

# Polisi AU ar Ymarfer Annheg

[English text](#)

## 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
- Awdurdod Cymwysterau'r Alban (SQA)
- 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 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.

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 2017

**Oherwydd yr adolygiad: Awst 2019**

## Gweithdrefn AU ar Ymarfer Annheg

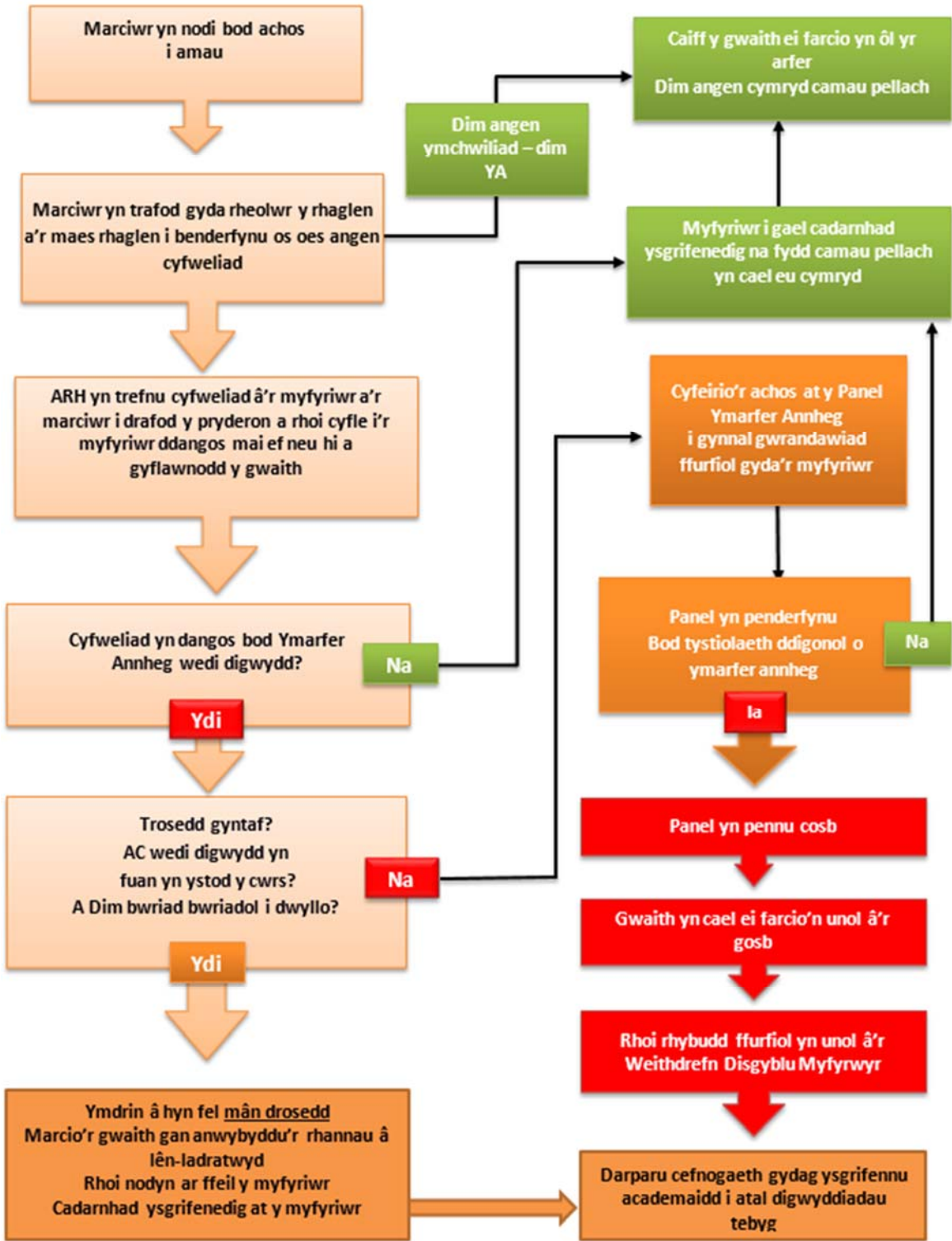
### 1. Diffiniadau o Ymarfer Annheg

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 rhyngrwyd 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 ymdrinnir 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>
Ailddefnyddio eich deunydd eich hun (hunan lôn-ladrad)	<p>Ailddefnyddio, un ai'n rhannol neu'n llawn, waith a gyflwynwyd eisoes fel rhan o gais am gredyd academaidd, 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</p>

