

ACADEMIC MALPRACTICE POLICY AND PROCEDURE

Implementation date:

September 2025

Version number:

2.0

Document Control:

Policy Owner:	Registrar
Policy Author(s):	Assistant Registrar
Effective Date:	07/10/25
Approving Body:	UA92- Joint Academic Group
Equality Impact Assessment Date:	TBC
Version Number:	2.0
Date of Next Review:	01/06/2026

Amendment History:

Version Number:	Effective Date:	Summary of Amendments:	Author:
1.1	08/10/2020	Addition of about legal representation (2.9)	Helen Collinson, Registrar
1.2	28/07/2021	Updating of department areas, updating of job titles, addition of 'apprentices' into policy body.	Sophie Pegum, Student Administration Assistant
1.3	01/12/2021	Add In relation to apprenticeship provision, when investigating and determining Academic Malpractice cases, UA92 will be cognisant of the JCQ policies in this area https://www.jcq.org.uk/exams-office/malpractice/.(new 2.6)	Helen Collinson, Registrar
1.4	20/03/2023	Add reference to qualifications delivered by external bodies (3.20) Routine updating (eg. updated job roles)	Julie Canavan-Price, Assistant Registrar
1.5	21/08/2023	Scheduled review	Julie Canavan-Price, Assistant Registrar
1.6	18/06/2024	Addition of improper use of AI as grounds for malpractice Clarification of how cases are logged	Julie Canavan-Price, Assistant Registrar
2.0	25/06/2025	Reformatting of policy. Addition of specific guidance on malpractice in a formal exam setting. Routine updates	Julie Canavan-Price, Assistant Registrar

1. Purpose

- 1.1 This procedure sets out how suspected cases of academic malpractice will be managed and the responsibilities of all parties.
- 1.2 This procedure also provides details of when Lancaster University will be involved in the consideration and determination of suspected cases of academic malpractice as the awarding body for University Academy 92 (UA92) awards.

2. Scope

- 2.1 This procedure applies to all current students registered on any UA92 programme.
- 2.2 UA92 follows Lancaster University's policy on Academic Malpractice <https://www.lancaster.ac.uk/media/lancaster-university/content-assets/documents/student-based-services/asq/marp/Plagiarism-Regs.pdf>
- 2.3 This procedure outlines how UA92 will consider suspected cases of academic malpractice in line with Lancaster University's policy.

3. Definitions

Academic malpractice	Any deliberate action that violates academic integrity, such as plagiarism, cheating, falsifying data or improper use of AI. Further definitions of types of academic malpractice can be found in appendix 2.
Poor academic practice	Unintentionally failing to meet academic standards, often due to lack of understanding or skill, for example incorrect or missing references or citations.

4. Responsibilities

Role	Responsible for
Academic Registry	Department with overall responsibility for the effective and compliant handling of student cases.
Lead Officer (Registration and Student Engagement)	Day-to-day responsibility for the operationalisation of this policy and procedure.
Joint Academic Group	Responsible for reviewing cases on an annual basis and approving amendments to the policy and procedure as required.

5. Policy Statement

- 5.1 What is academic malpractice?
- 5.2 Academic Malpractice is defined as any attempt by a student to gain an unfair advantage in assessment with a view to them achieving a higher

grade, mark or more favourable outcome than they would otherwise achieve.

5.3 Any attempt to convey deceitfully the impression of acquired knowledge, skills, understanding, or credentials, shall represent a contravention of the regulations of Lancaster University and UA92, and may constitute grounds for exclusion.

5.4 UA92 regards any form of Academic Malpractice as a serious matter. Types of academic malpractice include, but are not limited to:

- i. Plagiarism;
- ii. Improper use of artificial intelligence (AI);
- iii. Cheating in assessments;
- iv. Collusion;
- v. Fabrication and falsification of results;
- vi. Impersonation/Ghost writing;
- vii. Bribery/intimidation.

5.5 Definitions of the different types of academic malpractice are detailed in Appendix 2.

5.6 In relation to apprenticeship provision, when investigating and determining academic malpractice cases, UA92 will consider the Joint Council for Qualifications (JCQ) policies in this area: <https://www.jcq.org.uk/exams-office/malpractice>.

