

FFURFLEN MANYLION POLISI
POLICY IDENTIFICATION FORM /FRONTSHEET

<p>TEITL Y POLISI: <i>POLICY TITLE:</i></p>	<p><i>Y Polisi o ran Ymarfer Annheg</i></p>
<p>UWCH-GYFARWYDDWR A CHYFRIFOLDEB: <i>RESPONSIBLE EXECUTIVE DIRECTOR:</i></p>	<p><i>James Nelson</i></p>
<p>PWRPAS: <i>PURPOSE:</i></p>	<p><i>Mae Prifysgolion (a chyrff AU eraill) yn dyfarnu ein myfyrwyr ar sail eu hymdrechion eu hunain, a'u defnydd o'r sgiliau a'r ddealltwriaeth a meithrinwyd ganddynt yn ystod eu hastudiaethau yng Ngrŵp Llandrillo Menai. O ganlyniad, mae Grŵp Llandrillo Menai'n ymdrin yn ddifrifol iawn â honiadau o ymarfer annheg gan eu bod yn cynrychioli methiant i barchu cywirdeb a thegwch y broses asesu.</i></p> <p><i>Mae'n gyfrifoldeb ar fyfyrwyr ac aelodau staff i weithio gyda'i gilydd i sicrhau nad yw arfer annheg yn digwydd o ganlyniad i gamddealltwriaeth neu ddiffyg ymwybyddiaeth o'r manylrwydd sydd ei angen ar lefel AU.</i></p>
<p>EFFAITH AR DDWYIEITHRWYDD <i>IMPACT ON BILINGUALISM</i></p>	<p><i>Gweler yr Asesiad Effaith ar ddiwedd y ddogfen.</i></p>
<p>EFFAITH AR GYDRADDOLDEB <i>IMPACT ON EQUALITY</i></p>	<p><i>Gweler yr Asesiad Effaith ar ddiwedd y ddogfen.</i></p>
<p>EFFAITH AR GYNALIADWYEDD <i>IMPACT ON SUSTAINABILITY</i></p>	<p><i>Gweler yr Asesiad Effaith ar ddiwedd y ddogfen.</i></p>
<p>ARGYMHELLIAD: <i>RECOMMENDATION:</i></p>	<p><i>Cymeradwyo</i></p>
<p>CYFATHREBU <i>COMMUNICATION</i></p>	<p><i>Tîm Strategol, Porth y Grŵp</i></p>
<p>PWLLGOR / GRŴP MONITRO: <i>COMMITTEE / GROUP RESPONSIBLE FOR MONITORING:</i></p>	<p><i>Y Tîm Polisi CSSC Y Bwrdd</i></p>
<p>CYMERADWYWYD GAN (A'R DYDDIAD): <i>APPROVED BY (AND DATE):</i></p>	<p><i>Y Tîm Strategol –11/10/2021 CSSC – 03/11/2021 Y Bwrdd - 11/11/2021</i></p>
<p>DYDDIAD ADOLYGU <i>REVIEW DATE CYCLE:</i></p>	<p><i>Ddwywaith y flwyddyn</i></p>

[English text](#)

Y Polisi o ran Ymarfer Annheg ym maes Addysg Uwch

I bwy mae'r Polisi hwn yn berthnasol?

Mae'r polisi hwn yn berthnasol i ddysgwyr sy'n dilyn rhaglenni AU y mae un o'r sefydliadau dyfarnu AU a ganlyn wedi awdurdodi GLLM i'w darparu;

- Edexcel/Pearson
- Rhaglenni AU a ddilyswyd gan Brifysgol Bangor er mwyn i Grŵp Llandrillo Menai eu darparu

Dylai dysgwyr sy'n dilyn rhaglenni AU a ddyfernir gan sefydliadau eraill adolygu'r polisiau a'r gweithdrefnau sydd ar gael ar Amgylchedd Dysgu Rhithiol y Rhaglen, yn Llawlyfr y Rhaglen ac ar wefan y sefydliad dyfarnu.

Pwrpas y Polisi

Mae Prifysgolion (a chyrrff AU eraill) yn dyfarnu ein myfyrwyr ar sail eu hymdrechion eu hunain, a'u defnydd o'r sgiliau a'r ddealltwriaeth a meithrinwyd ganddynt yn ystod eu hastudiaethau yng Ngrŵp Llandrillo Menai. O ganlyniad, mae Grŵp Llandrillo Menai'n ymdrin yn ddifrifol iawn â honiadau o ymarfer annheg gan eu bod yn cynrychioli methiant i barchu cywirdeb a thegwch y broses asesu.

Mae'n gyfrifoldeb ar fyfyrwyr ac aelodau staff i weithio gyda'i gilydd i sicrhau nad yw arfer annheg yn digwydd o ganlyniad i gamddealltwriaeth neu ddiffyg ymwybyddiaeth o'r manylrwydd sydd ei angen ar lefel AU.

Datganiad Polisi

Mae'n ymarfer annheg i gyflawni unrhyw weithred a fydd yn golygu bod rhywrai yn cael mantais na chaniateir mohoni, iddynt eu hunain neu i rywun arall. Bydd hyn yn berthnasol os yw'r myfyriwr yn gweithio ar ei ben ei hun neu ar y cyd â rhywun arall/rhywrai eraill. Gall y weithred ddigwydd yn ystod neu mewn perthynas ag arholiad ffurfiol, darn o waith cwrs, neu unrhyw fath arall o asesiad a wneir er mwyn ennill cymhwyster.

Mae'r Grŵp yn disgwyl i bob myfyriwr fod yn gyfrifol am ddiogelwch ei waith ei hun a chymryd camau rhesymol i rwystro eraill rhag ei gopïo.

Dull Gweithredu

Mae Grŵp Llandrillo Menai yn ymrwymo i:

- sicrhau bod y Weithdrefn ar Ymarfer Annheg yn cael ei gweithredu mewn dull teg, cyson ac amserol;
- darparu gwybodaeth glir mewn perthynas â'r weithdrefn hon a'r diffiniad o ymarfer academiaidd annheg mewn llawlyfrau rhaglen ac ar Amgylchedd Dysgu Rhithwir y Myfyrwyr (Moodle);
- darparu mynediad i fyfyrwyr i ddeunyddiau a gwasanaethau ar-lein er mwyn ategu eu dealltwriaeth am sut i osgoi llên-ladrad;
- sicrhau ein bod yn cadw at egwyddorion cyfiawnder naturiol wrth weithredu'r weithdrefn hon.

Monitro a Mesur Effaith

Bydd nifer yr achosion o ymarfer annheg a'u difrifoldeb yn cael eu monitro gan y Cyrff Arholi Allanol a chan y Pwyllgor Ansawdd a Safonau ym maes Addysg Uwch.

Caiff y Weithdrefn ar Ymarfer Annheg ei monitro'n flynyddol gan y Pwyllgor Ansawdd a Safonau ym maes Addysg Uwch.

Cyhoeddi'r Polisi

Bydd y polisi hwn ar gael yn ddwyieithog i'r cyhoedd ar wefan y Grŵp a bydd ar gael i'r holl aelodau staff ar fewnwyd y Grŵp.

Cymeradwywyd y Polisi gan:

Dyddiad cymeradwyo'r Polisi: Awst 2016

Dyddiad Adolygu'r Polisi: Awst 2021

Oherwydd yr adolygiad: Awst 2023

1. Diffiniadau o Ymarfer Annheg

Yn yr atodiadau isod, ceir enghreifftiau penodol o'r mathau o ymddygiad y gellir eu diffinio'n ymarfer annheg. Dylid nodi nad yw'r rhestr hon yn gynhwysfawr ac mae'r Grŵp yn cadw'r hawl i gynnwys mathau eraill o ymarfer annheg yn y weithdrefn, os yw o'r farn bod hynny'n briodol.

Llên-ladrad	<p>Diffinnir fel defnyddio heb eu cydnabod eiriau neu syniadau rhywun arall a'u cyflwyno i'w hasesu fel pe baent yn waith personol. Gall hyn gynnwys copïo, cyfieithu o un iaith i'r llall neu aralleirio. Mae'n cynnwys defnyddio dyfyniadau o waith cyhoeddedig rhywun arall, neu waith heb ei gyhoeddi, pa un ai o lyfrau, erthyglau, y rhyngwyd neu unrhyw fformat arall, heb ddefnyddio dyfynodau a'u cydnabod.</p> <p>Gall hefyd gynnwys defnyddio crynodebau o syniadau, safbwyntiau, diagramau, graffiau, darluniau, rhaglenni cyfrifiadur, canlyniadau labordy neu ganlyniadau arolwg heb gyfeirio at y person yn y testun ac at y ffynhonnell yn y llyfryddiaeth.</p> <p>Noder: Nid yw'r Grŵp yn derbyn diffyg dealltwriaeth o'r angen i gydnabod gwaith eraill fel amddiffyniad dilys mewn achos o ymarfer annheg.</p>
Cynllwynio â thrydydd parti i ysgrifennu darn o waith	<p>Mae hyn yn cynnwys gweithred lle bo trydydd parti yn cyflawni gwaith ar ran y myfyriwr pa un ai am arian neu beidio. Mae'r diffiniad o drydydd parti'n cynnwys myfyriwr arall, ffrind neu aelod o'r teulu ond os yw'n fyfyrwr arall ymddrinnir â'r ddau barti o dan o weithdrefn hon. Mae'r categori hwn hefyd yn cynnwys deunyddiau a gafwyd o gronfeydd traethodau ar y we neu asiantaethau tebyg.</p>
Aildefnyddio eich deunydd eich hun (hunan lôn-ladrad)	<p>Aildefnyddio, un ai'n rhannol neu'n llawn, waith a gyflwynwyd eisoes fel rhan o gais am gredyd academiaidd, oni bai bod y gwaith wedi'i gyfeirnoddi'n briodol neu fod y gwaith yn cael ei ailgyflwyno ar ôl cael ei fethu ac wedi cael ei awdurdodi gan dîm y rhaglen.</p>
Cydgynllwynio	<p>Pan fydd gwaith a wnaed gan eraill, neu gydag eraill, yn cael ei gyflwyno fel gwaith un person yn unig. Mae hyn hefyd yn wir pan fydd gwaith un unigolyn yn cael ei gyflwyno yn enw rhywun arall. Pan fydd yr awdur gwreiddiol yn ymwybodol o hyn, bernir bod y ddau barti ar fai.</p> <p>Ni ddylid cymysgu hyn â gweithio mewn grŵp pan roddir cyngor clir ar yr hyn a ganiateir i'w asesu. Os na nodir i'r gwrthwyneb dylai unrhyw waith a gyflwynir i'w asesu fod yn waith unigolyn yn hytrach na grŵp.</p>
Llunio data ffug	<p>Gwneud honiadau ffug ynglŷn â chynnal arbrofion, arsylwadau, cyfweiliadau neu ddulliau eraill o gasglu a dadansoddi data, neu weithredu'n anonest mewn unrhyw ffordd arall.</p>
Methu â chael caniatâd priodol i gynnal ymchwil	<p>Pan fo hyn yn ymwneud yn uniongyrchol ag astudiaethau myfyrywyr</p>
Dod ag unrhyw ddeunydd nas awdurdodwyd i'r ystafell arholiad	<p>a/neu gyfleusterau cysylltiedig, megis llyfr, llawysgrif, data neu bapurau rhydd, neu wybodaeth a gafwyd trwy unrhyw ddyfais electronig, neu unrhyw ffynhonnell wybodaeth anawdurdodedig. Ystyrir hyn yn drosedd hyd yn oed os na ddefnyddiwyd hwy i ennill mantais.</p>
Copïor hywun neu gyfathrebu ag unigolyn arall yn yr ystafell arholi	<p>a/neu gyfleusterau cysylltiedig heb ganiatâd goruchwyliwr yr arholiad.</p>
Cyfathrebu'n electronig â rhywun arall	<p>un ai o fewn neu'r tu allan i'r ystafell arholi heb ganiatâd goruchwyliwr yr arholiad</p>
Sefyll arholiad yn lle ymgeisydd arall	<p>neu ganiatáu i rywun arall sefyll arholiad yn eich lle chi.</p>
Cyflwyno sgrïpt arholiad fel pe bai'n waith gennyh chi	<p>er bod y sgrïpt yn cynnwys deunydd a luniwyd trwy ddulliau anawdurdodedig.</p>

