



In partnership with



# Academic Misconduct Policy

## ACADEMIC MISCONDUCT POLICY

<b>Department</b>	<b>Academic Registry</b>	<b>Document No.</b>	<b>S12</b>
<b>Document Type</b>	<b>Academic Misconduct Policy</b>	<b>Revision</b>	<b>1</b>
<b>Owner</b>	<b>Academic Registry</b>	<b>Pages</b>	<b>12</b>
<b>Relevant to</b>	<b>All OUC Faculty and Students</b>		
<b>Prepared by</b>	<b>President and Executive Board Member Project and Compliance Lead</b>		
<b>Reviewed by</b>	<b>President and Executive Board Member Head of Student Experience and Academic Registry Project and Compliance Lead</b>		
<b>Approved by</b>	<b>President and Executive Board Member</b>		
<b>Effective Date</b>	<b>1st September 2022</b>		
<b>Custodian</b>	<b>Academic Registry</b>		

### Revision History

<b>Revision No.</b>	<b>Revision Date</b>	<b>Section No.</b>	<b>Remarks</b>
1.0	August, 2022	All Sections	New Document

### Dissemination

Through OUC Student Support Service Portal and website to all OUC students and staff.

### Internal Control and Validation

To ensure compliance with this policy and procedure:

- The Dean, Academic Affairs is responsible for the implementation.
- The Academic Registry will maintain the control and compliance.

## TABLE OF CONTENTS

<b>1.1. POLICY OBJECTIVE</b>	<b>4</b>
<b>1.2. DOMAIN OF IMPLEMENTATION</b>	<b>4</b>
<b>1.3. DEFINITIONS</b>	<b>5</b>
<b>1.4. ABBREVIATIONS</b>	<b>6</b>
<b>1.5. PENALTIES FOR ACADEMIC MISCONDUCT</b>	<b>6</b>
<b>1.6. APPEALS AGAINST AMP OUTCOME</b>	<b>8</b>
<b>1.7. ADVICE AND INFORMATION</b>	<b>8</b>
<b>1.8. APPENDIX</b>	<b>9</b>

## **1.1. Policy Objective**

- 1.1.1. Students at OUC are expected to conduct themselves appropriately and in accordance with the ethical values of an academic community.
- 1.1.2. The College promotes and supports a culture of academic integrity and takes all forms of academic dishonesty very seriously. Academic misconduct is deemed to cover all deliberate attempt(s) to gain an unfair advantage in assessments.
- 1.1.3. Academic misconduct includes contract cheating, plagiarism, unauthorised collusion, possession of unauthorised materials during exam, falsification or misrepresentation or any other deliberate attempt to gain an unfair advantage in summative assessed work (see appendix).
- 1.1.4. The College will provide students with clear guidance and instruction early in their programme of study on the appropriate preparation for all assessed work, including marking criteria, rubrics, and citation requirements. The guidance will also explain the consequence of, and penalties associated with any form of academic misconduct.
- 1.1.5. All suspected or alleged cases of academic misconduct will be processed by the Academic Misconduct Panel (AMP) of Liverpool John Moores University and each the case will be considered as per the LJMU Academic Misconduct Policy. [<https://www.ljmu.ac.uk/-/media/sample-sharepoint-libraries/policy-documents/6.pdf>]
- 1.1.6. OUC's Dean of Academic Affairs will be responsible to validate and refer any suspected cases to the Academic Misconduct Panel of LJMU through OUC Academic Registry Office. The Registry Office is responsible to facilitate the LJMU's Academic Misconduct process and procedures.

## **1.2. Domain of Implementation**

- 1.2.1. Students when signing the enrolment form agree to abide by the rules and regulations of the College policies and procedures.
- 1.2.2. Students submitting a piece of coursework or undertaking an examination or other form of assessment, confirm that the work submitted is their own or a legitimate piece of group work and that they have not copied the work or cheated or made any attempt to pass off the work of others as their own.