5.7 It is important to note that the definitions and descriptions in this Procedure are indicative, not exhaustive, and UA92 reserves the right to deem that academic malpractice has occurred in instances that are not explicitly defined in this document, where appropriate.

5.8 What is poor academic practice?

5.8.1 Poor academic practice covers a range of poor practices. This may include:

- i. Minor errors, for example, missing quotation mark, minor mistakes in referencing;
- ii. Poor paraphrasing;
- iii. Inadequate referencing.

5.9 A student has the right to be accompanied and supported at any meeting by one person and may be represented where they have expressly authorised a third party in writing to act on their behalf.

5.10 Students should not require legal representation as proceedings will remain as informal as possible. If a student does wish to employ legal representation, requests made at least five working days in advance will be considered on a case-by-case basis. In such instances, UA92 will also reserve the right to legal representation.

5.11 Where required, reasonable adjustments will be made in the procedure as necessary to meet requirements related to protected characteristics or where a student has additional support needs. Students should discuss these matters with UA92 at any time during the procedure to allow for reasonable adjustments to be made.

5.12 In this procedure, any reference to named members of UA92 staff also includes reference to their nominee and named staff may delegate their responsibilities to other appropriate members of staff without invalidating the procedure. The identity of nominees or members of staff to whom responsibilities are delegated will be notified to the student.

5.13 Advice on this policy is available from UA92's Registry team by emailing academicmalpractice@ua92.ac.uk

5.14 UA92 will keep a record of any academic malpractice cases and any evidence collated as part of the investigation into academic malpractice. Students are advised to also keep their own records. Records will be retained in line with the UA92 Retention Policy.

5.15 Academic malpractice panels will comprise of staff from UA92 who are independent of the situation.

6 Implementation, Communication and Training

6.1 When a concern is identified, lecturers shall use their academic judgment to determine whether the issue constitutes Poor Academic Practice or Academic Malpractice.

Process for handling Poor Academic Practice

6.2 Where it is judged that a student's work displays some form poor academic practice but not academic malpractice, the lecturer will deal with this as part of the normal feedback and assessment procedures.

6.3 The academic judgement of the lecturer may be that the poor academic practice should lead to a reduction in the mark awarded or that the affected work should be set aside, and the remaining work marked as normal. The student must be informed of the nature of the and why it is unacceptable and a note of 'Poor Academic Practice' shall be logged by the Academic Registry team.

6.4 Where the student's work displays some form of Poor Academic Practice as above, but the student has not taken note of previous advice of similar problems, then the student must be informed of the repeated problems, be required to meet with their Course Leader and an 'academic warning' shall be logged by the Academic Registry team.

Process for handling Academic Malpractice

6.5 If a student is suspected of an academic offence as defined under these regulations in an exam setting, the academic member of staff invigilating the

assessment will be responsible for annotating the script at the point the offence occurred or removing their exam booklet and replacing it with a new one to indicate the point at which the offence was suspected.

6.6 If a student has annotations written on their hand or body, this should be photographed and the candidate escorted to wash the writing off. Their exam booklet should be marked or replaced when they return to the exam location.

6.7 The student will be permitted to continue the examination in which they are suspected of malpractice, but the invigilator will request that the student remains behind at the end of the examination for interview by the course leader/head of world (or a delegate) for that programme.

6.8 Once the student has been interviewed, a decision will be made whether to progress through the academic malpractice process.

6.9 Should no grounds for malpractice be found, the process will end.

6.10 Should grounds for malpractice be found. The formal malpractice process will proceed.

6.11 For all other assessment types, where the lecturer has judged that academic malpractice has occurred, then they should collate the relevant evidence and refer the matter for an academic malpractice hearing.

6.12 The student will be informed of the academic malpractice as soon as reasonably possible and given the opportunity to either confirm or deny the allegation. Where a student fails to reply within the provided timeframe, it will be presumed that they deny the allegation.

6.13 Where the student admits that academic malpractice occurred, the case coordinator will review the facts of the case and determine whether a capped resit would be appropriate or whether the case should be referred to a panel to determine the penalty, for example if the student has previous malpractice on their record or due to the nature of the offence.

