

Academic Misconduct Regulations

This document sets out LUNEX's procedures for dealing with suspected cases of academic misconduct by students or graduates of the University. These procedures apply to all types of academic misconduct including plagiarism, self-plagiarism, collusion, spinning, falsification, cheating, deceit and personation. The University takes very seriously any suspected incidences of academic misconduct and aims to ensure that all suspected cases are investigated efficiently and dealt with appropriately.

LUNEX has a responsibility to take appropriate steps to make students aware of the nature of academic misconduct. However, it is the responsibility of students individually to ensure that they sufficiently understand what is involved. The University regards this as an essential part of the learning process and does not accept ignorance as a defence.

For the University not to treat cheating as an extremely serious offence would be unfair to its students. Furthermore, it would jeopardise the standard of its awards. The same is true of coursework submitted for assessment. Plagiarism is the equivalent of cheating in an examination because it involves the reproduction of another's work, whether ideas, data, or expressions, without due acknowledgement. This is plagiarism, whether the source is printed, electronic or handwritten, whether it is reproduced verbatim or is paraphrased, and whether it is drawn on extensively or in brief.

Students should clearly understand that it is their responsibility to be sure they understand these matters. Ignorance is not accepted as a defence for plagiarism. If students are in any doubt at all about the nature of plagiarism, or how to avoid it, students are strongly advised to consult a member of staff. All instances of academic misconduct in exams, class tests and all other assignments will be considered together and will count cumulatively in the application of the penalties, see section 5 below.

1. Examinations and Class Tests

1.1 To make use of unfair means in any University examination or test, or to assist another student to make use of such unfair means is an academic offence.

1.2 Any paper not provided by the invigilator(s) themselves, or other such material that may contain notes or prompts of any sort on a candidate's desk or person, will be identified as unauthorised. Possession of unauthorised material is classed as academic misconduct.

1.3 Unless authorised, possession or use of mobile phones and other electronic devices in the examination room, or during a respite break from an examination room, is strictly prohibited.

2. Procedures

- 2.1. If an invigilator suspects irregularity in the conduct of a candidate within, or during a respite break from, the examination room, the invigilator will inform the candidate, remove any possible prohibited material, and endorse the candidate's answer book. The candidate will be allowed to complete the examination and at the end of the examination the invigilator will inform the candidate that, in accordance with exam regulations, a report will be made to the Examination Office to include a record of observed usage of prohibited material, and that the student will be called to a meeting later. Personal electronic equipment should be returned to the candidate at the end of the examination. If the student refuses to hand over the prohibited material, the student will be asked to leave the examination. Invigilators should ensure that there is minimal disruption to other examinees.
- 2.2. The Examination Office shall receive a report from the invigilator as soon as possible after the event, and such report will be forwarded to the Chair of the Exam Board for consideration.
- 2.3. In all cases of infringement, the student should be invited to attend a meeting with the Chair of the Exam Board and one other member of staff. The student may be accompanied by a person of their choosing. The purpose of the meeting is to confirm the academic misconduct and the classification of the offence, explain the penalty system, counsel the student about all forms of academic misconduct and identify sources of support and information. It is not the business of the meeting to seek to determine motivation. An Academic Misconduct Report Form should be completed by the Chair of the Exam Board and submitted to the Examination Office which will record the offence and inform the student about the penalty to be applied.
- 2.4. The failure of the student to attend this meeting does not prevent the Chair of the Exam Board from taking appropriate action in accordance with this policy. Where a student has documented good cause for being unable to attend the proposed meeting, prior to the meeting being held, but indicates that they wish to attend, a suitable revised meeting date should be arranged.
- 2.5. See section 8 for classification of offences and penalties.

3. Plagiarism

Definitions

- 3.1. To plagiarise is to represent as one's own the intellectual property of another. The *Online Oxford English Dictionary* definition of plagiarism is as follows:

"the practice of taking someone else's work or ideas and passing them off as one's own"
- 3.2. Accordingly, the reproduction in a submitted assignment of another's work without due acknowledgement is plagiarism since the writer is presenting as original work what is in fact copying. When the assignment is submitted for assessment, plagiarism is the equivalent of cheating in an examination.
- 3.3. Such unacknowledged indebtedness is plagiarism whether the source is reproduced word-for-word or is paraphrased. It is plagiarism whether the passage is brief or extensive, and whether the source is printed, electronic or hand-written.
- 3.4. Self-plagiarism can arise from a student using his or her own previous work. Self-plagiarism includes using work that has already been submitted for assessment at this university or for any

other academic award and is treated as plagiarism.

4. Due Acknowledgement

- 4.1. It is not sufficient merely to list a source in an appended bibliography, or in the body of an assignment to express a general indebtedness. To avoid plagiarism, all sources must be specifically, precisely, and accurately referenced in accordance with good academic practice.
- 4.2. When a source is directly quoted word-for-word, the passage quoted should be placed within quotation marks or indented and the source accurately referenced, in parenthesis, in a footnote, or in an endnote, according to a recognised system. There must be no ambiguity about where the quotation ends or begins.
- 4.3. The source of any data cited (e.g., figures, tables, charts) should be made explicit. When ideas, or an argument, are reproduced from a source in a general or paraphrased way, the source must be acknowledged. When submitted work is dependent upon a lecture or tutorial for its argument, this fact must be acknowledged.

