

**Royal Academy of Dance
Faculty of Education**

**Academic Misconduct and Disciplinary Offences
Policy and Procedures**

1. Introduction and Scope

All students are required to observe the Royal Academy of Dance's (RAD) and Faculty of Education's Student Charter, codes of conduct, policies, and regulations outlined in the Learning and Teaching Handbook and available on the RAD website and the Virtual Learning Environment (VLE).

This policy specifies the acts of academic misconduct and disciplinary offences that the Faculty of Education penalises and outlines the procedure for investigating instances of academic misconduct and disciplinary offence.

2. Definition of Disciplinary Offences

The Faculty of Education defines a disciplinary offence 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.

Disciplinary offences include the following:

- 2.1 Any conduct that constitutes a criminal offence;
- 2.2 Violent, indecent, disorderly, threatening or offensive behaviour or language whilst on RAD premises or engaged in any RAD activities;
- 2.3 Disruption of, or improper interference with, the academic, administrative, social or other activities of the RAD;
- 2.4 Action likely to cause injury or impair health or safety on RAD premises or on teaching/professional placements which contribute to RAD studies;
- 2.5 Misuse or unauthorised use of RAD premises or items of property, including computer misuse;
- 2.6 Behaviour that brings the RAD into disrepute, including that which occurs off campus, for example at Placement Schools;
- 2.7 Bullying or harassment of any student of the RAD, staff member of the RAD, or any visitor to the RAD;
- 2.8 Failure to respect the rights of others to freedom of belief and freedom of speech;

- 2.9 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.

3. Academic Integrity

Academic integrity is fundamental to every aspect of learning and teaching within Faculty of Education programmes of study and concerns all academic staff and students. As a concept, academic integrity is based on the values of honesty, trust, fairness, respect, responsibility and courage as detailed within the International Center for Academic Integrity's publication [*The Fundamental Values of Academic Integrity*](#).

4. Declaration of Originality

In order to ensure that students understand the importance of academic integrity, work submitted for assessment must be accompanied by a signed and dated Declaration of Originality, which can be submitted in hard copy or digitally depending on the mode of assessment.

5. Poor Academic Practice

Poor academic practice involves collaboration, poor citation practice and poor practice in practical work where there is evidence that the student did not appreciate the rules of academic writing or practical assessment, or where the extent of copied material can be considered so slight that it does not justify a penalty.

6. Definition of Academic Misconduct

Academic misconduct is any practice or action which undermines academic integrity and has the capacity to diminish the value of the Faculty of Education's awards to their holders and damage the reputation of the RAD.

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.

7. Forms of Academic Misconduct

7.1 Plagiarism

The Faculty of Education defines plagiarism as:

Inserting words, concepts, images, movement material, creative ideas or other content from the work of someone else into the work submitted for assessment without acknowledging the originator's contribution, and representing the work of another as one's own, whether purchased or not, or taken with or without permission.

Additional forms of plagiarism include:

- 7.1.1. Collusion, whereby two or more students work together on an assignment which is to be assessed on an individual basis. This means sharing materials and/or findings and /or using the same wording;
- 7.1.2. Personation and impersonation. Personation is assuming the identity of another in order to mislead or deceive and allowing another to assume your identity in order to mislead or deceive; impersonation is where the appearance of a first person is assumed by a second person;
- 7.1.3. Acquiring work to pass off as one's own that may have been acquired or purchased from services and individuals that provide essays, papers, reports, presentations, posters, lesson plans, and practical material;
- 7.1.4. Providing work for another to pass off as their own (whether that person is a student of the Faculty of Education or another institution);
- 7.1.5. Passing off work as original that has already been assessed (whether by the Faculty of Education or another institution).

7.2 Other forms of academic misconduct

Other forms of academic misconduct include:

- 7.2.1. Failure to declare third party assistance in the presentation of assessed work (other than assistance by the Faculty of Education's student support services or mentoring/coaching/tutoring assistance provided through DSA). This includes language, syntax, spelling and layout for written work, lesson plans and presentations, and practical material for choreography, performance and teaching assessments. If the Faculty of Education requests a copy of the draft material submitted to the third party to proof-read and/or correct, failure to provide this is also a form of academic misconduct;
- 7.2.2. Fabricating results from research undertaken (for example, experiments, tests, interviews, observations and other empirical research) or misrepresenting data;

- 7.2.3. Introducing unauthorised textual materials or electronic devices into an assessment venue or ancillary area, such as a cloakroom or toilets. When devices are permitted to be used within an assessment (such as a practical assessment), they must only be used for the purposes of completing the assessment.
- 7.2.4. Alteration of digital files to manipulate the outcome of Turnitin's® text-matching process;
- 7.2.5. Communicating 'answers' to another student or seeking 'answers' from another student during an assessment. This includes signalling prompts in response to discussion or *viva voce* questions and providing physical cues in practical performance.

7.3 Making false claims

Academic misconduct can also take the form of misrepresentation, such as falsely claiming qualifications that are not validly held or experience, including practice-based or performance experience that has not been acquired.

7.4 Research mismanagement

For undergraduate or postgraduate students engaging in research, the Faculty of Education identifies the following acts, omissions and behaviours as academic misconduct:

- 7.4.1. Engaging in research processes which require approval from the Research Ethics Committee prior to gaining approval;
- 7.4.2. Collecting data and/or including data results from methods of data collection which were not included in the research proposal approved by the Research Ethics Committee;
- 7.4.3. Non-compliance with the British Educational Research Association's (BERA) *Ethical Guidelines for Educational Research*;
- 7.4.4. Intentional damage to, or removal of, the research-related property of another.

7.5 Attempted academic misconduct

The Faculty of Education considers any attempt of academic misconduct an act of academic misconduct in and of itself, regardless of whether an assessment is completed or whether academic misconduct is evident in an assessment undertaken.

8. Training on Academic Integrity

As part of their studies with the Faculty of Education, students will receive training and guidance on Academic Integrity. Information, guidance and resources on Academic Integrity are also made available to students on the Virtual Learning Environment (VLE).

9. Burden of Proof

In disciplinary offence cases, it is for the Faculty of Education to show that it is more likely than not that a disciplinary offence occurred. In academic misconduct matters it is for the Faculty of Education to show that it is more likely than not that the relevant assessed work was the product of, or contained the products of, academic misconduct.

10. Standard of Proof

The standard of proof applied by a Disciplinary Offences Panel or Academic Misconduct Panel is that of the balance of probability; that on the evidence put forward it is more likely than not that something was or was not the case.

11. Confidentiality and General Data Protection Regulations

The Faculty of Education deals with disciplinary offences and academic misconduct matters in confidence, to the extent that this is compatible with making enquiries and holding meetings to consider the matter. Personal data may be provided by the student, collected from tutors and other persons relating to a disciplinary offence or an academic misconduct case, and/or taken from publicly available sources such as social media. Any personal data obtained will be stored in line with data protection legislation and in accordance with the Faculty of Education's *Records Retention Schedule*.

12. Disciplinary Procedures

12.1 Stage 1: Initial Investigation

- 12.1.1 Any circumstances which indicate that a student appears to have committed a disciplinary offence or an act of academic misconduct are reported immediately to the relevant member of Faculty of Education staff, who initiates an initial investigation. For disciplinary offences this is the Programme Manager and for academic misconduct this is the Lead Academic Integrity Officer.
- 12.1.2 The initial investigation focuses on possible evidence of disciplinary offence or academic misconduct. For disciplinary offences, possible evidence may take the form of, but is not restricted to, observed behaviour or a verbal or written report or complaint. For academic misconduct, possible evidence may take the form of, but is not restricted to, observed misconduct during an assessment or products of academic misconduct found within a submitted assignment. In considering possible evidence of academic misconduct, Turnitin® reports are, where relevant, referred to.
- 12.1.3 Where it is determined that there is no evidence of possible disciplinary offence or academic misconduct, the matter is

concluded and the student is not made aware of discussions. With academic misconduct matters, marking and moderation of the work is resumed as normal.