6.14 When an academic malpractice hearing panel is required, it will be constituted as follows:

- Two members of staff involved in the academic delivery of programmes at UA92 or from Academic Registry, one of whom will act as Chair
- A member of Academic Registry staff who will act as secretary to the meeting.

6.15 In advance of the hearing, the student should be able to review any documentary evidence, including but not limited to Turnitin reports or annotated coursework.

6.16 The student will be invited to attend the meeting. If they fail to attend without giving good cause in advance, the panel may proceed in their absence.

6.17 Where a student confirms in advanced that they will not attend, they will be given the opportunity to submit a written statement to the panel, which must be provided at least 24 hours before the scheduled meeting.

6.18 Students will be given an opportunity to inform the panel of an exception circumstances they wish to be made known, either in writing or at the panel hearing.

6.19 The lecturer asserting the allegation of academic malpractice, or their delegate, will be invited to the meeting to provide evidence.

6.20 Following consideration of the evidence, the following decisions are available to the panel:

- i. no action of any kind will be taken. Where appropriate this may mean that the Academic Marker shall be instructed to mark the work normally;
- ii. the matter should be considered as a matter of poor academic practice and dealt with as described in 6.2-6.4;
- iii. allow the student to re-take the assessment; subject to receiving only the minimum pass mark appropriate to the assessment. If the student refuses or fails to repeat and resubmit the work, a mark of zero or equivalent grade shall be recorded;
- iv. award a mark of zero (0) or equivalent grade for the assessment. In this instance, no form of resubmission would be allowed;
- v. award zero or equivalent grade for the module;
- vi. direct that the student be awarded a classification lower than the one derived from the mark profile (after any 0 mark or equivalent grade awarded under (iii) or (iv) has been included);
- vii. to recommend to the Chief Academic Officer that the student should be permanently excluded from UA92, where the offence is detected before the final assessment is completed;
- viii. not to award the degree, where the offence is detected after the final assessment has been completed.

6.21 Academic Registry will inform the student of their outcome in writing as soon as possible and at the latest within seven working days of the panel hearing.

6.22 The outcome letter will typically:

- a) identify the nature and scope of the offence;
- b) confirm the outcome and, where relevant, the penalty determined by the panel;
- c) identify any other recommendations made by the panel, for example, any additional support that the student may choose to pursue;
- d) outline next steps should the student wish to challenge the decision.

6.23 Where an allegation is upheld, the decision of 'poor academic practice' or 'academic malpractice' will be logged against the student by Academic Registry.

6.24 UA92's academic malpractice panels act on behalf of Lancaster University's Senate and Committee of the Senate, and its decisions shall be binding on Boards of Examiners.

Retrospective detection of Academic Malpractice

6.25 Retrospective detection is defined as the discovery of suspected academic malpractice in work that has been subject to final moderation, including by a relevant board of examiners.

6.26 UA92 shall reserve the right to review work retrospectively and to apply the appropriate procedures and, where reasonable, the appropriate penalties.

6.27 Where there are reasonable grounds to review work, the relevant member of staff shall initiate the process and shall have the right to require the student resubmit work that has been finally assessed, and to refer the matter to the Academic Malpractice Panel with a recommended sanction.

6.28 Academic malpractice panels shall, in addition, have the right to require retrospective review of any assessed work of candidates referred to it under the above procedures.

6.29 Failure by the student to produce the required material shall normally be treated by the malpractice panel as leading to the assumption that the material had, in part or in whole, been plagiarised.

Appeals against penalties for Academic Malpractice

6.30 A student who has been judged to have committed academic malpractice shall have the right to appeal against the judgement under UA92's Academic Appeals Policy and Procedure.

6.31 A student's right to have their appeal heard by an academic appeal panel is conditional upon them fulfilling the criteria for a prima facie case for appeal as set out in the Academic Appeals Policy and Procedure.

Apprenticeships and External Awarding Bodies

6.32 For apprentices studying towards qualifications awarded by external Awarding Organisations, the Academic Malpractice procedure will be managed by the Disruptive Learning Team.

6.33 Where a qualification is awarded by another external body, such as a professional qualification, any suspected cases of academic malpractice must be referred to that body within 48 hours of the assessment being completed.