2. Darganfod Ymarfer Annheg

Bydd arholwr mewnol neu allanol, neu unrhyw un arall, sydd yn ystod y cyfnod marcio neu wedyn, yn amau bod myfyriwr wedi ymarfer yn annheg yn cyflwyno adroddiad ar y mater i Arweinydd y Rhaglen.

Os posibl, rhaid wrth dystiolaeth ddogfennol i gefnogi'r honiadau, e.e. mewn achos o lèn-ladrad gellir defnyddio system Turnitin i greu 'adroddiad gwreiddioldeb'. Er bod adroddiad gwreiddioldeb gan Turnitin yn gymorth i ddarganfod llên-ladrad dylid nodi nad yw ar ei ben ei hun yn brawf digonol o lèn-ladrad; mater o farn academiaidd yw pa un ai a oes llên-ladrad wedi digwydd neu beidio. (Gall canran uchel mewn adroddiad gwreiddioldeb ddigwydd pan nad oes llên-ladrad wedi digwydd, ac nid yw caran isel mewn adroddiad gwreiddioldeb yn profi nad oes llên-ladrad wedi digwydd.) Mae'n bosibl felly y bydd angen tystiolaeth ychwanegol.

Fodd bynnag, yn unol â'r Polisi Asesu ym maes Addysg Uwch, dylai'r marciwr ymchwilio ymhellach i adroddiad gwreiddioldeb sy'n nodi bod 20% neu ragor o'r gwaith yn debyg i waith arall.

Tra ymchwilir i'r honiad dylid rhoi marc sero (0%) am y gwaith sy'n cael ei ystyried. Os nad yw'n bosibl cwblhau'r ymchwiliad cyn cyfarfod bwrdd asesu yna bydd y marc 0 yn cael ei brosesu.

Os amheuir achos o ymarfer annheg, ond nid oes tystiolaeth bendant o'r drosedd, bydd angen cynnal cyfweiliad ymchwilio (gweler isod).

Os amheuir achos o gydgyllwynio, dylid cynnal trafodaethau cychwynnol ag arweinydd y rhaglen er mwyn sicrhau nad yw ystyr cydweithio wedi cael ei gam-ddeall. Lle caniateir gweithio mewn grŵp mae'n hanfodol bod myfyrwyr yn deall y rheolau ac, os na nodir i'r gwrthwyneb, bod unrhyw waith a gyflwynir i'w asesu i gael ei wneud ar sail unigol.

3. Cyfweiliad Ymchwilio

Os bydd y sawl sy'n marcio'n amau ymarfer annheg gellir cyfweiliad y myfyriwr a amheuir i benderfynu a oes achos i'w ateb. Mae'r cyfweiliad ymchwilio'n arbennig o bwysig pan na all marciwr ganfod tystiolaeth ddogfennol ddigonol i brofi'r honiad. Yn benodol, gall hyn fod yn wir lle amheuir bod twylllo cytundebol wedi digwydd h.y. bod traethawd wedi cael ei brynu neu wedi dod gan drydydd parti ond nad oes tystiolaeth ddigonol i brofi achos yn y lle cyntaf.

Dilynir y weithdrefn ganlynol os amheuir bod y math hwn o gamymddygiad wedi digwydd:

- dylai'r sawl sy'n marcio roi gwybod i Arweinydd y Rhaglen am ei amheuron/hamheuron. Os mai Arweinydd y Rhaglen yw'r sawl sy'n marcio bydd y mater yn cael ei drafod ag aelod arall o dîm y rhaglen;
- bydd Arweinydd y Rhaglen yn gofyn i aelod arall o staff, nad yw'n ymwneud â'r marcio ond sy'n meddu ar yr arbenigedd priodol (Rheolwr Llyfrgell ac Adnoddau Dysgu'r Grŵp, y Rheolwr Datblygu Addysg Uwch neu'r Rheolwr Sicrhau Ansawdd fel arfer), a'r Cydlynnydd Sicrhau Ansawdd i gyfweiliad y myfyriwr;
- gwahoddir y myfyriwr i gyfarfod â'r aelod enwebedig a rhoddir cyfle iddo ef neu hi egluro sut y cafodd y darn o waith ei ddatblygu.

Dylid ei gwneud yn glir i'r myfyriwr ymlaen llaw nad rhan o'r broses asesu yw'r cyfarfod ond yn hytrach ei fod yn rhan o broses i benderfynu pa un ai a oes yma achos o ymarfer annheg. Dylid annog y myfyriwr i ddod ag unrhyw ddrafftiau blaenorol o'r aseiniad gydag hwy ac unrhyw nodiadau bras a wnaed wrth ei ddatblygu.

Argymhellir bod y pynciau canlynol yn cael eu trafod yn ystod y cyfarfod:

- y ffynonellau a ddefnyddiwyd gan y myfyriwr
- methodoleg
- y prosesau meddwl a arweiniodd at y casgliadau/canfyddiadau
- trafodaeth am y broses cynllunio a drafftiau
- y broses ddatblygu wrth ysgrifennu'r aseiniad, yn enwedig yr amserlen.

Dylid gwneud pob ymdrech i roi cyfle i'r myfyriwr ddangos mai hwy i a wnaeth y gwaith.

Os penderfynir o ganlyniad i'r cyfweiliad nad oes yma achos cychwynnol ni chymerir unrhyw gamau pellach o dan y Weithdrefn Ymarfer Annheg. Hysbysir y myfyriwr yn ysgrifenedig nad oes achos i'w ateb a bydd y gwaith yn cael ei farcio'n unol â'r drefn arferol.

Os penderfynir yn y cyfweiliad ymchwilio bod tystiolaeth o ymarfer annheg, rhaid trafod y mater gyda'r Cydlynnydd Sicrhau Ansawdd, a fydd yn dweud a ddylid ei drin fel amryfusedd bychan neu a ddylid ei roi ger bron y Panel sy'n ymdrin ag Ymarfer Annheg.

Os bydd y myfyriwr yn gwrthod dod i Gyfweiliad Ymchwilio neu'n gwrthod ymateb i'r cais (yn dilyn un nodyn atgoffa) bydd y Cyfarwyddwr Ansawdd a Chwricwlwm, ar sail argymhellion y marciwr a'r Panel Cyfweld, yn penderfynu a oes angen bwrw ymlaen â'r mater o dan y Weithdrefn Ymarfer Annheg.

Dylai rheolwr y rhaglen cadw cofnod ffurfiol o'r cyfweiliad ac anfon copi i'r CSA.

4. Mân Achos o Ymarfer Annheg

Os yw'r holl ffactorau canlynol yn berthnasol:

- i. Dyma'r tro cyntaf i'r myfyriwr ymddwyn yn annheg;
- ii. Mae'r drosedd wedi digwydd ar lefel 4*
- iii. Mae arwyddion bod yr ymarfer annheg wedi digwydd oherwydd diffyg ymarfer academaidd yn hytrach nag unrhyw gais bwriadol i gael mantais annheg.

*gellir eithrio myfyrwyr cysylltiol sy'n astudio modiwlau annibynnol ar lefelau uwch, neu fyfyrwyr sy'n astudio ar lefel uwch ac sydd wedi derbyn trosglwyddiad credyd yn sgil dysgu drwy brofiadau.

Gall y Panel Cyfweld benderfynu bod y digwyddiad i'w gofnodi fel mân achos o ymarfer annheg. Mewn achos o'r fath dylid cefnogi'r myfyriwr gyda'i w/gwaith ysgrifennu academaidd er mwyn sicrhau nad oes digwyddiad o'r fath yn codi eto a dylid cynnig cymorth i'r myfyriwr gan Arweinydd y Rhaglen. Gallai cymorth ychwanegol fod ar ffurf sesiynau ar sgiliau astudio academaidd dros gyfnod penodol o amser neu unrhyw ddull arall mae Arweinydd y Rhaglen yn ei ystyried yn briodol. Dylai'r myfyriwr gael ei hysbysu'n ffurfiol o'r ymarfer annheg a dylai'r camau ar gyfer sicrhau gwelliant gael eu hegluro wrtho/wrthi. Dylid sicrhau'n ogystal ei fod/bod yn ymwybodol yr ymdrinnir yn ffurfiol ag unrhyw ymarfer annheg pellach. Dylid nodir y ddigwyddiad ar eDRAC ag anfon hysbys i'r CSA. Dylid marcio'r gwaith yn unol â'r meini prawf asesu a'r cynllun marcio arferol gan anwybyddu'r rhannau hynny nad ydynt yn waith gwreiddiol gan y myfyriwr.

Rhaid hysbysu'r Cydlynnydd Sicrhau Ansawdd o bob achos y penderfynwyd eu bod yn achosion o amryfusedd bychan. Os bernir y dylid rhoi'r achos ger bron Panel sy'n ymdrin ag Ymarfer Annheg, bydd Arweinydd y Rhaglen yn hysbysu'r Cydlynnydd Sicrhau Ansawdd a fydd wedyn yn galw cyfarfod o'r Panel ac yn rhoi gwybod i'r myfyriwr yn ysgrifenedig.

5. Panel Ymarfer Annheg

Dylid anodi unrhyw dystiolaeth ddogfennol i gefnogi'r achos yn glir a'i rhoi i'r Panel gan Arweinydd y Rhaglen ddim hwyrach na 10 diwrnod gwaith cyn y gwrandawriad. Dylai'r dogfennau hyn gynnwys Adroddiad Gwreiddioldeb Turnitin (os yw'n berthnasol), briff yr aseiniad (yn achos aseiniadau nad ydynt yn arholiadau) a chyfarwyddiadau'r arholiad (yn achos aseiniadau a arholir).

