



## Academic Malpractice Policy for CPCAB Counselling Students

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### Amendment History

Version	Revision Summary	Date Approved	Author



## Academic Malpractice Policy for CPCAB Students

### Introduction

1. The purpose of this document is to state Spurgeon's College's (the College) policy on academic malpractice for students on CPCAB accredited courses. It sets out the procedures staff should follow if they suspect a student has committed academic malpractice.

### Section 1 Policy Statement

2. The College values a culture of honesty and mutual trust in its academic endeavours (academic integrity) and expects all members of the College community to respect and uphold these core values.
3. Students at the College are part of an academic community that values integrity, honesty, fairness, and trust and are expected to take personal responsibility for their work and its academic integrity.
4. The College takes academic malpractice very seriously and regards the use or attempted use of unfair means to enhance performance or to influence the standard of award obtained as a serious disciplinary matter that may incur a range of penalties, including exclusion.
5. The College aims to educate students on how to develop good academic writing skills.
6. Ignorance of College procedures or guidelines on referencing will not of itself constitute a defence to an accusation of infringement.
7. It is the responsibility of the student to take reasonable precautions to guard against unauthorised access by others to their work, both before and after assessment.
8. The College will act fairly in all its malpractice procedures. In practice this means that the student should receive full information of the case against them and adequate warning of the date of any hearing so the student can prepare. All parties should hear each other's perspectives and clear reasons for decisions taken will be communicated promptly. Those making the decision must be unbiased and decisions taken must be demonstrably reasonable and not irrational.

## Scope

9. This document applies to all elements of student's assessed work which must be completed to receive an award for a CPCAB accredited counselling course taught at the College.
10. These procedures are applicable to the preparation and presentation of all assessed work irrespective of the form that assessment takes.
11. Fitness to Practise requirements may also be applied to students whose actions are considered under this policy.

## Definitions

12. Academic malpractice is any activity – intentional or otherwise - that is likely to undermine the integrity essential to scholarship and research. It includes plagiarism, collusion, contract cheating, fabrication or falsification of results, and anything else that could result in unearned or undeserved credit for those committing it. Academic malpractice can result from a deliberate act of cheating or may be committed unintentionally. Whether intended or not, all incidents of academic malpractice will be treated seriously.

### *Plagiarism*

13. Plagiarism is the presentation, intentionally or unwittingly, of the ideas, work or words of other people without proper, clear and unambiguous acknowledgement. It includes the copying of the work of any other person, including another student, and the submission, in whole or in part, of a student's own work.
14. Self-Plagiarism is the submission, in whole or in part, of a student's own work, where that work has been submitted for a different assessment, either at the College or at a different institution. Students who use a previous piece of work or publication in a future piece of work should ensure that they properly reference themselves. As students cannot be awarded credit for the same work twice, the extent of referencing one's own work should be minimal.

### *Collusion*

15. Collusion may include instances where a student:
  - Knowingly submits as entirely their own work that was undertaken in collaboration with another person without official approval.
  - Collaborates with another student in the completion of work which they know is intended to be submitted as the other student's own unaided work.
  - Knowingly permits another student to copy all or part of their own work and to submit it as that student's own unaided work. Both the copier and the provider of the work are liable to be penalised.

16. The College does, however, allow collaboration where students work in groups as part of their programme of research or in the preparation of projects and similar assessments. The expectations and marking of the work should be made clear by the person setting the work and students should ensure that they are able to identify their contribution to the piece of work in group submissions.

### *Contract cheating*

17. Contract Cheating is a specific form of academic malpractice, where a student submits work for assessment having used one or more of a range of services provided by a third party where such input is not permitted. Such services are often paid for by the student as part of a contract with a third party.

18. Contract Cheating may include the use of essay writing services, essay mills, or the use of Artificial Intelligence (AI) to write assessments. Guidance for students on the use of AI in assessments can be found [here](#). It also covers the provision of material that is non-essay based such as portfolios, wikis or blogs. Such material will be deemed invalid whether it is provided by a professional service, AI software, or by a person known to the student and may be a paid or unpaid service. The receipt of purchase or intention to purchase, material from a third party to use in full or in part in any form of assessed work is always considered malpractice.

19. Contract cheating includes *Ghost Writing*. Ghost Writing by another person is when someone else writes or produces any work (paid or unpaid) that a student submits for their assessment, either fully or partially. This is fraudulent behaviour and is serious academic misconduct.