12.2 Stage 2: Formal Discussion

- 12.2.1 Where possible evidence of a disciplinary offence or academic misconduct is identified, the relevant staff member contacts the student to arrange a formal discussion. For disciplinary offences this is normally the Programme Manager; for academic misconduct, the Lead Academic Integrity Officer. Where a suspected disciplinary offence or academic misconduct involves more than one student, a formal discussion is arranged with all students concerned.
- 12.2.2 The student is given five working days' notice of the formal discussion. This notice provides details of the nature of the allegation and informs the student of the support available to them from the Student Support and Welfare Officer. It also informs the student that they are permitted to be accompanied at the formal discussion by a friend or representative who can be there in a supportive role but may not contribute to the formal discussion in any other way. The formal discussion can take place in person or via video conferencing.
- 12.2.3 Attendance at formal discussions is required as follows:

Disciplinary Offences	Academic Misconduct
Student	Student
Programme Manager (or designate)	Lead Academic Integrity Officer (or designate)
A witness of the offence or a senior academic, as appropriate	Module Tutor or Dissertation Supervisor, as appropriate
Optional: Student Support and Welfare Officer or a friend of the student's choosing	Optional: Student Support and Welfare Officer or a friend of the student's choosing

Where a student is unable to attend the formal discussion on the specified date and time they can request an alternative provided there are valid reasons supported by appropriate evidence. Where the Programme Manager or Lead Academic Integrity Officer is unable to attend the formal discussion, a senior academic member of staff is designated.

- 12.2.4 For disciplinary offences, the formal discussion provides an opportunity for the student to explain their behaviour and/or actions and for the student to be shown how their behaviour and/or actions have been identified as a disciplinary offence. For academic misconduct, the formal discussion provides an opportunity for the student to explain how they approached the

assessment task and for the student to be shown how the suspected academic misconduct has been identified. The student is also given the opportunity to raise any previously undisclosed extenuating circumstances that may have impacted upon their ability to make a rational choice at the time of the disciplinary offence/assessment. In such cases, the student is advised that any consideration of extenuating circumstances will be made by a Disciplinary Offences/Academic Misconduct Panel, as appropriate.

- 12.2.5 The main points and outcome of the formal discussion are recorded in the Disciplinary Offences/Academic Misconduct Formal Discussion Report (Appendix A).
- 12.2.6 If the student does not attend the formal discussion and there are no valid reasons for non-attendance, the case proceeds to the Disciplinary Offences Panel/Academic Misconduct Panel stage, as appropriate (see Section 12.3 below).
- 12.2.7 Following the formal discussion and normally within ten working days of the instance of possible disciplinary offence or academic misconduct being identified, the relevant staff member informs the student in writing of one of the following outcomes:

Disciplinary Offences	Academic Misconduct
1) That there is insufficient evidence of a disciplinary offence	1) That there is insufficient evidence of academic misconduct
2) That it is likely that an act of disciplinary offence took place, but further consideration is required	2) That the work includes material that is the product of poor academic practice rather than academic misconduct
3) That there is unequivocal evidence of a disciplinary offence	3) That the work includes material that is likely to be the product of academic misconduct, but further consideration is required
	4) That there is unequivocal evidence that the work includes material that is the product of academic misconduct

The student is also sent a copy of the Formal Discussion Report.

- 12.2.8 Where the outcome is insufficient evidence of a disciplinary offence or academic misconduct, no further action is taken and the matter is closed. With cases of suspected academic misconduct, marking of the work is resumed and processed in the normal way.
- 12.2.9 Where the outcome is a judgement of poor academic practice, the student is referred to the Study Skills Coordinator to access

guidance and support in improving their academic practice. Marking of the work in question is resumed and processed in the normal way.

- 12.2.10 Where the outcome is that it is likely that a disciplinary offence took place or that assessed work includes material that is likely to be the product of academic misconduct, but further consideration is needed, the case is submitted to a Disciplinary Offences or Academic Misconduct Panel, as appropriate.
- 12.2.11 Where the outcome is that there is unequivocal evidence of a disciplinary offence or academic misconduct, the Programme Manager or Lead Academic Integrity Officer (as appropriate) recommends that a penalty is applied. The case is referred to a senior academic member of staff who reviews the evidence and the formal discussion report to determine the penalty to be applied (see Section 13 below). The outcome and penalty to be applied are subsequently confirmed in writing to the student and recorded on the student's file.