Bydd y Panel yn cynnwys:

- Cyfarwyddwr Ansawdd a Chwricwlwm (Cadeirydd y Panel).
- Reolwr Sicrhau Ansawdd y Grŵp (a all cadeirio pe bae angen)
- Rheolwr Llyfrgell a Thechnoleg Dysgu'r Grŵp (fel aelod annibynnol)

Aelod Wrth Gefn i sicrhau cworwm mewn achos o absenoldeb: Rheolwr Datblygiad AU y Grŵp; Rheolwr y Dysgu a'r Addysgu.

Y CSA a fydd yn bresennol trwy bob cam o'r panel a fydd yn rhoi arweiniad mewn perthynas â rheoliadau, polisiâu a gweithdrefnau'r Brifysgol/corff dyfarnu ac, yn ystod y drafodaeth, mewn perthynas â'r gosb i'w thraddodi (bydd rhaid ystyried unrhyw gynseiliau). Gall y Swyddog Gwella Ansawdd eistedd lle nad yw'r CSA yn bresennol.

Bydd y canlynol hefyd yn mynychu'r panel:

- Rheolwr y rhaglen a / neu enwebai (Y swyddog cyflwyno) a fydd yn cyflwyno'r achos yn erbyn y myfyriwr
- Rheolwr y Maes Rhaglen a all fod yn bresennol i gynorthwyo'r swyddog cyflwyno pe bae angen
- Y myfyriwr a all fod yng nghwmni cynrychiolydd

Yn unol â'r amseroedd a nodir yn adran 11 y polisi hwn, bydd y Cydlynnydd Sicrhau Ansawdd yn hysbysu'r myfyriwr a'r aelodau o ddyddiad, amser a lleoliad cynnal y Panel, gan ddarparu copïau o unrhyw ddogfennau a fydd yn cael eu hystyried. Rhoddir copi o'r weithdrefn i'r myfyriwr ac fe'i hysbysir o'i hawl i ddod â rhywun i'r gwrandawriad, i ddarparu tystiolaeth o unrhyw amgylchiadau lliniarol yn unol â'r Polisi a'r Weithdrefn o ran Amgylchiadau Lliniarol, i glywed yr holl dystiolaeth ac i alw a holi tystion. Os bydd y myfyriwr yn darparu tystiolaeth ddogfennol ychwanegol yn

y gwrandawriad, ni ellir derbyn y dystiolaeth honno heb ganiatâd penodol y Cadeirydd. Bydd gofyn i fyfyrwyr gysylltu'r Cydlynnydd Sicrhau Ansawdd i gadarnhau a fyddant yn dod i'r gwrandawriad ac a fyddant yn dod â rhywun gyda nhw.

Gofynnir i'r myfyriwr gadarnhau a yw'n dymuno i gyfarfod y panel gael ei gynnal drwy gyfrwng y Gymraeg. Os bydd angen darparu gwasanaeth cyfieithu ar y pryd i fodloni cais y dysgwr, hysbysir y dysgwr am hyn cyn cyfarfod y panel.

Diben y Panel fydd ystyried yr holl dystiolaeth a gyflwynir a phenderfynu, ar sail tebygolrwydd, a yw'r honiad wedi'i brofi, gan ddefnyddio'r broses isod:

- Bydd y Swyddog Cyflwyno (e.e. Arweinydd y Rhaglen) yn cyflwyno'r achos yn erbyn y myfyriwr, gan alw unrhyw dystion yn ôl yr angen. Bydd gan y Panel a'r myfyriwr yr hawl i ofyn cwestiynau i'r tystion. Fel arfer bydd y tystion yn gadael y cyfarfod ar ôl cael eu holi. Os bydd y Pwyllgor yn dymuno caniatáu i'r tystion aros drwy gydol y gwrandawriad bydd rhaid wrth ganiatâd y myfyriwr ar Swyddog Cyflwyno;
- Caiff y myfyriwr gyfle i gyflwyno amddiffyniad ac i alw unrhyw dystion y mae'n eu hystyried yn briodol.
- Bydd gan y Panel, y Swyddog Cyflwyno a'r myfyriwr yr hawl i ofyn cwestiynau i'r tystion hyn;
- Bydd gan y Panel a'r Swyddog Cyflwyno'r hawl i ofyn cwestiynau i'r myfyriwr;
- Gall y Panel a'r myfyriwr ofyn cwestiynau i'r Swyddog Cyflwyno;
- Bydd gan y myfyriwr ac unrhyw a ddaw gydag ef neu hi i'r gwrandawriad yr hawl i glywed yr holl dystiolaeth;
- Gall y Cadeirydd ofyn am gyfraniadau gan y sawl sydd wedi dod gyda'r myfyriwr;
- Wedi gwrandawrio ar yr holl dystiolaeth bydd y Swyddog Cyflwyno a'r myfyriwr yn gadael y gwrandawriad er mwyn i'r Panel ystyried ei ddyfarniad;
- Gwneir y penderfyniad ar sail tebygolrwydd ac er mwyn i'r achos gael ei brofi nid oes rhaid i'r Panel brofi bod y myfyriwr wedi bwriadu cymryd rhan mewn gweithred o ymarfer annheg. Fodd bynnag, gall diffyg bwriad i gamymddwyn yn academaidd fod yn berthnasol wrth ystyried cosb briodol; Cyn pennu cosb briodol gall y CSA roi gwybod i'r Panel am unrhyw achosion blaenorol perthnasol o Ymarfer Annheg;
- Dylid ystyried a fydd effaith niweidiol y datgeliad yn gorbwyso gwerth y dystiolaeth a dim ond mewn amgylchiadau eithriadol y dylid rhyddhau'r wybodaeth;
- Os bydd y Panel yn dod i'r casgliad nad yw'r achos wedi'i brofi fe hysbysir y myfyriwr yn ysgrifenedig o'r penderfyniad a chaiff yr holl dystiolaeth am yr achos ei dileu o ffeil a chofnodion y myfyriwr;
- Os bydd y Panel yn barnu bod yr achos wedi'i brofi bydd yn pennu'r gosb ar sail difrifoldeb y drosedd gan roi ystyriaeth i'r cosbau a argymhellir isod ac unrhyw gynseiliau;
- Wrth bennu'r gosb bydd y Panel yn ystyried proffil marciau'r ymgeisydd ac unrhyw amodau a rheoliadau asesu ar gyfer y rhaglen astudio dan sylw;
- Ar gais aelodau'r Panel, y Swyddog Cyflwyno neu'r myfyriwr gall Cadeirydd y Panel ystyried gohirio'r gwrandawriad er mwyn casglu tystiolaeth bellach;

Os bydd myfyriwr yn dymuno apelio yn erbyn penderfyniad y Panel bydd rhaid iddo wneud hynny'n ysgrifenedig ac yn unol â'r rheoliadau a ddarparwyd gan y brifysgol/corff dyfarnu perthnasol.

Lle ofynnir i dystion fod yn bresennol, rhaid i'r holl bartïon darparu rhestr gyflawn o'r tystion i'r CSA o leaif 10 diwrnod gwaith cyn a panel

Efallai y bydd y Panel am ystyried y ffactorau ychwanegol hyn wrth bennu lefel y gosb:

- Mewn achos o lèn-ladrad, a gyflawnwyd y weithred yn fuan yn ystod cyfnod astudio AU gyda GLLM;
- Os digwyddodd yr ymarfer annheg mewn arholiad a fu'r weithred o fantais i'r myfyriwr;
- A oedd natur y drosedd yn dangos bwriad gwirioneddol i dwyllo'r sawl oedd yn marcio;
- A fu achosion blaenorol o gamymddwyn academaidd neu ysgrifennu academaidd gwael;
- Wrth bennu lefel y gosb efallai y bydd y panel am ystyried unrhyw amgylchiadau lliniarol y bydd y myfyriwr yn eu datgan, ar yr amod bod y myfyriwr yn darparu tystiolaeth ddogfennol briodol ar amser ac yn unol â'r Weithdrefn ar Amgylchiadau Lliniarol.
- Lle bo'n briodol gall y Panel ohirio eu penderfyniad hyd nes clywed penderfyniad Panel rhestredig Amgylchiadau Lliniarol.

6. Cosbau

Dylid defnyddio'r rhestr gosbau hon fel canllaw'n unig; nid yw'n rhestr gyflawn nac nid yw'r Panel wedi'i gyfyngu iddi.

Noder: Pan fydd cosb yn golygu bod yn rhaid ailgyflwyno gwaith, bydd y Bwrdd Arholi'n trin y gwaith a gyflwynir fel ymgais arall i ailsefyll, oni bai bod y Panel Ymarfer Annheg yn datgan i'r gwrthwyneb

Bydd y Panel yn pennu lefel y cap a roddir ar waith a ailgyflwynir e.e. 30% neu 40%.

Yn achos ailgyflwyno gwaith, bydd y Panel yn penderfynu a all y myfyriwr newid rhywfaint ar y gwaith a'i ailgyflwyno,

neu a fydd gofyn i'r myfyriwr gyflwyno darn newydd o waith.

Mân Droseddau		
Math o Ymarfer Anheg		Cosb Awgrymedig
1.	Copio ffynonellau heb ddefnyddio dyfynodau er bod cyfeirnodau wedi'u cynnwys yn y llyfryddiaeth neu'r rhestr gyfeiriadau (Bydd maint y rhannau a gopiwyd hefyd yn berthnasol wrth benderfynu a hon yn fân drosedd neu'n drosedd ddifrifol Fel arfer, os bydd y rhannau sydd heb eu cyfeirnodu'n uwch na 25% o'r gwaith, ymdrinnir â'r drosedd fel un ddifrifol.)	<ul style="list-style-type: none"> Rhybudd ffurfiol (nodi ar ffeil y myfyriwr) Dyfarnu 0% am yr asesiad gan ganiatáu ei ailgyflwyno am farc wedi'i gapio
2.	Cyflwyno gwaith a aseswyd eisoes ar gyfer asesiad arall un ai yn y Grŵp neu mewn sefydliad arall	<ul style="list-style-type: none"> Rhybudd ffurfiol (nodi ar ffeil y myfyriwr) Dyfarnu 0% am yr asesiad gan ganiatáu ei ailgyflwyno am farc wedi'i gapio
3.	Caniatáu i fyfyrwr arall gopïo gwaith a'i gyflwyno fel ei waith ei hun (ni chafodd y myfyriwr unrhyw fantais ariannol o hyn)	<ul style="list-style-type: none"> Rhybudd ffurfiol yn unig (nodi ar ffeil y myfyriwr)
4.	Cyfathrebu ag ymgeisydd arall mewn arholiad neu brawf yn y dosbarth heb unrhyw dystiolaeth o ennill mantais	<ul style="list-style-type: none"> Rhybudd ffurfiol yn unig (nodi ar ffeil y myfyriwr)