Academic Malpractice Panel training

6.34 Panel member training will be delivered at least annually by the Academic Registry team.

Case review

6.35 The UA92 Student Cases Panel will meet on an annual basis to review all academic malpractice cases. This panel will agree an annual report which includes recommendations for action or amendments to this policy and procedure by UA92 to improve its academic programmes and student and apprenticeship experience in light of academic malpractice cases and the outcome of them. It will also capture learning to ensure that decisions have been made consistently and at the right level. The Academic Committee of UA92 will receive this report and is responsible to both Lancaster University and the UA92 Board for monitoring student cases. Lancaster University's Academic Quality and Standards Committee will also receive the report for information.

7 Associated Policies and Documents

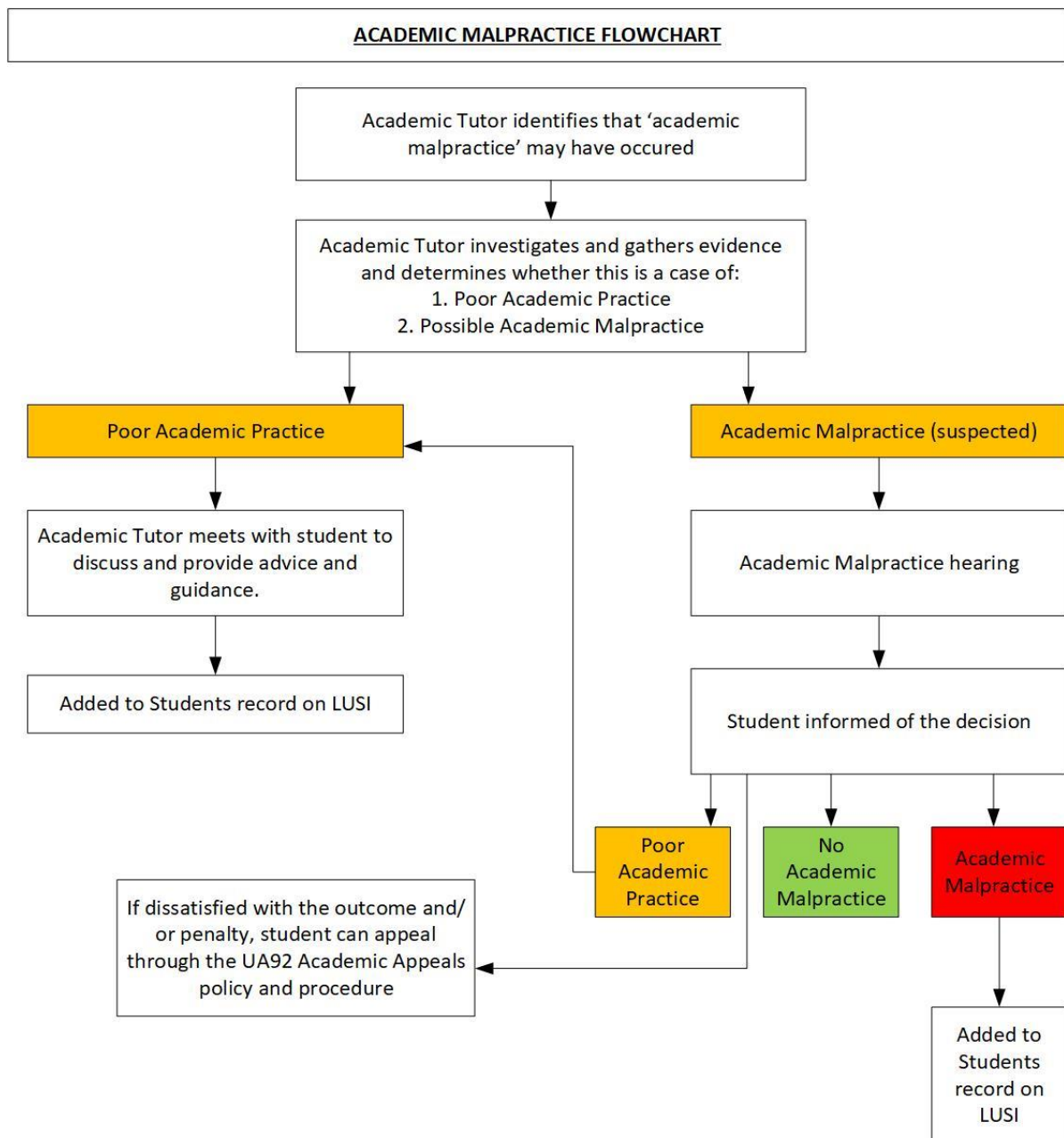
UA92 Academic Appeals Policy and Procedure: <https://ua92.ac.uk/help-guidance/student-regulations/>