	asesu fod yn waith unigolyn yn hytrach na grŵp.
Llunio data ffug	Gwneud honiadau ffug ynglŷn â chynnal arbrofion, arsylwadau, cyfweliadau neu ddulliau eraill o gasglu a dadansoddi data, neu weithredu'n anonest mewn unrhyw ffordd arall.
Methu â chael caniatâd priodol i gynnal ymchwil	Pan fo hyn yn ymwneud yn uniongyrchol ag astudiaethau myfyrwyr
Dod ag unrhyw ddeunydd nas awdurdodwyd i'r ystafell arholiad	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.
Copïo rhywun neu gyfathrebu ag unigolyn arall yn yr ystafell arholi	a/neu gyfleusterau cysylltiedig heb ganiatâd goruchwyliwr yr arholiad.
Cyfathrebu'n electronig â rhywun arall	un ai o fewn neu'r tu allan i'r ystafell arholi heb ganiatâd goruchwyliwr yr arholiad
Sefyll arholiad yn lle ymgeisydd arall	neu ganiatáu i rywun arall sefyll arholiad yn eich lle chi.
Cyflwyno sgript arholiad fel pe bai'n waith gennych chi	er bod y sgript yn cynnwys deunydd a luniwyd trwy ddulliau anawdurdodedig.

**Siart Llif Ymarfer Academaidd Annheg**



## 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 lôn-ladrad gellir defnyddio system Turnitin i greu 'adroddiad gwreiddioldeb'. Er bod adroddiad gwreiddioldeb gan Turnitin yn gymorth i ddarganfod llôn-ladrad dylid nodi nad yw ar ei ben ei hun yn brawf digonol o lôn-ladrad; mater o farn academiaidd yw pa un ai a oes llôn-ladrad wedi digwydd neu beidio. (Gall canran uchel mewn adroddiad gwreiddioldeb ddigwydd pan nad oes llôn-ladrad wedi digwydd, ac nid yw caran isel mewn adroddiad gwreiddioldeb yn profi nad oes llôn-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 myfyrwr 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 cyfweild 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 gyfweled 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 ef neu hi 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 ef neu hi a wnaeth y gwaith.

Os penderfynir o ganlyniad i'r cyfweled 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 o ganlyniad i'r cyfweled bod yna dystiolaeth o ymarfer annheg, gall yr achos gael ei drin naill ai fel man drosedd neu ei drosglwyddo at panel ymarfer annheg.

Os bydd y myfyriwr yn gwrthod dod i Gyfweled 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 Cyfweled, 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 cyfweled 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 ymddygiad annheg wedi digwydd yn gynnar yn ystod astudodau addysg uwch y myfyriwr yng GLLM (fel arfer lefel 4)
- iii. Mae arwyddion bod yr ymarfer annheg wedi digwydd oherwydd diffyg ymarfer academiaidd yn hytrach nag unrhyw gais bwriadol i gael mantais annheg.

Gall y Panel Cyfweled benderfynu bod y digwyddiad i'w gofnodi fel mân achos o ymarfer annheg. Mewn achos o'r fath Grŵp Llandrillo Menai – Polisi AU ar Ymarfer Annheg / HE Unfair Practice Policy

dylid cefnogi'r myfyriwr gyda'i w/gwaith ysgrifennu academiaidd 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 academiaidd 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.

Mae angen anfon hysbys i'r QAC o bob man achos.

Os penderfynir bod achos i'w ateb dylid cyfeirio'r achos at yr Cydlynnydd Sicrhau Ansawdd (CSA) er mwyn cynnal Panel Ymarfer Annheg.

## **5. Panel Ymarfer Annheg**

Bydd Arweinydd y Rhaglen/Pennaeth Cynorthwyol yn hysbysu'r CSA o'r drosedd honedig a bydd ef/hi yn sicrhau bod yr achos yn cael ei gyfeirio at y Panel Ymarfer Annheg nesaf. 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 cynnwys briff yr asesiad (ar gyfer troseddau mewn asesiadau y tu allan i arholiad), cyfeireb yr arholiad (ar gyfer troseddau dan amodau arholiad) a dyfyniadau perthnasol o lawlyfr y myfyrwyr (pan fo amheuaeth o lôn-ladrad);