Troseddau Difrifol		
Math o Ymarfer Anheg		Cosb Awgrymedig
5.	Defnydd helaeth o ffynonellau nad ydynt yn cael eu cydnabod (trosedd gyntaf) (Byddai'r drosedd yn cael ei thrin fel un ddifrifol pe bai'r rhannau nad ydynt yn cael eu cydnabod yn fwy na 25% o'r gwaith.)	<ul style="list-style-type: none"> Rhybudd ffurfiol (nodi ar ffeil y myfyriwr) Dyfarnu 0% am yr asesiad gan ganiatáu ei ailgyflwyno am farc wedi'i gapio
6.	Hunan lôn-ladrad yn fwy na 25% o'r gwaith	<ul style="list-style-type: none"> Rhybudd ffurfiol (nodi ar ffeil y myfyriwr)
7.	Defnydd helaeth o ffynonellau nad ydynt yn cael eu cydnabod (ail drosedd)	<ul style="list-style-type: none"> Rhybudd ffurfiol (nodi ar ffeil y myfyriwr) Dyfarnu 0% am yr asesiad heb ganiatâd i'w ailgyflwyno
8.	Defnydd helaeth o ffynonellau nad ydynt yn cael eu cydnabod gyda thystiolaeth o fwriad i dwyllo (trosedd gyntaf)	<ul style="list-style-type: none"> Rhybudd ffurfiol (nodi ar ffeil y myfyriwr) Dyfarnu 0% am y modiwl heb ganiatâd i'w ailgyflwyno
9.	Defnyddio gwaith eraill (e.e. o fanciau traethodau neu gan fyfyrwyr eraill) a'i gyflwyno fel eich gwaith eich hun	<ul style="list-style-type: none"> Rhybudd ffurfiol (nodi ar ffeil y myfyriwr) Dyfarnu 0% am yr asesiad heb ganiatâd i'w ailgyflwyno
10.	Cyfathrebu ag ymgeisydd arall mewn arholiad neu brawf yn y dosbarth er mwyn ennill mantais	<ul style="list-style-type: none"> Rhybudd ffurfiol (nodi ar ffeil y myfyriwr) Dyfarnu 0% am yr asesiad gan ganiatáu ei ailgyflwyno am farc wedi'i gapio
11.	Dod ag unrhyw ddeunydd nas awdurdodwyd i'r ystafell arholiad, megis dyfeisiau electronig, llawysgrif, testun printiedig, cyfrifiannell, llyfr neu eiriadur neu anodi unrhyw offer a ganiateir er mwyn ennill mantais	<ul style="list-style-type: none"> Rhybudd ffurfiol (nodi ar ffeil y myfyriwr) Dyfarnu 0% am yr asesiad gan ganiatáu ailsefyll am farc wedi'i gapio

12	Caniatáu i fyfyrwr arall gopïo gwaith a'i gyflwyno fel ei waith ei hun (am fantais ariannol)	<ul style="list-style-type: none"> Rhybudd ffurfiol (nodi ar ffeil y myfyriwr) Dyfarnu 0% am yr asesiad heb unrhyw gyfle i'w ailgyflwyno. Os dyfarnwyd marc i'r asesiad eisoes mae gan y Panel yr hawl i ddiddymu'r marc yn unol â rheoliadau'r corff dyfarnu
13	Sefyll arholiad neu brawf dosbarth yn lle ymgeisydd arall neu ganiatáu i rywun arall sefyll arholiad yn eich lle chi (os yw'r ddau yn fyfyrwyr bydd dwy drosedd wedi digwydd)	<ul style="list-style-type: none"> Rhybudd ffurfiol (nodi ar ffeil y myfyriwr) Dyfarnu 0% am yr arholiad heb gyfle i ailsefyll a gwaharddiad o'r Coleg
14	Ffugio canlyniadau gwaith ymchwil neu brosiect	<ul style="list-style-type: none"> Rhybudd ffurfiol (nodi ar ffeil y myfyriwr) Dyfarnu 0% am yr arholiad heb gyfle i ailsefyll a gwaharddiad o'r Coleg

NODER: Bydd rhybudd ffurfiol yn cyd-fynd â'r holl gosbau uchod a gwneir cofnod o'r digwyddiad ar ffeil y myfyriwr ar eDRAC.

Nid yw'r gosb y gallai'r Panel ei chyflwyno wedi'i chyfyngu i'r enghreifftiau a nodir yn y canllawiau hyn.

7. Cysylltiad gyda Addasrwydd i Ymarfer

Gall unrhyw achos o gamymddwyn academiaidd, ni waeth pa mor ddifrifol, sydd wedi'i brofi mewn rhaglen broffesiynol cael ei gyfeirio gan y Panel at yr Arweinydd Rhaglen perthnasol

Os bydd ymchwiliad i honiad o gamymddwyn academiaidd yn cael ei gynnal ar adeg y Bwrdd Asesu perthnasol bydd y Bwrdd yn gohirio ystyried gwaith y myfyriwr hyd nes y bydd y Panel wedi gwneud ei benderfyniad. Mewn amgylchiadau o'r fath bydd marciau'r myfyriwr yn cael eu hystyried yng nghyfarfod nesaf y Bwrdd.

Os bydd achos o gamymddwyn academiaidd yn cael ei brofi ar ôl i farciau'r myfyriwr gael eu cyhoeddi bydd y Panel yn cyfeirio'r mater at y corff/sefydliad dyfarnu perthnasol.

8. Cefnogaeth i Fyfrwyr mewn Gwrandawiaadau

Mae'r adran hon yn berthnasol i bob gwrandawriad a gynhelir o dan y weithdrefn hon. Fodd bynnag, fel arfer ni fyddai disgwyl i fyfyrwr ddod â rhywun i'r gwrandawriad pe na bai'r drosedd yn ddifrifol a bwriad y cyfarfod fyddai cynghori yn hytrach na chosbi.

Gall y myfyriwr ddod â myfyriwr arall, ffrind, perthynas, aelod o staff GLLM, neu swyddog Addysg Uwch y Grŵp i'r gwrandawriad er cefnogaeth, neu unrhyw un arall sydd ei angen oherwydd anghenion personol e.e. gofalwr neu gyfieithydd. Fodd bynnag, ni all yr unigolyn hwn gael swyddogaeth gyfreithiol ac ni chaiff siarad ar ran y myfyriwr heb ganiatâd penodol y Cadeirydd, os na roddwyd rhybudd ymlaen llaw y bydd y myfyriwr yn cael ei gynrychioli (gweler isod). Os yw'r myfyriwr yn bwriadu dod â rhywun i'r gwrandawriad dylai hysbysu'r CSA o enw'r unigolyn ymlaen llaw gan nodi a oes ganddo/ganddi gymwysterau cyfreithiol neu os ydynt yn cynrychiolydd corff proffesiynol. Y myfyriwr fydd yn gyfrifol am sicrhau bod yr unigolyn dan sylw yn ymwybodol o ddyddiad, amser a lleoliad y gwrandawriad ac yn cael copïau o'r dogfennau angenrheidiol.

Lle ofynnir i dystion fod yn bresennol, rhaid i'r myfyriwr darparu rhestr gyflawn i'r CSA o leaif 10 diwrnod gwaith cyn a panel

Os bydd myfyriwr yn dymuno cael ei gynrychioli gan rywun sydd â chymwysterau cyfreithiol neu gynrychiolydd o gorff proffesiynol mae'r Grŵp yn cadw'r hawl i gael ei gynrychiolydd cyfreithiol ei hun yn bresennol a rhaid i'r myfyriwr hysbysu'r CSA o'i fwriad o leaif bum niwrnod gwaith cyn y gwrandawriad. Bydd y ddau barti'n gyfrifol am eu costau cyfreithiol eu hunain a'r myfyriwr fydd yn gyfrifol am sicrhau bod y rhai sy'n ei gynrychioli'n ymwybodol o ddyddiad, amser a lleoliad y gwrandawriad ac yn cael copïau o'r dogfennau angenrheidiol. Dylid nodi na chaiff unrhyw un ddod gyda'r myfyriwr i'r gwrandawriad os gellir profi y gallai ennill mantais bersonol o wneud hynny e.e. myfyriwr arall sydd wedi torri gweithdrefnau'r Grŵp mewn modd tebyg.

9. Presenoldeb mewn Gwrandawiadau

Mae'r adran hon yn ymwneud â chyfweliadau ymchwilio academiaidd a mân achosion o ymarfer annheg ac achosion difrifol.

Os bydd myfyriwr yn cadarnhau y bydd yn dod i'r gwrandawriad ond yna, heb unrhyw ymddiheuriad na rheswm, yn peidio â gwneud hynny bydd y gwrandawriad yn parhau yn habsenoldeb. Os rhoddir rhesymau bydd y Cadeirydd yn penderfynu a yw'r achos i gael ei ohirio neu beidio.

Os na fydd myfyriwr yn gallu dod i wrandawriad am resymau eithriadol, e.e. myfyriwr rhyngwladol wedi dychwelyd adref am fod ei fisa wedi dod i ben, bydd rhaid iddynt hysbysu'r CSA ddim hwyrach na 5 diwrnod gwaith cyn y gwrandawriad. Os posibl, darperir cyfle i'r achos gael ei glywed drwy ddulliau electronig a / neu gwahoddir y myfyriwr i gyflwyno datganiad ysgrifenedig i'w ystyried gan y Panel.

Os bydd y myfyriwr yn gwneud cais am ohriad, gofynnir am dystiolaeth o amgylchiadau lliniarol i'w cyflwyno i'r Cadeirydd er cymeradwyaeth. Caniateir gohriad os bydd y Cadeirydd yn cymeradwyo hynny, ond unwaith yn unig y gellir gwneud hyn.

Os bydd myfyriwr yn rhoi gwybod na fydd yn dod i'r gwrandawriad neu os na dderbynnir ateb, bydd y gwrandawriad yn parhau yn ei absenoldeb.

10. Apeliadau

Os bydd myfyriwr yn dymuno apelio yn erbyn penderfyniad a'r ôl i'r Panel Ymarfer Annheg ymdrin â'r achos bydd rhaid iddynt gyflwyno cais ysgrifenedig llawn a fydd yn cyrraedd yr CSA ddim hwyrach na deg diwrnod gwaith o ddyddiad y llythyr i hysbysu'r myfyriwr am benderfyniad y Panel. Nid ystyrir bod hysbysiad syml o rybudd i Apelio a wneir gan yr ymgeisydd o fewn y terfyn amser uchod yn gyfwerth ag Apêl briodol ac ni chaiff ei dderbyn.

Ystyrir apeliadau am y rhesymau canlynol yn unig:

- afreoleidd-dra yn y modd y cynhaliwyd y gwrandawriad sy'n codi amheuaeth resymol y gallai'r penderfyniad fod yn wahanol pe bai heb ddigwydd;
- amgylchiadau personol eithriadol nad oeddent yn hysbys i dîm y rhaglen pan ystyriwyd achos y myfyriwr ac y gellir dangos eu bod yn berthnasol i'r ymarfer annheg. Rhaid i'r sawl sy'n apelio roi rheswm da pam na ddatgelwyd amgylchiadau personol o'r fath cyn y cyfarfod. Lle gallai ymgeisydd fod wedi rhoi gwybod am amgylchiadau eithriadol, ond na wnaeth hynny, ni all wedyn roi'r rhesymau hyn fel sail dros apelio.

