

Academic Misconduct Procedure

LCCA Governance

LCCA Operates under the University for the Creative Arts (UCA) Academic Misconduct Regulations and Procedures. **Stages 1 and 2 are managed locally by LCCA; Stage 3 (Appeal Review) is referred to UCA.**

What is Academic Integrity?

LCCA Academic integrity means being honest and ethical when researching, producing, and submitting your work. Your submissions must be your own, properly referenced, and produced through fair means. All assessed work must be original and unique to each assessment unless explicitly permitted otherwise.

Types of Academic Misconduct

Academic Misconduct is any action that could give you or others an unfair academic advantage:

Description	
Plagiarism	Using another person's work, ideas, or expressions without proper acknowledgement
Self-Plagiarism	Resubmitting your own previous work without acknowledgement or permission
Collusion	Working with others on work that should be completed independently
Commissioning	Using material purchased, commissioned, or acquired from a third party (including excessive or unacknowledged use of AI)
Dishonest Conduct	Fabrication, impersonation, bribery, or other unethical behaviour
Poor Practice	Inadequate referencing, missing citations, or other lapses in academic convention

For full definitions, see [UCA Academic Misconduct Regulations – Appendix E](#)

The three-stage process

Stage	Managed by	What happens
Stage 1: Allegation	LCCA	The marker identifies concerns and submits evidence. The Course Director reviews within 5–7 working days; you may be invited to an Academic Integrity Meeting (AIM). The allegation and sanction are confirmed, and you are notified.
Stage 2: Case Review	LCCA	If you request a case review, or if the sanction is Category F, the case is reviewed by the Academic Misconduct Review Panel (AMRP) within 10 working days. A formal Academic Integrity Hearing (AIH) may be convened.
Stage 3: Appeal Review	UCA	If you remain dissatisfied after Stage 2, you may submit a formal appeal to UCA. This is the end of internal procedures.

If you receive an Allegation of Academic Misconduct

A process map for can be found in Appendix A for visual guidance on Academic Misconduct.

You will receive written notification to your LCCA email with the allegation details, evidence, and your response options. You have **10 working days (by 12pm midday)** to respond. Your options are:

1. Accept the allegation and sanction
2. Accept the allegation but request a review of the sanction
3. Deny the allegation and request a case review

If you do not respond within 10 working days, the allegation will be recorded and the sanction applied.

Penalties and Sanctions

Penalties are calculated using a points-based tariff considering:

- (1) your history of previous offences
- (2) the extent of the misconduct's impact on your work, and
- (3) the type of misconduct.

The total points determine the sanction category:

- **Category A:** Formal warning; work assessed on merit
- **Category B:** Work marked but capped at pass mark
- **Category C:** Component graded 0; retrieval permitted
- **Category D:** Unit voided; retrieval by retake
- **Category E:** Level voided; retrieval by retake
- **Category F:** Termination of studies (automatically referred to Stage 2)

See UCA Academic Misconduct Regulations: [Appendix A: Penalty and Sanction Tariff](#).

Support and Further Information

You may bring a friend (a fellow LCCA student) to any Academic Integrity Meeting or Hearing. If you need advice or support:

- **Your Course Representative (Student Voice)**
- **LCCA Quality Team:** quality@lcca.ac.uk

Completion of Procedures

If you remain dissatisfied after exhausting internal procedures, you may request a Completion of Procedures (CoP) letter. This allows you to refer your case to the Office of the Independent Adjudicator for Higher Education (OIA) within 12 months. You can contact them via www.oiahe.org.uk or enquiries@oiahe.org.uk.

Related Policies and Documents

[UCA Academic Misconduct Regulations and Procedures](#)

- [Appendix A: Penalty and Sanction Tariff](#)
- [Appendix E: Types of Academic Misconduct Explained](#)
- [Appendix F: Academic Integrity Glossary](#)
- [Appendix G: Using technology and support services](#)

[LCCA Policy for the Responsibility Use of Generative AI](#)

Key Information	
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Appendix A: Academic Misconduct Procedure

