



Academic Conduct Policy

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STATEMENT OF POLICY

The Film School's mission is to become a world class centre of learning offering the highest quality learning experience. This entails offering student support of the highest quality and giving equality of opportunity enabling individuals to achieve.

Plagiarism, cheating and collusion and attempting to obtain an unfair academic advantage are entirely unacceptable and are therefore not allowed. The Film School provides a strategy to ensure the enactment of this policy.

DEFINITIONS

Plagiarism is defined as the presentation of someone else's work, words, images, ideas, opinions or discoveries, whether published or not, as one's own, or alternatively appropriating the artwork, images or computer generated work of others, without properly acknowledging the source, with or without their permission.

Plagiarism by students can occur in examinations but is most likely to occur in coursework, assignments, portfolios, essays and dissertations.

Examples of plagiarism in such a context would include:

- i) Directly copying from written physical, pictorial or written material, without crediting the source;
- ii) Paraphrasing someone else's work, without crediting the source;

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 or to sit an examination as one's substitute;
- 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) Resubmitting one's own previously graded work without the tutor's agreement;
- vi) Using forbidden notes or books in producing assigned work or tests; vii) Fabrication of results (including experiments, research, interviews, observations).

The use of the word "academic" in the title seeks to define the scope of policy as it relates to the delivery and assessment of the curriculum. It is intended to include vocational courses and assessed programmes.

Academic Conduct: Strategy for Implementation

The Responsibility of Staff

To prevent the occurrence of academic misconduct, staff should:

- i) Inform students clearly of the policy on academic integrity and honesty and of any guidelines on academic misconduct, recording the date/s and occasion/s for future reference.
- ii) Include statements on academic misconduct in college policies, the student handbook and each syllabus, ensuring consistency throughout the Film School.
- iii) Make students aware of the penalties for academic misconduct at the earliest stage of the course.
- iv) Provide students with guidance on the format of formal acknowledgement of source material.
- v) Inform students, in writing if possible, of the extent to which they can collaborate in coursework. Please refer to the notes in the guidelines from the appropriate awarding bodies as to what is, and is not, allowed when collaborating.
- vi) Be aware that most students are computer literate and can scan text and surf the web for model essays, etc., with ease. Ensure adequate access controls are in place and that students are adequately supervised when using computers (especially when networked) to prevent students from copying or printing out other people's work as part of their own.
- vii) Devise procedures for assessing work in such a way that plagiarism, cheating and collusion are more detectable. This might include - ensuring that coursework assessment is supported by unseen and supervised work under test conditions, changing assignment topics yearly, on at least a three-yearly cycle; making less use of generic assignments in favour of tailored assignments; getting to know the style of students' writing/submissions, early on in the course; comparing subsequent work to initial assessment tests. Ideally, mark/assess a class group's coursework on a single occasion, to enhance the likelihood of the assessor spotting plagiarised passages.
- viii) Fully investigate all instances of suspected academic misconduct utilising the proper disciplinary procedures

The Responsibility of the Student

To prevent the occurrence of academic misconduct students should be advised of their responsibilities: An information sheet outlining these is attached

Action to be taken following a case of Academic Misconduct

A Minor Case:

E.g. Presenting a short extract from a piece of work produced by another as one's own and not crediting the source.

- i) What you have done will be discussed with you in a private tutorial with the subject teacher and personal tutor
- ii) You will be given a warning about how you must act in the future
- iii) You will have marks from your piece of work taken away (which may be 6% as a guide), or you will have work returned to re-do and hand in for remarking
- iv) If this has happened before, you will go straight to a second stage interview
- v) If you are working towards an exam, the relevant awarding body will be told what has happened in accordance with the awarding body's policy
- vi) External examiners/verifiers will also be told what you have done, in accordance with the awarding body's policy

A Moderate Case:

When what you have done is thought to be a moderate case of academic misconduct-

E.g. Presenting a substantial extract from a piece of work produced by another as one's own and not crediting the source.

Fabricating data and using this within a piece of work which requires the collection of valid data

A repeat of an offence constituting minor misconduct

- i) What you have done will be discussed with you in a private tutorial with the subject teacher, personal tutor and/or Head of School
- ii) Your mark or assessment grade will be reduced or you will be awarded zero, depending on how serious what you have done appears to the college
- iii) You may not be allowed to take the unit/exam/test again
- iv) The relevant examining body will be told what you have done, in accordance with the awarding body's policy
- v) External examiners/verifiers will also be told what you have done, in accordance with the awarding body's policy

A Serious Case:

When what you have done is thought to be a serious case of academic misconduct- E.g.

Obtaining work done by another and presenting it as one's own

- Fabrication or falsification of research to support an analysis
 - A repeat of an offence constituting moderate misconduct
- i) What you have done will be discussed with you in a private tutorial with the subject teacher, personal tutor and the Head of School
- ii) A penalty will be awarded. This will be decided by the film school staff interviewing you and will depend on the seriousness of what you have done. Any of the following may be given -
- A zero grade in the exam/test/module is given or the assessed work is not awarded a grade
 - You are disqualified from your course
 - You are expelled from the Film School
- iii) The relevant awarding body will be told what you have done, in accordance with the awarding body's policy
- iv) External examiners/verifiers will also be told what you have done, in accordance with the awarding body policy

In all cases, a note will be made on your file of the allegation, the outcome and any penalty you are given. You need to know that this information may be used by the film school when it is asked to provide a reference for you, for example if you want to go to another college or film school or get a job.

Appeal Procedure

The student has the right of appeal to the next level of review at each stage in the procedure. In the event of an appeal s/he may choose to be accompanied by a friend or a responsible adult. An appeal should be submitted within 5 working days of the outcome being notified to the student and should be heard within 5 working days after the appeal is received. The appeal must state the grounds upon which there is disagreement with the line manager's decision. An appeal against the outcome of an offence considered as serious misconduct will be heard by the Chief Executive Officer.

To promote correct academic conduct students are advised of the following responsibilities:

1. You will only hand in your own original work for assessment.
2. You will show when you have used information provided by someone else by giving the person's name and where you found the information in your work (or in your portfolio) as you go along. For example, if you use someone else's words you will enclose the quote with inverted commas. You will also repeat this information at the end of the piece (this is called a bibliography/references section). The same applies if you have received help. This is the standard practice in the world of learning. Your tutor or lecturer will give you help with this. You should seek advice and guidance from tutors if you are unsure how to do this properly.
3. You will show when you have downloaded information from the internet
4. You will never use another's material as if it were your own work, nor copy work belonging to someone else and use it as if it were your own
5. You will never use someone else's artwork, pictures or graphics (including graphs, spreadsheets etc.) as if they were made by you
6. You will never let other students use or copy from your work and pass it off as if they had done it themselves
7. You can expect all cases of suspected academic misconduct to be fully investigated using the film school disciplinary procedures. If proved, you can expect the film school to take action against you. What happens will depend on how serious what you have done appears to the film school.
8. The member of staff who has looked into what you have done will decide how serious the case appears at first. This person will consult with senior colleagues when a moderate or serious case is suspected. The claims that you have done something illegal or wrong (the allegations) will be written down so that you know the case you have to answer.
9. If academic misconduct is found to have occurred, you will have a right of appeal against the decision as set out in the Academic Conduct Policy (available on the Share Drive).

Student Statement

"I confirm that I have read and understood the Film School Policy on Academic Conduct. 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 against me.

I agree that all the work I hand in during my course or put in 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."

Signed: Date: