



# Academic Complaints, Appeals and Misconduct Procedures

September 2023

To be reviewed in September 2024

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# 1 Academic Misconduct

It is important that you are aware of what constitutes academic misconduct. Section F of the Middlesex University Regulations gives this in full:

[Policies | Middlesex University \(mdx.ac.uk\)](https://www.md.ac.uk/policies)

If you have any questions regarding academic misconduct, please contact the Head of Registry. The Islamic College has been approved to manage cases of academic misconduct Internally.

## 1.01 Disciplinary Procedures

Under the Islamic College regulations, it is an offence for a student to prejudice the good order and discipline of the Islamic College through his/her conduct or activities. This applies regardless of whether the behaviour occurs within the Islamic College's precincts, in buildings or premises owned or occupied by the Islamic College, or elsewhere if the conduct brings the Islamic College into disrepute.

The following shall constitute misconduct:

- disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the College;
- obstruction of, or improper interference with the functions, duties or activities of any student, member of staff or other employee of the College or any contractor or visitor to the College;
- violent, indecent, disorderly, threatening, defamatory or offensive behaviour or language whilst on College premises or participating in any activity or function organized by the College;
- committing fraud, deceit, deception or dishonesty in relation to the College or its staff or in connection with holding any office in the College or in relation to being a student of the College;
- action which causes or is likely to cause injury or impair the safety of the College's staff, students and visitors on College premises;
- any form of harassment, whether in person, in writing, by email or otherwise, of any student, member of staff, employee of the College or any contractor working for the College or visitor to the College;
- breach of the provisions of the following Policies, Codes , Rules and Regulations of the College:
  - Equal opportunities in relation to the education of students;
  - Special needs of staff and students;
  - Discrimination;

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- Harassment;
  - Smoking
  - Anti-Bullying;
  - Curriculum Pedagogy and Assessment;
  - The use of the language of equal opportunities;
  - Student Residence Agreement; and
  - any other Codes, Rules and Regulations as the Islamic College of may determine.
- damage to, or defacement, of the College's property or the property associated with the College, belong to the members of the College community, caused intentionally, recklessly, by negligence, or by misappropriation of such property;
  - misuse or unauthorised use of College premises or items of property, including the College's computers and its website;
  - conduct which constitutes a criminal offence (including conviction for an offence) where that conduct:
    - takes place on the College's premises, or
    - affects or concerns other members of the College community, or
    - damages the good name of the College, or
    - itself constitutes violations of the terms of this Code, or
    - is an offence of dishonesty, where the student holds an office of responsibility in the College;
  - behaviour which brings the College and as a default Middlesex University into disrepute;
  - where a student is enrolled on a programme leading directly to a professional qualification or to the right to practice a particular profession or calling, any conduct which renders that student a person not fit to be admitted to and practise that profession or calling;
  - failure to disclose the name and/or other relevant details of individuals or cases to an officer or employee of the College or its contractors in circumstances when it is reasonable to require such information; or
  - failure to comply with a previously-imposed warning under this Code or any other Policies, Codes, Rules and Regulations of the College.
  - deliberate false activation of a fire alarm.

The conduct covered in this section shall constitute misconduct if it takes place on the College property or premises or elsewhere if the student concerned was involved in a College activity, was representing the College or was present at that place by virtue of his or her status as a student of the College.

## **1.02 Conduct which constitutes a criminal offence:**

It should be noted that the following procedures will apply where the alleged misconduct constitutes an offence under criminal law if proved in a court of law.

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- Where the offence under criminal law is considered not to be serious, action under this Code may continue, but such action may be deferred pending any police investigation or prosecution.
  - In the case of all other offences under the criminal law, no action (other than suspension or exclusion pursuant) will be taken under this Code unless the matter has been reported to the police and either prosecuted or a decision not to prosecute has been taken, at which time Middlesex University shall decide whether disciplinary action under this Code should continue or be taken.
  - Where a finding of misconduct is made and the student has also been sentenced by a criminal court in respect of the same facts, the court's penalty shall be taken into consideration in determining any warning points under this Code.
  - Except in cases considered not to be serious, if the victim will not report the matter to the police or will not co-operate in their enquiries the College will not use its internal procedures to proceed with the matter. Only in exceptional circumstances will the College report an alleged crime to the police contrary to the wishes of the victim.
  - If the police or the Crown Prosecution Service decide not to prosecute, the College may, exceptionally, proceed with action under this Code depending on the reasons for the non-prosecution.
  - The College will refer all offences relating to controlled drugs to the police.

### **1.03 Academic Misconduct: Considerations and Warnings**

Students should note that the following procedures shall apply where a student engages in any activity which may constitute misconduct under these Rules.

