



# **ACADEMIC MISCONDUCT POLICY AND PROCEDURES 2021-22**

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ACADEMIC MISCONDUCT POLICY AND PROCEDURES		
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Summary/Description:		
<p>This document sets out all the details pertaining to academic misconduct regarding all the courses at All Nations Christian College including those validated by the Open University. It identifies and defines the type of misconduct involved, procedures for dealing with misconduct, the range of consequences and penalties that a student may incur and appealing against the outcome of the academic misconduct process.</p>		
<p><i>This policy incorporates The Open University policy on Academic misconduct, and has been adapted with reference to Spurgeon's College, the University of Hertfordshire and the University of Winchester, with grateful acknowledgment.</i></p>		
<p>Feb 2022: Amended Roles Responsibilities, Policy Approval and Review section to bring it into line with all other College policies</p>		

# ALL NATIONS CHRISTIAN COLLEGE

To train and equip men and women for effective participation in God's mission to His multicultural world.

## ACADEMIC MISCONDUCT POLICY AND PROCEDURES

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### 2. LEGISLATIVE FRAMEWORK

This policy contains rules and regulations of the College which have been prepared in line with Open University regulations and, where appropriate, the requirement of the Office for Students' Regulatory Framework and the UK Quality Code for Higher Education.

### 3. INTRODUCTION

- 3.1. All Nations Christian College takes very seriously all cases of academic misconduct. Students who gain improper advantage threaten the values and beliefs that underpin academic work and devalue the integrity of the College's awards.
- 3.2. Academic misconduct, whether discovered at any stage of a student's programme of study, or following graduation, will be investigated and dealt with appropriately by the College. In proven cases, the penalties may extend to the deprivation of a qualification or termination of the programme.

### 4. MITIGATING CIRCUMSTANCES

- 4.1. Personal, medical or family problems cannot excuse academic misconduct. However these situations are considered sympathetically by staff at All Nations and dealt with through the '**Extenuating Circumstances Procedure**'. In addition counselling and advice are available through a student's personal tutor.

- 4.2. A student may submit mitigating circumstances for consideration by the College regarding allegations of academic misconduct. However they will not be used to determine if an offence has taken place but might, if found valid, have an impact upon a penalty.

## 5. DEFINITIONS

- 5.1. **Academic integrity** means acting with honesty to fulfil the requirements set for academic work by always attributing and acknowledging sources and by not relying on dishonest means to gain improper advantage. As a matter of course, students at All Nations are expected to act honestly in regards to the work they submit for assessment.
- 5.2. **Academic misconduct** means any act whereby a person may obtain for themselves or for another an unpermitted advantage which may lead to a higher mark or grade than their abilities would otherwise secure.”<sup>1</sup>
- 5.3. **Poor academic practice** means an assessment fails to reference source material in such a way that it amounts to misconduct. Poor academic practice can normally be expected to occur in the early part of a student’s career and to involve errors in the presentation of referencing and the quotation of material. Simple errors in presentation, where for example, a quotation is indicated, but has been given the wrong source, or where an assignment uses a ‘quote within a quote’ in a misleading way are normally considered as poor academic practice. More serious errors in presentation and referencing are also deemed to be plagiarism.
- 5.4. **Plagiarism:** is copying or paraphrasing without acknowledgement, from published or unpublished material, which is the intellectual property of another, including the work of other students. In other words, if students submit an assignment, which contains someone else’s work without indicating this to the marker (i.e. acknowledging his/her sources), the student is committing ‘plagiarism’, which is cheating and is an offence. Although students are encouraged to show the results of their reading by referring to and quoting from works on their subject, copying from such sources without acknowledgement is deemed to be plagiarism and will not be accepted by All Nations. This might occur in an assignment when:
- Using a choice phrase or sentence that the student has come across.
  - Copying word-for-word directly from a text and pasting it into his/her own work.
  - Paraphrasing the words from a text very closely.
  - Using text downloaded from the internet.
  - Copying answers from social networking sites.
  - Borrowing statistics or assembled facts from another person or source.
  - Copying or downloading figures, photographs, pictures or diagrams without acknowledging the sources.
  - Copying from the notes or essays of a fellow student.
  - Recycling essays/assignments/material for assessment from the student’s own previously submitted work (this is **self-plagiarisation**).
  - Depending on the source of the work re-used without reference, it may be considered poor academic practice or plagiarism.