### *Fabrication*

20. Fabrication or falsification of data or results by individual students or groups of students is the presentation or inclusion in a piece of work of figures or data which have been made up or altered and which have no basis in verifiable sources; this may or may not involve other instances of academic malpractice.

21. Falsifying data or material includes:

- falsifying the data or material presented in reports or any other assessment.
- falsely purporting to have undertaken experimental or experiential work or to have obtained data about such work undertaken by others.
- the fabrication of references or a bibliography.

### *Impersonation*

22. Impersonation is the assumption by one person of the identity of another person with intent to deceive, either in an examination or other forms of assessment.

### *Proof reading and copyediting services*

23. While using proof reading and copyediting services, paid or unpaid, may not always constitute a form of cheating, it depends on the scale of the work undertaken. For example, major changes by a third party which lead to students submitting work which is substantially different from what they originally wrote is not legitimate. While students may ask someone to read through their work and suggest changes, such changes must be implemented by the student to ensure that the submitted work is the student's own<sup>1</sup>.

### *Indicators of types of academic malpractice*

24. Indicators of types of academic malpractice may include (but are not limited to) the following:

- A significant block or numerous blocks of material or copied text expressing ideas or concepts taken from the work of others without appropriate acknowledgement or citation. This can include material which is:
  - Not appropriately contained in quotation marks.
  - Referenced in a bibliography but not cited properly.
  - Copied from others and which has been subjected to minor or superficial linguistic changes and presented as the student's own work, with or without citation.
- Collusion between students as evidenced by structure, sources, a significant block or numerous blocks of copied text (including copied text subjected to minor or superficial linguistic changes).
- Blocks of copied illustrations, computer code, graph, diagrams or other resource taken from another student or the work of others without appropriate referencing.
- Results or data which cannot be substantiated on the basis of the material submitted by the student.

### *Poor academic practice*

25. Poor academic practice involves poor citation practice, where there is evidence that the student did not apply the appropriate rules of academic writing and/or where the extent of copied material is so limited that it does not meet the level of significance such that it can be considered academic malpractice. Instances of poor academic practice normally stem from a misunderstanding of academic conventions or sloppiness in presentation.

### **Institutional responsibilities**

26. The College will take reasonable steps to ensure that all students, whatever their level or mode of study, understand the academic standards and

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<sup>1</sup> Students who use AI (including software packages like Grammarly) as a form of proof-reading service, must do so in relation to small sections of their assignment rather than to the whole text. Students should pass their own work through a proof-reading service on one single occasion only.

requirements they must follow. This may be through, induction sessions, within programme handbooks, on the College website and on Moodle. It is the student's responsibility to engage with the advice provided by reading the information and attending induction sessions.

27. The College will always make clear that:

- Acts of academic malpractice are not acceptable in any circumstances; and
- Where such acts are shown to have occurred, an appropriate penalty will be applied.

### **Distinguishing between poor academic practice and academic malpractice**

28. Poor academic practice includes:

- Inadequate referencing, e.g., failure to repeat footnote references each time a text is drawn on.
- An incomplete bibliography, which as a result of carelessness fails to include sources mentioned in the main text and references, or gives inadequate or inaccurate information about them.
- Isolated examples of the omission of quotation marks from quotations (i.e., cases where it is clear that sloppiness or a misunderstanding of academic conventions is to blame).
- Close paraphrasing of a phrase or sentence of someone else's material without direct and immediate acknowledgement (again, brief and isolated examples, where the source is referenced properly elsewhere in the work).
- Limited collusion between students as evidenced by structure, source or copied text; this includes cases where the written work is original throughout.
- Failure to give a complete record of the sources drawn on (e.g., omitting reference to the secondary source when using secondary quotations).

29. Academic malpractice includes:

- Referencing, where that inadequacy vitiates the integrity of the work.
- A bibliography that omits texts drawn on in the main body of the work (compounding the failure to cite them in the main text and/or references).
- More than isolated examples of the omission of quotation marks from quotations.
- Close paraphrasing of phrases or sentences of someone else's material without direct and immediate acknowledgement (anything more than isolated examples where the source is referenced properly elsewhere).
- Extensive misuse of secondary quotations.
- Copying the work of another student, or submitting material written by AI or from 'essay banks/mills' (contract cheating).
- Collusion, impersonation, fabrication and cheating in exams.

