Student Academic Integrity Policy

Who needs to know about the Policy?

- Senior Management Team
- Heads of School and Department
- Teaching Staff
- Professional Services staff involved in managing Academic Integrity and Misconduct within Faculties and central services (especially Library and Learning Development, Learning and Teaching Enhancement, Student Procedures within Planning and Academic Administration)
- All students

Purpose of the Policy

This Policy replaces the existing Plagiarism Policy and provides a broader outlook at the College's commitment to academic integrity. It defines Academic Integrity and Academic Misconduct, and explains the support available to students to develop good practice in their academic endeavours.

Contacts

For:
- Advice and assistance
- Guidance and templates
- Accessing training

The teams can be contacted by emailing: studentsupport@christredeemer.ac.uk , administrativeoffice@christredeemer.ac.uk

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1. What is Academic Integrity and why is it important?

1.1. Christ the Redeemer College is an academic community that brings together students, staff members, collaborative partners and external stakeholders. We collectively commit to promoting excellence in learning, teaching, research and scholarly activities. Our Mission, Values, Strategic Framework and Learning and Teaching Strategy promote high ethical and professional standards. At the core of our values and standards is Academic Integrity.

1.2. Academic Integrity is a set of values that we must apply to our academic work. It helps us learn how to use other people's ideas when creating our own work. The values are[1]:

- Honesty – being clear about what is your work and where your ideas come from other sources.
- Trust – others can have faith in you being open about your work and acknowledging others' work.
- Fairness – you do not try to gain an unfair advantage in using others' work.
- Responsibility – you take an active role in applying the principle of Academic Integrity to your work.
- Respect – you show respect for the work of others.

The College committed to promoting Academic Integrity by signing the QAA Integrity Charter in December 2020. This Policy reflects the fundamental principles of the Charter.

1.3. Academic Integrity has several aspects that you need to respect as a member of our academic community:

1.3.1. take responsibility for your own work

1.3.2. refrain from any actions that would give you an unfair advantage over other students

1.3.3. be honest in presenting your work for assessment and ensure it is your own work. You must not get others to complete the work for you, in whole or in part

1.3.4. acknowledge the work of others, by including a complete reference, where it contributes to your work

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[1] Adapted from International Center for Academic Integrity (2014), *The Fundamental Values of Academic Integrity* 2nd ed, online at https://academicintegrity.org/wp-content/uploads/2017/12/Fundamental-Values-2014.pdf

1.3.5. follow the required conventions for referencing the work of others and rules of your academic subject area when presenting your own work, as explained in your course or module handbook

1.3.6. follow the ethical conventions and requirements for your academic subject area as explained to you in course and module handbooks

1.3.7. maintain the standards of conduct which are appropriate to you as a practitioner if you are on a professional course

1.3.8. behave with respect and courtesy when debating with others even when you disagree with them

1.3.9. support others to work with Academic Integrity: for instance, by explaining how to work with Academic Integrity and by encouraging others to avoid unacceptable academic practices

1.4. Everyone has a role to play in maintaining Academic Integrity at the College. As part of our "whole community" approach, everyone is responsible for understanding Academic Integrity and role modelling it to others.

1.5. The College awards its certificates, diplomas and degrees through a process that requires assessment. The awarding of our qualifications forms part of our work as an academic community. We make our awards after verifying the standards achieved. Assessment processes not conducted with integrity jeopardise the standard of our qualifications. Assessments must represent original and personal work to maintain these standards.

1.6. The College must take action against Academic Misconduct, which are breaches of Academic Integrity. Acsdemic Misconducts pose a threat to our academic community at many levels, listed below:

- You: When you fail to act with Academic Integrity, you will find it harder to develop the skills essential for your academic development. If caught, doing so may also compromise your degree classification and your future career.
- Other students: Students acting with Academic Integrity will not receive the recognition they deserve if others get similar results using dishonest means.
- The College: The qualifications we award may be called into question, putting our reputation at risk.
- Society: "Graduates could enter the workforce without the necessary skills, knowledge and competency, with potential public health and safety implications" (QAA Academic Integrity Charter, 2020)

2. What is Academic Misconduct?

2.1. We consider that breaches of Academic Integrity, which we call "Academic Misconduct", fall into two broad categories: plagiarism and other types of misconduct. The table below provides definitions of actions which fall under each of these broad categories. Where appropriate, we provide illustrative examples, but these are not exhaustive

Plagiarism	Plagiarism relates to the act of presenting the material, ideas, and arguments of another person as one's own in work submitted for assessment without acknowledgement. It is done in a way that may deceive the reader as to the source. The College defines the following as different types of action which would constitute plagiarism. It is an indicative list which is not exhaustive.	
	Copying	Copying includes incorporating another person's material from books, journals, the internet, another student's work, or any other source into assessment material without acknowledgement. It includes: • using exactly the same words (sentences, phrases or even expressions not in everyday use, invented or created by an author to explain an idea) as used originally • rephrasing by making slight adjustments • paraphrasing in a way which may deceive the reader as to the source.
	Collusion	Collusion includes submitting work for assessment that falsely presented as the student's own work but was jointly written with somebody else.
	Duplication	Duplication is the inclusion in assessments of a significant amount of identical or substantially similar material to that already submitted for assessment by the student for the same course or any other course or module at this College or elsewhere. It does not include a resubmission of the same piece of work allowed by the examiners in an improved or revised form for reassessment purposes.
Other Misconduct	Misconduct takes many forms but is, in essence, an action which may result in one student gaining or potentially gaining an unfair advantage over others. The College defines the following as different types of action which would constitute misconduct. It is an indicative list which is not exhaustive. Elements of this list include items which may be classed as gross academic misconduct in some instances.	

	In examinations	Examination misconduct covers instances where someone misbehaves in any way, whether before, during or after the examination, so as to obtain, or give another student, an unfair advantage in the examination. It relates to all forms of examination and time-specific assessment. It included examinations undertaken on a 'take-home' basis. Examples of examination misconduct include, but are not limited to: • attempted or proven offering of financial or other inducements to those concerned with the examination process (which is a form of bribery); • deliberate introduction into the examination room of any materials other than those permitted; • making use of unauthorised items, texts, mobile devices, software, apps and websites during the examination; • unauthorised access to unseen examination papers; • obtaining, or seeking to obtain, any examination stationery or examination papers that are the property of the College; • deliberate unauthorised removal of an examination script, any part of an examination script or tampering with examination scripts or coursework after any student has handed them in; • any attempt to talk to, or gain access to the script of, any other student during the examination; • copying from the script of another student during the examination; • inappropriately receiving help from or giving help to another person during the examination; • unauthorised absence from the examination room during the period of the examination; • impersonating or attempting to impersonate another student, or asking another person to impersonate the student;

		▪ other conduct likely to give an unfair advantage to any student.
	Contract Cheating	Contract cheating occurs when a student asks someone else to complete a piece of work, and the student then submits the work for assessment. It means the student submits work not produced by themselves. Examples of where contract cheating takes place include (but are not limited to) where a student: • pays, or promises to pay, another person to do the work • swaps a piece of work with another student; • asks a family member, friend or acquaintance to do the piece of work, in whole or in part, as a favour without paying them; • downloads a paper from an essay site (with or without payment); • contacts, pays, or promises to pay, money to a business (sometimes called an essay mill) to complete a piece of work, in whole or in part, on their behalf.
	In research	Research misconduct applies to undergraduate and postgraduate taught courses where the student undertakes research and postgraduate research courses. Examples of misconduct in research include (but are not limited to): • Fabrication • Falsification • Plagiarism • Failure to meet legal, ethical and professional obligations, • Fraud through commercial and contractual arrangements; • Damage to College, partner, collaborator or company property, • Breach of duty of care • Misuse of personal data,

		• Improper conduct in peer review of research and enterprise proposals, • Misrepresentation of: data, involvement, interests, funder or partner involvement, qualifications, experience and/or credentials, publication history, • Improper dealing with allegations of misconduct More detailed explanation of these points can be found in the Research and Enterprise Misconduct Policy.
Gross misconduct		Gross academic misconduct is deliberate wrongdoing by the student that is so serious that it fundamentally undermines the Academic Integrity of the student's work. It is subject to higher penalties.

2.2. The temptations to resort to breaching the Policy are various, including a lack of confidence in one's abilities, time pressure, pressure from others, personal issues, anxiety. What is important is to plan your study time effectively. You will need to work on several assessments at the same time. You need to be aware of deadlines and leave plenty of time to prepare. Taking shortcuts often leads to poor academic practice.

2.3. We have policies, procedures, support and guidance to manage the type of difficulties set out above. You can seek help if faced with these issues, as explained in the next section. You should seek this help as soon as possible. Early contact will help you prepare for your deadlines to avoid issues outlined above. The College has arrangements to support you to help you complete youin your work and preserve your Academic Integrity. However, you have the responsibility to tell your tutors about any difficulties you experience so they can activate the relevant procedures. Whenever possible, mitigations will be put in place to complete your work whilst preserving its Academic Integrity. If you are confused by an assessment, the first place to start is always your tutor.

2.4. We explain the actions we take to detect and to apply sanctions for misconduct (academic or professional) in the following College procedures:

- Academic Misconduct Procedures

- Research and Enterprise Integrity Framework which includes the Research and Enterprise Misconduct Policy.