Within this definition, the College differentiates between ‘**initial plagiarism**’ and ‘**repeated plagiarism**’

- Initial plagiarism** normally refers to cases where a student is subject to these procedures for the first time. If a student has been accused of plagiarism, but the results of the investigation are not yet known or have not been communicated to the student, then each case will be dealt with as an act of initial plagiarism until the results of all investigations are known.
- 5.5. **Repeated plagiarism** refers to cases where a student who has already been dealt with through these procedures and found guilty of plagiarism is found to have plagiarised at a

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<sup>1</sup> Spurgeon’s College, *Plagiarism Policy for Coursework*, 2009.

later occasion. Persistent borrowing of other people's work without citation is obviously repeated plagiarism and is regarded as cheating.

- 5.6. Cheating** means falsely inventing data or dishonest behaviour. Examples include, but are not limited to: inventing of data for research purposes; communicating with, or copying from, any other candidate during an examination (unless expressly permitted by the rules of the specific examination rubric); making use of any written or printed materials in the examination room (unless expressly permitted by the specific examination rubric) or obtaining a copy of a closed written examination paper in advance of the time and date for its release (examination papers which are given to students in advance are known as 'open' papers.)
- 5.7. Collusion** is the unauthorised and unattributed collaboration of students or other individuals in the composition of a piece of assessed work. For instance two or more students producing a piece of work together with the intention that at least one passes it off as their own work. Students are encouraged at All Nations to collaborate with others in studying, but submitted work copied from or written jointly with others is not acceptable, unless collaboration is required in the particular assignment. Programmes will ensure that when a module requires group work, clear guidance is given to students about what is and is not an acceptable level of collaboration between students in their assignments, regardless of whether those assignments are the product of a group, or the product of individuals within the group. All students are asked to sign a statement to confirm that all assessment work which has been submitted is their own and that they have not cheated on the cover sheet for each assignment submitted.
- 5.8. Contract cheating** is when a student arranges for someone else to do an assessment for them and then submits it as their own work. This is intellectual dishonesty. Passing on your assignments to others, with the knowledge that another student may plagiarise the assignment will also lead to a penalty. Paying for work from other sources and submitting it as your own is also contract cheating. This may include the purchase of an assessment from an organisation or an individual. Students who provide or sell assessments are equally guilty of academic misconduct and allegations of providing assessments for this purpose will be investigated and, where evidence is found, students will be penalised under these procedures.
- 5.9. Proof-reading** occurs where work is changed by a third party so that it is no longer a true reflection of a student's own work.
- 5.10. Using Translation Services** to translate work from a student's first language into English is not permitted.
- 5.11.** Other examples of academic misconduct include the use of inadmissible material and disruptive behaviour.

## **6. DETECTION OF ACADEMIC MISCONDUCT**

- 6.1.** Where plagiarised material is included in assignments, tutors are likely to notice the shifts in style and may be aware of the source. Poor citation is also easy to detect.
- 6.2.** Most cases of plagiarism, once detected, are relatively easy to demonstrate by producing copies of the original printed or website material.
- 6.3.** Some students commit plagiarism accidentally, but all cases will be taken seriously, since it is not possible to judge the motives, only the evidence of the submitted work.
- 6.4.** Whilst poor academic practice is not considered to be academic misconduct, any subsequent offence of poor academic practice by the same student is likely to be considered as academic misconduct and treated accordingly.
- 6.5.** The Programme Leader has the right to summon a student to hand in any previous pieces of work from the course for inspection which had already been marked. If there is a suspicion

that plagiarism had occurred in relation to one or more of these pieces of work, the Programme Leader will act as outlined above.