UA92 Manual of Academic Regulations and Procedures: <https://ua92.ac.uk/help-guidance/student-regulations/>

Lancaster University Academic Malpractice Regulations
<https://www.lancaster.ac.uk/media/lancaster-university/content-assets/documents/student-based-services/asq/marp/Plagiarism-Regs.pdf>

8 Appendices

Appendix 1 – Academic Malpractice Flowchart



Appendix 2 – Definitions of categories of academic malpractice

The improper use of Artificial Intelligence (AI) tools or software is considered academic malpractice. This includes, but is not limited to:

- i. the use of AI-generated content or tools (e.g., text, code, or images) without proper attribution, where the output is presented as the student's or apprentice's original work;
- ii. submitting AI-assisted work that exceeds the level permitted or explicitly stated for a particular module or assessment;
- iii. the use of AI tools to paraphrase or rewrite content from other sources without proper acknowledgment;
- iv. fabricating, falsifying, or altering data or information generated through AI to mislead or deceive;
- v. unauthorised collaboration or communication with AI tools during assessments, examinations, or any other form of evaluation, where such use is prohibited;
- vi. Polishing of work using AI

Plagiarism is broadly described as an attempt to pass off work as one's own which is not one's own. It includes the representation of work, in whatever format it is presented, including written work, online submissions, group work or oral presentations and may take the form of:

- i. the act of copying or paraphrasing a paper from a source text, whether in manuscript, printed or electronic form, without appropriate acknowledgement (this includes quoting directly from another source with a reference but without quotation marks);
- ii. the submission of all or part of another student or apprentice's work, whether with or without that student or apprentice's knowledge or consent;
- iii. the commissioning or use of work by the student or apprentice which is not their own and representing it as if it were;
- iv. the submission of all or part of work purchased or obtained from a commercial service;
- v. the submission of all or part of work written by another person, whether by another member of UA92 or a person who is not a member of UA92;
- vi. reproduction of the same or almost identical own work, in full or in part, for more than one module or unit of assessment of the same programme of study (often known as self-plagiarism);
- vii. directly copying from model solutions/answers made available in previous years.

Cheating in assessments is an infringement of the rules governing conduct in assessments. Cheating includes the following:

- i. communicating with or copying from any other student or apprentice during an assessment, except in so far as the rules may specifically permit e.g. in-group assessments;

- ii. communicating during an assessment with any person other than a properly authorised invigilator or another authorised member of staff;
- iii. introducing any written or printed material into an assessment venue, unless expressly permitted by the regulations for the module or course assessment;
- iv. introducing any electronically stored information into an assessment venue unless expressly permitted by the regulators for the module or course assessment;
- v. gaining access to any unauthorised material relating to an assessment during or before the specified time;
- vi. providing or helping to provide in any other way false evidence of knowledge or understanding in assessments.

Collusion may include instances where a student or apprentice:

- i. knowingly submits as entirely their own work that was undertaken in collaboration with another person without official approval;
- ii. collaborates with another student or apprentice in the completion of work which they know is intended to be submitted as the other student or apprentice's own unaided work;
- iii. knowingly permits another student to copy all or part of their own work and to submit it as that student or apprentice's own unaided work.

Fabrication and falsification of results may include instances where a student:

- i. claims to have carried out tests, experiments or observations that have not taken place or presents results not supported by the evidence with the object of obtaining an unfair advantage;
- ii. has obtained data by unfair means;
- i. fabricates references or a bibliography.

Impersonation/Ghost Writing is the assumption by one person of the identity of another person with intent to deceive.

Bribery is attempting to gain special consideration by offering or receiving inducements or favours.

Intimidation is attempting to gain special consideration by frightening or threatening.

Please note, this list is indicative rather than exhaustive and UA92 reserves the right to consider a case of academic malpractice where any suspicion of an attempt to cheat, deceive or gain an unfair academic advantage occurs.