

ACADEMIC MISCONDUCT PROCEDURE

z}μ •Z}μo œ šZ]• %}o] Ç]v }viμv Ÿ}v Á]šZ šZ u] D]•
.v]Ÿ}v•W

x You/Your means a student or graduate (where applicable) of CSVPA

x We/Us/Our/CSVPA means CSVPA

1. /v š œ} μ Ÿ}v

- 1.1. This } μ u v š } μ š o] v • š Z % œ } μ œ • (} œ] v Á • Ÿ P Ÿ v P academic misconduct. / (v] v š œ v o • • • } œ • μ • % š • š Z š Ç } μ v } + v } (u] u] or a third party raises concerns with the • • • } œ U š Z Ç Á] o o v o Ç • š Z Á } œ] v Ÿ } v š } • • } (š Z } + v U (} œ]] v P } v š Z } œ œ š } μ œ • } (^ s W Æ % š • o o % œ Ÿ • š } š œ • } v o Ç v (] œ o to treat the procedures with respect.

2. } u u μ v] Ÿ } v v v P P u v š

- 2.1. } u u μ v] Ÿ } v • } v œ v] v P š Z o o P Ÿ v i s t Á o • v š š } school email account. In the Á v š š Z š v o o P Ÿ } v] • œ] • P] v graduate, CSVPA will contact you using the contact š] o • Z o } v . o (} œ Ç } μ œ • } (u] u] • } v μ š u P] v • š engage with the } u u μ v] Ÿ } v • v % œ } μ œ • • • }] š Á] š Z }] v Á • Ÿ P Ÿ } v y a g e m e n t with the academic misconduct procedures and • • • }] š } u u μ v] Ÿ } v • u Ç v } š v } œ u o a g a i n s t a p • • o o P Ÿ } v } (u] u] • } v μ š } œ • P œ } μ v •] v v Ç œ

3. } v . v Ÿ o] š Ç

- 3.1. E } œ u o o Ç v o o P Ÿ } v } (u] u] • } v μ š v š Z • • • }] v Á • Ÿ P Ÿ } v Á] v o e d b y t h e members of the Academic Misconduct W v o v U • Z } μ o š Z o o P Ÿ } v } (u] u] • } v μ š } œ • P œ } μ v •] v v Ç œ responses to the

4. š Ÿ}v

4.1. Academic misconduct may be detected in a number of ways, including but not limited to:

a. Ÿµ •Ÿ}v• }((š

Ÿµ •Ÿ}v• }((š Œ • }v o Œ À] v šZ š •}u šZ more likely than not, taken place. For example, the evidence may show poorly cited or wholly unreferenced use of sources, where work has been %Œ À]}µ•oÇ •µ u]© Ç Ç}µ (}Œ v Œo] Œ ••••u v %Œ À]}µ•oÇ •µ u]© Ç Ç}µ (}Œ v Œo] Œ ••••u v commission placed by you.

b. š Ÿ}v •}LÁ Œ

^sW µ•• š Ÿ}v •}LÁ Œ U •µ Z • dµŒv]ŸvU š}] plagiarism or misuse of AI tools. The assessor will • ŒµŸv]• šZ Á}ŒI š} •š o]•Z šZ Œš vš }(vÇ }v Œv }µš u] u]• ŸÀ • Œ Z]vP }vo]v X

c. Academic Integrity Vivas

s]À • Œ µ• š} •š o]•Z ÁZ šZ Œ Ç}µ Z À •µ8] vš understanding of the submission that you can be determined to be the author.

d. ŸÀ • Œ Z]vP }vo]v

/(v ••••}Œ •µ•% š• šZ š Ç}µŒ Á}ŒI]• v}š Ç}µŒ }Z o% šZ u] vŸ[Çu]• }v µ š Á v ÁZ Œ š Ÿ}v •}LÁ not.

/v]Ÿ}vU •• Ç u]oo• šÇ%o] ooÇ }µš•}µŒ }uu]••]} šZŒ}µPZ o P%ŸÁŒ}ŸvP Á •]š •X ••••}Œ• u Ç µ• • Œ Z]vP }(}%ÇÁŒ]ŸvP •]š assessment has been ÁZ Œ v outsourced.

e.]• Œ %o v] • Á]šZ Ç}µŒ %Œ }•o

Your course team quickly become familiar with your style of work and will be able to tell if your work %o% Œ•]v }v•]•š vš Á]šZ Ç}µŒ %Œ be a change in authorial voice (for example, using]+ Œ vš }Œ o À š o vP µ P •U •šÇo]•Ÿ %o%Œ} ZU u] %Œ (}Œu v or an unexplained change in content.

