

APPENDIX 2: GUIDANCE FOR RESOLVING ACADEMIC MISCONDUCT BY OCCURRENCE AND LEVEL

Notes on application

This appendix should be used as an initial guide when determining responsibility for resolving academic misconduct cases by occurrence and level. It is not prescriptive, and decisions should take full account of the specific circumstances of each case, including the nature and severity of the offence and any relevant mitigating factors. In applying this guidance, consideration should also be given to the student's stage of study, recognising that expectations of academic practice, such as referencing and scholarly conduct, increase progressively at higher levels of study. The Academic Misconduct Officer undertaking the Stage 1 - Preliminary Investigation or the Academic Misconduct Panel or University Academic Misconduct Panel may decide that the evidence demonstrates that the responsibility for dealing with the suspected offence falls under a different category than originally determined and will act as appropriate.

Issues related to professional practice should be referred to the 11H Fitness to Practise: Procedure. This would typically be within the Faculty of Health, Environment & Medical Sciences (HEMS). However, other Professional Programmes/Bodies may also require referral to this policy and procedure.

In principle, **academic misconduct** may be determined where the matter is related to coursework and not an examination undertaken in an official examination venue. This usually excludes coursework which constitutes a Dissertation, Final Project or Major Project, where suspected misconduct will be treated as severe academic misconduct.

In principle, **severe academic misconduct** may be determined where the matter is related to an examination or when there is failure to acknowledge sources in a significant component of the coursework (31% or more) which cannot be deemed 'poor academic referencing', inclusion of text copied verbatim (or near verbatim) from published sources or other students' work.

In cases where **Stage 1 - Early Resolution** is not accepted by the student, and the case is referred to the Formal Stage, the case would usually be considered by an Academic Misconduct panel.

	Type of Misconduct	Occurrence	Level 0 and Level 4	Level 5	Level 6	Level 7
1	Misconduct committed in Dissertation, final project, major project	1 st Offence	N/A	N/A	Academic Misconduct Panel	Academic Misconduct Panel
		2 nd or subsequent Offence	N/A	N/A	University Academic Misconduct Panel	University Academic Misconduct Panel
	Plagiarism See also 12					
2	Plagiarise small amounts of work (not solely based on plagiarism software). <i>Where a small proportion of this may be considered as poor academic practice/ poor referencing.</i>	1 st Offence	Stage 1 - Early Resolution	Stage 1 - Early Resolution	Stage 1 - Early Resolution	Stage 1 - Early Resolution
		2 nd or subsequent Offence	Academic Misconduct Panel	Academic Misconduct Panel	Academic Misconduct Panel	Academic Misconduct Panel
3	Plagiarise significant amounts of work (not solely based on plagiarism software)	1 st Offence	Academic Misconduct Panel	Academic Misconduct Panel	Academic Misconduct Panel	Academic Misconduct Panel
		2 nd or subsequent Offence	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel
	Self-plagiarism	In instances where an assignment brief or examination question requires the student to use or reflect upon material submitted for a previous assessment on that same programme the student would not be in breach of the academic offence of 'self-plagiarism'. Reassessment students and repeat students who utilise previously submitted/aspects of previously submitted work, which was not awarded credit, in order to rectify failure will not be in breach of the academic offence of				

		'self-plagiarism'. Where the re-assessment constitutes a different assignment to that previously stipulated and the student resubmits the same piece of work, generic marking criteria should be applied in order to reflect that the assignment brief has not been met.				
4	Duplication or 'self-plagiarism': the inclusion of small amounts of coursework, or a dissertation, or project, of any material which is identical or substantially similar to material which has already been normally submitted for any other individual assessment within the University or elsewhere.	1 st Offence	Stage 1 - Early Resolution	Stage 1 - Early Resolution	Stage 1 -Early Resolution	Stage 1 - Early Resolution
		2 nd or subsequent Offence	Academic Misconduct Panel	Academic Misconduct Panel	Academic Misconduct Panel	Academic Misconduct Panel
5	Duplication or 'self-plagiarism': the inclusion of significant amounts in coursework, or a dissertation, or project, of any material which is identical or substantially similar to material which has already been normally submitted for any other individual assessment within the University or elsewhere	1 st Offence	Academic Misconduct Panel	Academic Misconduct Panel	Academic Misconduct Panel	Academic Misconduct Panel
		2 nd or subsequent Offence	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel
Collusion						
6	Collusion: the representation of a small amount of unauthorised group work as the work of a single student -	1 st Offence	Stage 1 - Early Resolution	Stage 1 - Early Resolution	Stage 1 -Early Resolution	Stage 1 - Early Resolution
		2 nd or subsequent Offence	Academic Misconduct Panel	Academic Misconduct Panel	Academic Misconduct Panel	Academic Misconduct Panel
7	Collusion: the representation of a significant amount of unauthorised group work as the work of a single student - 31-100% of work	1 st Offence	Academic Misconduct Panel	Academic Misconduct Panel	Academic Misconduct Panel	Academic Misconduct Panel
		2 nd or subsequent Offence	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel
Borrowing						
8	Borrowing a small amount of another's work (physically from their possession) and plagiarising with or without their knowledge	1 st Offence	Stage 1 - Early Resolution	Stage 1 - Early Resolution	Stage 1 -Early Resolution	Stage 1 - Early Resolution
		2 nd or subsequent Offence	Academic Misconduct Panel	Academic Misconduct Panel	Academic Misconduct Panel	Academic Misconduct Panel
9	Borrowing a significant amount of another's work (physically from their possession) and plagiarising with or without their knowledge	1 st Offence	Academic Misconduct Panel	Academic Misconduct Panel	Academic Misconduct Panel	Academic Misconduct Panel
		2 nd or subsequent Offence	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel
Stealing						
10	Stealing another's work (physically from their possession) and plagiarising	1 st Offence	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel
		2 nd or subsequent Offence	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel
Essay banks						