- Fitness to Practise

- Student Code of Conduct and Unacceptable Behaviour Policy

3. How will Course Teams, Personal Academic Tutors and Supervisors support me in acting with Academic Integrity?

3.1. The academic skills you need to succeed at the College may differ from those you learned previously at school, college, or your workplace. You may need time to adjust to the expectations of UK Higher Education. Should you feel overwhelmed by what you need to do, you can get help from your course team and our support services. These services are available via the VLE and College Website . It is your responsibility to access these services in plenty oftime to prepare for your assessments. If you are studying with one of the College's collaborative partners, you can also seek help locally.

3.2. Your course team and Personal Academic Tutor or supervisor will help you develop your understanding of Academic Integrity and good academic practice. The support will depend on

your academic subject area and your level of study. Your course team and Personal Academic Tutor or supervisor will:

3.4.1. give you opportunities to participate in learning experiences to help you understand Academic Integrity, good academic practice and the professional requirements of your discipline

3.4.2. give you advice and information about referencing conventions within your academic subject area appropriate to your level of study

3.4.3. give you feedback on your work, individually or collectively, to help you develop your academic practice and improve your learning and future assessments

3.4.4. tell you where to get advice and assistance if you have specific learning needs

3.4.5. explain the nature of intellectual property and when you need permission to make use of material

3.4.6. give you advice on good academic practices that will allow you to demonstrate how you undertook your work should an allegation that you failed to act with Academic Integrity, including contract cheating

3.4.7. give you information on how we use text-matching software as part of most assessments

3.4.8. give you an opportunity to self-check at least one draft assessment prior to each summative assessment submission, for work submitted via Turnitin. Specific submission points are set up at module level to this effect.

3.4.9. Help you understand the meaning of originality reports and how to improve your work.

3.4.10. give you advice on where you could get help if you are tempted or put under pressure to breach this Policy, or if you receive threats of any kind

3.4.11. tell you how they challenge poor academic practice and Academic Misconduct, including potential penalties

3.4.12. guide you if you need to report somebody else's possible Academic Misconduct

3.4.13. tell you how to get a copy of the Policies applicable to your course.

3.5. On your course, you may need to work in a group, including for your assessments. In these instances, there cannot be a collusion between members of the group. Your course team or supervisor will tell you how they will identify individual contributions to the joint work, if applicable. Your course team will explain to you how they will assess this work. Should you have

any doubts about the boundaries between the group and individual assessed work, it is best to check with the tutor setting the assessment to avoid allegations of collusion.

3.6. Students may choose to ask someone to proof-read their work before submitting it. Any editorial help must be acknowledged at the beginning of the work, and follow the guidance in the Academic Misconduct Procedures.

4. What will happen if I do not act with Academic Integrity?

4.1. You are responsible for your own work and academic practice. To work with Academic Integrity, you must ensure you avoid malpractices such as those described earlier in this Policy, which are unacceptable. They will lead to a challenge by your course team, your Personal Academic Tutor or supervisor.

4.2. When you submit work for assessment, you will need to confirm it is your work. We will ask you to confirm you have read the Academic Integrity Policy and declare you are aware of good academic practice requirements. You will also need to ensure you understand the potential sanctions for Academic Misconduct. We tell you from whom you can seek guidance to avoid such breaches in section 3.

4.3. Where we find a student engaged in Academic Misconduct, we apply a range of penalties. We set out these penalties in our Procedures, listed in section 2.4 of this Policy. The most severe cases could lead to a reduction in degree classification, withdrawal from the course, or expulsion from the College. For professional courses, the breach might need reporting to a regulatory body.

4.4. All students always have the opportunity to explain their position as part of the investigation. Students in this position are strongly encouraged to seek whatever external support they can get for independent and impartial advice to students going through College procedures.

5. What should I do if I believe someone else is not acting with Academic Integrity?

5.1. Should you think a fellow student is not acting with Academic Integrity, you need to report the matter as soon as possible to your Personal Academic Tutor or Course Director.

5.2. Should anybody encourage you to act without Academic Integrity, you should also tell your Programme Leader or the Academic Director This reporting includes when someone from outside the College contacts you to invite

you to buy services to write your assessments for you. This contact can come by email, letter, telephone call, text message, social media posting or approaching you in person.

5.3. We will not reveal your identity as part of any investigation. However, we might need to ask you to provide some information to understand your concerns.

5.4. The decision to start an investigation into the alleged Academic Misconduct of another student is a matter of academic judgment. Only the Programme leader, or Academic Director can authorise the start an investigation. We will not be able to share with you the results of any investigatio

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