



# Bradford College Academic Misconduct Policy

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<b>Equality impact assessment:</b>	Yes
<b>Student Friendly:</b>	Yes

## Revision history

Version	Type (e.g. replacement, revision etc...)	Date	History (reason for changes)
V1	College has previously utilised the procedures of awarding bodies. This policy and associated procedures brings together broad guidance across all awarding organisations to support staff and students to understand their obligations.	June 2022	New policy and procedures: bringing together guidance relating to academic misconduct to ensure transparency and accessibility.
V2	Annual updating	September 2023	Changes to job titles and ownership. AI included into commissioning section.

## Monitoring and review

This policy will be reviewed by the Academic Board and Senior Leadership Team every two years.

# Bradford College Academic Misconduct Policy

## 1. Summary and Scope of Policy

This purpose of this policy and associated procedures is to:

- Articulate the college's commitment to ensuring Academic Integrity
- Provide clear definitions of types of Academic Misconduct
- Direct students and staff to the relevant procedures for managing cases of suspected academic misconduct

## 2. Commitment to Academic Integrity

Bradford College's values expect that all students and staff conduct themselves in a respectful and inclusive manner; that the student experience is underpinned by trust and driven by inspirational and aspirational behaviours. The college are committed to upholding the highest levels of academic integrity.

The college is a signatory of the QAA's Academic Integrity Charter: <https://www.qaa.ac.uk/about-us/what-we-do/academic-integrity/charter> and supports the principles contained therein.

To support students in producing work that is of the highest academic integrity, the college provides:

- Advice and guidance to students about academic writing
- Study Skills training at Level 4
- An enhanced tutorial programme that supports self-diagnosis of poor academic practice
- The utilisation of a self-diagnostic tool (Turnitin) which enables student to identify potential academic misconduct prior to submission

The College also supports staff to identify poor academic integrity through:

- A suite of policies and procedures that are accessible and transparent
- Guidance and training on academic misconduct and poor academic practice
- Opportunities to work together as a community of practice to identify poor academic practice

## 3. Definitions of Academic Misconduct

### 3.1 General Definition of Academic Misconduct

Academic misconduct is defined as an attempt by a student to gain unfair advantage in any assessment. The term academic misconduct includes all forms of cheating, plagiarism, collusion and commissioning.

### 3.2 Specific Examples of Academic Misconduct in Assessment

Academic Misconduct may be demonstrated by using, or attempting to use, any one or more of the clauses below. These clauses are written in synergy with those articulated in awarding body and PSRB regulatory statements and due acknowledgement is made to these key stakeholders:

- i. **Plagiarism:** the representation of another person's work as the student's own for the purposes of satisfying assessment requirements, without acknowledgement of the source.

Examples of plagiarism are:

- Copying the work of another person without appropriate citation;
- Summarising of another person's work without acknowledgement;
- Utilising the intellectual data of another person without acknowledgement
- Using unattributed digital images such as graphs, tables, photographs.

- ii. **Collusion:** where two or more students collaborate to produce work which is then submitted as though it were an individual student's own work.
- iii. **Fabrication of data:** where data is falsified and then presented as if it had been legitimately gathered.
- iv. **Duplication:** the submission of work which is identical or similar to previously submitted work by the student for any assessment
- v. **Commissioning:** also known as "contract cheating" involves requesting another person or using Artificial Intelligence (AI) to complete an assessment, or contribute to an assessment, such that the output of that commissioning in whole or part is then submitted as the student's own work. This includes the purchasing or securing for free a pre-written assessment from an essay writing website ("essay mill") or another source.
- vi. **Theft:** the submission of another's work without that student's permission
- vii. **Bribery and blackmail:** paying, offering inducements to or coercing a member of staff to obtain advantage;
- viii. **False declarations:** Falsification of documents or mis-reporting facts to gain an advantage. This may relate to (but is not limited to) obtaining an extension, claims for mitigating circumstances and/or appeals.

### 3.3 Specific Examples of Academic Misconduct in Examination

The following examples of academic misconduct relate to student conduct in examination settings:

- i. Having any unauthorised material at the examination desk, this includes notes and electronic devices capable of storing and retrieving data
- ii. Utilising an unauthorised dictionary or textbook
- iii. Utilising of unauthorised programmes on electronic devices
- iv. Communicating, or trying to communicate, in any way (oral, written, electronic, nonverbal) with another person during an examination or test unless explicitly permissible within the assessment guidance
- v. Copying, or attempting to copy, from another student sitting the same examination or test
- vi. Impersonating another student to sit an examination or test in the place of the actual student
- vii. Removing notes or test papers from an examination room where it has been explicitly stated that these are not to be removed
- viii. Deliberate disruptive behaviour

## 4. Monitoring and Review

4.1 Bradford College will monitor the effectiveness of this policy through quarterly assessment of academic misconduct cases, student focus groups and staff training events. It will continue to review external guidance to ensure that the policy follows best practice in the sector and supports the commitment to upholding academic integrity.

Revisions to the Policy will be clearly communicated to all stakeholders.

## 5. Related Policies/Procedures/Regulations

- Bradford College Academic Misconduct Procedures
- Positive Behaviour Policy and Procedures
- Staff Disciplinary Policy
- The Policies and Procedures relating to Academic Misconduct of the College's Awarding and Validating Bodies
- Professional, Statutory and Regulatory Bodies' policies and procedures relating to academic misconduct