



Academic Conduct 2023-24

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About this document

1. Academy of Live Technology (the Academy) has authority delegated by its validation partner, the University of Bolton to manage and operate its regulations and procedures for the consideration of academic misconduct on behalf of the University.
2. This document details the way in which Academy for Live Technology manages those regulations and agreed procedural variations for the convening of academic panels to consider cases of academic misconduct.
3. The Academic Conduct Procedures have been developed as part of Academy of Live Technology's commitment to ensuring the quality and standards of its courses of study, academic services and facilities. Their aim is to ensure that you and staff members clearly understand:
 - i. Academy of Live Technology's expectations in regard to academic conduct;
 - ii. how Academy of Live Technology defines academic *misconduct*;
 - iii. how we help you to develop good academic practice;
 - iv. how academic misconduct is investigated and the possible consequences of such misconduct.
4. If you fail to meet the expected standards of academic conduct, these procedures will be applied. However, any procedure undertaken may be adjourned at any time if it is known or suspected you are not fit to participate (for example on health grounds).
5. This procedure does not cover actions relating to:
 - i. your general conduct and behaviour;
 - ii. lack of diligence in your attendance or failure to meet other academic requirements.

Academy of Live Technology's Expectations (Statement of Academic Integrity)

6. Academy of Live Technology relies on academic integrity and personal responsibility as a cornerstone of its intellectual and professional community. All students of Academy of Live Technology are expected to demonstrate the highest levels of personal and academic honesty and to respect the intellectual property of others. This means that all work you submit for assessment must be your own and not that of another student, scholar, professional, internet or other source. If you do use or make reference to the work of another person, this must be properly attributed and referenced according to Academy of Live Technology's guidelines.

Types of Academic Misconduct

7. Academy of Live Technology defines academic misconduct as any attempt by a student to gain an unfair advantage in assessment. It can take a number of forms that can be applied to written, practical or online assessment.
8. **Plagiarism** may occur in all forms of assessment and falls broadly into three areas:
 - i. Generally, plagiarism is defined as taking the work of another person or source (including a fellow student) and presenting it as if it were your own. It can encompass ideas, written works, musical compositions, computer programs, survey results, diagrams, graphs, drawings, images, designs and any other intellectual property. The original sources are (deliberately) hidden from the marker by not referencing the source.
 - ii. Changing a few words or simply summarising, without acknowledgement is still plagiarism. If you want to make more use of a published work you may summarise or paraphrase the author's words, but you must still properly acknowledge the source.

- iii. Self-plagiarism (or double submission/duplication) is resubmitting previously submitted work on one or more occasions (without proper acknowledgement). This may take the form of copying either the whole piece of work or part of it. Normally credit will already have been given for this work. You should note that this applies even if you are re-taking a module or level.
- 9. **Collusion** is where two or more students collaborate to produce a piece of work that is then submitted as though it were an individual student's own work. Collusion does not apply to assessment components that specify group submissions.
- 10. **Misleading material** refers to the inclusion of data or material that has been invented or obtained by unfair means or an academic offence; for example, falsifying the results of questionnaires or interviews.
- 11. **False declarations:** Misreporting facts and/or falsification of documents to gain an advantage. This may relate to (but is not limited to) obtaining an extension, claims for mitigating circumstances and/or appeals.
- 12. **Bribery or paid services:** Submitting work for assessment that you have purchased from an essay procurement website (sometimes called an "essay mill") or offering a bribe to another student or member of staff.
- 13. **Use of Generative Artificial Intelligence software/platforms:** presenting content created by generative AI tools (such as Large Language Models like ChatGPT) as though it were your own work and without any acknowledgment.
- 14. **Sabotage:** Attempting to prevent others from completing their work. *You should note that Academy of Live Technology also has a policy that allows it to remove students from collaborative projects if it believes lack of engagement or poor performance by that student may have a significant or negative impact on the learning or assessment of other students*
- 15. The above list is not exhaustive, and you should always seek advice if you are concerned that you may be breaching the expected standards of academic conduct. Academy of Live Technology is keen to help you maintain the highest academic standards and will always endeavour to support you provided you seek help at the earliest opportunity.