### **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

Aelod Wrth Gefn i sicrhau cworwm mewn achos o absenoldeb: Rheolwr Datblygiad AU y Grŵp

Y CSA a fydd yn bresennol trwy bob cam o'r panel a fydd yn rhoi arweiniad mewn perthynas â rheoliadau, polisiau 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 canclynol 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

Un unol â'r cyfnodau amser a nodir yn yr Atodiad i'r polisi hwn bydd yr CSA yn hysbysu'r myfyriwr a'r aelodau am ddyddiad, amser a lleoliad y Panel ac yn darparu copiâu o unrhyw ddogfennau i'w hystyried. Darperir copi o'r weithdrefn i'r myfyriwr ac fe'i hysbysir o'i hawl i ddod â rhywun i'r gwrandawriad, i ddarparu tystiolaeth am unrhyw amgylchiadau lliniarol yn unol â'r Polisi a'r Weithdrefn ar 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, gall gael ei derbyn yn unig os bydd y Cadeirydd yn caniatáu hynny. Bydd gofyn i'r myfyriwr gadarnhau wrth yr CSA a fydd ef neu hi yn dod i'r gwrandawriad ac a fydd yn dod â rhywun gydag ef neu hi.

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 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 gwrandawro 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 academiaidd 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 ef neu hi 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 bartion 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 academiaidd neu ysgrifennu academiaidd 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

### Nodir:

Noder: Caiff unrhyw gosb sy'n arwain at ailgyflwyno gwaith ei drin fel cais ychwanegol i ailsefyll gan Fwrdd yr Arholwyr, oni noder yn wahanol gan y Panel Ymarfer Annheg.

Bydd y panel yn Penderfynu unrhyw cap a gymhwysir ar waith ailgyflwyno i.e 30% neu 40%.

Mân Droseddau		
Math o Ymarfer Annheg		Cosb Awgrymedig
1.	Copïo 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"> <li>• Rhybudd ffurfiol (nodi ar ffeil y myfyriwr)</li> <li>• Dyfarnu 0% am yr asesiad gan ganiatáu ei ailgyflwyno am farc wedi'i gapio</li> </ul>
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"> <li>• Rhybudd ffurfiol (nodi ar ffeil y myfyriwr)</li> <li>• Dyfarnu 0% am yr asesiad gan ganiatáu ei ailgyflwyno am farc wedi'i gapio</li> </ul>
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"> <li>• Rhybudd ffurfiol yn unig (nodi ar ffeil y myfyriwr)</li> </ul>
4.	Cyfathrebu ag ymgeisydd arall mewn arholiad neu brawf yn y dosbarth heb unrhyw dystiolaeth o ennill mantais	<ul style="list-style-type: none"> <li>• Rhybudd ffurfiol yn unig (nodi ar ffeil y myfyriwr)</li> </ul>

Troseddau Difrifol		
Math o Ymarfer Annheg		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"> <li>• Rhybudd ffurfiol (nodi ar ffeil y myfyriwr)</li> <li>• Dyfarnu 0% am yr asesiad gan ganiatáu ei ailgyflwyno am farc wedi'i gapio</li> </ul>

6.	Hunan lèn-ladrad yn fwy na 25% o'r gwaith	<ul style="list-style-type: none"> <li>• Rhybudd ffurfiol (nodi ar ffeil y myfyriwr)</li> </ul>
7.	Defnydd helaeth o ffynonellau nad ydynt yn cael eu cydnabod (ail drosedd)	<ul style="list-style-type: none"> <li>• Rhybudd ffurfiol (nodi ar ffeil y myfyriwr)</li> <li>• Dyfarnu 0% am yr asesiad heb ganiatâd i'w ailgyflwyno</li> </ul>
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"> <li>• Rhybudd ffurfiol (nodi ar ffeil y myfyriwr)</li> <li>• Dyfarnu 0% am y modiwl heb ganiatâd i'w ailgyflwyno</li> </ul>
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"> <li>• Rhybudd ffurfiol (nodi ar ffeil y myfyriwr)</li> <li>• Dyfarnu 0% am yr asesiad heb ganiatâd i'w ailgyflwyno</li> </ul>
10.	Cyfathrebu ag ymgeisydd arall mewn arholiad neu brawf yn y dosbarth er mwyn ennill mantais	<ul style="list-style-type: none"> <li>• Rhybudd ffurfiol (nodi ar ffeil y myfyriwr)</li> <li>• Dyfarnu 0% am yr asesiad gan ganiatáu ei ailgyflwyno am farc wedi'i gapio</li> </ul>
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"> <li>• Rhybudd ffurfiol (nodi ar ffeil y myfyriwr)</li> <li>• Dyfarnu 0% am yr asesiad gan ganiatáu ailsefyll am farc wedi'i gapio</li> </ul>