Instances of malpractice will be reported to the CPCAB, as necessary.

## Detecting Academic Malpractice

30. The onus is on the College to establish that malpractice has occurred. The standard of proof is the balance of probabilities. This means that, for a finding of malpractice to be supported, based on the information presented, it is more likely than not that the student engaged in academic malpractice.
31. Tutors can employ various detection methods to gather evidence of suspected academic malpractice. These include:
- Use of internet search engines or electronic databases.
  - Searching essay mills, AI or file sharing sites.
  - Use of online reference sources.
  - Metadata captured from within a submitted document or file.
  - Consulting hard copy textbooks.
  - Other detection software (for example, those that employ stylometry and linguistic analysis).
32. While some cases of plagiarism are easy to detect, others are more difficult to identify. The following are clues that may signal that the student's work should be examined closely or investigated further:
- Citation styles and bibliographic citations are inconsistent and mixed or non-existent. The College's referencing guidelines for Counselling Courses have not been used.
  - The work is clearly written, or in the case of non-written work, produced, at a level beyond the student's usual abilities and may include advanced vocabulary, jargon or combined formal and informal language.
  - The document/submission contains a mix of spellings or regionalisms.
  - Inconsistencies from one submitted assignment to another, for example, one piece of work being far superior.
  - The references used throughout the document/submission are dated (e.g., all more than five years old). Such cases may indicate that the work was purchased through an essay writing service or written by another student. An excessive number of inactive websites may also indicate that the paper is old.
  - References are made to tables, diagrams, pieces of text or citations when none of this content is reflected in the document/submission.
  - References are made to obscure journals or books to which the tutor believes the student may not have had access.
  - The topic of the submission is inconsistent with the one assigned, or with the learned course content.
  - Parts of the document/submission are inconsistent with each other, and the writing style changes from section to section.
  - When asked, the student cannot produce any research notes for their work or summarise the main points in the document/submission.

## Section 2 Procedure

### Process when poor academic practice is evident

33. When poor academic practice is evident in written assessments, the marking tutor will mark the piece of work as normal but will complete a Poor Academic Practice Feedback Form which will be sent to the student and to the Co-Directors of Counselling to be added to the student record. In cases of doubt, where the piece of work lies on the border of poor practice and malpractice, the tutor may consult with the Co-Directors of Counselling or College's Academic Malpractice Officer for advice.<sup>2</sup>
34. A completed Poor Academic Practice Feedback Form provides the student with information about the nature of their poor practice, and they are given the opportunity to arrange a meeting (face to face or online as appropriate) to discuss the piece of work with their tutor. The student may also be referred to the Learning Enhancement Department for additional advice and support.

### Process when academic malpractice has been detected

35. Tutors will write up a report of their findings using the 'Academic Malpractice Report Form', providing supporting evidence that has been discovered and indicating the location of suspected instances of malpractice. The tutor will then pass their evidence and completed form to the Academic Malpractice Officer.
36. The Academic Malpractice Officer will independently assess whether the evidence suggests that academic malpractice may have been committed<sup>3</sup>.
37. If malpractice appears in a group submission, then the group will normally be expected to take collective responsibility for the work, unless individual members are able to:
- Identify who contributed the element containing malpractice and/or
  - Distinguish their contribution from that of other members of the group.
38. If there is a reasonable suspicion that a student may have commissioned a piece of work from a third party, but there is no direct evidence of this, a meeting can be arranged to give the student the opportunity to demonstrate that they produced the work and understand what they have written. This meeting should be attended by two members of the Counselling faculty (at least one of whom did not mark the original submission)<sup>4</sup> and should take place as soon as possible after the submission of the work, and the discussion and outcomes of the meeting will be recorded.

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<sup>3</sup> See malpractice procedure in the sections below.

<sup>4</sup> If another Counselling tutor is not available, then a member of the Theology Faculty may attend the meeting instead.



39. The meeting can have one of two outcomes:

- i. The staff conducting the meeting will confirm that they accept that the student wrote the work in question; no further action will be taken.
- ii. If the staff conducting the viva voce still remain doubtful of the authorship of the work in question, or the student admits that it is not their work, then the case should be referred to the Malpractice Officer and CPCAB for appropriate action.

### **Procedures for Dealing with Malpractice**

40. Cases of suspected or actual malpractice must be immediately notified to CPCAB in writing, enclosing appropriate supporting evidence.

