

# Policy and Procedures for Academic Integrity and







## 5 Definitions of Types of Academic Misconduct:

Academic misconduct (cheating and unethical practices) in assessments is where a student gains, seeks, attempts or intends to gain advantage in relation to assessments or to aid another to gain such an advantage by unfair or improper means. The following list provides examples of misconduct, but is not exhaustive.

**a) Minor Errors/Poor Academic Practice**

Minor errors arise when a student has attempted to adopt academically acceptable practices but has failed to do so accurately or fully, producing work that is unduly derivative or which fails to recognise sources. Examples include forgetting to insert quotation marks, minor mistakes in referencing or citation, gaps in the bibliography or reference list, non-compliance with some aspects of presentation guidelines. Work will be marked down for an over-reliance on external sources or for being overly derivative.

**f) Requirement for Ethical Approval**

Failure to gain ethical approval through the University's ethical approval processes prior to beginning research, or where the student makes a major deviation from any approved research without gaining additional ethical approval, may result in failure of the work. Refer to the programme and/or module handbook for details regarding requirements for ethical approval.

**g) False declarations**

**False declarations and evidence presented in order to receive special consideration by Assessment Boards, including deferrals and requests for exemption from work.**

**h) Plagiarism - Passing off someone else's work, whether intentionally or unintentionally, as your own**

Plagiarism occurs when a student misrepresents, as their own work, work in the public domain, written or otherwise, of any other person (including another student) or of any institution. Examples of forms of plagiarism include:

- a. the verbatim (word for word) copying

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- k) **Deliberate attempt to gain advantage by unfair or improper means.**  
Trying to deceive specialist text checking software (eg Turnitin) by, for example, using text replacement tools; images in documents instead of text; submitting documents in an alternative format than that stipulated by the assessor.
  
- l) **Use of Artificial Intelligence**  
Unauthorised use of artificial intelligence in a piece of work submitted for grading.

## 6 Roles and Responsibilities

### Institutional Policy

1. Commit to the issue and communicate Importance of Academic Integrity to the University Community
2. Clearly define roles and responsibilities
3. Provide access to support and specialist advice
4. Embed good practice and develop methods for tackling academic misconduct relating to Teaching, Learning and Assessment
5. Review process and ensure consistency
6. Disseminate Information about how the institution values learning and tackles plagiarism

### Faculty and Departments

1. Define operational procedures and identify staff to implement at a local level

Academic



## Procedures

### A Initial Procedures

Whilst an investigation is being carried out, the Assessment Board may note the incident and defer judgement.

#### 1 Formal written examinations:

- a) Where an **invigilator** suspects a candidate of infringing examination room rules (section K) they shall, if possible in the presence of another invigilator to act as witness to the action taken:
  - i. Confiscate any unauthorised material in the possession of the candidate;
  - ii. endorse the candidate's script on the front cover with a note of the time when the alleged infringement is discovered. In the case of suspected collusion they should endorse the script of each candidate involved. Wherever possible they should require another invigilator to act as witness by countersigning the endorsement;
  - iii. issue a new



**2. For all other Assessments**

- a. Completed Academic Integrity & Misconduct (AIM) Referral Form
- b. Copy/original work with appropriate passages **marked**;
- c. copy of source material with appropriate passages **marked**;
- d. summary of any informal interview with the student regarding the incident (it is preferred that no interview (excluding a Viva) takes place before a written allegation is put to the candidate by the Secretary to Academic Board);
- e. notes of any vivaapproo73 0 Td-0.006 Tc2V Bo5.007 Tc d[4-0.006 Tc 0.006 Tw 0.2 0 TTd-0.006 Tc2V)6 3.6

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4. A student may appeal against the decision to impose a penalty. Such an appeal will be made through the established appeal procedures for a) taught programmes or b) research programmes and must be received by the Secretary to Academic Board within 10 working days of the decision being issued. The only subsequent involvement of the Secretary to Academic Board will be to refer the appeal for decision to a senior member of staff with appropriate academic background, outside the Faculty/School to which the student belongs.

a) Normally an appeal may be made on the following grounds:

i. That there is new and relevant evidence which the student was demonstrably and for the most exceptional reasons unable to present to the Secretary to Academic Board or Panel of Investigation meeting.

