

## Quick Guide to Academic Regulation 6: Academic Misconduct (Cheating in Assessment) – Taught Courses

This guide should be read alongside Academic Regulation 6: Academic Misconduct (Cheating in Assessment) – Taught Courses [www.kingston.ac.uk/academicregulations](http://www.kingston.ac.uk/academicregulations)

Advice on plagiarism for staff and students can be found in Academic Guidance AG4a and AG4b [www.kingston.ac.uk/academicregulations](http://www.kingston.ac.uk/academicregulations)

The University defines academic misconduct (cheating) in assessment as any attempt by a student to gain an unfair advantage in assessments or to aid another to gain such an advantage. Examples of types of academic misconduct included in the regulations are:

- Plagiarism
- Copying
- Fabricating or falsifying data or using without permission another person's work
- Purchasing or commissioning
- Self-plagiarism
- Cheating in examinations or tests
- Collusion

The regulations include a definition of the **Academic Induction Period** during which the procedures are different for *plagiarism and collusion only*. There are **5 key steps** in the procedures for dealing with Academic Misconduct. These are summarised below and in the flowchart on the next page:

### Step 1 Actions taken by the Module Leader

The actions are set out for *during* and *after* the Academic Induction Period

### Step 2 Actions taken by the Field Leader (or Course Leader)

The field Leader will determine if there is sufficient evidence to proceed to a formal hearing

### Step 3 Actions by the student

The student may decide to admit the allegation is justified **or** proceed to a formal hearing

### Step 4 Formal hearing

The panel will normally interview:

- the student\*
- any relevant members of staff

\*the student may be accompanied by a friend, family member or KUSU staff member

### Step 5 Actions by the Programme Assessment Board (PAB)

The PAB will be asked to ratify the recommendations of the hearing panel and apply the appropriate penalty in accordance with Table of Penalties (Annex 1).

Penalties are explained in Section 4 of the procedures, including how concurrent offences are treated.

**A Table of Penalties** is provided at Annex 1 of Academic Regulations 6: Academic Misconduct (Cheating in Assessment) – Taught Courses. The severity of penalties increases according to:

- the module level;
- type of academic misconduct – (i) plagiarism or collusion, and (ii) other type of academic misconduct;
- occurrence of offence – more severe penalties apply for 2<sup>nd</sup>, repeat or concurrent offences.

# The Academic Misconduct process flowchart

