

Academic Deceit Procedure

[QP2.07]

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1.0 Main Heading

The Adam Smith College, Fife's assessment and resulting for all academic awards is based on recognition of a student's individual achievement. Students are not permitted to seek unfair academic advantage, i.e. to cheat. Any deliberate attempt to obtain unfair advantage by one or more of a variety of means (including, but not exclusively, those described in Section 2 below) will be penalised.

2.0 Definitions

Academic deceit may take the forms defined below. This is not intended to be a comprehensive list, since other forms may be identified from time to time.

2.1 Plagiarism

The presentation of another person or persons' work in any part, **as your own**. Students may be guilty of plagiarism if they:

- use another person's work **in any part** without acknowledging whose work it is;
- submit work as their own which expresses the flavour and ideas of someone else's work without acknowledgement;
- modify the words and/or order of someone else's work and pass it off as their own;
- copy another person's work.

If a student is in doubt, advice/guidance should be sought from the Subject Tutor or Curriculum Head. In all cases when making use of another person's work, the source – whether it is a book, article, handout, electronically stored text or another student's work – should be clearly acknowledged.

2.2 Unauthorised Collusion

Aiding/attempting to aid or obtaining/attempting to obtain aid from another student in relation to an **individual** assessment. Note: this should not be confused with group-based coursework or assessment which involves co-operation and collaboration to produce the required output.

2.3 Misrepresentation

- Incorporating (large quantities) of material into your own work which is identical or contains substantially similar content to material which has already been incorporated within any other piece of work submitted for assessment.

- Making a false declaration with the aim of receiving special consideration with the aim of procuring extensions to deadlines, exemptions from work or accreditation for prior learning.
- Forging data which has been devised or modified or copied from another piece of work in any piece of coursework which is assessed or claiming that the data have been obtained through your own work.

2.4 Cheating in tests, examinations, etc.

- Obtaining a test or examination paper in advance of its authorised release.
- Using or having at or near your test/examination desk any books, materials or other equipment which has not been explicitly permitted.
- Communicating with another learner or passing objects to another candidate during a test or examination.

3.0 Responsibility

The Adam Smith College, Fife expects its students to behave honestly. Students themselves are therefore considered responsible for ensuring that they do not engage in any form of academic deceit. Cases of suspected academic deceit will be dealt with according to the procedures set out in Section 4, following.

4.0 Procedures For Dealing With Instances Of Academic Deceit

4.1 Introduction

The Adam Smith College, Fife recognises that students may engage in forms of academic deceit through bad practice rather than intent to deceive and that there may be degrees of seriousness in instances of cheating. The procedures for dealing with an (alleged) instance of deceit seek to take this into account and to provide a degree of discretion in determining the extent of penalty or punishment.

4.2 Procedure

All potential instances of academic deceit will be dealt with through the Student Disciplinary Procedure.

On identifying a possible case of academic deceit, the lecturer concerned will report the matter to the student's Curriculum Head. The Curriculum Head will investigate the matter as a Breach of the Code of Conduct, following the procedural steps laid down in the Student Disciplinary Procedure.

At the conclusion of the investigation, the Curriculum Head and Department Manager will decide at which stage the incident should be heard:

Stage 2: If

- there is reasonable doubt as to whether the incident involved intent to deceive; **or**
- it is agreed that there was no intent to deceive but that the incident demonstrated bad practice; **or**
- the incident appears to be of minor seriousness and it is the first instance of the student being involved in a minor case of deceit

then the appropriate outcome will be a Stage 2 hearing.

If the academic deceit is proved, then, in addition to receiving a written warning, the student will be deemed to have failed the assessment.

Stage 3: If the incident is considered a clear and unambiguous case of serious intent to deceive, then the appropriate outcome will be a Stage 3 hearing.

If the academic deceit is proved, then, in addition to receiving a final written warning, the student will be deemed to have failed the assessment.

4.3 Right of Appeal

A student who is penalised for academic deceit will have the normal right to appeal as outlined in Section 5 of the Student Disciplinary Procedure.

4.4 Publicising the Academic Deceit Procedure

At induction to the College, all students will be given a copy of the Academic Deceit Procedure. Curriculum Heads will ensure that students have a copy of and understand the Fact Sheet: Plagiarism – A Guide for Learners at the start of their course.

If collaboration is required by students on a unit, staff must make students aware of what is considered to be legitimate collaboration and what is not.