12.3 Stage 3: Disciplinary Offences/Academic Misconduct Panels

- 12.3.1 Disciplinary Offences and Academic Misconduct Panels conduct their business in accordance with all other panels convened by Faculty of Education staff.
- 12.3.2 The membership of a Panel comprises the following:

Disciplinary Offences	Academic Misconduct
Student	Student
Programme Manager (or designate)	Lead Academic Integrity Officer (or designate)
Senior academic staff member (Chair)	Senior academic staff member (Chair)
Optional: A witness of the offence, if relevant	Optional: Module Tutor or Dissertation Supervisor, as appropriate
Optional: Student Support and Welfare Officer or a friend of the student's choosing	Optional: Student Support and Welfare Officer or a friend of the student's choosing
Servicing Officer	Servicing Officer

- 12.3.3 The Chair of the panel is a senior academic staff member who was not part of the formal discussion and has no current academic connection with the student (or students). A witness (for disciplinary offences) or the module tutor or dissertation supervisor (for academic misconduct) is invited to join the panel if it is deemed necessary. The student is permitted to be accompanied at the Panel hearing by a friend or representative of their choosing.

- 12.3.4 In disciplinary offence cases, the purpose of a Panel hearing is to review all evidence to determine whether it is more likely than not a disciplinary offence occurred. In academic misconduct matters, the purpose of a Panel hearing is to review all evidence to determine whether it is more likely than not the relevant assessed work was the product of, or contained the products of, academic misconduct.
- 12.3.5 In a Panel hearing, the friend or representative accompanies the student in a supportive role. They may speak to the student during the hearing and may speak for the student (with their permission) but may not contribute to the hearing in any other way.
- 12.3.6 The Panel procedure is not a legal process but an academic procedure. Where a student insists on legal representation in a hearing by a Panel the Faculty of Education also requires legal representation. In this circumstance it may take longer to convene the Panel.
- 12.3.7 Not less than five working days before a proposed Disciplinary Offences or Academic Misconduct Panel hearing, the relevant staff member (normally the Programme Manager for disciplinary offences; Lead Academic Integrity Officer for academic misconduct) writes to the student to:
- a) confirm the date, time and place for the Panel hearing;
 - b) provide a copy of any material that will be considered, if relevant, and a copy of the procedures to be followed by the Panel;
 - c) invite the student to prepare and present their case (and submit it in writing if they wish to do so) and/or submit any special circumstances in mitigation for the alleged offence or misconduct;
 - d) remind the student that they can seek support from the Student Support and Welfare Officer and that they may be accompanied at the Panel by either the Student Support and Welfare Officer or a friend;
 - e) remind the student of the penalties that a Disciplinary Offences Panel or Academic Misconduct Panel may impose, as appropriate.
- 12.3.8 Valid evidence in relation to extenuating circumstances in (c) above is a signed and dated letter from a medical practitioner (GP or clinical specialist) that states the dates when the circumstances affected the student and how the circumstances affected the

student's ability to make a rational choice at the time that the disciplinary offence or academic misconduct took place.

- 12.3.9 A student can attend the Panel in person or via video conferencing. Where a student is unable to attend the Panel on the specified date and time they can request an alternative provided there are valid reasons supported by appropriate evidence. If a student fails to respond to communications regarding a Panel hearing, the Panel will proceed in the student's absence.
- 12.3.10 In cases where it is proposed to convene a Panel outside the student's programme module delivery dates and the student states in writing that they are unable to attend the Panel hearing either in person or virtually, an option to defer the hearing until the next available opportunity within the programme module delivery dates is offered. The student is informed of the possible impact of such a delay on their ability to progress to the next stage or level of their programme, if applicable.
- 12.3.11 Prior to the Panel hearing, the Panel members and student are provided with copies of all evidence relating to the disciplinary offence or academic misconduct case, including the Formal Discussion Report, and any evidence provided by the student, including submitted written statements and letters relating to extenuating circumstances.
- 12.3.12 A Panel may come to one of the following findings:

