using the Harvard Style Referencing. Please see a guide on this. In fact, you may well get marks for your use of relevant sources and literature. It shows that you have read and researched various articles.
- ii. Acknowledge your sources by citing the source in your own writing and giving the full reference or source in a footnote or list of references at the end or by using Harvard style referencing. References at the end of your work are called 'the bibliography'.
- iii. Course handbooks should indicate the format expected. If you are re-using the exact text of another author, it must be put into quotation marks. It may be appropriate to make such quotations in your writing. However, if you use many quotations and cite them properly, while it is not dishonesty or plagiarism, it is not your own work so you may receive a poor mark for it.
- iv. In the case of other people's ideas, it can be difficult to know what needs to be explicitly acknowledged and what does not, because it is "common knowledge" for the subject and level of study. If you are not sure what ideas need acknowledgement you should consult your lecturer, or the guidance available from the Quality Assurance office, or the Career Centre. If you are uncertain, it is better to be safe than sorry and to make the acknowledgement. Information from the Internet needs to be acknowledged just as much as that from books and journals, and in addition you should provide the date you accessed it.
- v. Referencing of all work should be done with the Referencing regulation of the college.
- vi. Plagiarism is plagiarism whether it is intentional or not. Students must make sure they understand the principles of acknowledging the work of others and the regulations.
- vii. This regulation distinguishes between minor plagiarism and major plagiarism.
- viii. "Minor offences of plagiarism may be characterized by unattributed quotations; persistent inappropriate paraphrasing or word substitution in unattributed text; multiple missing, incorrect or incomplete citations; or up to a few paragraphs of direct copying without acknowledgement of the source." So inappropriate paraphrasing is plagiarism – taking someone else's text and rearranging phrases or substituting words to disguise it and then claiming (or implying) that it is your own.

- ix. Major plagiarism “is characterized as including copies of multiple paragraphs in full from public sources, or from a fellow student, without acknowledgement of the source; or submissions of the same piece of work for assessment, in whole or in large part, for more than one assessment without acknowledgement of the source; or the commissioning or buying of work for assessment from individuals or enterprises, or attempt to do so.”
- x. There is a similar distinction between minor and major collusion. Note that allowing one’s own work to be submitted by another student as theirs is an offence.
- xi. If someone marking your work suspects some form of plagiarism or collusion, they will attempt to find the source. Even if they cannot find a source, if they have good grounds for suspicion they can pass your work to the head of department or the academic director who will then investigate in more detail. If there is a case to answer, the Head of Department will let the lecturer know and the lecturer will write to the student to invite them to an interview to discuss the problem, at a specific date and time. A student has the right to be accompanied by a representative of his/her choosing as long as they are a member of the College, and to be represented by such a person in their absence.
- xii. Absolute proof such as a source is not required for the lecturer or others involved in the investigation of possible plagiarism, to decide “beyond reasonable doubt” that there has been plagiarism
- xiii. First minor offences are dealt with as mistakes due to poor understanding of academic writing. As “unacceptable work” it is not accepted and must be resubmitted as soon as possible with the problems fixed. This constitutes a first offence in the tariff, and is recorded.
- xiv. A second offence is one where a penalty under these regulations has already been applied and recorded before the submission date of the work in question. All offences are recorded. The Lecturer will keep the details of the case. Records of offences remain open until the student has finished the programme. If the decision on a case is that no offence was committed, no record is kept. After a decision has been made, a student can appeal against it but only on grounds of procedural irregularity or of extenuating circumstances.
- xv. All third and subsequent offences are referred by the Lecturer to the Head of the Department or the Academic Director. The Head of Department invites the student for an interview where the Academic Director and the Lecturer will take place. The Lecturer presents the case and the student is then interviewed, with a representative if they wish, who must be a member of the college. The interview panel can take extenuating circumstances into account. It can recommend any penalty, and by this stage the student can be expelled.

- xvi. In a case of possible collusion which falls, and if it is not possible to establish the guilt of each individual student, but there is nonetheless clear evidence that some collusion or plagiarism has occurred, the Lecturer can reject all the work involved as „unacceptable work” and require new work from all those involved, as a first submission without capping the mark to a minimum. In case where the guilt is found, then the student in question is dealt with according to the table 1 below.
- xvii. Students asked to an interview with the Head of the Department or the Academic Director, as immediately asked to consult with their lecturer as well.
- xviii. The table below sets out the scope of the jurisdiction and fixed levels of penalty available to the College. It applies to students in courses at all academic levels.

