

## Academic Misconduct & Plagiarism

**Academic Misconduct** refers to any form of academic cheating. **Plagiarism** is the form of cheating you may hear referred to most often. It is defined as stealing another person's ideas and presenting them as though they were your own. Examples include:

- \* Submitting assignments downloaded from the internet
- \* Commissioning another person to produce a piece of work without acknowledgement
- \* Cheating in examinations
- \* Copying from a text-book, journal article, thesis, essay or website without providing adequate reference to the author
- \* Reproducing original artwork, designs, film, sound or performance and presenting them as though they were your own
- \* Copying someone else's essay, programme, database, web-page or multimedia presentation without acknowledging their work

Throughout your studies, you will be encouraged to reference the work of other artists, writers, designers or performers in your work. Tutors will expect to find reference to the sources of your ideas in supporting documentation such as sketchbooks or initial drafts. This is an essential and valuable part of your education. **As long as the source of the ideas is acknowledged, this is not plagiarism.**

### How to avoid Academic Misconduct and Plagiarism

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Make sure that, for any assignment, you refer to the University's guidance on accepted and acceptable forms of referencing: Cite Them Right Online available from [www.citethemrightonline.com](http://www.citethemrightonline.com). This lists the correct way to reference any source, from books, journals and essays to works of art, computer programmes and web pages.

If you are concerned that your work may have been plagiarised by another student you should contact your tutor or Programme Leader.

The University of the Arts London takes all cases of cheating very seriously.

Such an offence is likely to lead to failure of that assignment and/ or unit and serious or repeated offences may lead to failure of the whole stage of the course, suspension or even expulsion. In addition, a breach of copyright may lead to legal action.

The table at the back of this leaflet gives examples of the severity of different offences and the penalty that you could receive.

The full Academic Misconduct Procedures and Guidelines are available on the Course Regulations website:

Go to [www.arts.ac.uk](http://www.arts.ac.uk) and search for 'Academic Misconduct'.

## Quick Guide to Referencing:

**Always acknowledge anyone else's ideas that you use in your work by quoting the source of the information.**

- \* In an **essay or assignment**, when quoting another person's words "put their words in quotation marks" and properly reference the author within the text and in the bibliography. Go to [www.citethemrightonline.com](http://www.citethemrightonline.com) for detailed guidance.
- \* If inserting **images** into an essay or dissertation, put a caption underneath e.g. "Sunflowers by Vincent Van Gogh, 1888, Oil on Canvas".
- \* When using an **artefact**, put a caption against the object, e.g. "original photograph by Cartier-Bresson".
- \* If presenting an original piece of work based on an **existing design or work of art**, quote the source, e.g. "after Rodin", "after Eckersley".
- \* If using a strategy of **'appropriation'** (i.e. the deliberate and conscious use of the style and images of another artist) make sure you tell your tutors what you are doing and why and acknowledge the strategy when submitting work for assessment.
- \* In a **group project** make sure all the members of the group are listed. If individuals undertake specific work within the project, make sure that this is acknowledged.
- \* In **examinations** do not copy another person's work. Do not quote passages from a text-book or journal without acknowledging the source.

## What will happen if I am suspected of Academic Misconduct?

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If your tutor suspects cheating in an assignment, s/he will make a report to your Programme Leader, who will determine how serious the offence is. If the misconduct is moderate or serious, you will be asked to meet with your Programme Leader to discuss the allegation.

You will then be invited to attend a misconduct hearing. You may take a friend along with you for support. The panel is made up of 3-4 members of staff who have experience of dealing with Academic Misconduct cases. A clerk will record the meeting. The panel will ask you questions about your work and its authenticity, and you will also be able to bring evidence for the panel to consider.

The Panel must come to one of two conclusions: The Panel is *satisfied* that misconduct has taken place or the Panel is *not satisfied* that misconduct has taken place. If the Panel is not satisfied, you will be sent a letter confirming that your case is closed.

If the Panel is satisfied that misconduct has taken place, the Board of Examiners will agree the level of the offence and an appropriate penalty. Depending on the severity of the offence, you may be asked to resubmit the work, repeat the unit or even the whole year. All resubmissions and repeats will be capped at D-. A repeat unit or year requires payment of full fees.