41. All allegations must include (where possible):

- Centre name.
- Candidate name and CPCAB candidate number where applicable.
- Centre staff details (name, job role) if they are involved in the case.
- Details of the CPCAB qualification or nature of the service affected.
- Nature of the suspected or actual malpractice and associated dates.
- Details and outcome of any initial investigation carried out by the centre.

42. Any student implicated in the malpractice must be informed in writing of the nature of the alleged event as soon as possible, and be given the opportunity to respond in writing.

43. The CPCAB will work with the Co-Directors of Counselling and the Academic Malpractice Officer to further investigate the allegations and agree an appropriate time frame. The CPCAB will require the College to provide a statement of how the malpractice happened and the extent of its impact.

44. If the CPCAB asks the College to conduct its own investigation, then the College will proceed according to the process outlined in Appendix A.

45. CPCAB must be kept informed of the progress and outcome of the College's investigation.

### **Penalties and Sanctions**

46. If malpractice is confirmed, penalties and sanctions may be applied by the College and/or the CPCAB. This will depend on the nature of the malpractice and the work to which it applies.

47. The nature and extent of penalties which may be applied are listed in Appendix A (paragraphs 74 & 83).

48. CPCAB reserves the right in suspected cases of malpractice, both during the investigation and when the outcome is known, to apply sanctions which may include:

- Suspending a student's registration.

- Withholding results or suspending, withholding or cancelling the issuing of certificates.

49. Counselling students are on probation for the whole of their course and must fulfil their training satisfactorily in all its aspects before they can receive their qualification. Cases of academic malpractice may result in the student failing their internal or external assessment, resulting in an inability to progress to the next level of the course and/or repeating the assessment or entire course at their own expense.

50. CPCAB is obliged to inform the regulators (Ofqual, Qualifications Wales or CCEA Regulation) of malpractice or maladministration likely to have an Adverse Effect and is required to inform other awarding organisations if the incident is likely to affect them or their candidates. All cases of malpractice or maladministration are tracked and reported annually to CPCAB's governing body via the Qualification Service annual report.

## **Appendix A      Procedure for dealing with malpractice**

51. If the suspected plagiarism or malpractice is a first offence, then the case can be handled by the **Academic Malpractice Panel**.

### *Pre-meeting*

52. The Academic Malpractice Officer will send all documents relating to the case to the Senior Registrar with confirmation that the case will be handled by the Academic Malpractice Panel. The membership of the panel should include a member of the Counselling Faculty, but not one previously involved in the case.

53. The documents will be sent to the student with an invitation to the student to attend a meeting of the Malpractice Panel. Students must be notified as early as possible of the requirement to attend the meeting (and not later than 5 working days before the meeting), together with full information about the allegation being made against them and informed of the possible consequences if they are deemed to be guilty of academic malpractice. They must be advised of their right to be accompanied by a person of their choice (who may speak on their behalf), normally a fellow student or member of staff. Legal representation is not permitted. They should receive the same paperwork prior to the meeting as the members of the Panel.

54. The documents will also be sent to all members of the Panel at least 24 hours in advance of the Panel's meeting.

### *Meeting*

55. At the meeting of the Panel the case against the student will be presented and the student (and/or companion) will be invited to respond.

56. Once all the evidence from both parties has been heard, the Panel will ask the student, and companion if relevant, to leave. The Panel will then come to a decision.

57. If malpractice has been found to have occurred, the College will work with the CPCAB to impose a relevant penalty. Penalties may include:

- a) A reprimand and warning about future behaviour.
- b) Requirement that the student re-submits the piece of work.
- c) Requirement to complete a task related to the offence committed that is deemed to support the student's progress and future success (e.g., related to study skills and avoiding malpractice in the future).
- d) The relevant tutor to be informed that the piece of work be marked, if not already marked, according to the criteria. This may result in the student being assessed as 'not meeting' the criteria.

### *Post-meeting*

58. The Senior Registrar will write up the minutes of the Panel using the agreed template and:

- Send an email or letter, as soon as possible, to the student confirming that the meeting has taken place and communicating details of the nature of the penalty applied (and any deadlines).
- Record the decision and establish the deadline for any resubmission if a resubmission has been granted.
- Keep all documentation relating to the Panel on the Malpractice files which have restricted access.

