



Academic Misconduct Procedure

Revision: 1.0
Issued: 27th July 2021

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1. REVISION HISTORY AND APPROVAL

Revision	Nature of change	Approval	Date
1.0	First Issue	JL	27/7/21

2. PRINCIPLES

- 2.1. Academic misconduct is treated sensitively and seriously at PCI College. Suspicion of academic misconduct does not imply guilt. Therefore a robust procedure for examining claims of misconduct are necessary to achieve balance, fairness, transparency and consistency while at the same time maintaining the academic integrity of the programme.

3. PLAGIARISM

- 3.1. First marker communicates suspicion of Plagiarism to the Programmes Office.
- 3.2. Programmes Office informs the relevant Year head/Programme Leader of the suspicion of Plagiarism and requests a review of the assignment.
- 3.3. Programmes Office submits the assignment to a text comparison system, e.g. PlagScan, and emails the resulting report to the year head/Programme leader for review.
- 3.4. If plagiarism is confirmed the learner will meet with the year head/programme leader who will apply the relevant sanction (see table below).
- 3.5. The purpose of the meeting will be to obtain an explanation from the learner and provide advice about correct citation, recap on academic standards and signpost remedial academic resources to help the learner avoid future occurrences.
- 3.6. Where plagiarism is confirmed, an official record of the findings are added to the learner's record.
- 3.7. In the most serious cases, where there is an unsatisfactory explanation from the learner, the College may decide to exclude the learner from the module, or even exclude the learner from the programme.

4. CONTRACT CHEATING/DATA FABRICATION/RE-USE OF WORK

- 4.1. First marker communicates suspicion of contract cheating, fabrication of data, or re-use of material to the Programmes Office.
- 4.2. Programmes Office informs the relevant Year head/Programme Leader of suspicion of contract cheating, data fabrication, or re-use of material and requests that the assignment is reviewed.
- 4.3. If the year head/programme leader considers the claim to have merit, they may request access to scripts previously submitted and compare writing style and academic standards across submissions with the submission under investigation. This request is facilitated by Programme Office.
- 4.4. The Programme leader/year head may also request access to grades awarded for previous assignments to determine if the grade for the current assignment under investigation is consistent with marks previously awarded. This information will be provided by Programmes Office.
- 4.5. Should the investigation result in strong evidence of misconduct, a meeting with the learner will be organised to present the evidence and solicit feedback.
- 4.6. The meeting should be exploratory in nature and the learner should be asked various questions in an effort to determine the circumstances, their defence on the basis of the evidence presented. This discussion should be open and facilitative.
- 4.7. Accusatory language must not be used and the learner given the benefit of any doubt.
- 4.8. The year head/programme leader may request the learner to provide draft copies or other files as supporting defence evidence in order to finally adjudicate on an outcome.
- 4.9. If the learner is deemed to have engaged in contract cheating, data fabrication, or re-use of material the offence is noted on the learner record for future submissions and depending on the level of study and seriousness of the offence one of the measures in the table below is applied.

5. SCALE OF ACADEMIC MISCONDUCT OFFENSES

Academic Level	Level of Seriousness	Examples	Summary of Actions
4	Low Plagiarism	<ul style="list-style-type: none"> • First offence with minor/major quantity plagiarised. • First offence with incorrect use of quotations/infrequent plagiarism of sentences. 	<ul style="list-style-type: none"> • Meeting organised with examiner. • Resubmit work without penalty. • Record of Plagiarism.
	Moderate Plagiarism	<ul style="list-style-type: none"> • Second offence with minor quantity plagiarised. • First offence with major quantity plagiarized. 	<ul style="list-style-type: none"> • Referred to Year Head for meeting. • Resubmit work with 4 grade points penalty. • Record of Plagiarism.
	High Plagiarism / Cheating	<ul style="list-style-type: none"> • Plagiarism: Second offence with major quantity plagiarised. • Cheating: First offence 	<ul style="list-style-type: none"> • Referred to Year Head for meeting. • Resubmit work subject to being capped at grade 16. • Record of Plagiarism/Cheating.
5	Low Plagiarism	<ul style="list-style-type: none"> • First offence with incorrect use of quotations/infrequent plagiarism of sentences. 	<ul style="list-style-type: none"> • Meeting organised with examiner. • Resubmit work with 4 grade points penalty. • Record of Plagiarism.
	Moderate Plagiarism	<ul style="list-style-type: none"> • First offence with a major quantity of the work plagiarised, i.e. frequent plagiarism of sentences, or occasional whole paragraphs. • Second offence with incorrect use of quotations/infrequent plagiarism of sentences. 	<ul style="list-style-type: none"> • Referred to Year Head for meeting. • Resubmit work subject to being capped at grade 16. • Record of Plagiarism.
	High Plagiarism / Cheating	<ul style="list-style-type: none"> • Plagiarism: Second offence with minor/major quantity plagiarised. • Plagiarism: First offence where the whole essay is plagiarised. • Cheating: First offence 	<ul style="list-style-type: none"> • Referred to Year Head / Programme Leader for meeting. • Resubmit work subject to being capped at grade 16; OR excluded from module; OR exclude from programme. • Record of Plagiarism/Cheating.
6 & 7	Low Plagiarism	<ul style="list-style-type: none"> • <i>This category is not applicable at Level 6.</i> 	N/A

Academic Level	Level of Seriousness	Examples	Summary of Actions
	Moderate Plagiarism	<ul style="list-style-type: none"> • First offence with incorrect use of quotations/infrequent plagiarism of sentences. 	<ul style="list-style-type: none"> • Referred to Year Head for meeting. • Resubmit work with 4 grade points penalty. OR resubmit work subject to being capped at grade 16. • Record of Plagiarism.
	High Plagiarism / Cheating	<ul style="list-style-type: none"> • Plagiarism: First offence with a major quantity of the work plagiarised, i.e. frequent plagiarism of sentences, or occasional whole paragraphs. • Plagiarism: Second offence. • Cheating 	<ul style="list-style-type: none"> • Referred to Year Head / Programme Leader for meeting. • Resubmit work subject to being capped at grade 16; OR excluded from module; OR exclude from programme. • Record of Plagiarism/Cheating.
Additional information	For cases of academic misconduct that is proven at resubmission, the learner re-registers for the module (with re-sit fee) and the module is subject to being capped at a pass grade 40%		

6. LINKED POLICIES AND PROCEDURES

Linked Policies	Assessment of Learners Policy
Linked Procedures	Assessment of Learners Procedure