

KINGSTON MAURWARD SYSTEMS
KMS 017G Academic Misconduct Policy



KMS 017G Academic Misconduct Policy
Abridged Version – As it applies to students



Created By:	Deputy Principal Learning & Performance	Review Date:	September 2019
Approved By:	SMT	Responsibility for Review:	Deputy Principal Learning & Performance
Date Approved:	October 2017		

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College Academic Misconduct Policy – as it applies to students

The following are dishonest and therefore unacceptable and not allowed by the College –

- Taking someone else's work, images or ideas and passing it off as your own (plagiarism)
- Using information downloaded from the internet or other electronic/digital information resource that belongs to someone else and passing it off as your own
- Cheating, that is, acting unfairly or dishonestly to gain an advantage
- Secretly agreeing with others to cheat or deceive (collusion)

All these are called **academic misconduct**. If you are discovered or suspected of doing any of the things shown in the list above, the College will investigate and may take action against you and you may be subject to disciplinary proceedings.

Where awarding bodies or validating HEI have their own published procedures, these will take precedent over the College Policy.

This is what is expected of you whilst you are at the College -

- (i) You will only hand in your own original work for assessment
- (ii) You will show when you have used information provided by someone else by giving the person's name and where you found the information in your work (or in your portfolio) as you go along.

This **includes** material downloaded from the internet.

For example, if you use someone else's words you will enclose the quote with inverted commas. You will also repeat this information at the end of the piece (this is called a bibliography/references section).

The same applies if you have received help.

This is the standard practice in the world of learning. Your teacher will give you help with this. You should seek advice and guidance from teachers if you are unsure how to do this properly

- (iii) You will show when you have downloaded information from the internet
- (iv) You will never use another person's digital storage media, e.g. CD, DVD, memory stick as if it were your own work, nor copy work from another person's digital storage media and use it as if it were your own



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- (v) You will never use someone else's artwork, pictures or graphics (including graphs, spreadsheets etc.) as if they were made by you
- (vi) You will never let other students use or copy from your work and pass it off as if they had done it themselves
- (vii) You can expect all cases of suspected academic misconduct to be fully investigated using the College disciplinary procedures. If proved, you can expect the College to take action against you. What happens will depend on how serious what you have done appears to the College.
- (viii) The member of staff who has looked into what you have done will decide how serious the case appears at first. This person will consult with senior colleagues when a moderate or serious case is suspected. The claims that you have done something illegal or wrong (the allegations) will be written down so that you know the case you have to answer.

The actions taken by the College, if they believe from the evidence you have done something wrong, may include the following:

When what you have done is thought to be a minor case of academic misconduct -

- (i) What you have done will be discussed with you in a private tutorial
- (ii) You will be given a warning about how you must act in the future
- (iii) You will have marks from your piece of work taken away, or you will have work returned to re-do and hand in for remarking
- (iv) If this has happened before, you will go straight to a second stage interview
- (v) If you are working towards an exam, the relevant examining body will be told what has happened in accordance with the awarding organisation's policy
- (vi) External examiners/verifiers will also be told what you have done, in accordance with the awarding organisation's policy

When what you have done is thought to be a moderate case of academic misconduct -

- (i) Your mark or assessment grade will be reduced or you will be awarded zero, depending on how serious what you have done appears to the College
- (ii) You may not be allowed to take the unit/exam/test again
- (iii) The Course Manager may decide that you must attend a second stage interview



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- (iv) The relevant awarding organisation will be told what you have done, in accordance with the awarding organisation's policy
- (v) External examiners/verifiers will also be told what you have done, in accordance with the awarding organisation's policy

When what you have done is thought to be a serious case of academic misconduct-

- (i) A penalty will be awarded. This will be decided by the College staff interviewing you and will depend on the seriousness of what you have done.

Any of the following may be given –

- A zero grade in the exam/test/module is given or the assessed work is not awarded a grade
 - You are not allowed to re-sit the exam or test, or you are not allowed to re-do the piece of assessed work
 - You are disqualified from your course
 - You are excluded from the College
- (ii) The relevant examining body will be told what you have done, in accordance with the awarding organisation's policy
 - (iii) External examiners/verifiers will also be told what you have done, in accordance with the awarding organisation's policy

In all cases, a note will be made on your ProPortal (ProMonitor) record of the allegation, the outcome and any penalty you are given. You need to know that this information may be used by the College when it is asked to provide a reference for you, for example if you want to go to another college or get a job.

You **must** electronically sign ProPortal 'Information I have read' to show that you have read and understood the college rules on academic misconduct as they are shown on this paper.



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