Ar ôl derbyn apêl bydd Prifathro Cynorthwyol AU Grŵp Llandrillo Menai (fydd yn rhywun nad ydyw wedi ymwneud â'r achos o'r blaen) yn ymgynghori â Chadeirydd y Panel dan sylw, os yw hynny'n berthnasol i amgylchiadau'r achos.

Bydd yn ofynnol i Bennaeth Cynorthwyol (fydd yn rhywun nad ydyw wedi ymwneud â'r achos o'r blaen), wrthod apêl sy'n:

- seiliedig ar ffactorau a oedd yn hysbys i'r Panel pan benderfynwyd ar y gosb;
- cyflwyno gwybodaeth a oedd yn hysbys i'r myfyriwr, ac y gallasai fod wedi ei dwyn i sylw'r Panel cyn y cyfarfod.

Os caiff yr apêl ei derbyn fe ymdrinnir â hi o dan weithdrefn apelio'r corff dyfarnu.

11. Amserlen ar gyfer Paneli Ymarfer Annheg


Gwneir pob ymdrech i gydymffurfio â'r amserlenni hyn ond dylid nodi y gall amgylchiadau annisgwyl weithiau olygu na fydd y terfynau amser yn cael eu cadw.

AMSER (dyddiad hwyrach)	CAM GWEITHREDU	CYFRIFOLDEB
10 diwrnod gwaith cyn y gwrandawriad h.y. dyddiad y llythyr gan y Grŵp (i'w anfon drwy'r post neu drwy e-bost)	Hysbysu'r myfyriwr ar ddu a gwyn am yr honiad, dyddiad ac amser y gwrandawriad, trefniadau'r gwrandawriad a gofyn i'r myfyriwr gadarnhau ei ddewis iaith (y Gymraeg neu'r Saesneg).	Yr Cydlynnydd Sicrhau Ansawdd (CSA)
	Arweinydd Rhaglen i ddarparu tystiolaeth ddogfennol i gefnogi'r achos i'r CSA	Arweinydd y Rhaglen
	Rhestr llawn o dystion i'w ddarparu i'r CSA	Swyddog Cyflwyno (gan aml pennaeth y rhaglen) a Myfyriwr
5 diwrnod gwaith cyn y gwrandawriad h.y. llythyr gan y Brifysgol (i'w anfon drwy'r post neu drwy e-bost)	Darparu'r dogfennau fydd yn cael eu hystyried yn y gwrandawriad i'r myfyriwr a'r Panel	CSA
5 diwrnod gwaith cyn y gwrandawriad	Hysbysu'r Grŵp a fydd y myfyriwr yn dod i'r gwrandawriad neu beidio, dewis iaith y myfyriwr (y Gymraeg neu'r Saesneg), ac a fydd yn dod â rhywun gydag ef neu hi a/neu'n cael ei gynrychioli'n gyfreithiol neu gan rywun o gorff proffesiynol.	Myfyriwr
	Os yw'r myfyriwr wedi gofyn am gynnal y cyfarfod yn Gymraeg a bod angen darparu gwasanaeth cyfieithu ar y pryd i fodloni'r cais hwn, hysbysir y dysgwr am hyn trwy neges e-bost.	CSA
5 diwrnod gwaith ar ôl y gwrandawriad h.y. dyddiad y llythyr gan y Grŵp (i'w anfon drwy'r post neu drwy e-bost)	Hysbysu'r myfyriwr yn ysgrifenedig o ganlyniad y gwrandawriad a'i hawl i apelio.	CSA
10 diwrnod gwaith ar ôl dyddiad y llythyr i hysbysu'r myfyriwr o'r canlyniad	Cyflwyno cais ysgrifenedig llawn i'r CSA	Myfyriwr

Asesiad o'r Effaith ar Gydraddoldeb

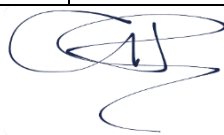
Cwblhawyd yr asesiad gan:	Gwennan Richards	Dyddiad:	20/01/2022
Cymeradwywyd yr asesiad gan:		Dyddiad:	

Ystyriaeth	Ymateb	Gofynion / rheoliadau arbennig
Pa grwpiau a warchodir a allai fod dan anfantais yn sgil y polisi neu'r broses?	Ni fydd unrhyw grwpiau a warchodir dan anfantais yn sgil y polisi hwn. Nod y polisi hwn yw sicrhau nad yw unrhyw fyfyrwr AU yng Ngrŵp Llandrillo Menai yn cael mantais na chaniateir mohoni, iddynt neu hunain neu i rywun arall.	
Pa grwpiau a warchodir a allai gael budd o'r polisi neu'r broses?	Bydd y polisi o fudd i'r holl grwpiau a warchodir am ei fod yn sicrhau nad yw unrhyw fyfyrwr AU yng Ngrŵp Llandrillo Menai yn cael mantais na chaniateir mohoni, iddynt neu hunain neu i rywun arall.	
A yw'r polisi'n hyrwyddo cydraddoldeb ac yn meithrin cysylltiadau da?	Ydy, mae'r polisi yn sicrhau y caiff yr holl fyfyrwyr AU eu trin yn deg ac yn gyfartal. Mae'r polisi yn caniatáu cefnogaeth i fyfyrwyr mewn gwrandawiadau	
A allai unrhyw ran o'r broses wahaniaethu'n anghyfreithlon?	Nid os cedwir yn llawn at y polisi	
A oes polisiâu eraill y mae angen eu newid er mwyn ategu effeithiolrwydd yr un hwn?	Na	
Casgliad	Parhau â'r polisi neu'r weithdrefn	

LLOFNODWYD:		Dyddiad:	20/01/2022
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Asesiad o'r Effaith ar y Gymraeg

Cwblhawyd yr asesiad gan:	Gwennan Richards	Dyddiad:	20/01/2022
Cymeradwywyd yr asesiad gan:		Dyddiad:	

Ystyriaeth	Ymateb	Gofynion / rheoliadau arbennig	
Pa effeithiau cadarnhaol gaiff gweithredu'r polisi neu'r weithdrefn ar y defnydd o'r Gymraeg?	<p>Nod y polisi hwn yw sicrhau nad yw unrhyw fyfyrwr AU yng Ngrŵp Llandrillo Menai yn cael mantais na chaniateir mohoni, iddynt neu hunain neu i rywun arall. Yn y polisi ceir enghreifftiau penodol o'r mathau o ymddygiad y gellir eu diffinio'n ymarfer annheg a'r drefn i'w dilyn os amheuir bod gweithred annheg wedi'i chyflawni.</p> <p>Yn ôl eu hawliau dan Safonau'r Iaith Gymraeg, bydd gan unrhyw fyfyrwr sy'n destun unrhyw achosion fel y nodwyd yn y polisi, yr hawl i ymgymryd â'r rhain yn Gymraeg.</p> <p>Bydd y myfyrwyr hynny sydd wedi mynegi dymuniad i dderbyn gohebiaeth yn Gymraeg, yn derbyn pob gohebiaeth sy'n gysylltiedig â'r polisi hwn yn Gymraeg.</p>	Yn unol â Safonau'r Iaith Gymraeg (Safonau Darparu Gwybodaeth) wrth wahodd myfyrwyr i gyfarfod, megis cyfweiliad neu banel ymarfer annheg, rhaid i GLIM ofyn i'r myfyrwyr a ydynt yn dymuno defnyddio'r Gymraeg yn y cyfarfod. Os bydd angen darparu gwasanaeth cyfieithu ar y pryd i fodloni cais y dysgwyr, rhaid rhoi gwybod i'r myfyrwr am hyn.	
Pa effeithiau negyddol gaiff gweithredu'r polisi neu'r weithdrefn ar y defnydd o'r Gymraeg?	Ni chredir y bydd y polisi'n cael unrhyw effaith negyddol ar y Gymraeg.		
A oes digon o staff sy'n siarad Cymraeg ar gael i weithredu'r polisi neu'r weithdrefn?	Oes, mae digon o staff sy'n siarad Cymraeg i sicrhau y gellir gweithredu'r polisi/gweithdrefnau yn Gymraeg. Os bydd myfyrwr yn gwneud cais i ddefnyddio'r Gymraeg mewn cyfweiliad neu banel arfer annheg a bod aelodau di-Gymraeg yn bresennol hefyd, bydd tîm cyfieithu'r Grŵp yn darparu gwasanaeth cyfieithu ar y pryd.		
Os nad oes, pa gamau a gymerir i sicrhau bod digon o staff ar gael, ac erbyn pryd?	n/a		
A yw'r polisi neu'r weithdrefn yn cydymffurfio â Chynllun Iaith Gymraeg/Strategaeth Iaith Grŵp Llandrillo Menai?	Y		
Casgliad	<p>Addasu'r polisi - argymhellir addasu'r polisi i adlewyrchu hawliau myfyrwyr dan safonau'r iaith Gymraeg i ddefnyddio'r Gymraeg mewn unrhy gyfweiliad neu banel. (gweler Hysbysiad cydymffurfio, safonau 24 – 29)</p> <p>02/02/2022 – Addaswyd y polisi i ystyried yr uchod, parhau â'r polisi.</p>		
LLOFNODWYD:		Dyddiad:	20/01/2021

Asesiad o'r Effaith ar Gynaliadwyedd

Cwblhawyd yr asesiad gan:		Dyddiad:	
Cymeradwywyd yr asesiad gan:		Dyddiad:	

Ystyriaeth	Ymateb	Gofynion / rheoliadau arbennig
Sut fydd y polisi hwn yn effeithio ar strategaeth cynaliadwyedd y Grŵp?		
Casgliad		

LLOFNODWYD:		Dyddiad:	
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FFURFLEN MANYLION POLISI POLICY IDENTIFICATION FORM /FRONTSHEET

<p>TEITL Y POLISI: <i>POLICY TITLE:</i></p>	<p><i>Unfair Practice Policy</i></p>
<p>UWCH-GYFARWYDDWR A CHYFRIFOLDEB: <i>RESPONSIBLE EXECUTIVE DIRECTOR:</i></p>	<p><i>James Nelson</i></p>
<p>PWRPAS: <i>PURPOSE:</i></p>	<p><i>Universities (and other HE awarding bodies) grant awards to our students based on their own achievement, drawing upon the skills and understanding they have acquired during their studies at Grŵp Llandrillo Menai. Consequently, Grŵp Llandrillo Menai treats all allegations of unfair practice seriously, as they represent a failure to respect the integrity and fairness of the assessment process.</i></p> <p><i>It is the responsibility of both students and staff to work together to ensure that incidents of unfair practice do not occur as a result of misunderstanding or lack of awareness of the rigour required at HE level.</i></p>
<p>EFFAITH AR DDWYIEITHRWYDD <i>IMPACT ON BILINGUALISM</i></p>	<p><i>Please refer to Impact Assessment at the end of the document</i></p>
<p>EFFAITH AR GYDRADDOLDEB <i>IMPACT ON EQUALITY</i></p>	<p><i>Please refer to Impact Assessment at the end of the document</i></p>
<p>EFFAITH AR GYNALIADWYEDD <i>IMPACT ON SUSTAINABILITY</i></p>	<p><i>Please refer to Impact Assessment at the end of the document</i></p>
<p>ARGYMHELLIAD: <i>RECOMMENDATION:</i></p>	<p><i>To approve</i></p>
<p>CYFATHREBU <i>COMMUNICATION</i></p>	<p><i>Tîm Strategol, Grŵp Portal</i></p>
<p>PWLLGOR / GRŴP MONITRO: <i>COMMITTEE / GROUP RESPONSIBLE FOR MONITORING:</i></p>	<p><i>Tim Polisi</i> <i>CSSC</i> <i>Board</i></p>
<p>CYMERADWYWYD GAN (A'R DYDDIAD): <i>APPROVED BY (AND DATE):</i></p>	<p><i>Tim Strategol – 11/10/2021</i> <i>CSSC – 03/11/2021</i> <i>Board – 11/11/2021</i></p>
<p>DYDDIAD ADOLYGU <i>REVIEW DATE CYCLE:</i></p>	<p><i>Bi-Annually</i></p>

HE Unfair Practice Policy

Who does this Policy Apply to?