12.	Caniatáu i fyfyrwr arall gopïo gwaith a'i gyflwyno fel ei waith ei hun (am fantais ariannol)	<ul style="list-style-type: none"> <li>• Rhybudd ffurfiol (nodi ar ffeil y myfyriwr)</li> <li>• 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</li> </ul>
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"> <li>• Rhybudd ffurfiol (nodi ar ffeil y myfyriwr)</li> </ul> <p>Dyfarnu 0% am yr arholiad heb gyfle i ailsefyll a gwaharddiad o'r Coleg</p>
14.	Ffugio canlyniadau gwaith ymchwil neu brosiect	<ul style="list-style-type: none"> <li>• Rhybudd ffurfiol (nodi ar ffeil y myfyriwr)</li> </ul> <p>Dyfarnu 0% am yr arholiad heb gyfle i ailsefyll a gwaharddiad o'r Coleg</p>

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

Dylid defnyddio'r rhestr hon o gosbau fel canllaw'n unig ac nid yw'n gynhwysfawr na'n gyfyngedig.

## 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 Fyfyriwr mewn Gwrandawiaidau**

Mae'r adran hon yn berthnasol i bob gwrandawriad a gynhelir o dan y weithdrefn hon. Fodd bynnag, fel arfer ni fyddai disgwyl i fyfyriwr 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 ef neu hi 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 leiaf 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 leiaf 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 Gwrandawiaidau**

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

Os bydd myfyriwr yn cadarnhau y bydd ef neu hi yn dod i'r gwrandawriad ond yna, heb unrhyw ymddiheuriad na rheswm, yn peidio â gwneud hynny bydd y gwrandawriad yn parhau yn ei a/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 iddo ef neu hi 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 ohiriad, gofynnir am dystiolaeth o amgylchiadau lliniarol i'w cyflwyno i'r Cadeirydd er cymeradwyaeth. Caniateir gohiriad os bydd y Cadeirydd yn cymeradwyo hynny, ond unwaith yn unig y gellir gwneud hyn.

Os bydd myfyriwr yn rhoi gwybod na fydd ef neu hi yn dod i'r gwrandawriad neu os na dderbynnir ateb bydd y gwrandawriad yn parhau yn ei a/habsenoldeb.

## 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 iddo ef neu hi 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 hwyraf)	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 yn ysgrifenedig o'r honiad, amser a dyddiad y gwrandawriad, trefniadau ar gyfer y gwrandawriad a chadarnhau cyfeiriad e-bost y myfyriwr ar gyfer cyfathrebu	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, 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
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



## 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 Grŵp Llandrillo Menai
- Edexcel/Pearson
- Scottish Qualifications Authority (SQA)

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 himself/herself 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 2017

