

Royal Academy of Dance Faculty of Education

Disciplinary Arrangements Academic Misconduct and other Offences

All students are required to observe the Royal Academy of Dance's (RAD) and Faculty of Education's (FoE) Student Charter, Statutes, Ordinances, Regulations and Codes of Practice.

The Faculty of Education Student Charter sets out the general standards of conduct the Faculty of Education expects of its students. When students register or re-register to study with the Faculty of Education, they agree to abide by its general Regulations, the Regulations that apply to their programme of study, any applicable local Regulations (for example at Placement Schools), and these Regulations, which further specify the acts of Academic Misconduct that the Faculty of Education penalises.

RAD refers to both the Royal Academy of Dance and the Faculty of Education.

1. Disciplinary Offences

The Faculty of Education defines misconduct as behaviour which, in its broadest sense, constitutes improper interference with the functioning or activities of the RAD and/or the Faculty of Education, or those who work and study at the institution, or action which otherwise damages the RAD and/or the Faculty of Education, whether on RAD premises or elsewhere. The Faculty of Education may also take disciplinary action in relation to behaviour which affects members of the public which is not honest and peaceable and which damages the standing of the institution.

Offences defined under these Regulations shall include the following:

- 1.1. Any conduct that constitutes a criminal offence;
- 1.2. Violent, indecent, disorderly, threatening or offensive behaviour or language whilst on RAD premises or engaged in any RAD activities;
- 1.3. Disruption of, or improper interference with, the academic, administrative, social or other activities of the RAD;
- 1.4. Action likely to cause injury or impair health or safety on RAD premises or on teaching/professional placements which contribute to RAD studies;
- 1.5. Misuse or unauthorised use of RAD premises or items of property, including computer misuse;
- 1.6. Behaviour that brings the RAD into disrepute, including that which occurs off campus, for example at Placement Schools;

- 1.7. Bullying or harassment of any student of the RAD, staff member of the RAD, or any visitor to the RAD;
- 1.8. Failure to respect the rights of others to freedom of belief and freedom of speech;
- 1.9. Failure to disclose name and other relevant details to an officer or employee of the RAD in circumstances when it is reasonable to require that such information be given.

These examples are not intended to be exhaustive.

Please note that in order to discharge its duty of care to its staff and students, and to the wider community, the Faculty of Education must be informed of any alleged criminal activity by students. If at any time during a student's registration on a programme of study at the RAD, he or she is cautioned for, or convicted of a criminal offence (with the exception of motoring offences for which a fine and/or up to three penalty points are imposed), the student is required to report this immediately to the Registrar.

2. Academic Misconduct

The Faculty of Education's definition of academic misconduct is:

Acts or omissions by a student that have the potential to give an unfair advantage in assessments.

Academic misconduct shall be taken to include:

- 2.1. Impersonation of another candidate or knowingly allowing another candidate to impersonate him/her;
- 2.2. Collusion, in which work that has been set to be undertaken by an individual is undertaken by more than one person but is submitted as the work of an individual;
- 2.3. Copying or communicating with another candidate in formal timed written examinations;
- 2.4. Introducing into an examination room (including any anteroom or toilet) any manuscript or printed material not specifically permitted, any unauthorised calculator or other improper aid or source of information or communication;
- 2.5. Plagiarism (submitting work as one's own of which the candidate is not the author; this includes failure to acknowledge clearly and explicitly the ideas, words, writings, inventions or work of another person whether these are published or unpublished) or otherwise misrepresentation of his or her participation in and responsibility for any material submitted for assessment as part of a prescribed assessment;
- 2.6. Use of unethical research methods or failure to obtain approval from the Research Ethics Committee;
- 2.7. Fabrication of the results of work which he or she claims to have undertaken (for example, experiments, interviews, observations or

- other forms of empirical research and investigation) which he or she has not carried out as claimed or presentation of results which he or she has not obtained;
- 2.8. Misrepresentation, such as falsely claiming qualifications that are not validly held or experience (including practice-based or performance experience) that has not been acquired;
 - 2.9. Passing off work as original that has already been assessed (whether by the Faculty of Education or another institution).

Students will receive training and guidance on the acknowledgment of the work of others, including appropriate referencing. Information is also made available to students on the FoE Virtual Learning Environment (VLE).

3. Disciplinary Procedures

Disciplinary Offences and Academic Misconduct will be investigated by one or more members of Faculty of Education staff who will consult with colleagues, students and outside agencies as appropriate. Disciplinary proceedings are normally held in confidence.