- 6.6. In all of the above cases the Programme Leader will keep copies of all relevant student work, correspondence and decisions made, so that these may be made available to the student concerned, the External Examiners and the Programme Examination Board.
- 6.7. Where any other type of academic misconduct has been established, the Programme Leader should judge the significance of the academic misdemeanour and exercise its discretion as appropriate to the case when applying the penalties available to them in the AMBeR Tariff. If it is established that a student has attempted to gain an unfair advantage, the Programme Leader will consult with the Exam Board who has the authority to rule that the student has failed part or all of the assessments and determine whether or not the student should be permitted to be reassessed.

## 7. PROCEDURE ON DETECTION OF ACADEMIC MISCONDUCT

### 7.1. DISCOVERY

- 7.1.1. If a tutor considers or suspects that unfair practice has occurred in relation to work submitted as a piece of coursework or a project, or any other work completed under non-examination conditions, they should first **complete the marking process**, inserting 'suspected academic misconduct' in the 'Use of Sources' comment box on the feedback sheet (e.g. in the case of suspected plagiarism).
- 7.1.2. Suspected cheating during an examination will be investigated under the [Conduct, Conflict and Student Disciplinary Policy and Procedure](#).

### 7.2. DECISION

- 7.2.1. **The Marker** who suspects a case of academic misconduct should first confer with the Moderator to determine whether they both consider this to warrant further investigation as poor academic practice or academic misconduct, or is human error, **according to the definitions given in the Academic Misconduct policy**. The Marker should then confer with the Module Tutor (if different) and with the Programme Leader (PL).
- 7.2.2. **The Programme Leader** shall follow section 8 of this policy and refer to the definitions in sections 5 and 6 of this policy before making the final decision whether there is a *prima facie* case to answer and, if so, how it should be classified (no case to answer, human error, poor academic practice or academic misconduct).

### 7.3. ACTION

#### 7.3.1. No Case to Answer

- If the PL concludes there is no case to answer, he/she will tell the tutor to continue the marking and moderation process as per College protocol, amending the feedback sheet to remove any reference to academic misconduct, if necessary.
- Where there is the occasional referencing error (i.e. where the same minor error is not frequently repeated or a pattern of mistakes cannot be seen), the marker notes this in the feedback and is specific about the error and can reduce the mark or not using academic judgement or grade descriptors. This is not deemed to be poor academic practice or academic misconduct.

#### 7.3.2. Poor Academic Practice

If the PL concludes, according to the definition given in section 6 of the Academic Misconduct Policy, that this is a *prima facie* case of poor academic practice, he/she will tell the marker to:

- notify the student of the allegation under consideration and present them with the reasons for this conclusion;

- explain their error and tell them (and the Learning Services department) that they must seek further training from the Learning Services department on how to avoid the offence in future;
- complete the relevant sections of the academic misconduct form;
- sign the form themselves and obtain the PL's signature;
- amend the feedback sheet, noting that, the X for the Use of Sources should reflect any poor referencing of sources;
- attach the academic misconduct form to the assignment before passing to the moderator to moderate as per moderation protocol
- tell the moderator to indicate the offence on the moderation sheet e.g. '*agreed poor academic practice re sources*';
- give the assignment, academic misconduct form and the moderation sheet to the programme administrator who will keep a copy of the assignment and the academic misconduct form in the student's file and record on the grade book. Should poor academic practice occur more than once, it will be considered to be academic misconduct.

### 7.3.3. Academic Misconduct

If the PL concludes, according to the definition given in the Academic Misconduct Policy, that this is a *prima facie* case of academic misconduct, he/she will tell the marker to notify the student of the allegation under consideration and present them with the reasons for this conclusion.

