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# Guidance on Academic Misconduct

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*Ali porta civitatis sum scientia et*

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**Reviewed and  
Approved by  
Academic  
Board July  
2014**

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This policy available on ECHE's website  
Revised: July 2014  
Review: July 2016

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**European College for Higher Education is committed to safeguarding and promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.**

**This Policy applies to all College programmes except those for which the applicable policy is that of a validating Higher Education institution or other Awarding Body.**

**We review our policies regularly to update them and to ensure that they are accessible and fair to all. All policies are subject to equality impact assessments. Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a different impact on grounds of race, gender, disability, age, religion/belief, gender reassignment, pregnancy/maternity or sexual orientation.**

**We are always keen to hear from anyone who wants to contribute to these impact assessments and we welcome suggestions for improving the accessibility of fairness of the policy.**

**To make suggestions or to see further information please contact:**

**Academic Committee:**

**Tel: 0208 800 1200**  
**Email: [admin@eche.co.uk](mailto:admin@eche.co.uk)**

**Equality Impact Assessed:**

**Footnote**

**In an effort to keep costs to a minimum a conscious decision has been made not to print out this document and it would be appreciated that you refer to the copy and relevant Appendices available on our website [www.eche.co.uk](http://www.eche.co.uk).**

## **1. Policy Regarding Cheating and Plagiarism**

The expectation at European College for Higher Education is that the principles of truth and honesty will be rigorously followed in all academic endeavors. This assumes that all work will be done by the person who purports to do the work and will be done without unauthorized aids.

In addition, when making use of language and ideas not his or her own, whether quoting them directly or paraphrasing them into his or her own words, the student must attribute the source of the material in some standard form, such as naming the source in the text or offering a footnote.

Individual lecturers/tutors are responsible for completing the Plagiarism/Cheating Incident Report within fourteen (14) days of the discovery of an offence. The lecturer/tutor should maintain copies and forward originals of the Report and supporting documentation to the College Administrator. The College Administrator will, in turn, notify the Principal.

Lecturers/tutors should include in their course formats an explanation of the Cheating and Plagiarism Policy and its penalties.

The Principal will maintain a central record and monitor all policy violations.

## **2. Popular forms of misconduct**

Examples of other forms of academic misconduct (such as cheating, collusion and attempting to obtain an unfair academic advantage) would include:

- i. Getting someone else to produce part or all of the work submitted;
- ii. Colluding with one or more student(s) to produce a piece of work and submitting it individually as one's own;
- iii. Copying the work of another student, with or without their permission;
- iv. Knowingly allowing another student to copy one's own work;
- v. Re-submitting one's own previously graded work;
- vi. Using forbidden notes or books in producing assigned work or tests
- vii. Fabrication of results (including experiments, research, interviews, observations)

### **3. Penalties for Cheating and Plagiarism**

#### **First Recorded Offence**

When a lecturer/tutor charges a student with cheating or plagiarism, the lecturer/tutor must complete a Plagiarism/Cheating Incident Report within fourteen (14) days of the incidents discovery. The lecturer/tutor must take one of the following two actions:

**Level 1**—Issue a warning with the requirement that the offending portions of the work be revised.

-Or-

**Level 2**—Issue an automatic failing grade (F) for the work in question, e.g., assessment, essay, or examination.

#### **Second Recorded Offence**

When the Principal receives a Plagiarism/Cheating Incident Report, a review of the central record file will be made to determine if any previous incidents have been reported on the same student. If one previous offence has been recorded, the lecturer/tutor filing the Incident Report will be contacted and must resubmit the Incident Report taking one of the following two actions:

**Level 3**—Issue an automatic withdrawal grade (W) for the course. (This action must be taken within the normal course withdrawal period).

-Or-

**Level 4**—Issue an automatic failing grade (F) for the course

NOTE: Lecturers/tutors should always complete the Incident Report as a First Recorded Offence unless contacted by the Principal to resubmit the Incident Report as a second offence.

#### **Third Recorded Offence**

If the Principal receives a third recorded offence on the same student, he will notify the lecturer/tutor and ECHE will take the following action:

## **Level 5—Suspension from ECHE**

Any incident or penalty, except Level 5, shall be levied by the lecturer/tutor in writing and recorded by the Principal.

No information relating to the offence shall be disclosed to external entities such as ECHE, employers, or agencies.

Cheating and Plagiarism Appeals Normal appeal routes should be followed with normal time allocation for the student to seek counsel, should he or she desire to appeal against the lecturer/tutor's actions.

Appeals relating to Levels One and Two should be directed to the College Administrator. If resolution is not achieved at that level, the final step in the appeal process is the Principal.

Appeals pertaining to Levels Three and Four and Five should be directed to the Principal

## **4. Malpractice**

Malpractice is the deliberate falsification of records and/or using unfair means during an examination in order to obtain a qualification or certificate. Typical examples of malpractice are:

- Claiming certification for non-active candidates;
- Claiming for a certificate for candidates who have not undergone appropriate assessment;
- Claiming for incorrect units or qualifications;
- Claiming for fictitious candidates
- Fraudulent candidates
- The unauthorised use of books or other material for theory examinations
- Communicating with other candidates or outside sources during theory examinations.

It should be noted that an important distinction is drawn between malpractice and mal-administration, the former being a deliberate act to deceive, while the latter is incompetence or a simple error.

It is the responsibility of course tutors/teachers to report any alleged or suspected malpractice immediately. A report giving details of the incident should be given to the college who will then takes steps to inform the awarding body who will, in turn, investigate take action as appropriate.

You must sign the statement below to show that you have read and understood the College rules on academic misconduct as they are shown on this paper.

**“I agree that I have read and understood the College Policy on a Academic Misconduct. I understand that if I cheat and present others’ work as my own, without showing who did the work and where I found it, the College will take action.**

**I agree that all the work I hand in during my course or put into my portfolio will be entirely my own, unless I show clearly in my work where I have used someone else’s work, have worked with someone else, or have received help.”**

**Report to be prepared**

**Signed documents to be insert in the student’s file**

**Signed ..... Date .....**

**Administrator:.....Date  
.....**

**ECHE Stamp**

<b>GUIDANCE ON MISCONDUCT POLICY</b>	
Policy Ref: ECHE 2014	
Version Number	2.0
Version Date	July 2014
Name of Developer/Reviewer	Raza Shah
Policy Owner (College/Centre/Unit)	Academic Committee, Directors of the College.
Person responsible for implementation (postholder)	Directors of College
Approving Committee/Board	Committee
Date approved	July 2014
Effective from	July 2014
Dissemination method (e.g. website)	College website
Review Frequency	2 years
Reviewing Committee	Academic Committee, Directors of the College
Consultation History (individuals/groups consulted with dates)	Drafts of the policy have been considered by: Directors of college Academic Committee