- 3.1. Any circumstances which indicate that a student has committed a Disciplinary Offence or any act of Academic Misconduct shall be reported immediately to the relevant member of Faculty of Education staff, who may initiate an initial investigation. For Disciplinary Offences this will be the Programme Manager and for Academic Misconduct the Lead Academic Integrity Officer.
- 3.2. If the initial investigation substantiates the allegation, the student shall be notified in writing of the alleged offence and the evidence against them by the Programme Manager or the Lead Academic Integrity Officer.
- 3.3. For suspected cases of Academic Misconduct, the Lead Academic Integrity Officer shall decide whether the student should be charged with Academic Misconduct.
- 3.4. Students shall be invited to admit or deny the allegation and be permitted to defend themselves in writing and in person, accompanied by an individual of their own choosing. If the accompanying individual is a legal representative, the RAD will need to be informed in writing five working days before the scheduled meeting. Any written defence or request to be heard in person, including the name and status of any accompanying individual, must be received by the Programme Manager or Lead Academic Integrity Officer within five working days of the notification of the alleged misconduct.
- 3.5. Students suspected of committing a Disciplinary Offence or Academic Misconduct may be required to attend a meeting with the Programme

Manager or Lead Academic Integrity Officer and other relevant members of staff, as part of this process. If such a meeting is held, the student must be provided with ten working days' notice in writing and be permitted to be accompanied by an individual of their choosing. If the accompanying individual is a legal representative, the RAD will need to be informed in writing five working days before the scheduled meeting. If the student is unable to attend the interview, it will be conducted in his or her absence.

- 3.6. Having taken into account the evidence and the defence, if any, the Programme Manager or Lead Academic Integrity Officer shall decide whether the student is guilty of the offence, and if so, apply the appropriate penalty under paragraph 4 below. The student shall be notified in writing of the Programme Manager's or the Lead Academic Integrity Officer's decision and of the penalty, if one is to be applied, within fifteen working days of the student being notified of the allegation. S/he shall also be notified of the right of appeal under the *Academic Appeals Policy and Procedure*.
- 3.7. Any Invigilator or other member of staff entrusted with the duty of superintendence in a formal timed written examination may immediately suspend or dismiss from the examination a candidate suspected of misconduct, but such action shall be reported immediately to the Dean and Registrar.
- 3.8. Cases of Disciplinary Offences are reported to the Dean and cases of Academic Misconduct are reported to the next meeting of the Student Progress and Assessment Board or Board of Examiners, whichever takes place first.
- 3.9. A record of the investigation, evidence and outcome will be kept on the student's file. If a penalty is applied to a module mark, a note will be kept on the student's mark profile.

4. Penalties

In the case of a proven Disciplinary Offence or Academic Misconduct, a Panel of senior Faculty of Education staff shall recommend one of the following penalties, as appropriate:

Nature of Misconduct	Maximum Penalty to be applied
<ul style="list-style-type: none">Minor Disciplinary Offence	Formal reprimand or temporary exclusion from use of specified RAD facilities.
<ul style="list-style-type: none">Serious Disciplinary Offence (which would normally result in criminal prosecution)Impersonation of another candidate	Terminate Registration on programme but allow award of any intermediate exit award for which the student has qualified at this

<p>for the purposes of assessment or knowingly allowing another candidate to impersonate him/her;</p>	<p>stage.</p>
<ul style="list-style-type: none"> • Collusion, in which work that has been set to be undertaken by an individual is undertaken by more than one person but is submitted as the work of an individual • Copying or communicating with another candidate in a formal timed written examination; • Introducing into an examination room (including any anteroom or toilet) any manuscript or printed material not specifically permitted, any unauthorised calculator or other improper aid or source of information or communication; • Plagiarism or otherwise misrepresentation of his or her participation in and responsibility for any material submitted for assessment as part of a prescribed assessment; • Use of unethical research methods; • Fabrication of the results of work which he or she claims to have undertaken (for example, experiments, interviews, observations or other forms of empirical research and investigation) which he or she has not carried out as claimed or presentation of results which he or she has not obtained; • Misrepresentation, such as falsely claiming qualifications that are not validly held or experience (including practice-based or performance experience) that has not been acquired; • Passing off work as original that has already been assessed (whether by the Faculty of Education or another institution) 	<p><u>First Offence:</u></p> <p>Award mark of 0% for the assessed work. If the overall aggregate mark for the module falls below the module pass mark, the student would normally have the right to repeat the assessment, with the subsequent mark of the assessment capped at the module pass mark.</p> <p><u>Second Offence:</u></p> <p>Award mark of 0% for the assessed work; If the overall aggregate mark for the module falls below the module pass mark, the student is not allowed to repeat the assessment or offered an alternative module. It is at the discretion of the Board of Examiners to award the credits for the module if all learning outcomes have been achieved.</p> <p><u>Third Offence:</u></p> <p>Terminate the student's registration on the programme but allow award of any intermediate exit award for which the student has qualified at this stage.</p>

Other relevant RAD policies (<https://www.rad.org.uk/about/work-with-us-1/hr-policies>):

- Dignity and Respect Policy
- Employee & Student Drug & Alcohol Policy

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