Disciplinary Offences	Academic Misconduct
1) That a disciplinary offence took place	1) That the work includes material that is the product of poor academic practice rather than academic misconduct
2) That a disciplinary offence took place and there is evidence of extenuating circumstances	2) That the work includes material that is the product of academic misconduct
	3) That the work includes material that is the product of academic misconduct and there is evidence of extenuating circumstances

The findings are normally reported to the student at the end of the Panel meeting and the student is informed of their right to appeal, if relevant. The findings and any penalty to be applied are subsequently confirmed in writing to the student and recorded on the student's file.

- 12.3.13 Where the finding is a judgement of poor academic practice, the student is referred to the Study Skills Coordinator to access

guidance and support in improving their academic practice. Marking of the work in question is resumed and processed in the normal way.

12.3.14 Where the finding is that a disciplinary offence has been committed, or the extenuating circumstances submitted are not accepted by the Panel, a penalty is applied (see Section 13 below). If the disciplinary offence is a first or second instance, the student is also required to meet with the Student Support and Welfare Officer who will refer the student to professional services, if relevant. The student's case is also referred for review under the *Fitness to Practise Policy* and *Fitness to Study Policy*.

12.3.15 Where the finding is that academic misconduct has been committed, or the extenuating circumstances submitted are not accepted by the Panel, a penalty is applied (see Section 13 below). If the academic misconduct is a first or second instance, the student is also referred to the Study Skills Coordinator to access guidance and support in improving their academic practice.

12.3.16 Where the finding is that a disciplinary offence has been committed and there are extenuating circumstances which clearly demonstrate that the student's ability to make a rational choice was impaired at the time the offence took place, the student is required to meet the Student Support and Welfare Officer who will refer the student to professional services, as appropriate. The student's case may also be referred for review under *Fitness to Practise* and *Fitness to Study*.

12.3.17 Where the finding is that academic misconduct has been committed and there are extenuating circumstances which clearly demonstrate that the student's ability to make a rational choice was impaired at the time the misconduct took place, the assessment is voided and the student is allowed to sit the assessment again as if for the first time (or second time if the voided attempt was a re-sit). The student is also referred to the Study Skills Coordinator to access guidance and support in improving their academic practice.

12.3.18 Disciplinary offences cases 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.

13. Penalties

The penalties for a disciplinary offence and academic misconduct are as follows:

13.1 Disciplinary Offences

Level of Disciplinary Offence	Penalty
Disciplinary Offence	<p>First Instance: Formal reprimand.</p> <p>Second Instance: Formal reprimand and temporary exclusion from use of specified RAD facilities.</p> <p>Third Instance: Terminate registration.</p>
Disciplinary Offence which would normally result in criminal prosecution	Terminate registration.

13.2 Academic Misconduct

Instances of Academic Misconduct	Penalties for First Assessment Attempts	Penalties for Re-Sit Assessment Attempts
First Instance	<p>Mark of zero for the component of assessment</p> <p>AND</p> <p><u>If the module is passed overall</u>, the module mark is capped at the pass mark.</p> <p><u>If the module is failed</u>, a re-sit is allowed. The re-sit penalty is applied to the reassessed component of assessment. Where following the re-sit the module is passed, the module mark is capped at the pass mark.</p>	<p>Mark of zero for the component of assessment</p> <p>AND</p> <p><u>If the module is passed overall</u>, the module mark is capped at the pass mark.</p> <p><u>If the module is failed</u>, no further re-sit is allowed.</p>
Second Instance	Mark of zero for the component of assessment	Mark of zero for the component of assessment

	<p>AND</p> <p><u>If the module is passed overall</u>, the module mark is capped at zero and the module credits are awarded.</p> <p><u>If the module is failed</u>, a re-sit is allowed. The re-sit penalty is applied to the reassessed component of assessment. Where following the re-sit the module is passed, the module mark is capped at zero and the module credits are awarded.</p>	<p>AND</p> <p><u>If the module is passed overall</u>, the module mark is capped at zero and the module credits are awarded.</p> <p><u>If the module is failed</u>, no further re-sit is allowed. The module mark is capped at zero. No module credits are awarded.</p>
Third Instance	Termination of registration.	Termination of registration.