**Due for Review: August 2019**

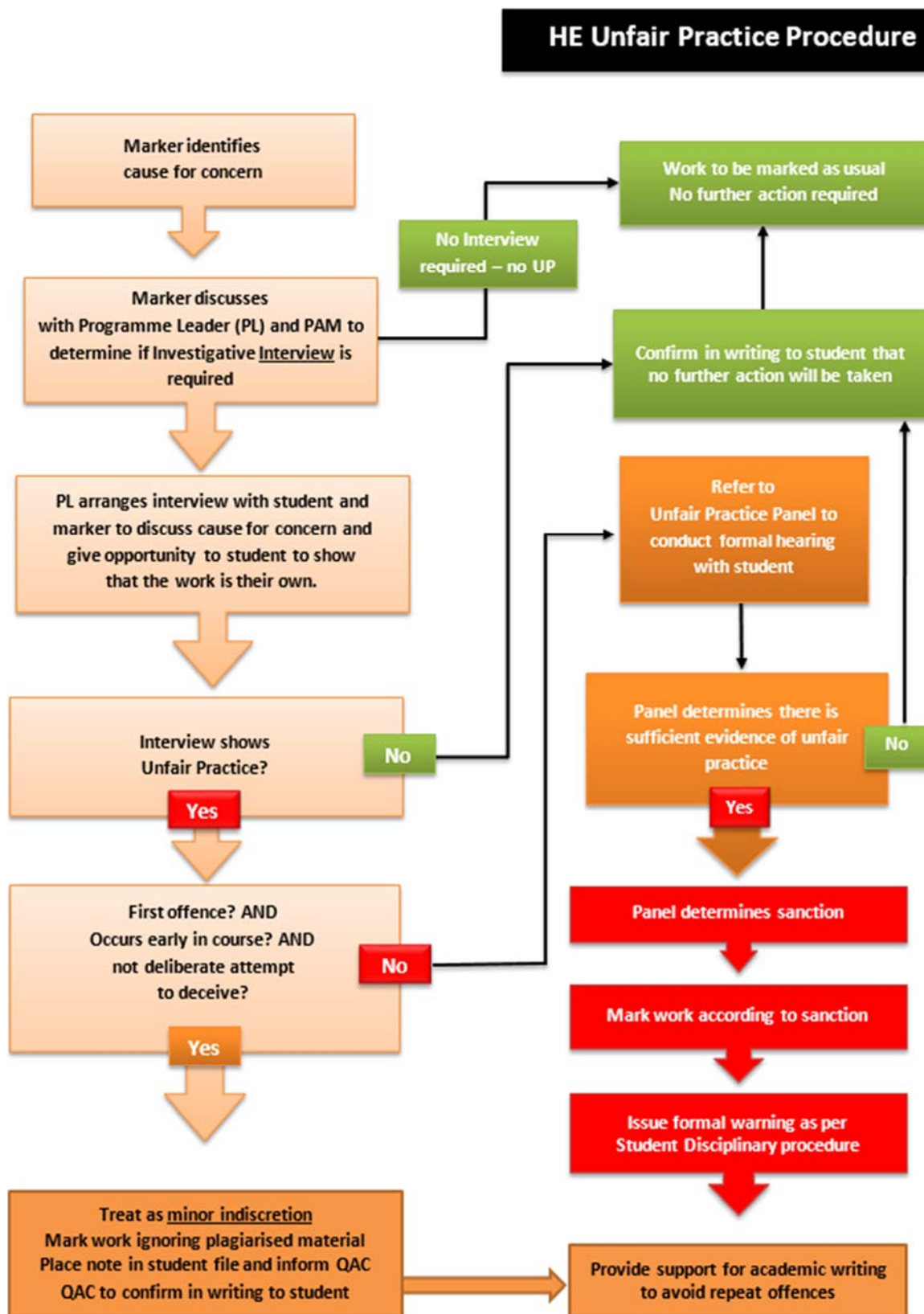
## 1. Definitions of Unfair Practice

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

<p>Plagiarism</p>	<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>
<p>Contracting with a third party to write a piece of work</p>	<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>
<p>Re-use of one's own material (self-plagiarism)</p>	<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>
<p>Collusion</p>	<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</p>

	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.
Fabrication of data	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
Failure to obtain appropriate permission to conduct research	where this directly relates to a student's studies
Introduction into an examination room of any unauthorised materials	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
Copying from or communicating with any other person in the examination room	and/or associated facilities except as authorised by the invigilator
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



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## 2. Detection of Unfair practice

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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 eg 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 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.

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## 3. Investigative Interview

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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 her/his 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 her/him 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 her/his 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 can be treated either as a minor indiscretion or be submitted 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.**

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#### 4. Minor Indiscretion

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If all of the following factors apply:

- i. It is a first offence;
- ii. The offence has occurred early during the student's HE studies at GLLM (typically 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.

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 her/his 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 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 and sent to the QAC. 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 there is a case to be answered, the matter should be referred to the QAC so that an Unfair Practice panel can take place.

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#### 5. Unfair Practice Panel

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The Programme Leader/ Assistant Principal will advise the Quality Assurance Co-ordinator (QAC) of the alleged offence and he/she will ensure that the case is referred for consideration at the next 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 assignment brief (for non-examination assessment), the examination rubric (for examination assessments) and relevant extracts from the student handbook (where plagiarism is suspected);

**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

Reserve Member to ensure quoracy in the event of absence: HE Development Manager

The QAC to 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 Presenting Officer as required.
- Learner, who can be accompanied by a representative.

In accordance with the timelines provided in the Appendix to this policy, the QAC will advise the student and the members of the date, time and venue 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 and Procedure, 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 she/he will be attending the hearing and if she/he intends to be accompanied.