### **Process when suspected academic malpractice is a second or subsequent offence (or a serious first offence)**

59. If the suspected plagiarism is a second or subsequent offence (or a serious first offence) then the case must go to the **Academic Malpractice Tribunal**.

### *Pre-meeting*

60. The Academic Malpractice Officer will send all documents relating to the case to the Senior Registrar with confirmation that the case will be handled by the Academic Malpractice Tribunal.

61. The documents will be sent to the student with an invitation to the student to attend a meeting of the Malpractice Tribunal. Students must be notified as early as possible of the requirement to attend the meeting (and not later than 5 working days before the meeting), together with full information about the allegation being made against them and informed of the possible consequences if they are deemed to be guilty of academic malpractice. They must be advised of their right to be accompanied by a person of their choice (who may speak on their behalf), normally a fellow student or member of staff. Legal representation is not permitted. They should receive the same paperwork prior to the meeting as the members of the Tribunal.

62. The letter to the student will also inform them about the meeting's procedure and its possible outcomes.

63. The documents will also be sent to all members of the Tribunal at least 24 hours in advance of the Tribunal's meeting.

### *Meeting*

64. At the meeting of the Tribunal the case against the student will be presented and the student (and/or companion) will be invited to respond.

65. Once all the evidence from both parties has been heard, the Tribunal will ask the student, and companion if relevant, to leave. The Tribunal will then come to a decision.

66. If malpractice is found to have occurred, one of the following penalties will be applied:
- a) A reprimand and warning about future behaviour.
  - b) Requirement to resubmit the piece of work.
  - c) Requirement to complete a task related to the offence committed that is deemed to support the student's progress and future success (e.g., related to study skills and avoiding malpractice in the future).
  - d) The relevant tutor to be informed that the piece of work be marked, if not already marked, according to the criteria. This may result in the student being assessed as 'not meeting' the criteria.
  - e) The work be declared as void and the student not being allowed to resubmit the piece of work again for assessment. This would result in an inability for the student to progress to the next level of the course and/or repeating the entire course at their own expense.
  - f) The CPCAB suspending a student's registration.
  - g) The CPACB withholding results or suspending, withholding or cancelling the issuing of certificates.

#### *Post-meeting*

67. The Senior Registrar will write up the minutes of the Panel using the agreed template and:
- Send an email or letter, as soon as possible, to the student confirming that the meeting has taken place and communicating details of the nature of the penalty applied (and any deadlines).
  - Record the decision and establish the deadline for any resubmission if a resubmission has been granted.
  - Keep all documentation relating to the Panel on the Malpractice files which have restricted access.

#### **Students who are unable to attend a Panel/Tribunal**

68. Students are expected to attend a Panel/Tribunal called to consider their work. This will usually be heard at the Spurgeon's College (London) Campus. Students will be responsible for any travel costs associated with attending such meetings.

69. Students who:

- For legitimate reasons are unable to attend a Panel/Tribunal, or
- Attend an alternative Spurgeon's College Campus, or
- Are distance learning students, or
- Are not resident in the UK and/or have returned home will be offered the opportunity to have their Panel/Tribunal conducted via appropriate online means.

70. If this is not possible, or the opportunity is declined, or no response is received within a reasonable time frame (bearing in mind the student's location), the case will be heard 'in absentia'.
71. Students will be supplied with full details of the case against them and informed of the possible consequences if they are deemed to be guilty of academic malpractice. They should receive the same paperwork prior to the meeting as the panel/tribunal members, i.e., copies of the relevant assignment(s) and supporting evidence. If they are unable to attend, they will be asked to respond in writing to the allegation detailed in the Panel/Tribunal paperwork. This response and any supporting material must have been received by the Senior Registrar at least 24 hours prior to the Panel/Tribunal Meeting.
72. Students should normally be given up to 10 working days for a response<sup>5</sup> and be informed that if they do not respond the case may be heard in absentia and a decision will be made on the basis of the evidence available. Once a decision has been made and if malpractice is found to have occurred the Senior Registrar will write up the minutes of the Panel using the agreed template and:
- Send an email or letter, as soon as possible, to the student confirming that the meeting has taken place and communicating details of the nature of the penalty applied (and any deadlines).
  - Record the decision and establish the deadline for any resubmission if a resubmission has been granted.
  - Keep all documentation relating to the Panel on the Malpractice files which have restricted access.

