



# CAMBRIDGE INTERNATIONAL COLLEGE

THE BRITISH INTERNATIONAL COLLEGE OF PROFESSIONAL MANAGEMENT

Professional Study & Training for Successful Careers

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## ACADEMIC MISCONDUCT POLICY

## **POLICY STATEMENT**

Cambridge International College aims to ensure that all academic matters are conducted honestly and without malpractice. Learners (Members) should only be assessed and gain credit for work which is genuinely their own and which has been conducted under approved rules, regulations and conduct.

**1.1** The following instances are considered to be dishonest and therefore unacceptable and not allowed by Cambridge International College:

- Plagiarism: a Member taking/copying someone else's work, images or ideas and passing it off as their own.
- A Member using a computer system, the Internet, or information stored or recorded on a disk or electronically which belongs to someone else, and passing it off as their own.
- Cheating, that is, acting unfairly or dishonestly to gain an advantage.
- Collusion or intention to cheat or commit malpractice, including secretly agreeing with another to cheat or deceive.
- Failing to abide by examination or assignment rules and regulations. (In Examinations, it is prohibited for a Member to have any access to Manuals, publications, notes of any kind, websites/ internet, etc, whatsoever. Comprehensive Examinations Rules and Regulations are provided to all Members.)

All these are called academic misconduct. If a Member is discovered or suspected of any of the above, the Institution will investigate and this may result in disciplinary action being taken.

**1.2** This is what is expected of a Member whilst studying with Cambridge International College:

1. A Member will only hand-in, submit or provide their own original work/answers for assessment.
2. Members will show when they have used information provided by someone else by giving the person's name and where they found the information, in their work or answers (for example in an Assignment, Project or Course work). For example, if a reference or someone else's words are used, the quote will be produced inverted commas with a reference/citation. Members may also be required to repeat this information in a bibliography or references section if appropriate to do so. Members should seek advice and guidance from the College if you unsure how to do this properly.
3. Members will clearly indicate if, when and where they have downloaded information from the Internet.
4. Members will never use another's work, answers or resources nor copy those which belong to someone else and use it as if it were their own.
5. Members will never use someone else's artwork, pictures or graphics (including graphs, spreadsheets etc.) as if it they were made/produced by the Member or let other learners/Members use or copy from their work and pass it off as if they had done it themselves.
5. Members will never cheat in an examination.

**1.3** All cases of suspected academic misconduct will be fully investigated by Cambridge International College.

If proven, disciplinary action will be taken. The outcome will depend on the severity of the offence. The member of staff who has looked into what a Member has done will decide how serious the case is at first and will then consult senior colleagues. The claims against a Member's wrongdoing will be written down so that the Member knows the case they have to answer.

Cambridge International College classes some academic misconduct as gross misconduct and deals with it more severely.

**2.1** The following section gives information on this classification, together with guidance on the actions Cambridge International College will take.

Cases of Academic Misconduct include but are not limited to:

- Copying from books/texts/resources/sources without acknowledgement which has a significant contribution to the overall work submitted.
- Plagiarism from professional work.
- Limited copying of other learners/Members work (hard copy or electronic), or excessive help within a piece of work.
- Limited downloading of information from the Internet or the use of model answers downloaded from the Internet.
- Cheating in an exam.

**2.2** Cambridge International College may take one or more of the following actions:

- Discussing what the Member has done and why it was unacceptable with the Member, privately.
- Reducing a Member's mark or assessment grade or requiring a Member to re-do the Exam/Assignment (for which there will be a charge) or a Member will be awarded zero, depending on how serious what a Member has done appears to Cambridge International College.
- Not allowing a Member to take the unit/exam/test/assignment again.
- Allowing a Member to re-take the unit/exam/test/assignment again but with a cap on the grade/mark which can be awarded (such as 'C-' or 'Minimum Pass').
- Giving a written warning about how a Member must (and must not) act in the future.

**2.3** Cases of Gross Misconduct include but are not limited to:

- Examination misconduct.
- Plagiarism.
- Buying, selling or stealing of work.
- Repeated evidence of extensive use of information from the Internet without acknowledgement or using model internet answers.
- Using past candidates' work from previous months/years.
- Undue help from outside of Cambridge International College.
- Repeated cases of misconduct.

**3.1** Cambridge International College may take any of the following actions:

- Awarding a zero grade in the exam/test/module/assessment.
- Not allowing a Member to re-sit the exam or test or assignment, or to re-do the piece of assessed work.
- Disqualifying a Member from the course/programme.
- Dismissing or excluding a Member from Cambridge International College.

**3.2** In all instances of academic misconduct Cambridge International College may, as appropriate:

- Inform an external relevant examining or other body or related institution about what a Member has done, in accordance with the examining board or external institution's policy.
- Inform external examiners/verifiers of what a Member have done, in accordance with relevant policy.
- Inform a Member's sponsor of what a Member has done.

In all cases, a note will be made on a Member's record of the allegation, the outcome and any penalty or decision given. Such information may be used and included by Cambridge International College if the College is asked to provide a reference for the Member.

*David Lawson*

Director of Studies

1st July 2023