14. Appeals

The student may appeal against an Academic Misconduct Panel's findings through the *Academic Appeals Policy and Procedure*.

Created	11 April 2014
Approved by Policy and Strategy Committee	5 November 2019
Review Date	May 2020

Appendix A

Disciplinary Offences/Academic Misconduct Formal Discussion Report

This form should be completed by the Programme Manager or Lead Academic Integrity Officer (or designate), as appropriate, in conjunction with the *Academic Misconduct and other Disciplinary Offences Policy and Procedures*.

1. Please tick the appropriate box to indicate the reason for the formal discussion:

Disciplinary Offence	
Academic Misconduct	
Date of Formal Discussion:	

2. Student Details

Forename:		Surname:	
Programme:			
Level/Stage:			

3. For Academic Misconduct, please specify the details of the assessment(s) affected.

Module Code and Title	Assessment Component Mode (e.g. written)	Assessment Date/Submission Date

4. Please provide a brief summary of the nature of the Disciplinary Offence or Academic Misconduct in accordance with either Section 2 or Section 7 of the *Academic Misconduct and other Disciplinary Offences Policy and Procedures*.

Brief summary of the nature of the suspected Disciplinary Offence/Academic Misconduct

5. Please specify any evidence considered as part of the Formal Discussion.

Evidence considered as part of the Formal Discussion

6. Please summarise below the main points of the discussion.

Summary of main points discussed

7. Please tick the appropriate box to indicate whether the student raised any previously undisclosed extenuating circumstances and submitted evidence of such extenuating circumstance (see Sections 12.2.4 and 12.3.8 in the *Academic Misconduct and other Disciplinary Offences Policy and Procedures*).

Extenuating Circumstances Not Indicated	
Extenuating Circumstances Indicated	
Evidence of Extenuating Circumstances Provided	

8. Please tick the appropriate box to indicate the outcome of the Formal Discussion (see Sections 12.2.7 to 12.2.11 in the *Academic Misconduct and other Disciplinary Offences Policy and Procedures*).

Disciplinary Offences		Academic Misconduct	
1) That there is insufficient evidence of a disciplinary offence		1) That there is insufficient evidence of academic misconduct	
2) That it is likely that an act of disciplinary offence took place, but further consideration is required		2) That the work includes material that is the product of poor academic practice rather than academic misconduct	
3) That there is unequivocal evidence of a disciplinary offence		3) That the work includes material that is likely to be the product of academic misconduct, but further consideration is required	
		4) That there is unequivocal evidence that the work includes material that is the product of academic misconduct	

9. Please tick the appropriate boxes below to confirm that essential information has been communicated to the student, as appropriate:

If the outcome is that further consideration is required, the case will be referred to a Disciplinary Offences/Academic Misconduct Panel	<input type="checkbox"/>
If the student has raised previously undisclosed extenuating circumstances, the case will be referred to a Disciplinary Offences/Academic Misconduct Panel	<input type="checkbox"/>
If the outcome is that there is unequivocal evidence of a disciplinary offence, the case will be referred to a senior academic member of staff to determine the appropriate penalty	<input type="checkbox"/>
If the outcome is that there is unequivocal evidence of academic misconduct, the case will be referred to a senior academic member of staff to determine the appropriate penalty and the student has the right to appeal (see Section 14 in the <i>Academic Misconduct and other Disciplinary Offences Policy and Procedures</i>)	<input type="checkbox"/>

10. Declaration

I confirm that the content in this report accurately reflects the Formal Discussion

Programme Manager/Lead Academic Integrity Officer (or designate) Signature:	
Programme Manager/Lead Academic Integrity Officer (or designate) Name:	
Date:	

<i>For Penalties Only</i>	Date form and evidence (if any) received:
Senior Academic Name:	
Decision and penalty to be applied:	