### **Previously assessed work**

73. Unless there are very good reasons, there is no expectation that, on the finding of academic malpractice in a piece of assessed work, previous work will be routinely checked, although the option remains to review all the student's assessed work if the Academic Malpractice Officer determines that it is appropriate to do so.

### **Communication of outcome**

74. Following the hearing, the decision of the Panel/Tribunal must be communicated to the student in writing within five working days. The communication will summarise the decision and the factors that were taken into account, and will explain in a clear and explicit way the potential consequences for the student's academic progress/achievement. The letter should also inform the student of the appeals procedure (see below), and of their right to appeal.

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<sup>5</sup> Where it is in the student's best interests that a panel or tribunal be held sooner than 10 days, for example because of a meeting of the Progression and Awards Board, a shorter time frame may be agreed.

75. The communication should also suggest sources of study skills advice (where appropriate) and warn about the consequences of a repeat offence.
76. A copy of the letter should be placed on the student's file. The official mark transcript for the student concerned should record the marks only, and not indicate that malpractice has taken place.
77. The Senior Registrar will maintain a record of the number and nature of cases dealt with including the level of penalty imposed and will report on such cases as required (for example to the Academic Board).

### **Information management and malpractice**

78. Details of students undergoing investigation should only be shared with those involved in the process. Documentation should be held in accordance with College policies and relevant data protection legislation.
79. Student transcripts, provided as a record of marks achieved, will not make reference to marks affected by plagiarism penalties.

### **Appeals**

80. A student who is found guilty of malpractice will have the right of appeal against both the finding of guilt and any penalty imposed on one or more of the following grounds:
- a) Procedural irregularity.
  - b) Availability of new evidence which could not reasonably have been expected to be presented to the original hearing.
  - c) The disproportionate nature of the penalty.
81. Appeals will be submitted to the Senior Registrar and directed as follows:
- a) To the Malpractice Tribunal when a penalty has been imposed by a Malpractice Panel.
  - b) To the Malpractice Appeal Board when a penalty has been imposed by a Malpractice Tribunal (except where the Malpractice Tribunal was convened to consider an appeal).
82. An appeal, including a statement of the grounds on which the appeal is being made, must be submitted by the student concerned in writing within 15 working days of the date on which written notification of the decision is sent to the student. A request for an appeal received after this time with good cause shown for its late submission will only be granted at the discretion of those designated to hear the appeal. Any student who has failed to participate in the original disciplinary hearing when invited or required to do so will be entitled to appeal only by special permission of those hearing the appeal.

83. Those considering an appeal will have the authority to confirm, set aside, reduce or increase the penalty previously imposed. The decision of those hearing the appeal will be final and there will be no further opportunity for appeal against that decision.
84. Those hearing an appeal will not re-hear the case afresh, but will consider whether the initial hearing and outcome were fair by:
- a) Reviewing the procedures followed.
  - b) Establishing whether the appellant has presented any new evidence that could not reasonably have been expected to be presented to the original hearing and that this evidence is material and substantial to the findings.
  - c) Reviewing the penalty imposed.
85. Those hearing an appeal will seek to deal with the case on the basis of documentary evidence and may, at their discretion, call a meeting to which the appellant is invited to present their appeal in person. The appellant will be given at least one week's notice of any meeting. In such an event, the appellant may be accompanied by a fellow student or College staff member of their own choosing, who may speak on their behalf.
86. The Malpractice Appeal Board will comprise the Principal (or their representative) who will act as convenor/chair, a member of the teaching staff not previously involved in hearing the case, a governor and a student representative.
87. The Malpractice Appeal Board will make their findings on the balance of probabilities and decisions may be by a majority. The Chair may vote and will have in addition a casting vote.
88. Minutes will be taken of the proceedings and any decisions will be recorded, along with the reasons for those decisions. All documentation from the Malpractice Appeal Board must be sent to the Senior Registrar, who will keep it in accordance with the College's Records Retention Schedule.

### **Completion of procedures and independent review**

89. Once a student has finished the internal appeals or complaint procedures the College will send a Completion of Procedures letter to the student within 2 weeks. This will set out clearly what issues have been considered and the College's final decision.
90. If the appeal is rejected and this procedure has been completed, students may appeal to the CPCAB.

Students are entitled to appeal against any action required by CPCAB following an investigation into malpractice, using the procedures set out in their [Appeals Policy](#).