SECTION 4

Assessment Regulation 3: Academic Integrity

Students are advised to seek impartial help, advice, guidance and support from sabbatical officers in the Students' Union and Students' Union Advice Centre.

3 POLICY

3.1 The University regards any action by a student which may result in an unfair advantage, such as cheating, collusion, falsification, ghosting, personation and plagiarism, as a serious academic offence. Where such conduct is proven this may lead to the application of a disciplinary penalty. In the event of an allegation(s) being proved after a student has been awarded credit or graduated, any credit, degree or other award of the University that is held by the student may be revoked by the Academic Integrity Committee (AIC).

3.2 All students are expected to maintain academic integrity throughout their period of study at the University. This means that they must respect other members of the academic community, both within and outside the University, and uphold the ethical values of that community when producing work. This extends beyond ensuring that work presented is one's own and may include the reporting of any instances of malpractice of which they become aware.

3.3 It is the responsibility of each student to ensure that any work presented for assessment is their own, and that any work (eg a collaboration) or opinions of others are appropriately acknowledged. To reinforce this responsibility students are required to include a declaration of integrity with every piece of work they present for summative assessment. Students are also encouraged to report any instances of malpractice of which they become aware.

3.4 Suspected instances and allegations of breaches of academic integrity will be investigated in accordance with the procedures set out in Section 4, Assessment Regulation 4 and having regard at all times to the principles of equity and fairness.

3.5 Students are advised that if an allegation of a breach of academic integrity is proven the penalty can range from repeating the module in full the following year capped at 40% to exclusion from the University. The University's Tariff of Penalties is contained within the Appendices of the Students' Handbook of Regulations.

3.6 The University provides a software package for completion by all students to support them in understanding accurate referencing and the dangers of plagiarism. Students are expected to complete this test in the early stages of their studies at the University. Failure to have completed this test satisfactorily will be taken into account when an allegation of a breach of academic integrity relating to plagiarism is being considered.
DEFINITION OF AN ACADEMIC INTEGRITY OFFENCE

3.7 The University defines an academic integrity offence as a failure to act in accordance with generally recognised standards of academic behaviour and honesty.

Some examples of academic integrity offences are set out below but they do not constitute an exhaustive list:

3.8 Cheating

1. Copying from another candidate’s notes during an examination;
2. the placing of unauthorised items on the examination desk, this includes pencil cases, mobile phones, electronic calculators;
3. communication in any way during an examination with any person other than an authorised member of staff;
4. having access to any source of information during an examination (including written or printed materials and electronically stored information), except as authorised by the examination regulations;
5. gaining access to unauthorised material prior to an assessment (eg an examination paper).

3.9 Collusion

1. Submission of work presented as the student's own which has been done in unauthorised collaboration with another person, whether or not that other person is a student of the University;
2. Unauthorised collaboration with another student in completion of work which that other student then submits as entirely his/her own work;
3. Failing to safeguard one’s own work or making it available to another student who then submits it as his/her own (including access to work in subsequent academic sessions);
4. Making instructions, briefs or similar instructional documents relating to assessments available to others (including posting to the internet or making available by similar means) that results in an academic advantage.

3.10 Falsification

1. Claiming to have carried out experiments, observations, interviews or any form of research which the student has not carried out;
2. Falsification of results or other data.

3.11 Ghosting

1. Submission of work presented as the student's own which has been purchased, commissioned or otherwise acquired from another person (including internet sellers) whether or not specifically produced for that student or "off the shell".
2. Making available to students of the University or elsewhere work or material to be incorporated in work which the recipient uses to commit an academic integrity offence regardless of whether there is financial gain.
3.12 **Personation**

1. Assuming the identity of another student (of this or any other institution) with the intention of gaining an unfair advantage for that student;
2. A student allows another person to impersonate him/her in order to gain an unfair advantage.

3.13 **Plagiarism**

1. Reproduction of published or unpublished (eg. work of another student or your own work) material without acknowledgement of the author or source;
2. Presenting information from electronic sources such as the internet without acknowledgement of the source;
3. Paraphrasing by, for instance, substituting a few words or phrases or altering the order of presentation of another person's work, or linking unacknowledged sentences or phrases with words of one's own.