

Statement on academic misconduct

Cheating, which is the attempt to gain an advantage for oneself or another by deceit, and other misconduct, are breaches of discipline under the Henley Business School Regulations for Conduct and are punishable by a range of sanctions.

(a) Cheating in assessed coursework and assignments includes, but is not restricted to:

(i) Plagiarism

For the purposes of these regulations, plagiarism is defined as the fraudulent representation of another's work as one's own. This applies whatever the source of the material (for example, a published source, the web, or the work of another student), whether the material is copied word for word or paraphrased, and whatever the extent of the material used. Wilful and deliberate disregard for good academic practice in respect of attribution of material will be construed as plagiarism.

(ii) Taking a copy of another student's work without his or her permission (whether or not this work is subsequently plagiarised).

(iii) Reproduction of work assessed elsewhere

Unless otherwise stated, it is not permissible for a piece of work submitted for assessment to include substantial sections which are drawn from another piece of work submitted for a qualification, whether of this School or another awarding body. In the case of assessments where the incorporation of work from another assessment is permitted, programme members will be informed accordingly. Any material in an assignment which has been drawn from another piece of work submitted for a qualification should be clearly indicated with a reference to the assessment and qualification for which the material was previously submitted.

(iv) Falsifying data, evidence, or experimental results.

(v) Collusion: acting with another student with the intention to deceive.

(b) Cheating and other academic misconduct in written examinations (including tests and examinations administered by the School) include, but are not restricted to:

(i) Taking into the examination hall, or possessing while in the examination hall, any books, memoranda, notes or other similar material (including material held electronically) except that students are permitted to deposit such material in an area designated by the invigilator prior to the start of the examination. Material which has been supplied by the invigilator or authorised by the Examiners is exempt from this proscription.*

(ii) Taking into the examination hall or possessing while in the examination hall any device which permits communication with others or receipt of communication from others or receipt of information;*

(iii) Copying from, consulting or otherwise making use of another candidate's script; or attempting to copy from, consult or otherwise make use of another candidate's script;

(iv) Improperly aiding or attempting to aid another candidate, or improperly obtaining or attempting to obtain aid from any person;

(v) Consulting or attempting to consult, any books, memoranda, notes or any other similar material (including material held electronically) while present in the examination hall during the period of the examination;*

(vi) Impersonating or attempting to impersonate another candidate or being knowingly impersonated.

** Please note: For the purposes of these regulations, 'examination hall' includes the examination room, the toilets and any other areas to which candidates have access during the examination.*

(c) Other misconduct in written examinations

Candidates are not allowed under any circumstances to talk to each other or to behave in a manner likely to disturb or distract other candidates during an examination.

Candidates are not permitted to smoke in the exam room. Candidates are not permitted to eat in the exam room and are permitted to drink still water only, except where a specific

alternative arrangement has been agreed in respect of eating and/or drinking in the exam room, which would normally be on the grounds of health or wellbeing.

Candidates are not permitted to have a pencil case or other container in the vicinity of their examination desk, unless the pencil case or container is transparent.

It is forbidden to remove an examination script or a part of an examination script from the examination room.

Candidates are not allowed to leave the examination before it has finished without the permission of the invigilator or to leave the examination room temporarily for any purpose without the permission of the invigilator.

Invigilators are authorised to instruct candidates who are talking or behaving in a disruptive manner to leave the room. Invigilators will report candidates whose conduct appears to constitute cheating.

It is an offence to disregard a legitimate instruction given by an invigilator. Candidates failing to comply with such instructions will be liable to disciplinary action.

(d) Penalties

It must be emphasised that a very serious view is taken by the School of cheating and other academic misconduct, whether in written examinations or coursework. Any such case will be treated as a disciplinary matter and will be referred to the Teaching and Learning Committee who may impose a penalty. In the most serious cases, the Teaching and Learning Committee will refer the matter to the Academic Board which may lead to a student being failed in all assessments for the relevant programme or being removed from membership of the School.