

Higher Education Academic Misconduct (University Validating Partners)

1. Introduction

- 1.1. This procedure will support the equitable attainment of awards and ensure that any cases of suspected plagiarism, cheating in exams or other academic misconduct are dealt with fairly, consistently and appropriately for all full-time and part-time Higher Education students on programmes validated by a university partner.
- 1.2. Allegations of academic misconduct will be investigated and will be determined on the balance of probabilities (more likely than not). All cases will be investigated using the guiding principles of transparency and fairness.
- 1.3. This procedure applies to all programmes validated by our University partners. For programmes validated by non-university partners (for example Pearson, City & Guilds etc) please see the Higher Education Academic Misconduct (Non-University Provision) operating procedure (OP1.111).

2. Responsibilities

- 2.1. The Assistant Principal Higher Education has responsibility for the oversight and review, as necessary, of this procedure.

3. Procedure for Programmes Validated by the University of Huddersfield

- 3.1. Any suspected cases of Academic Misconduct will be dealt with in line with the University of Huddersfield Regulations for Taught Students: Section 10 Academic Misconduct and the University's Academic Misconduct Procedure.
- 3.2. All allegations of Academic Misconduct will be referred to the Centre Manager who will refer the allegations to the University of Huddersfield and the University's Academic Misconduct Procedure will be followed.
- 3.3. The Centre Manager will report the outcomes and penalties to the HE Administrator, who will record them for monitoring purposes.
- 3.4. A student can appeal an outcome at any stage, with the exception of the outcome which requires a referral to a later stage. Students should complete the University of Huddersfield's Academic Misconduct Appeal Form and submit it to AcademicMisconduct@hud.ac.uk no later than 10 working days from the date when the outcome was issued.
- 3.5. Once the appeal has been considered a completion of procedures letter will be issued.

4. Procedure for Programmes Validated by the University of Hull

- 4.1. Any suspected cases of Academic Misconduct will be dealt with in line with the University of Hull's Regulations Governing Academic Misconduct, which can be found within the Assessments section of the University's Quality and Standards webpage.
- 4.2. Higher Education Academic Leads will act as the Academic Misconduct Officers as described by the University of Hull regulations.
- 4.3. The HE Administration Officer will act as Secretary as described by the University of Hull regulations.
- 4.4. The College's Academic Misconduct Committee will act as the University Academic Misconduct Panel as described by the University of Hull regulations.
- 4.5. Appeals must be made in accordance with the College's Academic Appeals Procedure (OP_2.01). Students should submit a College Higher Education Academic Misconduct Appeal Form (CQD38) to the Assistant Principal Higher Education within 15 working days of being notified of the decision concerning Academic Misconduct.
- 4.6. Once the appeal has been considered a completion of procedures letter will be issued.

5. Procedure for Programmes Validated by the University of Lincoln

- 5.1. Any suspected cases of Academic Misconduct will be dealt with in line with the University of Lincoln's University General Regulations (Academic Offences).
- 5.2. The University's procedure will be processed internally by the College up to the penalty stage of a full investigation at which point the case will be referred to the University's Academic Offences Committee.
- 5.3. The Head of Higher Education (HE) Faculty will act as the Head of School as described by the University of Lincoln regulations, and will determine if there is a case to answer.
- 5.4. The Higher Education Academic Leads will conduct the investigative procedure and present the case to the Head of HE Faculty.
- 5.5. The HE Administration Officer will assist the Head of HE Faculty in scheduling interviews and communicating any outcome, penalty (for summary procedure cases only) to the student or referral of cases to the University of Lincoln Academic Offences Committee for determination of penalties (for full investigations only).
- 5.6. The College's Academic Misconduct Committee will consider all stages of the procedure as described by the University of Lincoln regulations up until the determination of penalties in a full investigation, at which point the case will be referred to the University to determine any penalties required.
- 5.7. Appeals must be made in accordance with the College's Academic Appeals Procedure (OP_2.01). Students should submit a College Higher Education Academic Misconduct Appeal Form (CQD38) to the Assistant Principal (Higher Education) within 10 working days of being notified of the decision concerning Academic Misconduct.
- 5.8. Once the appeal has been considered a completion of procedures letter will be issued.

6. Appeal to the Office of the Independent Adjudicator for Higher Education

6.1. Once a completion of procedures letter has been issued by the University a student can request an independent review through the Office of the Independent Adjudicator for Higher Education. This must be within 12 months of the date of the completion of procedures letter.

7. Monitoring

7.1. HE AMG receives reports from the Academic Misconduct Committee in year to review any trends in the type of cases and implement additional support where there is an identified need.

7.2. Programme area annual monitoring reports on the number of cases at programme level.

7.3. College level annual monitoring reports on the number and type of cases at institutional level.

7.4. The Curriculum and Quality Enhancement Committee receives reports on all appeals.

8. RELATED DOCUMENTS

UK Quality Code for Higher Education (2018) Advice and Guidance: Assessment

Bishop Burton College Academic Appeals Procedure [OP_2.01]

Bishop Burton College Higher Education Academic Misconduct Appeal Form [CQD38]

Higher Education Academic Misconduct (Non-University Provision) [OP1.111]

University of Huddersfield [Regulations for Taught Students: Section 10 Academic Misconduct](#)

University of Huddersfield [Academic Misconduct Procedure](#)

University of Huddersfield [Academic Misconduct Appeal Form](#)

University of Hull [Regulations Governing Academic Misconduct \[Assessment Section\]](#)

University of Lincoln [University General Regulations \(Academic Offences\)](#)

Updated: June 2023

By: Assistant Principal

Procedure Approval

Job Title of Approver Assistant Principal	Name of Approver Rachael Fell-Chambers
Date: 19 th June 2023	Signature: 