^µ•% ŸvP }Œ] vŸ(Ç]vP]• Œ %o v Ç Á]šZ Ç}µŒ % Œ•š •]Pv••{Œ}Œ šZ š Ç}µŒ Á}ŒI u]PZš Œ <µ]Œ (µ

under the Academic Misconduct Procedure. The assessor may invite you to a viva or proceed directly to a formal stage of the process.

5. Appeal

5.1. If you are invited to a viva or to provide evidence, you are expected to provide evidence to support their concerns. Outcomes of

the viva or evidence provided may include, but are not limited to:

5.2. The Panel may also consider any other evidence that you provide and may include, but are not limited to:

- a) any other evidence that you provide
- b) sources from which an assessment is suspected to have been obtained
- c) any other evidence that you provide
- d) any other evidence that you provide

5.3. In some cases, you may be required to prove that you have or have not done something: for example, if two students are accused of collusion, and Student A provides evidence that Student B copied their work, Student B would need to rebut the evidence.

5.4. If you are invited to a viva or to provide evidence, you are expected to provide evidence to support their concerns. Outcomes of the viva or evidence provided may include, but are not limited to:

Where you are unable to provide requested evidence, you may be asked to explain its absence.

5.5. If you are invited to a viva or to provide evidence, you are expected to provide evidence to support their concerns. Outcomes of the viva or evidence provided may include, but are not limited to:

6. Appeal

6.1. A

f)

7.3. If the above information was incomplete, the information may be considered as a whole. This information is the AQSC.

7.4. The information is as follows:

Your course team will produce an Academic Misconduct report. The report will indicate the extent of the misconduct. The report will be forwarded to the AMP, along

b) The Dean of Student Experience (or nominee) V

c) d Á } u u CE • } (• μ • š v Ÿ À with no knowledge of the student and

d) u] v] • š CE Ÿ À K 8 CE ~ } CE v } u] v • ~ ^ CE š CE Ç • X

The AMP will consider the Academic Misconduct Report and accompanying paperwork, along with Ç } μ CE Á CE] © v • š š u v š v v Ç • μ % % } CE before reaching a decision about the appropriate penalty. A quorate decision

c) d) u u OE • } (• μ • š v ŸÀ š Z]vP • š + Á]šZ v} Iv}Áo
and

d) u]v]•šOE ŸÀ K8 OE ~}OE v}u]v • ~^ OE š OEÇ•

Three members including the
Chair. The assessor (or v}u]v • Á]oo o•}]v © v v X

8.4. Once the AMP Z • OE]À }v. OEu Ÿ}v šZ š Ç}μ OE vÇ]vP
or you do not respond š} šZ oo P Ÿ}v Ç the AMP will contact
you via your registered email account to acknowledge receipt (if appropriate).

tZ v šZ š v Ÿu } (šZ DW u ŸvP]• Iv}Áv Ç}μ Á]
]vÀ]š Ÿ}v Ç u]oX

8.5. Y}μ • Z}μo v À}μOE š} © v šZ DW u ŸvPX /(Ç}μ
the DW Á]oo P} Z]v Ç}μOE • v U v Á]oo }v•] OE
•š š u v š v vÇ • Á}μ%v}OE Ç}μP %OE}À]]v o] μ } (Ç}μOE
If you wish to provide any further evidence prior to the AMP, you should
submit the documents to the AMP š o • š }v ~í• Á}OEI]vP Ç (}OE

8.10. Stage 2 outcomes

f) z } μ CE CE • % } v • š } š Z o o P Ÿ } v X

In some circumstances, the AMP may also take into account evidence of any u] Ÿ P Ÿ v P

8.14. In the event that Stage 2 academic misconduct is proven and depending on the severity, level v } v š Æ š } (š Z } + v U } v } (š Z (} o o } Á] will be issued by the AMP:

a) Z (CE CE o I š } ^ š P í } (š Z % CE } μ CE Á] š Z š Z % v o Ÿ • V

b) &] o μ CE] v š Z • • • u v š š • | • } v CE v ~ u CE I P you have • • • u v š © u % š • CE u] v] v P U Ç } μ Á] o o CE opportunity for a capped mark in š Z š • | • + š V

c) &] o μ CE] v š Z • • • u v š š • | • } v CE v ~ u CE I P capped mark applied to the module as a whole. Where you have • • • u v š © u % š • CE u] v] v P U Ç } μ Á] o o CE opportunity

f Ç ga BDR • D } DE Ç v • I o š ' @ À Z ' a B š V

&] o μ CE] v š Z • • • u v š š • | • } v u CE I P CE 0 capp14 (e)-1(d) (mark)] Tc 0 Tw 5.2 Td () Tj 0.005 Tc -0.00 Tw 0.23 0 Td (re)-1

