

Student Conduct at Abingdon & Witney College

Expectations

All students (and staff) are expected and required to behave in a way that respects the values of the College (and University for those students following Oxford Brookes courses), the staff, other students of the College and the local community.

What can our students expect from us?

- We will have high expectations for them.
- We will develop higher level skills and professional behaviours.
- We will enable them to think differently and question more in order to reach new conclusions.
- We will give them the tools to change their lives; personal resilience, self-awareness, confidence, motivation and independence.
- We will offer guidance and support with their academic development.
- We will offer research assistance; how to take part in conferences, become published and access grants for further research.
- We will encourage them to seek out new career development opportunities.
- We will involve students and value their opinion and make changes where appropriate.
- We will offer equality of opportunity as laid down in our College policy.
- We will give access to all lecture resources via our VLE; Teams.

You will receive

- An introduction to the College and your course.
- Suitably qualified teaching staff and good quality learning resources.
- A Course Leader who will support you and help you to set personal goals during your time in college.
- A safe, healthy and inclusive environment in which to study.
- The right to equality of opportunity as laid down in College policy.
- Opportunities for you to be able to comment on the services provided by the College.
- A fair hearing and prompt action in cases of grievance or complaint.

What do we expect in return?

- You take responsibility for your learning with the support of the Course Leader.
- You will participate fully in their programme of study; attending lectures and submitting assignments. If absence from a lecture is unavoidable, we expect you to contact your course leader to inform them. You will also be expected to take personal responsibility for ensuring that they catch-up on any lectures they have missed. Also see attendance expectations below.
- You complete your work on time, and to the best of your ability, submitting all tasks to Turnitin (unless an exceptional circumstance or ISP has been agreed).
- You come to sessions fully prepared enabling you to take an active role.
- You are actively involved in group work with peers such as presentations.
- You will not participate in any form of cheating, including but not restricted to; use of generative AI, plagiarism, falsification, collusion and custom writing services.
- You observe health and safety rules.
- You accept action recommended as a result of failing to fulfil the above conditions e.g. disciplinary.

- You act in a professional manner at all times; be respectful and courteous to others, and be conscious of how you treat staff and peers in order to ensure a positive environment.

Attendance Expectations

We have high expectations of our students within Higher Education and that includes an expectation that you will attend (in person) all timetabled lectures. Students who attend for less than 85% of their lectures will be deemed to be at high risk of failure and the College will implement interventions to attempt to reengage the student.

Whilst attendance expectations are high, we understand that there are instances where attendance may be impacted. Such instances will be determined on a case-by-case basis and students must show evidence of engagement such as submitting assessments or by attending online (only in agreement with the Curriculum Manager). Such cases may include, but are not limited to, a disability or illness.

Student attendance is recorded and is auditable. Registers are held centrally in the student records system (EBS) and records of interventions and/or attendance allowances are recorded within Pro-Monitor. Whilst monitoring is continually undertaken at a programme level, attendance information is formally scrutinised half termly (6 times per year) during Key Quality Indicator meetings within the associated faculty to ensure compliance with this policy.

Students who fail to meet the requirements of the attendance policy may no longer be eligible for funding from the Student Loans Company (SLC) or Lifelong Learning Entitlement (LLE). Where this is the case, the student will be withdrawn from their programme and the College will inform the SLC/LLE that it has done so.

What happens if students do not follow the College (and/or University) codes of conduct?

- Students may be investigated and incur penalties should they be found to have breached either student conduct or academic conduct requirements
- Penalties may include (but are not restricted to); a reduction in your assignment mark, a formal warning, the withholding of their academic qualification, expulsion from the College (and/or University)

Academic Conduct

This procedure intends to ensure that the academic conduct process and outcomes are fair, proportional and reasonable for all involved.

It is the responsibility of all students to ensure that they are familiar with the current version of these procedures at all times. Ignorance of their content will not be accepted as a defence or as mitigation in any proceedings brought under this procedure.

The College reserves the right to share information from the conduct process, including the outcome of the process, with the reporting person and witnesses as it deems appropriate in the circumstances. A reporting person or witness cannot challenge a decision made under these regulations, but if they have concerns about the way in which the case was handled or the process followed, they may be able to raise a complaint under the standard complaints procedure.

