



# Academic Misconduct Policy and Procedure

## London Campus

<b>Document title:</b> Academic Misconduct Policy and Procedure	
<b>Owner:</b> UK Director of Student and Academic Services	
<b>Approving body:</b> Academic Quality and Standards Committee	<b>Date of approval:</b> May 2021
<b>Version:</b> 1.1	<b>Next review date:</b> September 2022
<b>Supersedes:</b> 1.0	<b>Previous review dates:</b> August 2019



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## 1. INTRODUCTION

- 1.1 ESCP Business School has a duty to uphold academic standards by ensuring that the regulations and policies of assessment are implemented fully and fairly. To this end, the School will take action against any student who violates these regulations, whether intentionally, unintentionally or through negligence and who, by doing so, could gain unfair advantage over other students. Any such contravention constitutes academic misconduct. Academic misconduct may be proven to have taken place even if the student has not gained an unfair advantage by doing so.
- 1.2 The School considers academic misconduct as a serious offence and will take action against involved student(s).
- 1.3 Allegations of academic misconduct will be addressed fairly and consistently using informal and formal procedures of investigation and related action.

## 2. SCOPE

The policy is applicable to all enrolled students on all undergraduate and post graduate courses. Where a student is registered on a programme validated by another awarding body, the specific action to be taken may get influenced by the requirements of such awarding body.

- 2.1 There is no time limit beyond which academic misconduct will not be investigated. An allegation of academic misconduct may be made at any point during the student's period of registration, or after an award has been made.
- 2.2 Where academic misconduct is proven after work has been formally assessed, this may lead to the withdrawal of credit or grades previously awarded or withdrawal of a conferred award.

## 3. PRINCIPLES

- 3.1 The School expects that all work submitted for assessment by students is their own and that it fully acknowledges the work and opinions of others.
- 3.2 It is responsibility of the students to ensure that they do not commit any form of academic misconduct and familiarise themselves with the rules governing assessments including examinations and correct referencing system.
- 3.3 Allegations of academic misconduct will be conducted in the strictest confidence. No student will be recorded, or referred to, as having committed an academic misconduct until the full process has been completed and allegation proven.

## 4. FORMS OF ACADEMIC MISCONDUCT

4.1 Academic misconduct may take different forms including, but not limited to, those listed below.

- a) Plagiarism including self-plagiarism
- b) Cheating
- c) Collusion
- d) Fabrication or falsification of data
- e) Personation
- f) Bribery
- g) Failure to have ethical approval
- h) Forgery

## 5. PROCEDURES FOR INVESTIGATION OF ALLEGED ACADEMIC MISCONDUCT

### 5.1 Informal Procedure

- a) All suspicions of academic misconduct must be reported to the Academic Director for consideration before any allegation of academic misconduct is put to the student. Such allegations must be reported to the Academic Director as soon as possible after initial discovery and no later than ten working days of the submission of coursework.
- b) Where the suspected academic misconduct is discovered by the Academic Director (for example in work submitted for a module they teach), they should then discuss their suspicions with the Teaching and Learning Delegate (Teaching and Learning Coordinator) or the Director of Student and Academic Services, London Campus.
- c) It is the responsibility of the examiner raising the allegation to clearly set out the nature of their suspicion(s) and supply all the supporting evidence.
- d) Before reporting the suspected academic misconduct, the examiner(s) should satisfy themselves that the student was given appropriate advice on referencing sources prior to coursework submission.
- e) Consideration by the Academic Director:  
Upon receipt of any reports of alleged academic misconduct, the Academic Director will take into account the evidence provided and decide how to proceed. Academic Directors are aware that in some instances, particularly in the early stages of a programme, it might not always be appropriate to proceed to a formal procedure. After reviewing the evidence, the academic director will decide that either:
  - No offence has been committed;
  - There is poor academic practice; or

- There is sufficient evidence that an offence may have been committed
- f) If the Academic Director decides that no offence has been committed, the examiner will be requested to mark the work on its academic merits. No action will be taken with the student.
- g) If the Academic Director decides that it is a case of mere poor referencing or poor academic practice, the examiner will be requested to mark the work on its academic merits. In any such cases, a warning letter will be sent to the student by the Director of Student and Academic Services, London Campus about their academic practice. This warning will be recorded in the student file. If this is a second instance of academic malpractice, then it will automatically become a formal procedure.
- h) If the Academic Director decides that there is sufficient evidence that an offence may have been committed, he/she shall proceed to a formal allegation.  
Alleged academic misconducts during an exam will automatically be formally investigated