- 1.2.3. Allegations / suspected cases of academic misconduct will be referred to the Dean of Academic Affairs by the lecturer or the module leader for validation and endorsement.
- 1.2.4. The Dean of Academic Affairs will then forward the case to the Academic Registry of OUC for formally recording the suspected case. Academic Registry will then forward the case to the respective Faculty Assistant Registrar for further processing the case.
- 1.2.5. If the AMP finds the case is proven a tariff-based penalty depending on the nature of the offence will be applied (See section 1.5. below).
- 1.2.6. If the AMP believes there has been a breach of the College's disciplinary code, then the matter will be referred to the Academic Registry for consideration under the Disciplinary Procedure.
- 1.2.7. Proven cases of academic misconduct will be recorded on the student record and may be referred to Appointed Academic Panel.
- 1.2.8. The College may be required to inform relevant professional bodies or regulators of proven cases of academic misconduct.
- 1.2.9. For the Academic Framework Regulation regarding academic misconduct see the appendix to this document or the Academic Framework: Assessment Regulations section C.5 <https://www.ljmu.ac.uk/aboutus/public-information/academic-quality-andregulations/academic-framework>

### 1.3. Definitions

<i>Academic Misconduct</i>	All deliberate attempt(s) to gain an unfair advantage in assessments.
<i>Plagiarism</i>	Plagiarism is defined as the representation of the work, artefacts, or designs, written or otherwise, of any other person, from any source whatsoever, as the student's own.
<i>Cheating</i>	A form of communication with, or copying from, any other source during an examination.
<i>Contract cheating</i>	Contracting a third party to do a part or complete formal assessment, then present it as the student's own.
<i>Collusion</i>	Where there is unauthorised co-operation between a student and another person in the preparation and production of work which is presented as the student's own.

<i>Falsification or Misrepresentation</i>	All aspects of presenting data that is obtained by incorrect means, without consent or accuracy of research.
<i>Self-Plagiarism</i>	Using students' own ideas, words or data that has been already used in formal assessment without referencing or acknowledging.

#### 1.4. Abbreviations

OUC	Oryx Universal College
AMP	Academic Misconduct Panel

#### 1.5. Penalties for Academic Misconduct

1.5.1. The College strives to ensure fairness and consistency in the application of penalties to students across all faculties and LJMU has adopted a standard penalty tariff to be used in all cases of proven academic misconduct.

1.5.2. The tariff works on a points system - where the misconduct is proven, points are attributed according to:

1.5.2.1. the type and extent of academic misconduct

1.5.2.2. the level of the student

1.5.2.3. any previous proven academic misconduct by the student

1.5.2.4. the notional credit size of the assessment item.

#### 1.5.3. Level of module

<b>Level of module</b>	<b>Points Awarded</b>
Level 3 or 4	5 points
Level 5	10 points
Level 6, 7 or 8	15 points

#### 1.5.4. History

<b>History</b>	<b>Points Awarded</b>
1 <sup>st</sup> Time	0 points
2 <sup>nd</sup> Time	25 points
3 <sup>rd</sup> Time	75 points

### 1.5.5. Calculation of penalty points

Category of misconduct	Points Awarded
Cheating in an examination	50 points
Collusion 1% - 25% of assessment item	10 points
Collusion 26 - 50% of assessment item	20 points
Collusion 51%-75% of assessment item	30 points
Collusion 76% - 100% of assessment item	40 points
Falsification of data	50 points
Plagiarism 1% - 25% of assessment item	10 points
Plagiarism 26% - 50% of assessment item	20 points
Plagiarism 51% - 75% of assessment item	30 points
Plagiarism 76% - 100% of assessment item	40 points
Submission commissioned or purchased from a third party	50 points
Any other categories of Cheating	50 points

1.5.6. **Notional Credit Size:** The notional credit size is calculated dependent on the module credit size and the weighting of the assessment item.

1.5.6.1. **Example 1** A module is 20 credits, and the assessment item is worth 50%  
 $20 \text{ credits multiplied by } 50\% \quad \& \quad 20 * 0.5 = 10 \text{ points}$

1.5.6.2. **Example 2** A module is 60 credits, and the assessment item is worth 90%  
 $60 \text{ credits multiplied by } 90\% \quad \& \quad 60 * 0.90 = 54 \text{ point}$

1.5.6.3. 120 credit sandwich placement modules are exempt from the notional credit size calculation & proven cases will use a tariff point value of 25 points for this element.