9.4. / (Ç } μ Œ μ v o š } © v] v % Œ • } v U Ç } μ u Ç Œ • % } v statement • μ u] © A Ç š o • š } v ~ í • Á } Œ] v P Ç () Œ š Z š Z u Ÿ v P X / (Œ Á • } Ÿ v] v P D } μ • Z } μ o } μ š o] v v Ç Œ o that you would like the ADC to take into account and © Z v Ç Á] v Ç } μ Z Á š } • μ % % } Œ š Ç } μ Œ % } •] Ÿ } v X

10. u]] •] % o] v Œ Ç } u u] ©

10.1. d Z Œ u] š } (š Z] • š } Œ Á] Á v Ç Œ } u u v Ÿ } v Ç to terminate a • š μ v š [• • š μ] • U v] } Œ š } } v •] Œ v Ç • • entered the process at Stage 3

10.2. The ADC will comprise

- a) v } u] v š Œ % Œ • v š Ÿ Á } (š Z Z š } Œ ~ Z] Œ
- b) d Á } • μ • š v Ÿ Á u] • (Œ } u % Œ š u v š • } š Z Œ š
- c) Student Œ % Œ • v š Ÿ Á ~ } Œ v } u] v •
- d) ^ v] } Œ u] v] • š Œ Ÿ Á K 8 Œ ~ } Œ v } u] v • ~ ^ Œ š

A quorum of the ADC shall be at least three memf 7mf 7aCT.h037air

If you are bringing another person with you, you must inform AQSC of their full name and

10.5. Where the assessor suspects that collusion has occurred between two or more students, the students will normally be interviewed together

10.6. Provided AQSC

10.11. The decisions reached by the ADC will send you an email via your registered email account with the outcome of the ADC together with a copy of the report from the ADC and Procedure. Where appropriate Assessment Boards shall also be convened to consider the case as per the process outlined above.

10.12. An Assessment Board cannot overturn the decision of the ADC.

11. Review of the ADC's decision

11.1. Depending on the severity of the case, the ADC may think it necessary to order a review of any decision which you are enrolled in. You will be advised of any such review in the outcome of the review.

11.2. The ADC shall then be convened to consider the case as per the process outlined above.

12. Academic Record

12.1. The ADC shall be convened to consider the case as per the process outlined above.

c) A marking penalty or re-marking of the work with the plagiarised

- A student who has been found to have plagiarised may be penalised by a marking penalty or re-marking of the work with the plagiarised content.

13.3. A proven case of plagiarism may be included in any future employment or academic references.

14. Plagiarism

14.1. Plagiarism is the act of using someone else's work or ideas without their permission and without giving them credit. This includes copying text, images, or other content from the internet, books, or other sources and presenting it as your own work.

twenty (20) working days of the date the outcome was sent to you. Appeals received outside of the deadline will not normally be accepted. For full details how to appeal, see the Appeals Policy document

17.2. There are two grounds for appeal

- a) unwilling or unable to divulge to your course team, the AMP or the ADC
- b) ...

17.3. You may not appeal on the grounds of non-engagement with, or non-

... in the process for which you were provided with the ...

18. ...

18.1. ... being formally ... Procedure

18.2. A viva is a means of assessing the extent of your knowledge and understanding of the work you ...

18.6. z } μ u Ç } u % v] š } š Z À] À % v o u Ÿ v P Ç } v
you wish. That person must be one of the following.

- a) Another student who is currently enrolled on a course at CSVPA
- b) œ % œ • v š Ÿ À (œ } u ^ š μ v š • [h v] } v V } œ
- c)

b) Poor Academic referencing
very minor level of academic misconduct has occurred which
Poor
formal stage of the Academic Misconduct Procedure. Your assessor will
process below (see clause
20)

Y Đ AcQ 9 qv` (Z('} Y≠'0 # Đ É 0 260!

dZ]• o]•š]• v}š ÆZ μ•ÿÀ

19.2. ^Z}μo %o}}œ u] %œ ÿ] vÿ. U Ç}μœ u œ I
Á}œ I Á]o dœœ and highlight the areas in which you need to
improve. The assessor may advise you to