## 5.2 Formal Procedure

- a) Academic Misconduct in Examinations:  
Suspected academic misconduct during an examination will automatically be formally investigated.
  - Where academic misconduct is suspected in an examination, the invigilator(s) will inform the student of their suspicions and clearly annotate the student's script. The student will also be advised by the invigilator(s) that a full report will be submitted to the Academic Director and Director of Student and Academic Services, London. This should be conducted with the minimum of disruption to other candidates in the examination room.
  - The invigilator(s) will seek to confiscate any relevant evidence (for example, any unauthorised material) and allow the student to continue with the examination. However, if the student persists with the irregularity or if they refuse to submit any suspected material to the invigilator(s) they will be expelled from the examination room.
  - Immediately following the examination, the invigilator(s) will submit a report of the matter (using the Examination Record Sheet) to the Programme Coordinator along with the scripts and other examination stationery. The Programme Coordinator will ensure that the report is immediately sent to the Academic Director.
- b) To proceed to a formal allegation, the Academic Directors submits all details of the student and related evidence to the Director of Student and

Academic Services, London Campus using the “Academic Misconduct Report Form” (see appendix 1, accessible online at [https://escplondon.az1.qualtrics.com/jfe/form/SV\\_3af9mk1lq8MTL26](https://escplondon.az1.qualtrics.com/jfe/form/SV_3af9mk1lq8MTL26)). In case of the coursework, Academic Director shall provide the report and evidence from the examiner and in case of an exam, they shall provide the report and evidence from the invigilator.

- c) Upon receipt of the form and relevant evidence from the Academic Director, a letter will be issued to the student:
- Outlining the details of the allegation as provided by the Academic Director
  - Inviting student to attend the Academic Misconduct Panel on the given date and time.
- d) The letter from Director of Student and Academic Services, London Campus to the student shall be copied to the relevant Chair of the Board of Studies, Academic Director and Programme Coordinator. Where possible, every effort should be made to resolve the matter before the meeting of the Interim Board. However, where it remains unresolved, the Interim Board will mark the record as “pending academic misconduct panel decision” on student result for the relevant module(s).
- e) Director of Student and Academic Services, London Campus shall send an invitation to the student to attend meeting of the Academic Misconduct Panel. In such a case, the student should be given a notice of three working days to attend the meeting.
- f) While the allegation remains unresolved, the student shall have the right to continue on the programme or commence the next part or stage of the programme (where permitted) unless the alleged offence is deemed by the Director of Student and Academic Services, London Campus to jeopardise the welfare of the student, student fellows or staff.
- g) *Academic Misconduct Panel*
- The Director of Student and Academic Services, London Campus is responsible for convening the Academic Misconduct Panel.
  - The Panel shall comprise:
    - Campus Dean or their representative (Chair)
    - Academic Director of another programme
    - Director of Student and Academic Services, London Campus
    - Other members of administrative or academic staff as appropriate (excluding the examiner/invigilator who referred the suspected academic misconduct)
  - Both the panel and the student(s) will be provided with full details of the alleged academic misconduct. The panel has the right to request the attendance of relevant staff member(s).

- The student has a right to be accompanied by a friend, colleague or a student representative. However, under no circumstances may the student be represented by an external organisation or have professional legal representation.
- The panel will hear the student(s), staff, and witnesses as appropriate, and consider the student's statement. The student(s), staff and witnesses shall withdraw while the panel deliberates. In reaching its conclusion, the panel will also determine the penalty to be imposed. The penalty will be held on their student record for five years, or the maximum period of registration for the award, whichever is the longer.
- The Director of Student and Academic Services, London Campus will, within two working days, advise the student(s) in writing of the outcome of the panel, and that, where relevant, details of the offence and the penalty will be held on their student record.
- The Academic Director is responsible, where relevant, for ensuring that the student record system is updated in accordance with the outcome of the panel, including modification to marks or the student's enrolment status (liaising with the Interim Board).