1.5.7. The points total is calculated, and the appropriate penalty applied as outlined below:

Banding	Points	Penalty
AMP1	Up to 39	Zero for assessment item
AMP2	40 – 69	Zero for assessment item & module mark capped at pass mark
AMP3	70 – 89	Zero for module
AMP4	90 - 99	Zero for module and no referral
AMP5	100 +	Case referred to Board of Examiners to determine one of the following: Recommendation for <ul style="list-style-type: none"> <li>• expulsion with an alternative exit award as appropriate</li> <li>• expulsion with any alternative exit award withheld</li> </ul>

*Note: A referral will only be offered by a Board of Examiners if the student has not exhausted the referral opportunities for the module.*

## 1.6. Appeals against AMP outcome

- 1.6.1. A student may appeal against the outcome of an AMP if they can demonstrate:
  - 1.6.1.1. that there has been a material administrative error or
  - 1.6.1.2. that the assessment, in whatever format, was not conducted in accordance with the current regulations or
  - 1.6.1.3. that some other material irregularity has occurred.
- 1.6.2. Disagreement with the decision of the AMP is not in itself grounds for appeal. There are strict deadlines for the submission of an AMP Appeal.
- 1.6.3. Students must lodge the appeal with the Student Governance Office **within 10 working days of notification of the outcome of the AMP.**
- 1.6.4. Guidance notes on the appeals process and appeals forms are available at <https://www.ljmu.ac.uk/about-us/publicinformation/student-regulations/appeals-andcomplaints>
- 1.6.5. If the appeal is upheld the AMP may be required to reconvene to reconsider its decision. Where the decision(s) of the AMP is modified, the Board of Examiners may also be required to reconsider the student's profile in the light of any change(s) made by the AMP.
- 1.6.6. Please note that there is a separate appeal process for appealing against a recommendation for expulsion. Appeals will not be accepted until the recommendation is approved.
- 1.6.7. Where a student has been notified of the formal decision to expel them from the College, the student has a right of appeal to the Board of Governors through the Office of OUC Academic Registry.

## 1.7. Advice and Information

- 1.7.1. The OUC Academic Registry Staff are available to advise Students on matters such as concerns about Academic Misconduct, cases, etc. procedures. If students wish to contact, they can do so at Academic Registry.
- 1.7.2. Further Information on this Policy Procedures are available on the College's Webpages at <https://www.oryx.edu.qa/policies/> or by contacting the Academic Registry via telephone numbers +974 4021 0000 or via email at [registry@oryx.edu.qa](mailto:registry@oryx.edu.qa).
- 1.7.3. Further information and contact details are available on the College Web pages at <https://www.oryx.edu.qa/>.



## 1.8. Appendix

### **Appendix: The Academic Framework regulations governing academic misconduct**

*Please note this content is common across all versions of Academic Framework Regulations.*

#### **UG.C5 Academic Misconduct**

Procedure notes on the operation of Academic Misconduct Panels are available at <https://www.ljmu.ac.uk/about-us/public-information/student-regulations/appeals-andcomplaints>

- UG.C5.1. Academic Misconduct is deemed to cover all deliberate attempt(s) to gain an unfair advantage in assessments. This includes cheating, plagiarism, unauthorised collusion or any other deliberate attempt to gain an unfair advantage in summative assessed work. Summative assessment includes all forms of written work (including in-class tests), e-assessments, presentations, demonstrations, viva voces, recognition of prior learning portfolios and all forms of examination.
- UG.C5.2. It is the responsibility of the Programme Leader to provide students with clear guidance and instruction early in the programme, on the appropriate preparation for and presentation of work, including writing and citation requirements. This guidance must clearly indicate that all types of academic misconduct are considered to be serious. The guidance must also indicate the consequence of, and penalties associated with, academic misconduct (See UG.C5.5.7).
- UG.C5.3. It is the responsibility of the student to take reasonable precautions to guard against unauthorised access by others to his/her work, however stored in whatever format, both before and after assessment.
- UG.C5.4.1. Cheating includes:
- (i) any form of communication with, or copying from, any other source during an examination.
  - (ii) communicating during an examination with any person other than an authorized member of staff.
  - (iii) introducing any written, printed, or other material into an examination (including electronically stored information) other than that specified in the rubric of the examination paper.

- (iv) gaining access to unauthorised material in any way during or before an assessment.
- (v) the unauthorised use of mobile phones or any other communication device during an assessment or examination.
- (vi) the submission of false claims of previously gained qualifications, research or experience to gain credit for prior learning.
- (vii) the falsification of research data, the presentation of another's data as one's own, and any other forms of misrepresentation to gain advantage.
- (viii) the submission of work for assessment that has already been submitted as all or part of the assessment for another module without the prior knowledge and consent of the Module Leader for the subsequent assessments.
- (ix) the submission of material purchased or commissioned from a third party, such as an essay-writing service, as one's own.

