



Academic Misconduct Policy

1. Policy Statement

This policy establishes the framework for addressing academic misconduct, ensuring fair and consistent processes to uphold academic integrity. It applies to all students enrolled at The Language Gallery (TLG) and covers all assessment activities.

2. Definition of Academic Misconduct

Academic misconduct includes any act that gains an unfair academic advantage, either intentionally or unintentionally. Misconduct includes, but is not limited to:

- **Plagiarism** – Using another’s work without proper citation, including AI-generated content unless explicitly permitted.
- **Self-plagiarism** – Resubmitting previously assessed work that has not been authorised.
- **Collusion** – Unauthorised collaboration to produce work that is falsely presented as the students own work.
- **Cheating** – Using unauthorised materials during assessments, including the use of notes, electronic devices, or pre-written responses.
- **Personation** – Impersonating another student or having someone else complete their assessment.
- **Fabrication or Falsification** – Altering or inventing data, evidence, or citations.
- **Contract Cheating** – Paying for or commissioning academic work.
- **Breach of Ethics** – Violating ethical research guidelines, including conducting research without appropriate approvals.
- **Use of AI in an Unauthorised Manner** – Submitting AI-generated work as original or using AI tools without disclosure where not permitted.

3. Classifications of Academic Misconduct

Misconduct is classified into three categories:

3.1 Minor Academic Misconduct

- Small-scale plagiarism due to poor referencing.
- Minor collusion with no intent to deceive.
- A first-time unintentional breach of academic standards.
- Poor academic practice resulting from inadequate knowledge of referencing conventions.



Potential Outcomes:

- Formal written warning.
- Mandatory academic integrity training.
- Reassessment with penalty (with the students mark capped at the pass mark).
- VIVA to be held with academic staff.

3.2 Major Academic Misconduct

- Large-scale plagiarism or collusion.
- Repeated minor misconduct.
- Cheating in assessments, including accessing unauthorised materials.
- Falsification of research data or results.
- Personation in examinations or written assessments such as assignments or portfolios.

Potential Outcomes:

- Failure of the assessment.
- Suspension from TLG.
- Referral to a disciplinary panel.
- VIVA to be held with academic staff.

3.3 Gross Academic Misconduct

- Submitting purchased work (contract cheating).
- Repeated major misconduct.
- Severe breaches of ethics or research integrity.
- Examination malpractice (e.g., impersonation, bringing unauthorised materials, or systematic cheating).
- Intentional large-scale falsification of data.

Potential Outcomes:

- Termination of enrolment.
- Permanent academic record annotation.
- Notification to relevant professional bodies.
- Disqualification from receiving the intended award.



4. Procedure for Investigating Academic Misconduct

4.1 Stage One: Preliminary Investigation

- The module tutor identifies potential misconduct and consults the Programme Leader.
- The student is notified in writing and invited to a meeting within five working days.
- If misconduct is unproven, no further action is taken.
- If misconduct is confirmed due to the student admitting that this was the case; an appropriate penalty is applied, such as a warning or requiring to resit the assessment with a capped mark, at this stage if it is a minor case. In making this decision, the following criteria is applied:
 - Premeditation: the student planned in advance to gain an unfair advantage.
 - Intention: the student intended to gain an unfair advantage.
 - Recklessness: the student's behaviour was reckless (with little or no consideration of the consequences of an action) and thus gained an unfair advantage.
 - Circumstances: the circumstances and location in which the misconduct took place is considered.

All cases of academic misconduct, including warnings and guidance on how to reference and acceptable uses of A.I software, are recorded. These are then considered for any future cases that may arise from the student.

4.2 Stage Two: Formal Investigation

For major or gross misconduct:

- The case is escalated to the Academic Misconduct Panel.
- The student is formally notified and provided with evidence.
- A hearing is scheduled, and the student may be accompanied by a representative.
- If upheld, the panel deliberates and issues a verdict and penalty as appropriate.
- The student has the opportunity to submit a written defence and provide supporting evidence.
- Panel members may request additional documentation, conduct oral verification, or request further information.

4.3 Stage Three: Appeals

Students may appeal within 20 working days based on:

- Procedural irregularities.
- New evidence unavailable at the time of the case being reviewed.
- Unreasonable decisions unsupported by evidence.



The appeal is reviewed by the Academic Appeals Committee, whose decision is final. If upheld, the appeal may result in:

- Reassessment of evidence.
- Adjustment of penalties.
- Referral to an independent review panel if necessary
- The original sanction is upheld.

5. Academic Misconduct Panel

- The panel consists of three members of academic staff unconnected with the student's programme.
- One member is designated as Chair, and a faculty representative presents the case.
- The student is allowed to bring a support person who is not a legal representative.
- The panel follows due process, ensuring the student understands the allegations and has an opportunity to respond.
- Decisions are reached based on the balance of probabilities, with outcomes recorded in the student's academic file.

6. Record-Keeping and Reporting

- All cases are recorded on the student's academic file.
- Repeated offences result in stricter penalties.
- Annual reporting ensures policy effectiveness and fairness.
- Data on academic misconduct cases will be reviewed for trends and policy adjustments.

7. Responsibilities

- **Students** must uphold academic integrity and seek guidance if they are unsure about ethical conduct.
- **Faculty and Staff** must detect, report, and address misconduct fairly.
- **The Academic Misconduct Panel** ensures impartial review and decision-making.

8. Sanctions

Sanctions are limited to:

Further guidance on how to reference correctly

9. Policy Review



This policy is reviewed annually or as required to maintain alignment with academic regulations and institutional requirements.

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