

1. Introduction and purpose

1.1 The RVC is responsible for ensuring all assessments are designed, undertaken, and regulated to ensure they are of an equitable standard for all students.

1.2 Any student(s) registered on a taught programme attempting or taking an unfair advantage poses a threat to academic standards and the vast majority of individuals who achieve credits and are awarded qualifications based on legitimate means.

1.3 Academic misconduct is defined by the Office of Independent Adjudicator for Higher Education (OIAHE) as *“Any action by a student which gives or has the potential to give an unfair advantage in an examination or assessment or might assist someone else to gain an unfair advantage, or any activity likely to undermine the integrity essential to scholarship and research.”*

1.4

	<p>person who originally wrote or produced the work.</p> <p>Paraphrasing – using other words to express another person’s ideas and judgments. We encourage students to use paraphrasing, but they must appropriately acknowledge the original source (in a footnote or bracket following the paraphrasing).</p>
<p>Plagiarism example:</p>	<p>Copying and pasting from other sources which can include internet sources, published or unpublished articles, another student’s revision material, lecture, or open book article materials. o</p>

exploitation of the ideas of others without their consent);
plagiarism and failure to follow accepted

4. How to report academic misconduct

4.1 All reports of alleged academic misconduct need to be submitted using the [Academic Misconduct Report Form](#).

4.2 Reporting staff members are encouraged to review the [Detecting and Reporting Academic Misconduct Guidance](#) on the [Learn Staff Hub](#) under the Academic Registry section before submitting any allegations of academic misconduct.

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- 7.1.1 Monitor and analyse the management of casework within the required timeframe in order to improve and develop RVC service delivery.
- 7.1.2 Respond to internal audit requirements.
- 7.1.3 Enable the RVC to respond to any requests regarding the decision and process that may be made by the OIA in relation to FOI Requests.

9. Attendance and engagement

9.1

11.1 Section 11 process applies to in-course assessments other than major projects within taught courses that appear to plagiarise another published source or show some evidence of research misconduct in a minor project. (A major project counts for more than 30 credits or equivalent).

11.2 The student will be interviewed by two members of academic staff to determine whether academic misconduct was evident and under what circumstances. Members of staff will also check on the student's understanding of scholarship and referencing processes and proper conduct of research as appropriate.

11.3 After consideration of the circumstances the student's work will be awarded a mark reflecting the extent of plagiarism or academic misconduct. When deciding a sanction, members of staff will determine whether the incident represents:

11.3.1 nothing more than poor scholarship or research practice
or

11.3.2 demonstrates intent to deceive.

11.4 In the case of poor scholarship or research practice the mark awarded will be commensurate with the quality of the work and the extent of the work affected. (This could result in a mark of zero when the poor scholarship or work of others is taken into account). The student will be directed to sources of advice and support about how to improve their work.

11.5 In the case of intent to deceive, a mark of zero will be awarded as a minimum penalty. The student will be directed to sources of advice and about how to improve their work.

11.6 In either case no further penalty other than the award of zero for the piece of work concerned can be recommended by the two members of staff.

11.7 After the interview (see 11.2) the student will be awarded a mark for the piece of work concerned. The student will be directed to sources of advice and support about how to improve their work.

and to consider the imposition of a penalty greater than award of zero marks for the work.

or

11.7.2 The student opts to appeal the decision under the Final Formal Review

13.1.5 Another senior researcher from a different research area within the RVC.

13.2 The SACC Team or their nominee will act as the note-taker to the Panel. The quorum shall be three members plus the note-taker.

14.6 An informal outcome of the Panel can be delivered to the student if a decision is made the same day. The student can choose to have this delivered via email or telephone or be recalled back once the post deliberations are complete.

14.7 The formal written outcome will then be delivered to the student within 7 calendar days.

15. Reconsidering the same offence

15.1 Allegations of academic misconduct may be reconsidered if new evidence emerges which,

17. Completion of procedures

17.1 If the RVC determines that an appeal is not justified or that a case is not permitted to proceed under the Final Formal Review Process, the RVC will provide a Completion of Procedures Letter to the student within 28 days. This letter will include an explanation of the decision reached.

17.2 A Completion of Procedures letter is required should the student wish to advance a complaint with the Office of the Independent Adjudicator (OIA) for Higher Education regarding the disciplinary procedure. The RVC will usually only issue a Completion of Procedures letter once the disciplinary procedure has concluded and a final decision has been provided to the student.

18. The Office of the Independent Adjudicator for Higher Education

18.1 Students who are dissatisfied with the outcome of a Final Formal Review can apply to the OIA for an independent review. Requests for OIA review must be made no later than 12 months after the Final Formal Review decision.

18.2 The OIA has published an *Introduction to the OIA for Students* which can be downloaded from <https://www.oiahe.org.uk/media/2264/intrototheoia-students-jan-2019.pdf>

18.3 Further guidance on submitting a complaint to the OIA and the OIA Complaint Form can also be found on the OIA's website: <https://www.oiahe.org.uk/students/can-you-complain-to-us/>