UG.C5.4.2. Plagiarism is defined as the representation of the work, artefacts, or designs, written or otherwise, of any other person, from any source whatsoever, as the student's own. Examples of plagiarism may be as follows:

- (i) the verbatim copying of another's work without clear identification and acknowledgement including the downloading of materials from the Internet without proper referencing of materials.
- (ii) the paraphrasing of another's work by simply changing a few words or altering the order of presentation, without clear identification and acknowledgement.
- (iii) the unidentified and unacknowledged quotation of phrases from another's work.
- (iv) the deliberate and detailed presentation of another's concept as one's own.

UG.C5.4.3. Collusion includes:

- (i) the conscious collaboration, without official approval, between two or more students in the preparation and production of work which is ultimately submitted by each in an identical or substantially similar form and/or is represented by each to be the product of his or her individual efforts.
- (ii) where there is unauthorised co-operation between a student and another person in the preparation and production of work which is presented as the student's own.

UG.C5.5.1. All cases of suspected Academic Misconduct as defined above must be referred to the Faculty Registrar or nominee. If there is sufficient evidence to support the finding of a prima facie case of Academic Misconduct, the Faculty

Registrar or nominee will initiate an Academic Misconduct Panel (AMP). The type of assessment and the alleged academic misconduct may prohibit the marking of the assessment and any subsequent feedback to the student, pending the outcome of the investigation. Where the decision of the AMP is that the allegation is not proven, then the work should be assessed, and feedback provided to the student within 15 working days from the date of the AMP.

#### UG.C5.5.2 Terms of reference and operation of Academic Misconduct Panels:

- (i) to consider allegations of academic misconduct.
- (ii) to determine whether an allegation of academic misconduct is proven or not proven based on the evidence presented.
- (iii) where a case is proven, to apply the penalty in accordance with the University penalty tariff.
- (iv) to notify the student(s) of the outcome in writing.
- (v) to report all proven decisions and the penalties applied to the relevant Board of Examiners.
- (vi) the proceedings of the AMP will be formally recorded as minutes.

UG.C5.5.3 Membership of the AMP will be determined by the Director of School (or nominee) prior to the AMP. The Panel will comprise three members of academic staff, two of whom, including the Chair, must not be significantly associated with the student. The Faculty Registrar should not be a member of the AMP. At least one member will be independent of the programme team.

UG.C5.5.4 It is the responsibility of the AMP to consider the allegation and the evidence presented. Where any academic misconduct (as defined in UG.C5.1) is proven, the AMP will apply the penalty in accordance with the University's agreed penalty scheme (see UG.C5.5.7). Where evidence of academic misconduct becomes available after a meeting of a Board of Examiners, the University has the right to investigate/reopen the matter and to determine the outcome(s) according to the circumstances.

UG.C5.5.5 In the event of a student being suspected of cheating in more than one examination during the same examination period all suspected cases will be considered at the same AMP. If the cheating is proven in relation to more than one examination the penalty points for prior offences will be applied.

UGC5.5.6 In cases of alleged collusion all suspected students will be called to an AMP. If one or more students is deemed to have given their work to one or more other students the former students will be subject to disciplinary procedures and the latter students will be subject to the AMP penalty tariff, if the misconduct is proven.

UG.C5.5.7 Academic Misconduct penalty scheme. These penalties are calculated on a points-based tariff as follows:

<b>Banding</b>	<b>Points</b>	<b>Penalty</b>
AMP1	Up to 39	Zero for assessment component
AMP2	40 - 69	Zero for assessment component & module mark capped
AMP3	70 - 89	Zero for the module
AMP4	90 - 99	Zero for the module and no referral allowed
AMP5	100 +	Recommend expulsion

UG.C5.5.8 The Board of Examiners will implement the penalty and consider its recommendations thereafter. Where the penalty tariff permits, the Board may include offering a referral or an exceptional second referral in a module failed after the application of a penalty. Where the penalty tariff permits re-submission of work, the Board of Examiners must ensure that the student is made aware of the assignment or re-examination requirements and the relevant submission date(s).

UG.C5.5.9 If the AMP finds the breach of assessment regulations may involve a breach of the University's disciplinary code, it will refer the matter to the Student Governance Office for consideration under the Disciplinary Procedure.

UG.C5.5.10 Students have the right to appeal against the decision of an AMP in accordance with the procedures outlined in UG.C9.

UG.C5.6 Further details about AMP procedures and the penalty tariff can be found here <https://www.ljmu.ac.uk/about-us/public-information/studentregulations/appeals-and-complaints>