Steps to help you maintain good academic practice

- 16. Plagiarism may be detected based on either the academic experience of the marking tutor(s) or by use of electronic plagiarism software such as TURNITIN. TURNITIN also detects content generated by generative artificial intelligence software. As experienced academics, markers may already know source material that is being presented as your own; also changes in writing style, language or even spelling can flag-up concerns. This may be sufficient for the marking tutor(s) to initiate the academic misconduct disciplinary procedure.
- 17. Academy of Live Technology seeks to support its students in developing good academic practice and ensure that you understand the nature and implications of academic misconduct. You are introduced to good academic practice as part the induction to your programme of study, including how to reference your sources using the referencing system approved by the academy at the time. Additionally, a guide to citation and good referencing is made available to all students.
- 18. Your first written assessment at Level 4 is essentially formative and diagnostic. This will allow you to explore good academic practice in your written work and enable tutors to offer feedback where you work falls short of expected standards, particularly in regard to plagiarism, without imposing the penalties outlined in in this document.
- 19. At induction and at appropriate points throughout your studies, you will be given advice and guidance on the creative and appropriate use of generative AI to support your learning. For example, in planning or structuring submission or as an aid to research and enquiry.

Disciplinary procedures for academic misconduct

20. Marking tutors are responsible for the identification of academic misconduct. If you are suspected of academic misconduct, the following informal and formal procedures will be followed.
21. First and minor cases of academic misconduct by an undergraduate student will be resolved locally by your Course Leader (the Informal Procedure). More serious and/or repeated cases of academic misconduct will be referred to a formal Academic Panel depending on the severity of the case (the Formal Procedure).
22. Cases of suspected academic misconduct by level 6 and taught postgraduate students (level 7) are dealt with through the formal procedure and referred to the formal Academic Panel.

23.	Level of study	Level of Offence	Dealt with by:
	Level 4 or 5	First and/or minor offence	Preliminary procedure: Module Leader
		Subsequent offence(s)	Formal procedure: Academic Panel
		Serious (first) offence	Formal procedure: Academic Panel
	Level 6 or 7	All suspected cases	Formal procedure: Academic Panel

Informal procedure (applicable at Level 4 and 5 only)

24. If the module tutor/assessor suspects academic misconduct according to the above definition(s), you will be invited to meet with your Course Leader at the earliest convenient occasion to discuss your work. If the tutor is also the Course Leader, they will ask another member of academic staff from the programme to attend. The purpose of this meeting is to ascertain whether:
 - i. plagiarism or other academic misconduct has taken place;
 - ii. you fully understood the Academy's definition of academic misconduct;
 - iii. the misconduct was essentially inadvertent or intentionally deceptive.
25. If the informal procedure determines that academic misconduct has not taken place, no further action is required.
26. At levels 4 and 5, if the informal procedure finds that academic misconduct has taken place, but this was inadvertent and/or an example of poor academic practice¹, you will be informed within your feedback. This will also give you clear advice on the steps you must take to prevent a recurrence of this poor practice.
27. At levels 4 and 5, the Module if the module leader suspects that:
 - i. there is evidence of proven or repeated offences of academic misconduct or bad academic practice;
 - ii. the academic misconduct is compounded by deliberate deception or lying;
 - iii. other students have been disrupted or affected in some way by your academic misconduct;
 - iv. there are other aggravating factors.

¹ Poor academic practice is a term used when students either hurriedly or badly prepare a piece of work for assessment. It often involves bad referencing where the work may be referenced and cited, but not using the correct format or system. It may include a paraphrase which only slightly alters the original source or incorporates so many reference texts that there is very little evidence that the student has engaged with the topic in question. Whilst such scenarios might not reflect plagiarism, they do show a lack of individual thinking based on the teaching a student has received and should therefore be penalised by using the normal assessment criteria.

These would be considered serious cases of academic misconduct and the matter must be dealt with through the formal procedure and referred to an Academic Panel.