ii. That the procedures were not complied with in accordance with sub-section 2.6(4)(b) of the Academic Board (AIB) Regulations 2010 (AIB-005)

iii. That the student

## H Categories, Actions and Penalties

Responsibility	Penalty	Description of Action
Module Leader  Academic Integrity Tutor  Research Supervisor	Category A	The Module Leader will mark the work, but the mark/grade may be reduced to reflect a student's failure to address the assessment criteria in areas of collation of sources a m h3.8





Note: All cases will sit on a sliding case of severity. There will be occasions when the misconduct is normally considered minor, but the extent of the deliberation and intention to deceive is such that it fits the criteria of serious misconduct. As a resu

Self-plagiarism where the student re-uses isolated parts of their own work for which credit has previously been awarded, without citing the original content	Category A		Tutorial Support and Guidance.
Self-plagiarism where the student re-uses extensively their own work for which credit has previously been awarded, without citing the original content	Level 3/4/5	Category A	Mark work down for over reliance on external sources, Tutorial Support and Guidance.
	All other Levels	Category C	Resit, Cap Module

Fake Referencing throughout assignment where the citation is fabricated or the citation does not include the information indicated

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Attempting to persuade another member of the University (student or staff) to participate in actions that would breach these Procedures.

Category C1 or Category D  
May also be investigated under



### H3 Penalties associated with research degree programmes

Students on Research degree programmes are subject to the Code of Practice for Research in addition to this Policy and Procedures for Academic Integrity and Misconduct

<b>Type of offence</b>	<b>Penalty</b>	<b>Action</b>
Evidence of plagiarism in the documentation at the Stage 1 Review (Registration)	Category A	Students will be required to resubmit a revised Research Proposal.  Tutorial Support and Guidance from the

<p>Evidence of significant plagiarism in a thesis submitted for examination (significant would be determined by the scale, frequency and type of plagiarism; where there is evidence of plagiarism but it is not deemed significant, this could be addressed by examiners through amendments to the thesis in advance of the oral examination)</p>	<p>Category C1/D</p>	<p>Research students will be not awarded the degree and not be permitted to be reassessed.</p> <p>Where this is identified by examiners (or others) prior to viva voce then the viva must not go ahead unless the case is dismissed; where plagiarism is identified during the viva voce the examiners should continue with the viva and make recommendations to be ratified in the event that the alleged misconduct is not proven.</p>
<p>Evidence of fabrication or falsification of data, results, evidence or other information prior to submission of the thesis (e.g. at transfer stage)</p>	<p>Category C1 The student may also be investigated under the Fitness to Practice Procedures if appropriate.</p> <p>In addition, the student may be subject to investigation under the University's Code of Practice for Research PRINCIPLES AND PROCEDURES FOR HANDLING ALLEGATIONS OF RESEARCH MISCONDUCT</p>	<p>Research degree students will not be permitted to progress until they have clearly evidenced that they have addressed the issues that have come to light and may in some cases have their programme terminated. Any data, evidence or results collected/obtained up to that point cannot be used in any subsequently submitted thesis.</p>

<p>Evidence of fabrication or falsification of data, results, evidence or other information in a thesis submitted for examination</p>	<p>Category D</p> <p>In addition, the student may be subject to investigation under the University's Code of Practice for Research PRINCIPLES AND PROCEDURES FOR HANDLING ALLEGATIONS OF RESEARCH MISCONDUCT</p>	<p>Research students will be not awarded the degree and be not permitted to be reassessed.</p> <p>Where this is identified by examiners (or others) prior to viva voce then the viva must not go ahead unless the case is dismissed; where plagiarism is identified during the viva voce the examiners should continue with the viva and make recommendations to be ratified in the event that the alleged misconduct is not proven.</p>
<p>Commissioning or seeking to commission another party (either paid or unpaid) to complete some or all of a thesis on their behalf</p>	<p>Category D</p>	<p>Research</p>

H4 Processes and Penalties associated with failure to get ethical approval where it is required.

Where a student carries out research but does not have appropriate ethics approval they will be referred to the Faculty Research Ethics Committee for investigation.

The investigation will determine the:

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