

**F1 Academic Integrity**

- a) Middlesex University is committed to operating in an ethical way in every area to ensure the highest possible standards of decision-making and accountability (MU Ethics Framework Statement 2014).
- b) The University Strategy (2017-22) has been developed to ensure our students learn about and develop a professional and ethically-informed skillset based on fundamental values and principles such as trust, honesty and integrity. This is because being able to work in a professional and ethical way is a highly valued graduate attribute. As part of this development it is fundamental that our students know how to learn from and acknowledge others' work in the process of creating their own unique pieces of academic work – and to be truthful about their own contribution.
- c) The University recognises that academic integrity is a set of learned skills, with honesty, fairness and respect for others and their work at the core. The university will support and guide students to learn the necessary skills through education and reinforcement of learning, the promotion of core values, enabling policies and the appropriate use of technology
- d) In order to demonstrate academic integrity, students must produce their own work, acknowledging explicitly any material that has been included from other sources or legitimate collaboration. Students must also present their own findings, conclusions or data based on appropriate and ethical practice.
- e) Students must have ethical approval for their project/dissertation which cannot be gained retrospectively. Failure to do so may result in failure of the work. Refer to the programme and/or module handbook for details regarding requirements for ethical approval.
- f) Academic misconduct is a breach of the values of academic integrity, and can occur when a student cheats in an assessment, or attempts to deliberately mislead an examiner that the work presented is their own when it is not. It includes, but is not limited to, plagiarism, commissioning or buying work from a third party or copying the work of others.
- g) The University deals with breaches of academic integrity through instances of academic misconduct. It will take action against any student who contravenes these regulations through negligence, foolishness or deliberate intent in any form of assessment. A finding that academic misconduct has occurred is a judgement based on available evidence, the standard of proof being the balance of probability.
- h) These Regulations should be read in conjunction with the Policy and Procedures for Academic Integrity and Misconduct.

**F2 General principles**

- a) The University treats the decision as to whether minor errors, poor academic practice or unfair and/or dishonest academic misconduct has taken place as a matter for academic judgement<sup>1</sup> and the penalties applied (see Table F5) will vary according to the individual case and the seriousness of the offence.
- b) Students will be registered on the on-line '**Becoming a Successful Student**' course which includes information on academic integrity. Students should aim to complete this course before the end of the first year of study. The course is available on myLearning. (Currently this is not available to students following validated programmes at Partner institutions).
- c) The University recognises that undergraduate students (Levels 3 & 4) who are new to Higher Education may need some time to learn how to acknowledge sources properly. Therefore, it operates an 'academic induction period' during which the focus of the University's response to signs of academic misconduct is to educate students in regard to appropriate academic practice and academic integrity rather than to penalise unacceptable academic practice. This applies to plagiarism and collusion only. ***It does not apply to***

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<sup>1</sup> Where Turnitin indicates possible plagiarism, Examiners and Academic Misconduct Officers must still exercise academic judgement in determining whether plagiarism has taken place.

***other forms of academic misconduct where penalties will immediately apply.*** The academic induction period does not apply to any reassessment.

- d) Students will be required to accept a statement on myLearning confirmings that they will not plagiarise; self-plagiarise, copy material; embellish, fabricate or falsify any data; nor will they collude in producing any work nor submit commissioned or procured work for any assessments.
- e) If academic misconduct is suspected in relation to work submitted by a student, in the interest of helping students to avoid continued acts, cases should be investigated as soon as possible.
- f) Cases of suspected academic misconduct should be evidenced and documented before the appropriate procedure is instigated. Where appropriate a Viva should be conducted to demonstrate the student's understanding of the subject matter.
- g) In place of a provisional grade for the work submitted the students will receive notification from the marker that their work is under investigation for Academic Misconduct. A Holding Grade of U will be recorded in the student record.

### **F3 Professional Courses**

- a) Where a professional body imposes its own standards in relation to professional conduct these will be considered in addition to the University Regulations. Students who fail to meet the requirements of the professional body may not be eligible to gain the professional qualification or recognition regardless of their academic achievement.
- b) Following the completion of the University's Academic Integrity and Misconduct procedures, a proven allegation of misconduct may be referred to the appropriate professional body or the University's Fitness to Practise procedures which may result in a further penalty being applied.
- c) Fitness to Practise is a separate and additional procedure. If a student is following a course which has employer links it may be necessary to inform the employer of the proven academic misconduct. Where this is applicable, students are advised to consult their programme handbook.

### **F4 Guidelines for penalties of academic misconduct**

- a) The minimum penalty imposed shall normally exceed that which would follow if the student had merely failed the assessment.
- b) The penalties listed in Table F5 must be taken as indicative of the maximum penalties which may be imposed.
- c) All confirmed offences must be recorded on the student's record as grade P. This grade to remain throughout the student's registration at Middlesex University and to be replaced on formal documents by grade 20.
- d) All records of disproved offences must be deleted from the student record.

A student may appeal against the decision of the Assessment Board to impose a penalty. See Policy and Procedures for Academic Integrity and Misconduct and University Regulations (Section G).

