

# NOTTING HILL ACADEMY OF MUSIC

## Academic Misconduct Guidelines and Policy

Version	3.0
Effective date	August 2021
Date for review	August 2022
Policy owner	Head of Quality
Reference points	<a href="https://www.esc.ac.uk/about-esc/policies-and-procedures">https://www.esc.ac.uk/about-esc/policies-and-procedures</a> , <a href="https://www.bruford.ac.uk/about/who-we-are/policies-and-procedures/">https://www.bruford.ac.uk/about/who-we-are/policies-and-procedures/</a> , <a href="https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/assessment">https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/assessment</a>
Audience/handling notes	Public
Dissemination and implementation plan	<p>This Academic Misconduct Guidelines and Policy will be published on the NHAM website and student portal for reference by students, staff, and all other relevant stakeholders.</p> <p>Lecturers will receive training in how to apply this policy and its procedures. They will also be directed to where it is published. The Administration Manager will be responsible for the dissemination of the policy and procedures to academic staff; the Administration Manager will be responsible for the dissemination of the policy and procedures to support staff.</p> <p>Students will be informed by email that this information is available on the student portal and NHAM website.</p>
Date approved	September 2021

### What is Academic Misconduct?

Academic Misconduct refers to any form of academic cheating.

Plagiarism is the form of academic misconduct you may hear referred to most often. It is defined as stealing another person's ideas and presenting them as though they were your own; 'cheating'. Examples include:

- Submitting assignments downloaded from the internet
- Commissioning another person to produce a piece of work for you, without acknowledgement
- Cheating in examinations
- Copying from a websites, news articles, text-books, journal articles, theses, or other essays and including their words as your own, without providing adequate reference to the author
- Reproducing original artwork, designs, film, sound or performance and presenting them as though they were your own
- Copying another student's work eg. essay, programme, database, webpage or multimedia presentation, without acknowledging their work.

### But you ask us to read other sources and integrate those into our work?

Yes, we do. During your studies, you will be encouraged to reference credible sources of information about the music industry either from industry reports and sources, text books, the work of other artists, writers, designers or performers in your work. Your lecturers will expect to find a reference list at the end of each assignment and also see references within the text to demonstrate that you have engaged with wider reading and study on the subject. This is an essential and valuable part of your education. As long as the source of the ideas is acknowledged, this is not plagiarism. In fact, we encourage you to formulate your ideas based on

experts, industry data, academic theory and thinking and the work of experienced and credible voices within the field.

## How to avoid academic misconduct and plagiarism

Notting Hill Academy of Music and its collaborative partners all take cases of cheating and academic misconduct very seriously.

Such an offence is likely to lead to failure of that assignment and/ or unit and serious or repeated offences may lead to failure of the whole stage of the course, suspension or even expulsion. In addition, a breach of copyright may lead to legal action.

Make sure that, for any assignment, you refer to NHAM's Referencing Guide, there are also Research Methods and Study Skills lectures for Level 4 students which explain to you how to do this. The Referencing Guide lists the correct way to reference any source, from books, journals and essays to works of art, industry reports, computer programmes and web pages. You can find examples of how to do this below.

## Quick guide to referencing

Always acknowledge anyone else's ideas that you use in your work by quoting the source of the information:

- In an essay or assignment, when quoting another person's words "put their words in quotation marks" and properly reference the author within the text **and** in the bibliography
- If you are using an idea only and refer to it without quoting, you must make sure you put the Surname and the date of the article/textbook/website so that we know what prompted you to use that theory or idea
- When using a photograph or screenshot, put a caption against the object, e.g. "original photograph by Cartier-Bresson"
- If using a strategy of 'appropriation' (i.e. the deliberate and conscious use of the style and images of another artist) make sure you tell your lecturers what you are doing and why and acknowledge the strategy when submitting work for assessment
- In a group project, make sure all the members of the group are listed. If individuals undertake specific work within the project, make sure that this is acknowledged
- In examinations do not copy another person's work. Do not quote passages from a text-book or journal without acknowledging the source

## What will happen if I am suspected of academic misconduct?

If a lecturer marking your work suspects cheating in an assignment, they will make a report to the Vice Principal or Principal, who will determine how serious the offence is. If the misconduct is moderate or serious, you will be asked to meet with the Vice Principal to discuss the allegation.

You will then be invited to attend a misconduct hearing. You may take a friend along with you for support. The panel is made up of 2 members of staff who have experience of dealing with Academic Misconduct cases (one academic member of staff and one member of Registry). The

panel will ask you questions about your work and its authenticity, and you will also be able to bring evidence for the panel to consider.