## Academic Misconduct Categories and Penalties

Category	Examples	Key Indicators	Action
<p><b>CATEGORY A</b></p> <p><b>Minor Misconduct</b></p>	<ul style="list-style-type: none"> <li>• Reproducing an existing concept or idea unintentionally.</li> <li>• Failure to adequately reference sources, including incomplete or incorrectly cited bibliographies, footnotes and/ or quotations.</li> <li>• Several sentences of direct copying without acknowledging the source.</li> <li>• Several instances of inappropriate or unacknowledged paraphrasing.</li> <li>• Unacknowledged proof-reading by another person.</li> <li>• Unacknowledged help with English language accuracy.</li> </ul>	<ul style="list-style-type: none"> <li>• The student has not yet learnt about the importance of referencing or has misunderstood the referencing or paraphrasing principles.</li> <li>• The student's behaviour appears unintentional.</li> <li>• The student's behaviour might be intentional, but is on an insignificant scale.</li> <li>• The student is in the 1<sup>st</sup> year of university education.</li> <li>• The student is not used to UK academic culture.</li> </ul>	<ul style="list-style-type: none"> <li>• Tutorial support and guidance to help the student understand what is and is not acceptable <i>and</i></li> <li>• Written advice for the student on where they can seek help (such as Language Centre or College Study/ Learning Support).</li> </ul>

<p><b>CATEGORY B</b></p> <p><b>Moderate Misconduct</b></p>	<ul style="list-style-type: none"> <li>• Several paragraphs of direct copying without acknowledging the source.</li> <li>• Several paragraphs of unacknowledged paraphrasing of another person's thoughts, ideas or text.</li> <li>• An assignment which has been translated into English by another person.</li> <li>• An assignment which has been edited by another person.</li> <li>• Deliberately submitting the same piece of work for assessment for more than one assignment.</li> <li>• Repeated Minor Misconduct, particularly if the student has been previously reprimanded.</li> </ul>	<ul style="list-style-type: none"> <li>• The student's behaviour appears intentional, but is on a small scale.</li> <li>• The student's behaviour will not have a significant impact on their final award (e.g. the student is in the 1<sup>st</sup> year).</li> </ul>	<ul style="list-style-type: none"> <li>• Normally a mark of <b>F- for that unit</b> with the opportunity to <b>resubmit the affected assignment</b>. All resubmissions will be capped at D-.</li> <li>• Where the student has already been given the opportunity to resubmit, the Board will normally adjust the penalty to <b>F- for that unit</b> with the opportunity to <b>retake the unit</b>. All retaken units will be capped at D- and charged full fees.</li> </ul>
<p><b>Category</b></p>	<p><b>Examples</b></p>	<p><b>Key Indicators</b></p>	<p><b>Action</b></p>
<p><b>CATEGORY C</b></p> <p><b>Serious Misconduct</b></p>	<ul style="list-style-type: none"> <li>• Submitting an assignment purchased or downloaded from the internet.</li> <li>• Commissioning another person to produce a piece of work.</li> <li>• Large sections of text that have been copied from another author, without acknowledgement.</li> <li>• Large sections of unacknowledged paraphrasing of another person's thoughts, ideas or text.</li> <li>• Presentation of the work of other students without acknowledgement.</li> <li>• Presentation of the work of commercial or industry practitioners without acknowledgement.</li> <li>• Conspiring or colluding with others to commit any of the above.</li> <li>• Repeated Moderate and/or Serious Misconduct, particularly if the student has been previously reprimanded.</li> </ul>	<ul style="list-style-type: none"> <li>• The student's behaviour is intentional and on a significant scale.</li> <li>• The student has intended to deceive the person marking the work.</li> <li>• The student would benefit substantially from the offence.</li> <li>• The student's behaviour would significantly compromise the integrity of the University's awards.</li> <li>• The student may have been warned and/ or reprimanded for previous attempts to deceive.</li> </ul>	<ul style="list-style-type: none"> <li>• Normally a mark of <b>F- for that unit</b> with the opportunity to <b>retake the unit</b>. All retaken units will be charged full fees.</li> </ul> <p><i>Or, for the most serious misconduct:</i></p> <ul style="list-style-type: none"> <li>• A mark of <b>F- for that level/ stage</b> with the opportunity to <b>retake the stage</b>. All retaken units will be charged full fees.</li> <li>• Exceptionally, the Board may, at its discretion and for reasonable cause, decide that a candidate may not be reassessed.</li> </ul>

**CATEGORY D**

**Disciplinary  
Offences  
(Gross  
Misconduct)**

- Theft of the work of other students.
- Theft of the work of commercial or industry practitioners.
- Copyright Theft.
- Fraud, including Impersonation and Misrepresentation of Identity
- Acts of violence or vandalism.
- Conspiring or colluding with others to commit any of the above.

- Any offence, including allegations of criminal behaviour, in which the offender commits physical violence, malicious abuse, theft, fraud or other fundamental breach of trust or negligently endangers staff or students or visitors, will be regarded as gross misconduct and may therefore lead to immediate suspension pending a disciplinary hearing and possible expulsion.

- Immediate suspension from the course.
- Expulsion.
- Revoking a previously awarded degree.

**All cases sit on a sliding scale of severity. There will be occasions when the misconduct is normally considered minor, but the extent of the deliberation and intention to deceive is such that it fits the criteria of serious misconduct. As a result, the examples given should be used as a guide to help staff identify procedures, but there will always be an element of academic judgement in determining the level of misconduct.**