Behaviour which will be regarded as a breach of the Academic Conduct Procedures in relation to assessed work includes, but is not limited to the following:

(a) Plagiarism - copying the words or ideas of another person with or without their knowledge or agreement and presenting it as one's own.

- (b) Falsification - the presentation or submission of false information within an attempt to gain academic credit.
- (c) Collusion - the submission of work produced in collaboration with others, as entirely the student's own work.
- (d) Actions which enable another student to access or copy all or part of one's own work and to submit it as that student's own unaided work.
- (e) Gaining access to any unauthorised material relating to an assessment prior to the release date of such information.
- (f) Custom writing services – the use of materials created by third parties and/or web sites and passed off as the student's own, including all forms of contract cheating, such as the use of, running of, or participation in, auction sites and essay mills to attempt to buy or use assessments or answers to questions set. It is also an offence to provide your own work to others with the intention of personal gain.
- (g) Duplication - the inclusion in coursework of any material which is identical or similar to material which has already been awarded credit by the same student for any other assessment within the College or elsewhere, for example, submitting the same piece of coursework for two different modules.
- (h) Failure to obtain ethics approval to carry out research with human participants.
- (i) Being in possession of any written or printed material(s) or any electronically stored information during the examination, unless expressly permitted by the examination and/or assessment regulations.
- (j) Being in possession of, or obtaining access to, a copy of an examination question paper in advance of the date and time for its authorised release.
- (k) Any use of Artificial Intelligence that is deemed inappropriate.

Penalties

The penalties available to be imposed in the case of a breach of the academic conduct regulations are:

- (a) An absolute discharge. This means that the student technically breached the regulation, but no blame should be attached to them.
- (b) A formal warning advising the student about future behaviour.
- (c) A requirement to correct a piece of coursework by a prescribed return deadline for a reduced or capped mark. Failure to meet the prescribed return deadline will result in a mark of zero for the relevant module or coursework.
- (d) A change of mark for the assessment, e.g. a reduction of marks, or the award of no marks and/or the removal of a resit opportunity where appropriate.
- (e) A fixed penalty.
- (f) A restriction on the maximum award that the student may obtain.
- (g) The withholding or withdrawal of academic credit or an award.

(h) The required withdrawal of the student from the programme.

(i) The expulsion of the student from the programme.

The process

Students that are suspected of being in breach will be required to attend an academic conduct meeting where the role of the interviewer is to investigate a breach of academic conduct principles, confirm whether there is a case, meet with the student to determine the level of fault and allocate an appropriate penalty.

Students may be accompanied by a companion to the meeting, however companion cannot act as a representative and are not allowed to respond on behalf of the student.

At the end of the meeting the interviewer will;

- Inform student of preliminary decision and potential penalties that can be imposed.
- Inform student that a decision will be taken and the student will receive the result of that decision within 10 working days. Copies of letters will be sent to their Course Leader.
- Remind student of the right to appeal and that procedures on how to do so will be included in their letter include detail within the letter.

If the student does not respond to the meeting request and subsequently does not attend the meeting, a decision will be taken in their absence. If the student is unable to attend the original meeting date and informs the interviewer, a new interview date will be decided.

Right to appeal

To initiate an appeal committee, the student must write to the Head of HE at Abingdon & Witney College within 10 working days from the date of the outcome letter, stating which aspect of the decision, penalty or process the reported student disagrees with and on which one (or more) of following grounds:

- (a) The student would like to present new evidence that they could not have reasonably produced before the conduct interview;
- (b) There was a procedural irregularity;
- (c) The decision regarding liability was not fairly or reasonably made;
- (d) The penalty is unfairly disproportionate to the breach

Evidence where appropriate, will be required

Rules and Regulations

Students following an Oxford Brookes programme will be subject to the rules and regulations that are laid down by them.

Students following a wholly Abingdon & Witney College programme will be subject to the rules and regulations as laid down in the policy "Student Performance Management and Disciplinary Procedures" which can be found at the link below.

[Apprenticeship Policies - Abingdon & Witney College](#)