- Where issues concerning student conduct and behaviour arise in the day to day running of the College, it is hoped that these issues will be resolved at a local level by a member of staff or a contractor. If it is not possible and/or appropriate, to deal with the issue at a local level or the issue concerns misconduct which appears to be actually or potentially serious, then the issue should be drawn to the attention of Middlesex University and the student should be informed that this will happen.
- The Head of Education or nominee shall consider the gravity of the misconduct and shall determine whether:
  - Reprimand
  - Warning
  - Suspension or expulsion from the College for a specified period or until the issue in question is resolved
  - Permanent dismissal from the College
  - Payment of a sum determined by the Finance Department, not exceeding the cost thereof, for the repair of damage caused by, or the defrayal of other expenses arising from the offence.

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The Islamic College management will act in consultation with Middlesex University link tutor while taking the above actions as required. We naturally hope that we will never have to apply these procedures to any student if we all maintain the College's Islamic ethos.

## **1.04 Examination Regulations**

Membership of the Assessment Boards shall conform to that outlined in the Regulations for the relevant year (Section D1C Assessment Boards at Collaborative Institutions) unless specific arrangements are agreed at validation.

## **1.05 Examination Conduct**

Based on the University regulations, the following rules apply to examination conduct:

- All works must be conducted in English except where quotations appropriate to the paper or assessment require other languages. A correct translation would then be required for the quotation. This rule would not apply to the Arabic modules where instructions are clearly indicated on the exam papers.
- Papers will be marked according to criteria laid down in the marking scheme.
- In examinations, students may use only such books, tables of statistics, instruments or other materials as are specifically permitted. Students will be advised of such material before the examination and it will be clearly outlined on the exam papers.
- Students are not allowed to leave the examination room before 10 minutes after the start of the exam and can only leave during the last 30 minutes prior to the conclusion of the exam.
- All answers and material submitted by students will be deemed to be the property of the College and considered copyrighted to the College.

## **1.06 Misconduct in Exams**

Academic misconduct also covers examinations. Students should ensure that they read the exam regulations before attending their exams to ensure that they know what is expected of them and what is permitted.

The following rules apply to misconduct in exams:

- Students must not pass any information to each other during the examination. Students may not act in collusion with another student or students or any other person, nor copy from another student, or engage in any similar activity.
- Assignment and other submitted material must be students' own work. It will be deemed unacceptable if proven otherwise, all plagiarism cases are investigated and reported.
- Failure to comply with the rules relating to unauthorised material will constitute an examination offence. If students are found to have committed an offence, the results of their examinations will be withdrawn, and they be excluded from future examinations.
- These rules should be read in conjunction with the regulations of Middlesex University, which lay down procedures to be followed in cases of infringement, such as academic dishonesty.

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## 1.07 Plagiarism

All work submitted by students as part of the requirements for any examination or other assessment must be expressed in their own words and incorporate their own ideas and judgements. Note that what is being said here is not that students should never quote material from others; it is that, when they do so, they must acknowledge it appropriately.

Plagiarism means the presentation of another person's work in any quantity without adequately identifying it and citing it. The source which is plagiarised may take any form (including words, graphs and images, data, ideas or judgements) and may exist in any published or unpublished medium, including the internet.

Plagiarism is taking someone else's work or ideas and passing them off as one's own. Remember, plagiarism isn't just restricted to essays or reports. It can also happen with visual work as well. It includes:

- copying – submission of someone else's entire work as your own. The original work could be from the internet, a classmate, or a student in a previous year.
- failing to indicate a direct quote (quotation marks should be used) in the text.
- paraphrasing or synthesising material from a book, journal article or internet site without acknowledging the source in the text.
- composing a paragraph by joining together sentences from a number of sources and not acknowledging them in the text.
- using one's own previous work in another assignment without acknowledging it.

Direct quotations from the published or unpublished work of others must always be clearly identified as such by being placed inside quotation marks, and a full reference to their source must be provided in the proper form. A series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism. The same is true of a single unacknowledged long quotation from a single source.

Plagiarism also occurs when students use material from another person or another student's essay or work in their own. This is called collusion. Any evidence of collusion with other person-students will be penalised; if a student passes his/her essay to another student, and that student then plagiarises from it, the first student is likely to be found guilty of collusion. The Islamic College wishes to encourage collaboration and discussion between students, but will not tolerate collusion. Group working needs to represent, and be presented as, the product of all those involved, otherwise it may border on collusion. Further, an individual needs to take care never to present the result of group collaboration as theirs alone.