This policy applies to learners undertaking HE programmes which GLLM have been validated to deliver by the following HE awarding organisations;

- HE programmes validated by Bangor University for delivery by Grwp Llandrillo Menai
- Edexcel/Pearson

Learners undertaking HE programmes awarded by other institutions should review the policies and procedures which are available in the Programme VLE or Handbook and awarding organisation website.

Purpose of the Policy

Universities (and other HE awarding bodies) grant awards to our students based on their own achievement, drawing upon the skills and understanding they have acquired during their studies at Grŵp Llandrillo Menai. Consequently, Grŵp Llandrillo Menai treats all allegations of unfair practice seriously, as they represent a failure to respect the integrity and fairness of the assessment process.

It is the responsibility of both students and staff to work together to ensure that incidents of unfair practice do not occur as a result of misunderstanding or lack of awareness of the rigour required at HE level.

Policy Statement

It is Unfair Practice to commit any act whereby a person may obtain for themselves or for another, an unpermitted advantage. This shall apply whether the student acts alone or in conjunction with another/others. The action may occur during or in relation to, a formal examination, a piece of coursework, or any form of assessment undertaken in pursuit of a qualification.

The Grŵp expects all students to take responsibility for the security of their own work and to take reasonable measures to prevent others from copying from them.

Implementation

Grŵp Llandrillo Menai undertakes to:

- ensure that the Unfair Practice Procedure is operated in a fair, consistent and timely manner;
- provide clear information in respect of this procedure and the definition of academic unfair practice in programme handbooks and on the Student Virtual Learning Environment, Moodle;
- provide students with access to on-line materials and services to support their development in understanding how to avoid plagiarism;
- ensure that the principles of natural justice are observed throughout the implementation of this procedure.

Monitoring and Impact Measurement

The number and severity of cases of Unfair Practice will be monitored through the External Examination Boards and by the Higher Education Quality and Standards Committee.

The Unfair Practice Procedures will be monitored annually by the Higher Education Quality and Standards Committee.

Publication of Policy

This policy will be made publicly available bilingually on the Grŵp website and will be available to all members of staff via the Grŵp intranet.

Policy approved by: Tim Polisi

Policy approval date: August 2016

Reviewed August 2021

Due for Review: August 2023

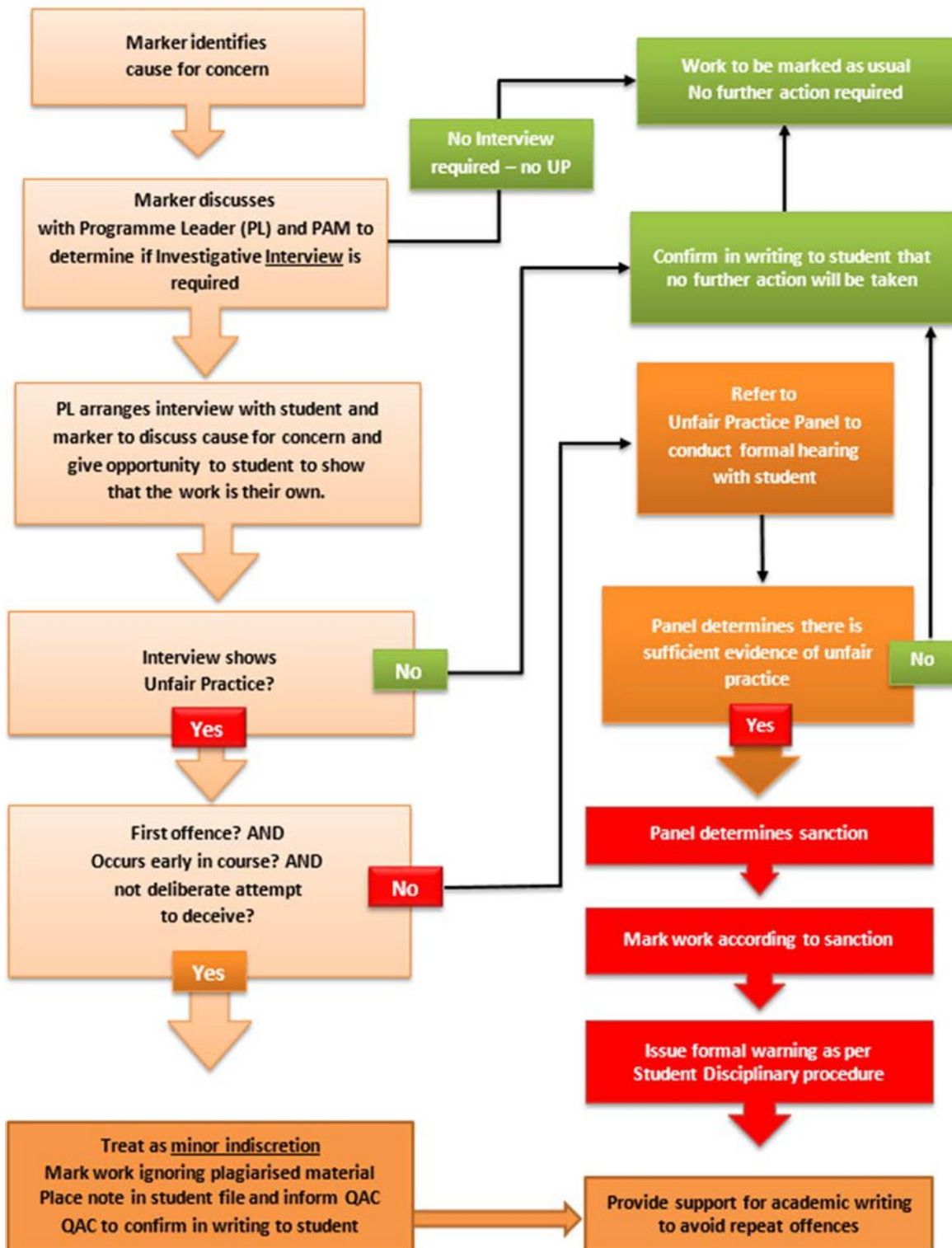
1. Definitions of Unfair Practice

Specific examples of behaviour which may fall under the definition of unfair practice are provided below, although it should be noted that this list is not exhaustive and that the Grŵp reserves the right to include other types of unfair practice under this procedure, if it deems appropriate

Plagiarism	<p>Defined as using another person's words or ideas without acknowledgment and submitting them for assessment as if they were one's own work. This can include copying, translating from one language to another or unacknowledged paraphrasing. It includes the use of quotations from the published or unpublished work of other persons, whether from books, articles, the internet or any other format, when these quotations have not been acknowledged as such by being placed in quotation marks and acknowledged.</p> <p>It can also include the use of summaries of another person's ideas, judgements, diagrams, graphs, drawings, computer programmes, laboratory or survey results without reference to that person in the text and the source in the bibliography.</p> <p>Note: The Grŵp will not accept a lack of understanding of the requirements for acknowledging the work of others as a legitimate defence for unfair practice.</p>
Contracting with a third party to write a piece of work	<p>This includes any action whereby a third party undertakes work on behalf of the student whether or not paid for by the student. The definition of third party includes a fellow student, friend or family member but where it is another student, that student is also subject to action under this procedure. This category also includes material obtained from commercial essay sites on the internet or any other similar agencies.</p>
Re-use of one's own material (self- plagiarism)	<p>either in part or wholly, which has previously been submitted in support of an application for academic credit, except where this is appropriately referenced or where it is a resubmission of previously failed work and has been authorised by the programme team</p>
Collusion	<p>This is defined as work which has been undertaken by or with others but is submitted solely as the work of one person. This can also apply when the work of one person is submitted in the name of another. Where this is done with the knowledge of the originator, both parties can be considered to be at fault.</p> <p>This should not be confused with group working when clear advice will be provided on what is permitted to be submitted for assessment. Unless specifically advised to the contrary, any work submitted for assessment should be that of the individual and not of a group.</p>
Fabrication of data	<p>making false claims to have carried out experiments, observations, interviews or other forms of data collection and analysis, or acting dishonestly in any other way</p>
Failure to obtain appropriate permission to conduct research	<p>where this directly relates to a student's studies</p>
Introduction into an examination room of any unauthorised materials	<p>including its environs or associated facilities of any unauthorised materials such as a book, manuscript, data or loose papers, information obtained via any electronic device, or any source of unauthorised information. This will be deemed to be an offence whether or not they were used to gain advantage</p>
Copying from or communicating with any other person in the examination	<p>and/or associated facilities except as authorised by the invigilator</p>

room	
Communicating electronically with any other person	either within or external to the examination venue, except as authorised by the invigilator
Impersonation of an examination candidate	or allowing oneself to be impersonated
Presentation of an examination script as one's own work	when the script includes material produced by unauthorised means

HE Unfair Practice Procedure



Note: The marker should also discuss the issue with the Quality Assurance Co-ordinator in the first instance.

2. Detection of Unfair practice

An internal or external examiner or any other person who, whether in the course of the marking period or subsequently, considers or suspects that a student has engaged in unfair practice, shall report the matter to the Programme Leader.

Where possible, allegations must be supported by documentary evidence of the offence e.g. in the case of plagiarism, where Turnitin is utilised, the 'originality report' generated can be provided. It should be noted that a Turnitin originality report is an aid when plagiarism is suspected and does not of itself provide proof of plagiarism; the decision as to whether or not plagiarism has taken place is one of academic judgment. (A high percentage in an Originality Report can occur when plagiarism is not present, and a low percentage in an Originality Report does not prove that plagiarism has not taken place). Additional evidence may be required therefore.