### 5.3 Attending the panel meeting

The School expects the students to attend the meeting but if they are unable to attend in person, they can explain in writing the circumstances of the incident. The statement will be read during the hearing and be taken into consideration by the panel. The panel will make a decision in their absence based on the information available.

## 6. GROUP PANELS IN CASES OF STUDENT COLLUSION

- a) If the allegation is that a group of students acted together, the School can carry out investigations for collusion. In doing so, the School will ensure that joint or group allegations are dealt with in a manner that is fair to all the students involved.
- b) The School will ensure that all students involved are heard and can respond to all allegations. Where possible, the School will address student collusion allegations at a single hearing with all students in attendance. The School may also run more than one panel with different membership. Upon request, students will be given an opportunity to speak to the panel privately so that they can raise confidential or sensitive matters.
- c) Academic misconduct hearings are confidential and one student's case is not disclosed to another except where that other student is a witness. In collusion cases on the other hand, each suspected party to the collusion is both accused and witness, and the confidentiality cannot be maintained in its totality. Students suspected of collusion cannot therefore reasonably expect the same level of confidentiality that would be obtained in hearings not involving group misconduct.

- d) Students' academic work is usually confidential and is not disclosed to other students. However, confidentiality is not an absolute duty and is subject to the public interest. In this case, collusion is a form of dishonesty and the School is justified in breaching confidentiality in so far as it is necessary to do so to detect and penalise dishonesty by means of a fair disciplinary process, and to protect the integrity of School's awards.
- e) The School will ensure that the disclosure of personal data must also be proportionate (i.e. relevant and not excessive). If there is material that is obviously not relevant to the proceedings and the School has no intention to rely on it in making its case, then it will not be included in the evidence bundle.
- f) A decision will be made for each student individually, taking their particular circumstances into account. The standard position is that penalties are confidential to the particular individual, but, in the interests of transparency, the School could choose to provide the range of penalties imposed on the other accused persons in the same collusion investigation.

## 7. PENALTIES FOR ACADEMIC MISCONDUCT

- a) In determining the recommended penalty, the Panel will take into account:
  - the severity of the offence;
  - the intent;
  - whether it is a first or subsequent offence;
  - the academic stage of the student;
  - any mitigation;
  - the proportionality of the penalty to the offence
- b) A student who is deemed to have committed academic misconduct may be liable to one or more of the following penalties (this is an indicative list only)
  - An admonition (informal warning)
  - A reprimand (a formal written warning which will remain on the student's record for a specified period)
  - A reduction in the mark awarded for one or more assessments in one or more modules with the opportunity to resit where appropriate
  - A mark of zero / fail grade for one or more assessments in one or more modules, with the opportunity to resit
  - A mark of zero / fail grade in one or more modules with no opportunity to resit
  - A reduction in the classification of an award at honours level (only where the offence relates to honours level provision)
  - Capping the resit grade
  - Suspension from the School for a specified period
  - Permanent exclusion from the School.
  - Revocation of an award





## 8. STUDENTS' RIGHT OF APPEAL

The student has a right of appeal against the outcome of the decision of the Academic Misconduct Panel under the School's Appeal Policy. See Student Appeal policy for details.



## Appendix 1: Academic Misconduct Report Form

### STRICTLY CONFIDENTIAL

This form should be filled by the Academic Director only for formal investigation of alleged academic misconduct cases and submitted to Director of Student and Academic Services, London. Please note that the student(s) will be provided with a copy of this report.

#### 1. Staff Details

Staff Name and Job role:

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(Name and job role of staff member reporting the suspected offence  
Role e.g. examiner/invigilator)

#### 2. Student Details

Student Name:

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Student ID:

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Programme and year of study:

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Module Affected:

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Name of assessment affected and proportion of course:

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**Brief summary of the reasons for suspecting academic misconduct and details of any evidence gathered to date (Please use extra sheet paper if necessary)**



**3. Checklist**

The following must be supplied with this form

Details of any previous advice given to the student	
Details of any previous warnings given to the student	
A copy of the affected work with relevant sections highlighted	
Comments from the examiner or report from the exam invigilator	

**4. Any further comments**

**5. Academic Director's Signature:**

**Date:**

## Appendix 2: Flow chart - Procedure of handling alleged academic misconduct