Formal Procedure

28. Cases of serious alleged academic misconduct, repeated offences and all cases involving Level 6 or 7 students will be considered by an Academic Panel consisting of:
 - Director of Learning, Quality and Standards (or nominee)
 - 2 x academic staff
 - A member of the Registry team to keep a record of the meeting.
29. You will be given at least five working days' notice of the requirement to attend a meeting with the Academic Panel in writing, together with full information about the allegation being made you.
30. You will also be advised of your right to be accompanied by a person of your choice. This would normally be a fellow student, or Students' Union representative who is in good standing with Academy of Live Technology or exceptionally a family member. You may not be represented by an external organisation. Your companion will be able to address the meeting to put your case forward, sum up the case, respond on your behalf to any view expressed and confer with you. They may not answer direct questions on your behalf but may provide clarification with the agreement of the Chair.
31. At the meeting the evidence will be presented to you by the relevant tutor or Module Leader and your response recorded. The Academic Panel will discuss the case to determine whether academic misconduct has occurred and if so, on the severity of the misconduct. The Academic Panel will also look at other prevailing circumstances, including attendance and any mitigating circumstances.
32. The meeting will proceed as follows:
 - i. Introductions
 - ii. Allegation of academic misconduct set out by the Course Leader
 - iii. The student, or his/her representative, responds to the allegations;
 - iv. The Panel has the opportunity to question both the Course Leader (and tutor) the student;
 - v. The Course Leader sums up the allegations. New evidence is not admissible at this time;
The student sums up. New evidence is not admissible at this time;
 - vi. The Course Leader/tutor and the student withdraw whilst the Panel reaches its decision.
 - vii. The student is invited back into the room to hear the verbal outcome from the Panel Chair

Penalties for academic misconduct

33. In considering which academic penalty to recommend, the Academic Panel will take into consideration admission of guilt on your part, the seriousness and the extent of the misconduct. Relevant precedents will also be considered. For example, an admitted misconduct would normally be treated more leniently than a denied offence.
34. If the Academic Panel determines that academic misconduct has not taken place, no further action is required.
35. If you admit misconduct or misconduct is found to be proved, the Panel may issue a reprimand and warning about future conduct or impose one or more of the penalties:
36. **Minor offences:**
 - M1 No penalty*
 - M2 Fail attempt for the assessment component in question. Further attempt (if eligible) does not have capped mark i.e. Refer but with uncapped mark on next attempt. The refer assessment brief may differ from the original.

M3 Mark assessment component but cap at pass mark*

M4 Fail attempt for the assessment component in question. Further attempt (if eligible) has a capped mark i.e. Refer. The refer assessment brief may differ from the original.

* If the offence relates to plagiarism then only original authentic work will be taken into account when marking.

37. Serious Penalties:

S1 Fail attempt for the assessment component in question – allow further attempt in the assessment component (if eligible) i.e. Refer. The refer assessment brief may differ from the original. Overall module mark will be capped at the pass mark.

S2 Fail module with no further attempts. Student can continue for interim award or if module is optional.

S3 Fail module (if applicable) and programme with immediate effect - with or without an interim award.

S4 Recommend to Head of Institution expulsion of student from the University - with or without an interim award.

38. . Where the recommendation is for a mark of 0 to be awarded, the penalty *may* be imposed without "loss of credit" where it is judged that such a penalty would have a disproportionate effect on the outcome for the student.

Communicating the decision of the Academic Panel

39. The decision of the Academic Panel will be confirmed to you in writing within five working days of a decision being made and forwarded to the relevant Assessment Board. Academic Board will receive a summary of all cases of academic misconduct for the current academic year for monitoring purposes.

Your right to review

40. You have the right to request a review of the decision made by the Academic Panel. Reviews will be considered by the Review Board. The Review Board will not rehear the case afresh but shall

- i. review the procedures followed by the Academic Panel;
- ii. establish whether any new evidence that is material and substantial has been presented;
- iii. review the penalty imposed

41. Notice of your request for review should be sent to the Registry Manager in writing within five working days of the dispatch of the decision of the original hearing and you may submit a written statement for consideration by the Review Board

42. The Review Board will meet usually within five working days. The manner in which the review shall be conducted, and the evidence heard will be entirely at the discretion of the Chair of the Board and in accordance with the terms of reference for the Review Board.

43. Having reviewed the case, the Review Board may:

- i. confirm the original decision
- ii. uphold the appeal and quash the original decision
- iii. substitute its own decision for the original one. This may involve an alternative, lesser or greater penalty.

44. You will be notified in writing of the Review Board's decision within 5 working days of that decision being made. You should note that because, under the University of Bolton regulations, you have a final right of appeal in cases of academic misconduct (see para 45), you will not be issued with a completion of procedures letter.

45. If you believe that your request for review has not been dealt with properly by the Academy, or that the outcome is unreasonable you may make a further appeal to The University of Bolton as outline in their full regulations and procedures document, available on the Student Hub.