However, in accordance with the HE Assessment Policy, an originality report returning a similarity of 20% or higher should be further investigated by the marker.

While the allegation is being investigated a mark of 0 should be given for the work being considered. If it is not possible to complete the investigation before an assessment board is held, the mark of 0 will be processed.

Where a case of unfair practice is suspected but there is no firm evidence of the offence, an investigative interview will need to be held.

Where a case of collusion is suspected, initial discussions should take place with the programme team to ensure that there is no confusion with collaborative working. In this respect, it is imperative that where group working is permitted, parameters are made clear to students and unless explicitly stated otherwise, any work which is submitted for assessment should be produced on an individual basis.

3. Investigative Interview

If the marker suspects that unfair practice has taken place, the suspected student will be interviewed to determine whether there is a case to answer.

The investigative interview is of particular importance where the marker is unable to find adequate documentary evidence to substantiate the allegation. This may particularly be where a case of contract cheating is suspected i.e. an essay has been bought/acquired from a third party, but there is inadequate evidence to prove an initial case.

The following procedure should be applied to the initial interview procedures:

- The marker should advise the Programme Leader of their suspicions. If the marker is the Programme Leader, the matter will be discussed with another member of the programme team. The Programme Area Manager should be informed of the module leader's suspicions.
- The Programme Leader may request another member of staff, not involved with the marking but who has appropriate expertise, to interview the student.
- The student will be invited to a meeting with the nominated members of staff, where the student will be given an opportunity to explain how the piece of work was developed.

It should be made clear to the student in advance that this meeting is not part of the assessment process but instead is part of a process to determine whether or not there is a case of unfair practice to be answered. The student should be encouraged to bring with them any previous drafts of the assignment and any rough notes made during its development.

The following topics are recommended for discussion during the meeting:

- Sources used by the student
- Methodology
- The thought processes involved in the conclusion/findings
- Discussion of Planning and drafts
- The development process involved in the writing of the assignment, in particular the timescales.

Every effort should be made to give the student an opportunity to demonstrate that the work is **their** own.

If as a result of the interview, it is decided that no unfair practice has occurred, no further action will be taken under the Unfair Practice Procedure. The student will be notified in writing that no action will be pursued and the work should be marked as usual.

If the investigative interview determines that there is evidence of unfair practice, the matter must be discussed with the Quality Assurance Co-ordinator, who will advise if it can be treated either as a minor indiscretion or be elevated to

an Unfair Practice Panel.

If the student refuses to attend an Investigative Interview or fails to respond to the request (following one reminder) the Director for Quality & Curriculum will make a decision on whether or not to pursue the matter under the Unfair Practice Procedure, based on the recommendations of the marker and the Interview Panel.

A formal record of the investigative interview should be made by the Programme leader and a copy sent to the Quality Assurance Co-ordinator.

4. Minor Indiscretion

If **all** of the following factors apply:

- i. It is a first offence;
- ii. The offence has occurred at level 4*
- iii. There are indications that the offence has occurred because of poor academic practice rather than a deliberate attempt to gain unfair advantage.

*rare exceptions may be made for associate students studying standalone modules at higher levels, or students studying at a higher level who received credit transfer through experiential learning.

A decision can be made by the Interview Panel that the offence should be classified as a minor indiscretion. In such a case, the student should be supported in their academic writing to ensure that a repeat of the offence does not occur and a meeting to provide support should be offered to the student by the Programme Leader. Additional support could take the form of attendance at academic study skills sessions over a stipulated period of time or any other method the Programme Leader deems appropriate. The indiscretion should be formally notified to the student in writing via the Quality Assurance Co-ordinator with the prescription for improvement stipulated and it should be made clear to the student that any future offence would be dealt with formally as unfair practice. A note of the incident should be recorded on eDRAC. The work should be marked in accordance with the normal assessment criteria and marking scheme, ignoring those sections which are not the original work of the student.

The Quality Assurance Co-ordinator must be informed of all cases determined to be a minor indiscretion. If it is determined that the case should be elevated to an Unfair Practice Panel the Programme Leader will inform the Quality Assurance Co-ordinator, who will then convene a Panel meeting and notify the student in writing.

5. Unfair Practice Panel

All documentary evidence in support of the case should be clearly annotated and provided to the Panel by the Programme Leader no later than ten working days prior to the hearing. This documentation should include the Turnitin Originality Report (if applicable), assignment brief (for non-examination assessment), the examination rubric (for examination assessments).

The Panel will consist of:

- The Director for Quality & Curriculum (who will act as chair)
- Quality Assurance Manager (who may act as Chair if required)
- The Grŵp Library and Learning Resources Manager (as an independent member)

Reserve member to ensure quoracy in the event of absence: HE Development Manager; Teaching & Learning Manager

The QAC will be present at all stages of the panel to provide guidance (in respect of University/awarding body regulations, policies and procedures) and, during the discussion, in respect of the sanction to be imposed (to provide guidance in respect of precedents). The Quality Enhancement Officer can act as reserve where the QAC is absent.

The following will also attend the panel;

- The Programme Leader and/or their nominee who will present the case against the student (referred to as the Presenting Officer)
- The Programme Manager, who may attend to support the Programme Leader as required.
- Student, who can be accompanied by a representative.

In accordance with the timelines provided in section 11 of this policy, the QAC will advise the student and the members of the date, time and venue (if applicable) of the Panel and provide copies of the documentation to be considered. The student will be provided with a copy of the procedure and advised of the right to be accompanied, to provide evidence

of any extenuating circumstances in accordance with the Extenuating Circumstances Policy, to hear all the evidence and to call and question witnesses. If the student provides additional documentary evidence at the hearing, this may be accepted but only with the express permission of the Chair. The student will be required to confirm to the QAC whether or not they will be attending the hearing and if they intend to be accompanied.

The student will be asked to confirm if they would like the panel meeting to be held in the Welsh language. If simultaneous translation is required to accommodate the student's request, the student will be notified of this prior to the panel meeting.

The Panel's purpose shall be to consider the evidence presented and determine whether or not, on the balance of probabilities, the case has been proven, using the process below:

- The Presenting Officer will present the case against the student, calling any witnesses as necessary. The Panel and the student will be entitled to question the witnesses. Following this questioning the witnesses will normally withdraw. If the Panel wishes the witnesses to attend throughout the hearing, the agreement of the student and the Presenting Officer will be required.
- The student will be given an opportunity to present a defence and to call any witnesses they deem appropriate.
- The Panel, Presenting Officer and the student will be entitled to question these witnesses;
- Both the Panel and the Presenting Officer will be entitled to question the student;
- The Panel and student may question the Presenting Officer;
- The student and any accompanying person are entitled to hear all the evidence.
- The Chair may invite contributions from the accompanying person;
- Following the hearing of all the evidence, the Presenting Officer and the student will withdraw and the Panel will consider their verdict.
- The decision will be reached on the balance of probabilities and the Panel will not be required to prove intent on the part of the student for the case to be proven. However, a lack of intent to engage in academic misconduct may be material in the consideration of an appropriate sanction.
- The Panel can be advised by the QAC of any relevant previous Unfair Practice offences before reaching a decision on an appropriate sanction. Consideration should be given as to the prejudicial effect of this disclosure and information should only be released in exceptional circumstances.
- If the Panel finds the case not proven, the student will be notified in writing and all evidence of the case will be removed from the student's file and record.
- If the Panel finds the case proven, it will proceed to consider the sanction to be imposed based on whether or not the offence is a minor or major one, taking into account the recommended range of sanctions provided within this procedure and any precedents set in previous panels.
- The Panel can be provided with the student's profile of marks and any assessment conventions and regulations for the programme of study in question and can take these into account during its deliberations.
- The Chair of the Panel may consider an adjournment for the collection of further evidence on the request of Panel members, the Presenting Officer or the student.

If the student wishes to appeal against the decision of the Panel, they must do so in writing following the regulations supplied by the relevant awarding university/body.

Where witnesses are called upon, a complete list of such witnesses must be provided by all parties to the QAC at least 10 working days in advance of the panel.

The Panel may wish to consider the following additional factors when determining the level of sanction:

- In the case of plagiarism, whether the student's submission is from an early stage of their HE studies at GLLM;
- In the case of examinations, whether the offence has actually benefited the student;
- Whether or not the manner of the offence demonstrates a deliberate attempt to deceive the markers;
- Whether or not there have been earlier offences of academic misconduct or poor academic writing;
- The Panel may wish to take into account any extenuating circumstances declared by the student in the determination of the level of sanction, providing that appropriate documentary evidence in accordance with the Extenuating Circumstances Procedure is supplied by the student in a timely fashion;
- Where appropriate the Panel may adjourn their decision pending the decision of a scheduled EC Panel

6. Sanctions

This range of penalties should be used as a guide only and is not exhaustive or exclusive.

Note: Any penalties requiring a resubmission will be considered as an additional resit attempt by the Board of Examiners, unless otherwise stated by the Unfair Practice Panel.

The level of any cap applied to resubmission work will be set by the Panel e.g. 30% or 40%.

Where resubmissions are offered, the Panel will determine if students can resubmit existing work, following amendment, or will be required to submit a new piece of work.

Minor Offences		
Type of Unfair Practice		Suggested Sanction
1.	Copying of sources without quotation marks and/or in text citing but references included in bibliography or reference list (The extent of the copied sections will also be important in determining whether this is minor or major. Unreferenced sections in excess of 25% of the work would normally be treated as major.)	<ul style="list-style-type: none"> Formal reprimand (recorded on the learner record) A mark of zero for the assessment with an opportunity to resubmit for a capped mark
2.	Self-Plagiarism - Submission of own previously assessed work for another assessment either within the Grŵp or to another institution. (The extent of the copied sections will also be important in determining whether this is minor or major. Unreferenced sections in excess of 25% of the work would normally be treated as major.)	<ul style="list-style-type: none"> Formal reprimand (recorded on the learner record) A mark of zero for the assessment with an opportunity to resubmit for a capped mark
3.	Permitting another student to copy work and present it as their own (Where student has gained no financial advantage)	<ul style="list-style-type: none"> Formal Reprimand only (recorded on the learner record)
4.	Communicating with another candidate in an examination or in-class test and no evidence of advantage being gained	<ul style="list-style-type: none"> Formal reprimand only (recorded on the learner record)

Major Offences		
Type of Unfair Practice		Suggested Sanction
5.	Extensive unacknowledged use of sources (first offence) (Unreferenced sections in excess of 25% of the work would normally be treated as major.)	<ul style="list-style-type: none"> Formal reprimand (recorded on the learner record) A mark of zero for the assessment with an opportunity to resubmit for a capped mark
6.	Self-Plagiarism in excess of 25% of the work	<ul style="list-style-type: none"> Formal reprimand (recorded on the learner record) A mark of zero for the assessment with an opportunity to resubmit for a capped mark
7.	Extensive unacknowledged use of sources (second offence)	<ul style="list-style-type: none"> Formal reprimand (recorded on the learner record) A mark of zero for the assessment with no opportunity to re-submit