- i. If the student **admits the offence**, the tutor will:
  - explain their error and tell them (and the Learning Services department) that they must seek further training from the Learning Services department on how to avoid the offence in future;
  - complete the relevant sections of the academic misconduct form;
  - sign the form themselves and obtain the PL's and the Principal/CEO's signature;
  - amend the feedback sheet, noting that, if they have completely failed the 'Use of Sources, although the X should reflect this, the AMBeR Tariff determines the penalty to be applied. For example, the Tariff may permit resubmission with the mark capped at pass mark.
  - attach the academic misconduct form to the assignment before passing to the moderator to moderate as per moderation protocol;
  - tell the moderator to indicate the offence on the moderation sheet e.g. '*agreed academic misconduct re: sources; AMBeR Tariff applied*';
  - give the assignment, academic misconduct form and the moderation sheet to the programme administrator who will keep a copy of the assignment and the academic misconduct form in the student's file and record on the grade book. Should academic misconduct occur again a more severe AMBeR Tariff will be applied. This will be reflected on the student's transcript.
- ii. If the student **does not admit the offence**, the tutor will supply the student with the evidence. If there is an attempt to deceive the AMBeR penalty should reflect this.

## 8. PENALTIES FOR ACADEMIC MISCONDUCT

- 8.1. All penalties for proven academic misconduct operate on the assumption that, in line with the College assessment guidance, all students have had the opportunity to acquire an understanding of academic misconduct as part of their Programme of study; this applies especially to plagiarism and inaccurate academic referencing.
- 8.2. Penalties for proven poor academic misconduct or plagiarism will be given in accordance with the AMBeR Tariff which is a points-based penalty system for Higher Education institutions. The AMBeR Tariff is attached to this policy as an appendix. Misconduct at examinations will attract the same level of points as the highest level of plagiarism.

## 9. COMPLAINTS AND APPEALS:

Should a student feel they have grounds to complain about the handling of the case or appeal against the decisions reached they may do so using the **College Academic Appeals Policy and Procedure**.

## 10. EQUALITY AND DATA PROTECTION

Academic misconduct will be considered impartially and in accordance with the College '**Equality and Diversity Policy**' and all records kept in accordance with the College **Data Protection Policy** (NB the latter outlines data subjects rights regarding the processing of that data).

## 11. RESPONSIBILITIES, POLICY APPROVAL AND UPDATING

**11.1.** The **Board of Trustees** have legal oversight and responsibility for all College policies, but have delegated to the Academic Board the authority to ensure fit-for-purpose policies and procedures related to academic provision are in place. The **Board of Trustees** are responsible for ensuring:

- Academic provision at the College is adequately resourced.
- They receive details from the **Vice-Principal (Academic)** of any serious incident or one which could be of reputational risk to the College which should be reported to either the Open University, the Office for Students and/or the Charity Commission.

**11.2.** The **Academic Board**, who is also authorized by the Open University through its accreditation process, acts on behalf of the **Board of Trustees** on all academic matters. They are responsible for:

- Ensuring that the academic activities of the College support its mission statement and values.
- Ensuring that a fit-for-purpose academic misconduct policy is approved by them and complies with all relevant legislation and regulations (e.g. the regulations of The Open University).
- Overseeing the effective implementation of this policy and ensuring it is satisfactorily managed.
- Ensuring that the principles of this policy are:
  - Considered when managing and planning academic matters.
  - Reviewed by exploring what can be learned from academic misconduct investigations/appeals/complaints when they occur.
  - Reviewed in consultation with academic staff, students and The Open University, as a means of constantly seeking to improve the College's academic provision.
- Ensuring they receive details from the **Vice-Principal (Academic)** of reported incidents and outcomes of cases (particularly where a significant impact on someone has occurred or lessons need to be learned), or details of a serious incident or one which could be of reputational risk to the College.

**11.3.** The **Principal/CEO**, the **Vice-Principal (Academic)** and the **Quality Assurance Committee** are jointly responsible for the annual monitoring and review of this policy and recommending approval to the Academic Board for all changes.