Failure to observe the rules can result in an allegation of cheating, for which the penalties are severe. Plagiarism is an extremely serious matter, and it is vital that all students are completely honest about the sources of their work. Taking unfair advantage over other authors, students or oneself in this way is considered by The Islamic College to be a serious offence and will be reported to Middlesex University. Both The Islamic College and Middlesex University take plagiarism very seriously and students who commit this particular type of academic misconduct will face a penalty if found guilty of plagiarism regardless of whether it was unintentional or a first offence. Students should therefore make sure that they

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understand how to reference properly so that they can use another author's work without plagiarising. Information on the correct way of acknowledging work from other sources is available from the College's learning resource Centre or the students' programme leader.

Desire2learn is the Islamic College's online learning support area for students, a place where students can find online materials to support their studies, the Desire2learn system used by the Islamic College helps in detecting plagiarised work. Desire2learn has access to a sophisticated software (often referred to as 'Turnitin') for the detection of plagiarism. All written work is submitted both electronically to [www.submit.ac.uk](http://www.submit.ac.uk). The plagiarism detection service enables comparison of a students' work against electronic sources, especially other students' essays. It can also detect cases where attempts have been made to mask the plagiarism, for example through the substitution of words or the integration of sentences.

Please also note that academic misconduct also covers cheating in examinations. These are set out in the Middlesex University Regulations Section F which is available on line at:

[https://www.mdx.ac.uk/\\_data/assets/pdf\\_file/0026/663623/Final-Academic-Integrity-and-Misconduct-Policy-and-Procedures-22-23-1.pdf](https://www.mdx.ac.uk/_data/assets/pdf_file/0026/663623/Final-Academic-Integrity-and-Misconduct-Policy-and-Procedures-22-23-1.pdf)

### **1.07.01 Self-Plagiarism**

Self-plagiarism is the presentation by a student of a substantive piece of his or her own writing that has been submitted for one assignment wholly or as part of a second assessment. Students are allowed to quote a few lines or one or two short paragraphs from one of the assignments they have already submitted in a new submission, provided they clearly and properly acknowledge the first submission and place the quoted pieces within quotation marks. The Islamic College will take action against any student who self-plagiarises. The best way to avoid it is for students to ensure that they write all their essays on different topics, even when the same topic is covered by two courses.

## **1.08 AI and Academic Integrity**

Academic integrity is an underlying principle of research and academic practice. Through your work and approach to learning you are expected to demonstrate your development as an independent learner, researcher and critical thinker, including maintaining good academic practice. This involves completing your studies honestly and ethically, having respect for the work of others and recognising your responsibility to ensure fair assessment. Poor research and academic practice or misconduct such as plagiarism, collusion, fabrication, or falsification, undermine the advancement of knowledge and innovation that are at the core of the University's vision.

The overarching purpose of assessment is to demonstrate your understanding and ability to analyse and apply knowledge gained through your modules to your markers. Passing off someone or something's work as your own, whether this is copying in an exam, getting someone else to write an assignment on your behalf or claiming authorship of machine generated content (including text, code and creative works) means that you are not demonstrating your own skills and learning. As well as limiting your opportunities to develop as a learner, it is highly unethical.



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When using AI tools to support your learning and in the development of your work you must maintain good academic practice. This will include:

- acknowledging AI sources through appropriate referencing where you have used content as an information source alongside your other reading.
- demonstrating critical use of AI tools by acknowledging how, why, and when you used AI to inform your approach to the assessment or as part of the writing process.

## 2 Appeals

Students should be familiar with the Appeal Regulations and Procedures as stated in Middlesex University Regulations for Academic Appeals. Students should act in accordance with these procedures if they submit an appeal:

[https://www.mdx.ac.uk/\\_data/assets/pdf\\_file/0030/760773/FINAL-202324-Student-Complaints-Grievance-policy.pdf](https://www.mdx.ac.uk/_data/assets/pdf_file/0030/760773/FINAL-202324-Student-Complaints-Grievance-policy.pdf)

If students are considering submitting an appeal against an Assessment Board decision, then they need to contact Dr Mesbahi as the Islamic College link tutor or Dr Siebers as Middlesex University link tutor.

### 2.01 Contacts

#### 2.01.01 Registry

**BA Department** - Tel 202 8451 9993 Ex 211

**MA Department** - Tel 202 8451 9993 Ex 207

#### 2.01.02 Middlesex University

<https://unihub.mdx.ac.uk/study/spotlights/assessment/appeals> [Appeals | UniHub \(mdx.ac.uk\)](#)

Complete Middlesex University's form for APPEAL AGAINST AN ASSESSMENT BOARD'S DECISION.