Other provisions

46. During the formal stages of the process and in the case of a review of a decision, you may be accompanied by a companion. This may be a students' union representative, parent, guardian, carer, friend or fellow student. You may not be represented by an external organisation. You may not be accompanied by a member of staff since this would put them in a position of conflict of interest and their relationship with the student could be compromised. You will be notified of this right within the letter inviting you to the meeting(s). You should inform the person calling the meeting if you will be accompanied and by whom

The role of the companion is to act as an observer, give moral support and to assist the student to make their case. You may confer with your companion during in the meeting, but they may not answer questions on your behalf. They may provide clarification with the agreement of the Chair. In addition, where reasonable adjustments are required, a student may be accompanied by another support individual to provide these adjustments, e.g. a sign language interpreter or a note taker.

ANNEX A: Guidance on Academic Misconduct in Creative subjects

The following is particularly relevant to practice in creative subjects including art and design and creative writing and related subjects such as film and video making, making installations, photography, play and script writing and other forms of practical media and performance generation and presentation. Elements of this guidance may also apply to computer code.

Course Documents, Course Handbooks and Module Guides will normally outline aspects of originality, independence and creativity expected of students in achieving aims and outcomes and meeting assessment criteria.

It is recognised that in generating new work in Creative Subjects use is sometimes made of previously published, exhibited or performed material such as words, images, objects, code, sounds and recordings from specific sources. Such material sometimes may be quoted or reproduced in whole or in part as part of a new work of art. It is not expected that identification through bibliographical data, or other acknowledgement of the source material will be incorporated or exhibited overtly in the new creative work itself in the way that footnotes appear in essays or scientific papers.

However, it is required that the use of appropriation, allusion and quotation as outlined above will be acknowledged fully and clearly in students' personal commentaries or self-evaluations on their work where such written or verbal self-evaluation is a part of the assessment requirements. Students must be prepared to list and explain such source material to tutors and assessors as required.

Creative work may be marked and assessed, in part, in response to the originality, inventiveness and creativity of appropriation, allusion and quotation. However, a student may be penalised for refusal to acknowledge and discuss such usage if and when it has been identified. Absence of the acknowledgement of such material in the appropriate format may be deemed to be use of unfair means and may result in the unfair means procedures being implemented.

ANNEX B: Guidance on determining whether an offence is suspected minor or serious

Plagiarism: Reproduction of work from another source (e.g. student, academic source, internet), without appropriate acknowledgement.

MINOR

Small amount of work reproduced without appropriate acknowledgement.
Unlikely intention to deceive.

No previous formal offence.

First semester/stage of the course

Levels HE3 and HE4

For a particular penalty band to apply, it might normally be expected that at least three of the conditions listed in that band would be met by the case under consideration.

SERIOUS

Significant amount of work reproduced without appropriate acknowledgement.
Likely/proven intention to deceive.

Previous formal offence.

Later stages of the course

Level HE5 and above.

Other Forms of Academic Misconduct

Collusion

Collaborative work is apparent in a few areas, but possibly due to lack of student's/students' awareness.

Collaborative work reflects significant similarities, and is probably due to deliberate attempt to share.

Fabrication of Primary Data

Substantial part of the data is original to the student.

A significant amount of data is found to be fabricated.

Duplication

A small amount of work already submitted as part of a previous assessment is being passed off as new work for another assessment.

A significant amount of work already submitted as part of a previous assessment is passed off as new work for another assessment.

Commissioning

N/A

Work commissioned from another person or via the use of AI and submitted as the student's own – includes the purchasing of work from an essay-writing website.

Theft of work

N/A

Someone else's work is taken without permission and passed off as the student's own

Bribery and Blackmail

N/A

Academic advantage is sought through inducement or threats to others.

False Declarations

N/A

False information is knowingly presented to the University in order to seek to gain an academic advantage, for example in relation to Mitigating Circumstances and Appeals.

Examinations and In-Class Assessments

Communicating with someone other than the invigilator during an examination or in-class assessment on unrelated matters.

Communication during examination or in-class assessment in order to seek academic advantage.

Unauthorised material is not relevant or intentionally used.

Use of unauthorised notes or other material (including in electronic format) to seek academic advantage.

Attempting to copy from another student in the examination or in-class assessment.

Misuse of examination or in-class assessment briefs, for example gaining prior knowledge of contents of unseen paper.

Taking material away from examination or test when instructed not to.

Impersonation: Allowing another person to take the examination or in-class assessment on the student's behalf.