11	Commissioning or contract cheating (i.e. buying or paying for another person) to complete an assignment which is then submitted as the student's own work, or to extract work from 'essay banks' which is then submitted as the student's own work.	1 st Offence	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel
		2 nd or subsequent Offence	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel
	Fraud/falsification of data/breach of BU Ethics Policy					
12	False declarations made in order to receive special consideration by an Assessment Board or to obtain extensions to deadlines or exemption from work	1 st Offence	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel
		2 nd or subsequent Offence	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel
13	Falsification of data: the presentation of any quantitative or qualitative data, based on work purporting to have been carried out by the student, but which have been invented by the student or altered, copied or obtained by unfair means	1 st Offence	Stage 1 - Early Resolution	Stage 1 - Early Resolution	Academic Misconduct Panel	Academic Misconduct Panel
		2 nd or subsequent Offence	Academic Misconduct Panel	Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel
14	Breach of BU Ethics Policy: some breaches of this policy may be considered Academic Misconduct. This includes but is not exhaustive, the collection of primary data for any assessment, including dissertation project work without gaining prior appropriate ethical approval.	1 st Offence	Stage 1 - Early Resolution	Stage 1 - Early Resolution	Academic Misconduct Panel	Academic Misconduct Panel
		2 nd or subsequent Offence	Academic Misconduct Panel	Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel
15	The use of any instrument or process or device designed to deceive anti-plagiarism software	1 st Offence	Academic Misconduct Panel	Academic Misconduct Panel	Academic Misconduct Panel	Academic Misconduct Panel
		2 nd or subsequent Offence	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel
	Proof-readers					
16	Making use of the assistance of another such as an editor or proof-reader, in such a way as to change significantly the content, meaning or significance of what is written.	1 st Offence	Stage 1 - Early Resolution	Stage 1 - Early Resolution	Academic Misconduct Panel	Academic Misconduct Panel
		2 nd or subsequent Offence	Academic Misconduct Panel	Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel
17	Making unacknowledged use of processes such as computer routines created by others	1 st Offence	Stage 1 - Early Resolution	Stage 1 - Early Resolution	Academic Misconduct Panel	Academic Misconduct Panel
		2 nd or subsequent Offence	Academic Misconduct Panel	Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel
	EXAMS					
	Unauthorised material in an exam					

18	Having unauthorised material or equipment in an examination (e.g. revision cards, mobile phones, headphones, unauthorised calculators, or any other electronic devices)	1 st Offence	Academic Misconduct Panel	Academic Misconduct Panel	Academic Misconduct Panel	Academic Misconduct Panel
		2 nd or subsequent Offence	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel
	Impersonation/forgery					
19	Stealing an examination script/impersonation in an examination	1 st Offence	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel
		2 nd or subsequent Offence	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel
20	Forgery: the falsification of signature(s) or documents related to certification or assessment	1 st Offence	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel
		2 nd or subsequent Offence	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel
	Communicating/copying/cheating					
21	Communicating, or trying to communicate, in any way with another student during an examination or test	1 st Offence	Academic Misconduct Panel	Academic Misconduct Panel	Academic Misconduct Panel	Academic Misconduct Panel
		2 nd or subsequent Offence	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel
22	Copying from another student in an examination	1 st Offence	Academic Misconduct Panel	Academic Misconduct Panel	Academic Misconduct Panel	Academic Misconduct Panel
		2 nd or subsequent Offence	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel
23	Leaving the examination or test venue to consult pre-hidden cribs/notes	1 st Offence	Academic Misconduct Panel	Academic Misconduct Panel	Academic Misconduct Panel	Academic Misconduct Panel
		2 nd or subsequent Offence	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel
24	Removing any items of stationery or other materials from the examination or test venue without permission or contrary to instructions	1 st Offence	Academic Misconduct Panel	Academic Misconduct Panel	Academic Misconduct Panel	Academic Misconduct Panel
		2 nd or subsequent Offence	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel
25	Aiding and abetting a student in any form of dishonest practice	1 st Offence	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel
		2 nd or subsequent Offence	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel
26	Bribery: paying or offering inducements to another person	1 st Offence	University Academic	University Academic	University Academic	University Academic

	to obtain or to attempt to obtain an unfair advantage		Misconduct Panel	Misconduct Panel	Misconduct Panel	Misconduct Panel
		2 nd or subsequent Offence	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel
27	Calculator fraud: the use of unauthorised material stored in the memory of a programmable calculator with storage facilities	1 st Offence	Stage 1 - Early Resolution	Academic Misconduct Panel	Academic Misconduct Panel	Academic Misconduct Panel
		2 nd or subsequent Offence	Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel	University Academic Misconduct Panel