The Panel must come to one of two conclusions: The Panel is satisfied that misconduct has taken place or the Panel is not satisfied that misconduct has taken place. If the Panel is not satisfied, you will be sent a letter confirming that your case is closed.

If the Panel is satisfied that misconduct has taken place, the Teaching, Learning and Assessment (TLA) Committee will agree the level of the offence and an appropriate penalty. Depending on the severity of the offence, you may be asked to resubmit the work, repeat the module or even the whole year. All resubmissions and repeats will be capped. A repeat unit or year requires payment of full fees.

## **Academic Misconduct Categories and Penalties**

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### **Minor Misconduct**

#### **What is Minor Misconduct?**

- Reproducing an existing concept or idea unintentionally.
- Failure to adequately reference sources, including incomplete or incorrectly cited bibliographies, footnotes and/ or quotations.
- Several sentences of direct copying without acknowledging the source.
- Several instances of inappropriate or unacknowledged paraphrasing.

#### **Key Indicators**

- The student has not yet learnt about the importance of referencing or has misunderstood the referencing or paraphrasing principles.
- The student's behaviour appears unintentional.
- The student's behaviour might be intentional, but is on an insignificant scale.
- The student is in the 1st year of university education.

#### **Outcome**

- Tutorial support and guidance to help the student understand what is and is not acceptable and
- Written advice for the student on where they can seek help (such as Language Centre or College Study/ Learning Support).

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### **Moderate Misconduct**

#### **What is Moderate Misconduct?**

- Several paragraphs of direct copying without acknowledging the source.
- Several paragraphs of unacknowledged paraphrasing of another person's thoughts, ideas or text.
- An assignment which has been translated into English by another person.
- An assignment which has been edited by another person.
- Deliberately submitting the same piece of work for assessment for more than one assignment.
- Repeated Minor Misconduct, particularly if the student has been previously reprimanded.

#### **Key Indicators**

- The student's behaviour appears intentional, but is on a small scale.
- The student's behaviour will not have a significant impact on their final award (e.g. the student is in the 1st year).

#### **Outcome**

- Normally a Fail mark for that unit with the opportunity to resubmit the affected assignment. All resubmissions will be capped.
- Where the student has already been given the opportunity to resubmit, the TLA Committee will normally adjust the penalty to Fail for that unit with the opportunity to retake the unit. All retaken units will be capped and charged full fees.

## Serious Misconduct

#### **What is Serious Misconduct?**

- Submitting an assignment purchased or downloaded from the internet.
- Commissioning another person to produce a piece of work.
- Large sections of text that have been copied from another author, without acknowledgement.
- Large sections of unacknowledged paraphrasing of another person's thoughts, ideas or text.
- Presentation of the work of other students without acknowledgement.
- Presentation of the work of commercial or industry practitioners without acknowledgement.
- Conspiring or colluding with others to commit any of the above.
- Repeated Moderate and/or Serious Misconduct, particularly if the student has been previously reprimanded.

#### **Key Indicators**

- The student's behaviour is intentional and on a significant scale.
- The student has intended to deceive the person marking the work.
- The student would benefit substantially from the offence.
- The student's behaviour would significantly compromise the integrity of the University's awards.
- The student may have been warned and/ or reprimanded for previous attempts to deceive.

#### **Outcome**

- Normally a mark of Fail for that unit with the opportunity to retake the unit. All retaken units will be charged full fees.

Or, for the most serious misconduct:

- A mark of Fail for that level/ stage with the opportunity to retake the stage. All retaken units will be charged full fees.
- Exceptionally, the TLA Committee may, at its discretion and for reasonable cause, decide that a candidate may not be reassessed.

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## Disciplinary Offences (Gross Misconduct)

### **What are Disciplinary Offences (Gross Misconduct)?**

- Theft of the work of other students.
- Theft of the work of commercial or industry practitioners.
- Copyright Theft.
- Fraud, including Impersonation and Misrepresentation of Identity
- Acts of violence or vandalism.
- Conspiring or colluding with others to commit any of the above.

### **Key Indicators**

- Any offence, including allegations of criminal behaviour, in which the offender commits physical violence, malicious abuse, theft, fraud or other fundamental breach of trust or negligently endangers staff or students or visitors, will be regarded as gross misconduct and may therefore lead to immediate suspension pending a disciplinary hearing and possible expulsion.

### **Outcome**

- Immediate suspension from the course.
- Expulsion.
- Revoking a previously awarded degree.

*All cases sit on a sliding scale of severity. There will be occasions when the misconduct is normally considered minor, but the extent of the deliberation and intention to deceive is such that it fits the criteria of serious misconduct. As a result, the examples given should be used as a guide to help staff identify procedures, but there will always be an element of academic judgement in determining the level of misconduct.*