**11.4.** The **Vice-Principal (Academic)** is responsible for providing leadership for all academic provision of the College and for leading the college's academic misconduct policy and practice by:

- Monitoring investigations into academic misconduct and any subsequent appeals process.
- Ensuring that decision making complies with College and Open University regulations and is applied consistently across academic provision.
- Reporting to the External Examiners the outcome where academic misconduct is suspected.
- Reporting to the **Academic Board** and **Senior Leadership Team** incidents and outcomes of cases (particularly where a significant impact on someone has occurred or lessons



need to be learned), or details of a serious incident or one which could be of reputational risk to the College.

- Ensuring the College and its staff comply with any appeals process undertaken by an outside agency (e.g. The OU or the OIA).

**11.5.** The **Principal/CEO, Vice-Principal (Academic), Programme Leaders, Module Tutors and those accused of academic misconduct** have specific responsibilities as indicated in this policy.

**11.6.** The **Examination Board** is responsible for ensuring the College processes academic misconduct investigations in accordance with the procedures in this policy.

**11.7.** The **Student Academic Representatives** are responsible for:

- Raising academic issues on behalf of their cohort with the **Vice-Principal (Academic)**.
- Reporting back to their cohort on the resolution of issues raised by the students or one of the academic committees.

**11.8.** All **academic staff and students** are responsible for:

- Familiarising themselves with this policy on appointment/at induction/orientation.
- Taking a pro-active role in improving the College's academic misconduct policy and practice.
- Promoting and implementing/complying with this policy.
- , if **involved in an academic misconduct investigation or appeal** in any capacity:
  - ensuring they present their case with integrity and in a timely fashion and/or
  - ensuring they comply with any investigation and the procedures in this policy.

**11.9.** The **Recruitment and Training Administrators** are responsible for processing an academic misconduct investigations in accordance with the procedures in this policy and any complaint or appeal in accordance with the relevant policy.

## **12. POLICY COMMUNICATION**

**12.1.** This policy and any other policies mentioned in this document can be found on the College website: [www.allnations.ac.uk](http://www.allnations.ac.uk) and in the student area on the College VLE.

**12.2.** The College Administrator will make every effort to respond to any request to provide this policy in a different format. Such requests should be sent to [info@allnations.ac.uk](mailto:info@allnations.ac.uk)

**12.3.** This policy will be included in staff and student induction.

## **13. RELATED DOCUMENTS:**

The following College documents are related to this policy:

- All Nations Christian College Undergraduate Handbook
- All Nations Christian College Postgraduate Handbook
- All Nations Christian College Student Handbook
- All Nations Christian College [Academic Appeals Policy](#)
- All Nations Christian College [Learning Support Policy](#)
- All Nations Christian College [Extenuating Circumstances Policy](#)
- All Nations Christian College [Equality and Diversity Policy](#)
- All Nations Christian College [Data Protection Policy](#)

## **14. APPENDICES:**

- Guidance: Avoiding Poor Academic Practice
- Plagiarism Reference Or AMBeR Tariff
- Poor Academic Practice/Academic Misconduct Report Form:

## APPENDIX A

### GUIDANCE: AVOIDING POOR ACADEMIC PRACTICE

- 1 Poor academic practice may occur due to inexperience. It is a student's responsibility to understand this subject and to seek advice where necessary.
- 2 Whilst the College appreciates that there are different cultural understandings of what constitutes unacceptable academic behaviour, nonetheless all students receive the same instruction and guidance on avoiding academic misconduct and all students are therefore judged by the same standard, as outlined in this policy.
- 3 Where a student has an acknowledged learning disability, a proof-reader may be used to ensure that the student's intended meaning is not misunderstood as a result of the quality and standard of writing, unless a partner institution policy specifically prohibits this. Where permitted, a proof-reader may identify spelling and basic grammatical errors. Inaccuracies in academic content should not be corrected nor should the structure of the piece of work be changed.
- 4 Students with an acknowledged learning disability should discuss their proof reading needs with the Information and Head of Learning Services.
- 5 Other students, especially those who have English as a second or other language may request guidance on how to improve the grammar and sentence construction of their assignments from members of the Information and Learning Services Team and should discuss their needs with the Information and Head of Learning Services.
- 6 It is suggested that students seek their tutor's advice about the correct use of sources and citation early on in their study. New students should attend the Study skills courses offered in the first few weeks of term which will cover subjects such as plagiarism and academic referencing
- 7 Students are also strongly recommended to:
  - a. read carefully all the course specific study advice in the handbooks and study skills learning resources, especially statements concerning plagiarism and how to reference your sources.
  - b. study the advice on how to reference your work, which is contained within All Nations student 'Citation Guide'.
  - c. look at the resource available from the Open University: 'Developing Good Academic Practices' (<http://bit.ly/1DNOoWP>).
- 8 The temptation to plagiarise may also arise from lack of self-confidence or from a lack of understanding about the aims of the assessment and about what is required of the student. Assignments provide a vehicle for assessing performance during the course and contribute to the overall course result. However they also assist students in understanding their subject and aid a student's learning on the course. When students attempt to use the ideas and terms of the course independently he/she learns more thoroughly and develop his/her own writing style. Students are likely to perform better in examinations if they have learned how to write their own answers to questions in assignments. By submitting work that is not their own they are denying themselves the benefit of this valuable learning strategy. Copying the work of others would be counter-productive to the goal of understanding the course work and to real achievement. Most students will not wish to take such a negative approach to studying and All Nations does not tolerate it.

**THE PLAGIARISM REFERENCE  
TARIFF  
(ALSO KNOWN AS THE AMBER  
TARIFF)**

Document Title
PLAGIARISM REFERENCE OR AMBeR TARIFF
The AMBeR Tariff was devised in an effort to ensure that, all students, regardless of which university or other higher education establishment they attend, should receive the same penalty for the same academic misconduct offence.
All Nations Christian College applies the AMBeR Tariff in accordance with Open University regulations and QAA Quality Code B6: Assessment of Students and the Recognition of Prior Learning
Plagiarism Reference Tariff Copyright © 2009-2010 nlearning LTD <a href="http://plagiarismadvice.org">plagiarismadvice.org</a>

## THE PLAGIARISM REFERENCE OR AMBeR TARIFF

### 1. ASSIGN POINTS BASED ON THE FOLLOWING CRITERIA

<b>HISTORY</b>	
1 <sup>st</sup> Time	<b>100 points</b>
2 <sup>nd</sup> Time	<b>150 points</b>
3 <sup>rd</sup> /+ Time	<b>200 points</b>

<b>AMOUNT / EXTENT</b>	
Below 5% AND less than two sentences	<b>80 points</b>
As above but with critical aspects*plagiarised	<b>105 points</b>
Between 5% and 20% OR more than two sentences but not more than two paragraphs	<b>105 points</b>
As above but with critical aspects*plagiarised	<b>130 points</b>
Between 20% and 50% OR more than two paragraphs but not more than five paragraphs	<b>130 points</b>
As above but with critical aspects*plagiarised	<b>160 points</b>
Above 50% OR more than five paragraphs	<b>160 points</b>
Submission purchased from essay mill or ghost writing service	<b>225 points</b>

\* Critical aspects are key ideas central to the assignment

† Some institutions may consider this to be a separate form of academic malpractice

<b>LEVEL / STAGE</b>	
Level 1	<b>70 points</b>
Level 2	<b>115 points</b>
Level 3/Postgraduate	<b>140 points</b>

<b>VALUE OF ASSIGNMENT</b>	
Standard weighting	<b>30 points</b>
Large project (e.g. final year dissertation)	<b>60 points</b>

### **ADDITIONAL CHARACTERISTICS**

Evidence of deliberate attempt to disguise plagiarism by changing words, sentences or references to avoid detection **40 points**

## 2. AWARD PENALTIES BASED ON THE POINTS

### PENALTIES (Summative Work)

In all cases a formal warning is given and a record made contributing to the student's previous history

Points	Available Penalties
280 – 329	<ul style="list-style-type: none"> <li>No further action beyond formal warning</li> <li>Assignment awarded 0% - resubmission required, with no penalty on mark</li> </ul>
330 – 379	<ul style="list-style-type: none"> <li>No further action beyond formal warning</li> <li>Assignment awarded 0% - resubmission required, with no penalty on mark</li> <li>Assignment awarded 0% - resubmission required but mark capped or reduced</li> </ul>
380 – 479	<ul style="list-style-type: none"> <li>Assignment awarded 0% - resubmission required but mark capped or reduced</li> <li>Assignment awarded 0% - no opportunity to resubmit</li> </ul>
480 – 524	<ul style="list-style-type: none"> <li>Assignment awarded 0% - no opportunity to resubmit</li> <li>Module awarded 0% - re-sit required, but mark capped or reduced</li> <li>Module awarded 0% - no opportunity to re-sit, but credit still awarded</li> </ul>
525 – 559	<ul style="list-style-type: none"> <li>Module awarded 0% - re-sit required, but mark capped or reduced</li> <li>Module awarded 0% - no opportunity to re-sit, but credit still awarded</li> <li>Module awarded 0% - no opportunity to re-sit, and credit lost</li> <li>Award classification reduced</li> <li>Qualification reduced (e.g. Honours -&gt; no Honours)</li> <li>Expelled from institution but credits retained</li> <li>Expelled from institution with credits withdrawn</li> </ul>
560+	<ul style="list-style-type: none"> <li>Module awarded 0% - no opportunity to resit, and credit lost</li> <li>Award classification reduced</li> <li>Qualification reduced (e.g. Honours -&gt; no Honours)</li> <li>Expelled from institution but credits retained</li> <li>Expelled from institution with credits withdrawn</li> </ul>

### PENALTIES (Formative Work)

280 – 379	Informal warning
380+	Formal warning, with record made contributing to the student's previous history

**APPENDIX C**

**POOR ACADEMIC PRACTICE/ACADEMIC MISCONDUCT REPORT FORM**

<b>Student Name:</b>		<b>Student No.</b>	
<b>Title of work concerned:</b>			
<b>Nature of misconduct (tick)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Poor Academic Practice	Plagiarism	Other (state)
<b>Tutor who identified misconduct:</b>	<b>Name:</b>		
	<b>Date:</b>		
<b>ACTION TAKEN in the case of Poor Academic Practice:</b>			
1. Has the Programme Leader been informed?		YES/ NO	
2. Has the student admitted the offence?		YES/ NO	
3. Is this the student's first offence?		YES/ NO	
4. Has the student been given an official warning		YES/ NO	
5. Has the Student been instructed how to avoid the practice in future.		YES/ NO	
6. Has a note been added to the mark sheet?		YES/ NO	
<b>ACTION TAKEN in the case of Academic Misconduct:</b>			
1. Has the incident been reported to the Programme Leader?		YES/ NO	
2. Does the Programme Leader consider there is a case to answer?		YES/ NO	
3. Has the student admitted the allegation?		YES/ NO	
4. Has an investigation by the Programme Leader/Principal/CEO reached a decision?		YES/ NO	
5. Has a Committee of Enquiry been called and reached a decision?		YES/ NO/ N/A	
6. Has the assignment and report form been kept in the student's file?		YES/ NO	
<b>PENALTY CALCULATION FOR ACADEMIC MISCONDUCT</b>			
Points for History:		Optional Comments:	
Points for Amount/Extent:			
Points for Level/Stage:			
Points for Value of Assignment:			
Points for Additional characteristics:			
Total Points:			
<b>PENALTY AWARDED (as per AMBeR Tariff)</b>			
<b>SIGNED (Signature followed by printed name):</b>			<b>DATE:</b>
Module Tutor (obligatory):			
Programme Leader (obligatory):			
Principal/CEO (obligatory for Academic Misconduct):			
Chairman of Committee of Enquiry (obligatory if applicable):			