Plagiarism Offences	Minor	Major
First offence	The original mark, if any, held back until an acceptable version is submitted. The final mark is awarded on merit but will not exceed any original mark given. Appropriate instruction and practice in academic writing is required of the student. Misconduct record is kept on student’s file.	The issue of a written warning for academic misconduct plus allocation of a mark of zero for the assessment unit in question and with the normal consequences, if any, for reassessment. Misconduct record is kept on student’s file.
Second offence	The issue of a written warning for academic misconduct plus allocation of a mark of zero for the assessment unit in question and with the normal consequences, if any, for reassessment. Misconduct record is kept on student’s file.	The issue of a written warning for academic misconduct plus allocation of a mark of zero for the course/module in question and with the normal consequences, if any, for reassessment. Misconduct record is kept on student’s file.
Third and subsequent	Referred to the Head of Department: Notes: <ol style="list-style-type: none"> 1. Module marks are capped at the minimum pass mark if they include any reassessment. 2. Setting the module mark to zero means setting all elements of assessment for the module to zero, whether first or re-assessments. 3. Student has to retake the course next academic year 	Referred to the Head of Department and Academic Director. Notes: <ol style="list-style-type: none"> 1. Student is expelled from college.

Table 1: Plagiarism Regulation at Universum College.

Other academic misconducts

Cheating on Examinations

5. It is cheating to copy answers from other students or to refer without written permission to notes, books, laptop computers, cellular phones, or other programmable electronic devices. Likewise, the use of cellular phones to discuss or obtain answers from another student, whether present in the classroom or not, is prohibited.
6. It is also cheating to change answers on a returned examination and then request re-grading. It is the student's responsibility to submit the examination exactly as it was; any alteration is academic dishonesty.
7. For take-home examinations, and for examinations for which the questions are distributed in advance, instructors should make the rules clear, and students should obey them to the letter. If a student is in any doubt as to the meaning of the instructions governing such exercises, he or she should seek explicit clarification from the instructor. The ordinary expectation is that each student will prepare answers on his or her own; collaboration with others is acceptable only to the degree precisely and specifically described by the instructor. In all cases, the answer a student finally submits must represent his or her own understanding of the issues. If a student thinks that any answer or submission has been significantly influenced by consulting books or other people, he or she should say so, just as is required in a paper.
8. You can refer to the table above for penalties.

Multiple submissions

9. Students may not submit the same paper, or substantially the same paper, in more than one course. If topics for two courses coincide, a student must have written permission from both instructors before either combining work on two papers or revising an earlier paper for submission to a new course.
10. You can refer to the table above for penalties.

REFERENCES:

The following sources were used to compile the above regulation together.

- <http://www.ucl.ac.uk/current-students/guidelines/plagiarism>
- <http://www.lse.ac.uk/resources/calendar/academicRegulations/RegulationsOnAssessmentOffences-Plagiarism.htm>
- <http://yalecollege.yale.edu/content/cheating-plagiarism-and-documentation>
- <http://www.keele.org.uk/docs/guidetoregs.pdf>
- <http://plagiarism.org/>
- <http://plagiarism.org/citing-sources/overview/>
- <http://plagiarism.org/ask-the-experts/overview/>
- <http://plagiarism.org/resources/overview/>

FURTHER INFORMATION AND HELP FOR STUDENTS:

- Please consult with your lecturer
- Please consult with the Career Office
- Please consult with your colleagues
- Please consult with the Quality Assurance office
- Please read the Citing References & Avoiding Plagiarism
- Please search the following websites for more information:
 - <http://plagiarism.org/>
 - <http://plagiarism.org/citing-sources/overview/>
 - <http://plagiarism.org/ask-the-experts/overview/>
 - <http://plagiarism.org/resources/overview/>

FURTHER INFORMATION AND HELP FOR LECTURERS:

- Please consult with the Quality Assurance office
- Please search the following websites for more information:
 - <http://plagiarism.org/>
 - <http://plagiarism.org/citing-sources/overview/>
 - <http://plagiarism.org/ask-the-experts/overview/>
 - <http://plagiarism.org/resources/overview/>