

## Academic misconduct

Academic misconduct is considered to be a serious offence. It may take different forms including, but not limited to:

- Plagiarism
- Cheating
- Collusion
- Falsification or fabrication of data
- Impersonation
- Bribery

Academic misconduct can be classed as minor or serious depending on the gravity of the offence. The penalty applied in each case will be determined by staff investigation or the Academic Misconduct Panel. Deciding whether an offence is minor or serious is a matter of judgement and staff will take into account the following:

- Whether the student has previously committed academic misconduct;
- Level of study;
- Impact of offence on other students.

Where other issues arise which need to be dealt with in a formal manner, and in order to protect the student involved, the student disciplinary procedure must be followed.

## **Candidate malpractice**

Candidate or student malpractice means malpractice by a candidate in the course of any examination or assessment. It includes, but is not limited to:

- The preparation and authentication of coursework;
- The presentation of practical work;
- The compilation of portfolios of candidate/assessment evidence;
- Conduct during an internal assessment.

Allegations of candidate malpractice will be dealt with using the student malpractice procedure.

## Reporting

Students should report any suspected case of malpractice to their lecturer, personal academic tutor or other member of teaching staff.

## Appeals

Students have the right to appeal any malpractice decision made against them. The appeals process is contained within each of the procedures noted above. This includes the timescales for appeal. Ask your PAT for more information.

Students can also appeal a decision to the Scottish Qualifications Authority (SQA) in the following circumstances:

- The centre has conducted an investigation, the student disagrees with the outcome and has exhausted the centre's appeals process;
- SQA has conducted an investigation and the candidate disagrees with the decision.