5. Procedures

- 5.1. Formal procedures should be instituted against a student where the relevant unacknowledged source can be established or there is evidence from the student's previous portfolio of work (including assignments and examination scripts) that that work is not the student's own.
- 5.2. The formal procedures requires that the student should be invited to attend a meeting with the Chair of the Exam Board and one other member of staff. The student may be accompanied by a person of their choosing. The purpose of the meeting is to confirm the academic misconduct and the classification of the offence, explain the penalty system, counsel the student about all forms of academic misconduct and identify sources of support and information. It is not the business of the meeting to seek to determine motivation. An Academic Misconduct Report Form should be completed by the Chair of the Exam Board and submitted to the Examination Office which will record the offence and inform the student about the penalty to be applied.
- 5.3. The failure of the student to attend this meeting does not prevent the Chair of the Exam Board from taking appropriate action in accordance with this policy. Where a student has documented good cause for being unable to attend the proposed meeting, prior to the meeting being held, but indicates that they wish to attend, a suitable revised meeting date should be arranged.
- 5.4. The same procedure is followed in cases where two or more students submit similar or identical work. However, it is recognised that in such cases, whilst the fact of plagiarism is clear, it may not have been possible to determine culpability prior to the meeting. In such cases, the meeting itself will serve as a forum in which to establish the facts and determine culpability.

6. Other Academic misconduct

Any other academic misconduct that involves spinning, falsification, cheating, deceit and personation will be investigated following the same procedure as outline above for plagiarism.

7. Penalties

- 7.1. The general principle is that the penalty should be appropriate to the scale of the offence.
- 7.2. When a first offence occurs for students in their first year of study at LUNEX, and two or more assessments are submitted simultaneously or in close succession, the student must be counselled about the first offence, have time to take this on board and rectify their poor academic practice in subsequent assessments before a second penalty can be applied. For all other simultaneous offences of students in all other years these cases should be reported, and the Chair of the Exam Board will determine the penalty to be applied.
- 7.3. Where it becomes apparent to the Examinations Office that a student in their first year of study at LUNEX has been penalised for plagiarism on different modules in the same semester, the Examinations Office will inform the Chair of the Exam Board which module the penalty will apply to. The assignment with the later due date will be counted as a second or subsequent offence. The Examinations Office will inform the student of the decision.
- 7.4. The Examination Office will refer cases that reach the trigger points, set out in the table of penalties, to the Exam Board.
- 7.5. Students on 10 penalty points who subsequently fail the module because of the plagiarism, would be permitted to resubmit the plagiarised assessment. The module mark would be capped at 50%.
- 7.6. Normally a student may be permitted to repeat a module which has been failed because of a penalty for plagiarism if that failure precludes the student from graduating. There will be fee implications.
- 7.7. Normally a student may be permitted to resubmit their dissertation which has been failed because of a penalty for plagiarism (up to a maximum of 15 penalty points). The resubmission would be on the existing topic and the mark would be capped at 50%. There will be fee implications.
- 7.8. In a case where two or more students submit similar or identical work and culpability cannot be established, the penalty shall be applied equally to all involved students.
- 7.9. A current offence does not justify re-consideration of work already graded on the same or any other modules.
- 7.10. All decisions relating to academic misconduct are communicated to the student by the Examination Office via the student's university e-mail account.
- 7.11. See section 8 for classification of offences and table of penalty points.

8. Academic Misconduct - Classification of Offence and Penalty Points

In all cases, academic judgment will be used in determining the nature of the offence. However, to inform consistency the examples below are given for guidance. They are not intended to be an exhaustive list, but rather are indicative of the nature and impact of the offence.

8.1. Minor: 5 Points

Assignments

where an assignment contains short passages without due acknowledgement, e.g., from an internet source, published material or another student's submission; material referenced but quotation marks not used, poor referencing, etc.

Examinations & Class Tests

found with phone on person (but switched off) in the exam hall; students communicating during an exam, etc.

8.2. Major: 10 Points

Assignments

where an assignment contains significant sections without due acknowledgement e.g., from an internet source, published material or another student's submission; student reused substantial part of a previously submitted assignment; students submitting similar assignments, etc.

Examinations & Class Tests

found in possession of, or accessing, any unauthorised material (irrespective of whether or not any of the material matches any of the questions) containing formulae/notes, calculator instructions, etc; found in possession of unauthorised resources (e.g. calculator or dictionary) in the exam hall; discussing the exam outside exam hall during comfort break; found with or accessing notes or unauthorised material during a comfort break; students completing on-line test as a group, etc; found with phone on person, switched on and being used.

Other

submitting false claim/documentation when seeking a concession from the University (e.g. deferred exam application, coursework extension, requesting that extenuating circumstances be taken into account); fabricating/falsifying communication from the university or another body, etc.

8.3. Gross: 20 Points

Assignments

using work, which is not the student's own, i.e. bought or borrowed; majority of piece of work is taken from other published/grey materials, the internet, or another student's submission without due acknowledgement; fabricating/falsifying research data in assignment/dissertation/thesis, etc.

Examinations & Class Tests

Using technology to source answers during an exam/class test; found in possession of significant unauthorised material in the exam hall or during a comfort break; found with an additional, completed, exam answer booklet, etc.

9. Penalty Points Accumulation Scale

Total Points	Penalty
5	No change to grade but student is strongly advised and encouraged to seek support to ensure they understand what plagiarism/exam/class test regulations are.
10	Downgrade assignment/examination/class test by 10 marks e.g. 66 % to 56%. Where application of this penalty results in the module being failed reassessment is permitted and module mark capped at 50%
15	Downgrade assignment/examination/class test by 25 marks e.g. 66 % to 41%. Where application of this penalty results in the module being failed reassessment is permitted and module mark capped at 50%
20	Fail module, mark of 0, repetition of module required
25	Ex-matriculated from the programme and de-registered from the University

10. Exceptional Cases

Any exceptional cases not covered by this policy should be referred to the Exam Board for consideration.