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 (eg Programme Leader) 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 Committee 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 she/he deems 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, she/he 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 <sup>\*</sup>

**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"> <li>● Formal reprimand (recorded on the learner record)</li> <li>● A mark of zero for the assessment with an opportunity to resubmit for a capped mark</li> </ul>
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"> <li>● Formal reprimand (recorded on the learner record)</li> <li>● A mark of zero for the assessment with an opportunity to resubmit for a capped mark</li> </ul>
3.	Permitting another student to copy work and present it as her/his own (Where student has gained no financial advantage)	<ul style="list-style-type: none"> <li>● Formal Reprimand only (recorded on the learner record)</li> </ul>
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"> <li>● Formal reprimand only (recorded on the learner record)</li> </ul>

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"> <li>● Formal reprimand (recorded on the learner record)</li> <li>● A mark of zero for the assessment with an opportunity to resubmit for a capped mark</li> </ul>
6.	Self Plagiarism in excess of 25% of the work	<ul style="list-style-type: none"> <li>● Formal reprimand (recorded on the learner record)</li> <li>● A mark of zero for the assessment with an opportunity to resubmit for a capped mark</li> </ul>
7.	Extensive unacknowledged use of sources (second offence)	<ul style="list-style-type: none"> <li>● Formal reprimand (recorded on the learner record)</li> <li>● A mark of zero for the assessment with no opportunity to re-submit</li> </ul>
8.	Extensive unacknowledged use of sources with evidence of an attempt to deceive (first offence)	<ul style="list-style-type: none"> <li>● Formal reprimand (recorded on the learner record)</li> <li>● A mark of zero for the assessment with no opportunity to re-submit</li> </ul>
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"> <li>● Formal reprimand (recorded on the learner record)</li> <li>● A mark of zero for the assessment with no opportunity to resubmit</li> </ul>
10.	Copying from or communicating with another candidate in an examination or in-class test to gain advantage	<ul style="list-style-type: none"> <li>● Formal reprimand (recorded on the learner record)</li> <li>● A mark of zero for the assessment with an opportunity to resubmit for a capped mark</li> </ul>
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"> <li>● Formal reprimand (recorded on the learner record)</li> <li>● A mark of zero for the assessment with an opportunity to re-sit for a capped mark</li> </ul>

12.	Permitting another student to copy work and present it as her/his own (where the owner of the work has gained financial advantage)	<ul style="list-style-type: none"> <li>● Formal reprimand (recorded on the learner record)</li> <li>● A mark of zero for the assessment with no opportunity to resubmit</li> </ul> <p>If the assessment has already been awarded a mark the Panel is entitled to revoke that mark in accordance with awarding body regulations</p>
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"> <li>● Formal reprimand (recorded on the learner record)</li> <li>● A mark of zero for the examination with no opportunity to re-sit and expulsion from GLLM</li> </ul>
14.	Fabrication of research/project results	<ul style="list-style-type: none"> <li>● Formal reprimand (recorded on the learner record)</li> <li>● A mark of zero for the examination with no opportunity to re-sit and expulsion from GLLM</li> </ul>

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.

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## **7. Interaction with Suitability to Practice**

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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.

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## **8. Support for Students at Hearings**

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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 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, she/he 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 her/him.

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 her/him. 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.

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## 9. Attendance at Hearings

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

If a student advises that she/he will attend the hearing but subsequently, does not attend and no reason or apologies are provided, the hearing will continue in her/his 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, she/he 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 she/he will not be attending the hearing or no reply is received, the hearing will proceed in her/his absence.

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## 10. Appeals

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Where a case has been dealt with by the Unfair Practice Panel, and the student wishes to appeal against the decision, she/he must do so in full, in writing to the QAC, and must reach him/her not 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 (Maggie Griffiths) 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 post and e mail)	Advise student in writing of allegation, date and time of hearing, arrangements for hearing and confirm student's e mail address for correspondence	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) <b>And Student</b>
5 working days before hearing i.e. despatch from University (to be sent by post and e mail)	Provide student and Panel with documents to be considered at hearing	QAC
5 working days before hearing	Grŵp to be advised whether or not student will be attending and if the student will be accompanied and/or represented in a legal capacity or by a professional body representative.	Student
5 working days after hearing i.e. date of despatch from Grŵp (to be sent by post and e mail)	Student to be notified in writing of 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