8.	Extensive unacknowledged use of sources with evidence of an attempt to deceive (first offence)	<ul style="list-style-type: none"> ● Formal reprimand (recorded on the learner record) ● A mark of zero for the assessment with no opportunity to re-submit
9.	Use of work of others (e.g. from essay banks or from other students) and presented as student's own work	<ul style="list-style-type: none"> ● Formal reprimand (recorded on the learner record) ● A mark of zero for the assessment with no opportunity to resubmit
10.	Copying from or communicating with another candidate in an examination or in-class test to gain advantage	<ul style="list-style-type: none"> ● Formal reprimand (recorded on the learner record) ● A mark of zero for the assessment with an opportunity to resubmit for a capped mark
11.	Introducing into an examination room any unauthorised electronic devices, manuscript, printed text, calculators, books or dictionaries or annotating any permitted equipment to gain advantage	<ul style="list-style-type: none"> ● Formal reprimand (recorded on the learner record) ● A mark of zero for the assessment with an opportunity to re-sit for a capped mark
12.	Permitting another student to copy work and present it as their own (where the owner of the work has gained financial advantage)	<ul style="list-style-type: none"> ● Formal reprimand (recorded on the learner record) ● A mark of zero for the assessment with no opportunity to resubmit If the assessment has already been awarded a mark the Panel is entitled to revoke that mark in accordance with awarding body regulations
13.	Impersonating another candidate in an examination or in- class test or permitting someone to act in this way on their behalf (if both are students two offences will occur)	<ul style="list-style-type: none"> ● Formal reprimand (recorded on the learner record) ● A mark of zero for the examination with no opportunity to re-sit and expulsion from GLLM
14.	Fabrication of research/project results	<ul style="list-style-type: none"> ● Formal reprimand (recorded on the learner record) ● A mark of zero for the examination with no opportunity to re-sit and expulsion from GLLM

NOTE: A formal reprimand will accompany all of the above penalties and a record of this will be made in the student's file on eDRAC.

The range of sanctions that can be applied by the Panel are not limited to the examples noted within this guidance.

7. Interaction with Suitability to Practice

Where a case of minor or major academic misconduct has been found proven in a professional programme, any outcomes may be passed on to the relevant regulatory body if deemed appropriate by the Panel.

If a case of alleged academic misconduct is under investigation at the time of the meeting of the relevant Assessment Board, the Board shall defer consideration of the student's work until the Panel has made a decision. In such circumstances the student's marks will be considered at the next Board.

If a case of academic misconduct is found proven following the publication of the student's marks, the Panel shall refer the matter to the relevant awarding body/institution.

8. Support for Students at Hearings

This section applies to all student hearings under this procedure, although it would not normally be expected that a student would be accompanied if the offence was defined as a minor indiscretion only, as this meeting would be remedial rather than punitive.

The student may be accompanied at the hearing for support by another student, friend, relative, member of staff of GLLM, the Higher Education Student Officer or any other person who is needed to support them because of individual needs e.g. a carer or translator. However, that person may not act in a legal capacity and may not speak on behalf of the student without the Chair's express permission, unless advance notice has been given that the student will be represented (see below). If the student intends to be accompanied, they should advise the QAC of the name of the accompanying person in advance of the hearing and state whether or not that person has legal qualifications or is a representative of a Professional Body. The student will be responsible for ensuring that the date, time and venue and the necessary documentation is provided to the person accompanying them.

Any witnesses to be called upon must be made known by the learner to the QAC at least 10 working days in advance of the panel.

If the student wishes to be represented by a legally qualified person or a professional body representative, the Grŵp reserves the right to have its own legal representative present and the student must advise the QAC of this intention at least five working days before the hearing. Each party will bear its own legal costs and the student will be responsible for ensuring that the date, time and venue and the necessary documentation is provided to those representing them. It should be noted that no person will be allowed to accompany the student if it can be demonstrated that the person could potentially gain personal advantage through attendance e.g. a student who is subject to a similar breach of the Grŵp's procedures.

9. Attendance at Hearings

This section applies to academic investigative interviews and cases of minor and major unfair practice.

If a student advises that they will attend the hearing but subsequently does not attend and no reason or apologies are provided, the hearing will continue in their absence. If reasons are provided, the Chair will decide whether or not to grant a postponement.

If a student is unable to attend a hearing for exceptional reasons e.g. international student who has returned home following the expiry of a visa, they must advise the QAC no later than 5 working days before the hearing. Where possible, an opportunity will be provided for the case to be heard through electronic means and/or the student will be invited to present a written statement for consideration by the Panel.

If the student requests a postponement, evidence of mitigation will be requested and presented to the Chair for approval. If approved by the Chair, a postponement will be granted but on one occasion only.

If a student advises that they will not be attending the hearing or no reply is received, the hearing will proceed in their absence.

10. Appeals

Where a case has been dealt with by the Unfair Practice Panel, and the student wishes to appeal against the decision, they must do so in full, in writing to the QAC, and must reach them no later than ten working days of the date of the letter advising the student of the Panel's decision. Simple notice of appeal given in writing by a candidate within the above deadline shall not be deemed to constitute an appeal proper and shall not be accepted.

Acceptable grounds for appeal will be one of the following:

- irregularities in the conduct of the hearing, which are of such a nature as to cause reasonable doubt whether the same decision would have been reached had they not occurred;
- exceptional personal circumstances which were not known to the programme team when the student's case was considered and which can be shown to be relevant to the unfair practice. The appellant must show good reason why such personal circumstances were not made known before the meeting. Where a candidate could have reported exceptional personal circumstances prior to the meeting, those circumstances cannot subsequently be cited as grounds for appeal.

On receipt of an appeal, the Assistant Principal for HE at Grŵp Llandrillo Menai (who will not previously be involved in the case) shall, where appropriate to the circumstances of the case, consult the Chair of the Panel concerned.

An Assistant Principal (who will be a person not previously involved in the case), is required to disallow an appeal which:

- Is based on factors which were known to the Panel when the sanction was imposed;
- Introduces information which was known to, and could have been reported by the student prior to the meeting of the Panel.

If the appeal is accepted, it shall be dealt with under the awarding institution's Appeal procedure.

11. Timeline for Unfair Practice Panels

Every effort will be made to comply with these timescales but it should be noted that unforeseen circumstances may occasionally result in these deadlines not being met.


TIMING (latest date)	ACTION	RESPONSIBILITY
10 working days before hearing i.e. date of despatch from the Grŵp (to be sent by email)	Advise student in writing of allegation, date and time of hearing, arrangements for hearing and ask the student to confirm their language preference (Welsh or English).	Quality Assurance Co-ordinator (QAC)
	Programme Leader to provide documentary evidence in support of the case to the QAC	Presenting Officer (typically Programme Leader)
	Full list of any witnesses to be called upon is provided to QAC	Presenting Officer (typically Programme Leader) and Student
5 working days before hearing i.e. despatch from University (to be sent by email)	Provide student and panel with documents to be considered at hearing	QAC
5 working days before hearing	Grŵp to be advised whether or not the student will be attending, the student's language preferences (Welsh or English), and if the student will be accompanied and/or represented in a legal capacity or by a professional body representative.	Student

	If the student has requested for the meeting to be held in the Welsh language and simultaneous translation is required to accommodate this request, the student will be informed by email.	QAC
5 working days after hearing, i.e. date of despatch from Grŵp (to be sent by email)	Student to be notified, in writing, of the outcome of hearing and the right of appeal.	QAC
10 working days after date of outcome letter to student	Receipt of full written appeal to be made to the QAC	Student

Equality Impact Assessment

Assessment completed by:	Gwennan Richards	Dated:	20/01/2022
Assessment approved by:		Dated:	

Consideration	Response	Special requirements / controls
Which protected groups might be disadvantaged by the policy/process?	No protected groups will be disadvantaged by this policy. This policy aims to ensure that no HE student at Grŵp Llandrillo Menai obtains for themselves or for another, an unpermitted advantage.	
Which protected groups might benefit from the policy/process?	This policy will benefit all protected group as it ensure that no one studying at HE at Grŵp Llandrillo Menai obtains for themselves or for another, an unpermitted advantage.	
Does the policy advance equality and foster good relations?	Yes, the policy ensures that all HE students are treated fairly and equally. The policy also allows for support for students at hearings.	
Could any part of the process discriminate unlawfully?	Not if the policy is fully adhered to	
Are there any other policies that need to change to support the effectiveness of this one?	No	
Conclusion	Continue the policy or procedure	

SIGNED:		Dated:	20/01/2022
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Welsh Language Impact Assessment

Assessment completed by:	Gwennan Richards	Dated:	20/01/2022
Assessment approved by:		Dated:	

Consideration	Response	Special requirements / controls
What positive effects will the implementation of the policy or procedure have on the use of Welsh language?	<p>This policy aims to ensure that no HE student at Grŵp Llandrillo Menai obtains for themselves or for another, an unpermitted advantage. The policy provides specific examples of behaviour which may fall under the definition of unfair practice and the procedure to be followed where unfair practice is suspected.</p> <p>As per their rights under the Welsh Language Standards, any student subject to the proceedings as set out in the policy will have the right for these proceedings to be carried out in Welsh.</p> <p>Students who have requested correspondence in Welsh will receive all correspondence relating to this policy in Welsh.</p>	Under the Welsh Language Standards (Service Delivery Standards) when inviting students to a meeting, such as an unfair practice interview or panel meeting, GLLM must ask the student if they want to use the Welsh language at the meeting. If simultaneous translation is required to accommodate the student's request, the student must be informed of this.
What negative effects will the implementation of the policy or procedure have on the use of Welsh language?	It is not anticipated this policy will have any negative effects on the use of the Welsh language.	
Are there sufficient Welsh-speaking staff available to implement the policy or procedure?	Yes, there are sufficient Welsh-speaking staff to ensure the policy/procedures can be implemented in Welsh. If a student has requested to use Welsh in an interview or unfair practice panel and there are non-Welsh speakers also in attendance, the Grŵp's translation team will provide simultaneous translation.	
If not, what steps will be taken to ensure that sufficient staff are available, and by when?	n/a	
Does the policy or procedure comply with Grŵp Llandrillo Menai's Welsh Language Schemes/Language Strategy?	Y	
Conclusion	<p>Amend policy – it is recommended that the policy is amended to reflect the student's rights under the Welsh language standards, to use Welsh in any interview or panel meeting. (see Compliance Notice, standards 24 – 29)</p> <p>02/02/2022 – Policy has been revised to take into consideration the above, continue the policy</p>	

SIGNED:		Dated:	20/01/2021
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Sustainability Impact Assessment

Assessment completed by:		Dated:	
Assessment approved by:		Dated:	

Consideration	Response	Special requirements / controls
How will this policy impact upon the Grŵp's sustainability strategy?		
Conclusion		

SIGNED:		Dated:	
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