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 such a way that it might cause reasonable doubt as to whether the result would have been different had they been complied with.
- iii) That there is documented evidence of prejudice or bias on the part of the Secretary to Academic Board or by one or more members of the Panel of Investigation.
- iv) That the penalty imposed exceeds the maximum penalties listed in Table F5.

## F5 Categories and Penalties

Category	Examples	Key Indicators	Action
CATEGORY A Minor Misconduct	<ul style="list-style-type: none"> <li>• Reproducing an existing concept or idea unintentionally</li> <li>• Failure to adequately reference sources, including incomplete or incorrectly cited bibliographies, footnotes and/or quotations</li> <li>• Several sentences of direct copying without acknowledging the source</li> <li>• Several instances of inappropriate or unacknowledged paraphrasing</li> <li>• Unacknowledged proof reading by another person</li> <li>• Unacknowledged help with English language accuracy</li> </ul>	<ul style="list-style-type: none"> <li>• The student has not yet learnt about the importance of referencing or has misunderstood the referencing or paraphrasing principles</li> <li>• The student's behaviour appears unintentional</li> <li>• The student's behaviour might be intentional but on an insignificant scale</li> <li>• The student is in 1<sup>st</sup> year of university education</li> <li>• The student is not used to UK academic culture</li> </ul>	<ul style="list-style-type: none"> <li>• Tutorial support and guidance to help the student understand what is and is not acceptable <i>and</i></li> <li>• Written advice for the student on where they can seek help (such as LET)</li> <li>• Warning regarding penalties for Academic Misconduct offences</li> </ul>
CATEGORY B Moderate Misconduct	<ul style="list-style-type: none"> <li>• Several paragraphs of direct copying without acknowledging the source (including one's own previously submitted work on another assignment)</li> <li>• Several paragraphs of unacknowledged paraphrasing of another person's thoughts, ideas or text.</li> <li>• An assignment that has been translated into English by another person</li> <li>• An assignment that has been edited by another person</li> <li>• Deliberately submitting the same piece of work for assessment for more than one assignment.</li> <li>• Collusion</li> <li>• Repeated Minor Misconduct, particularly if the student has been previously reprimanded.</li> </ul>	<ul style="list-style-type: none"> <li>• The student's behaviour appears intentional but on a small scale</li> <li>• The student's behaviour will not have a significant impact on their final award</li> </ul>	<ul style="list-style-type: none"> <li>• Normally a mark of <b>P for that module</b> with the opportunity to <b>resubmit the affected component</b>. Resubmitted <b>component</b> will be capped at 16 if passed.</li> <li>• Where the student has already been given the opportunity to resubmit a failed component, the Board will normally, subject to Programme Regulations, award <b>P for the module</b> with the opportunity to <b>repeat the module, or an alternative</b>. All repeat, or alternative modules will be capped at 16 and charged full fees.</li> <li>• Warning that further offences will have serious consequences for final qualification</li> </ul>

Category	Examples	Key Indicators	Action
CATEGORY C Serious Misconduct	<ul style="list-style-type: none"> <li>• Large sections of unacknowledged paraphrasing of another person’s ideas or text</li> <li>• Presentation of the work of other students without acknowledgement</li> <li>• Presentation of the work of commercial or industry practitioners without acknowledgement</li> <li>• Deliberate falsifying of data or using another person’s work without permission</li> <li>• Breach of Examination Room rules</li> <li>• Conspiring or colluding with others to commit any of the above</li> <li>• Repeated Moderate and/or Serious Misconduct, particularly if the student has been previously reprimanded</li> <li>• False declarations in order to receive special consideration by Assessment Boards, including deferrals and requests for exemption from work.</li> </ul>	<ul style="list-style-type: none"> <li>• The student’s behaviour appears intentional and on a significant scale</li> <li>• The student has intended to deceive the person marking the work</li> <li>• The student would benefit substantially from the offence</li> <li>• The student’s behaviour would significantly compromise the integrity of the University’s awards</li> <li>• The student may have been warned and/or reprimanded for previous attempts to deceive.</li> </ul>	<ul style="list-style-type: none"> <li>• Normally a mark of P <b>for that module</b> with the opportunity to resubmit the component. The <b>module will be capped at 16</b> if the resubmission is passed.</li> <li>• Where the student has already been given the opportunity to resubmit, or for substantial plagiarism in a project or dissertation, the Board will normally, subject to Programme Regulations, award P <b>for the module</b> with the opportunity to <b>repeat the module, or an alternative</b>. All repeat, or alternative modules will be capped at 16 and charged full fees</li> </ul> <p><i>Or, for the most serious misconduct:</i></p> <ul style="list-style-type: none"> <li>• A mark of P for all modules at that level/stage with the opportunity to repeat the Level/stage. All repeat modules will be capped at 16 and charged full fees.</li> <li>• Exceptionally, the Board may, at its discretion and for reasonable cause, decide that a candidate may not be reassessed.</li> </ul>
CATEGORY D Gross Misconduct	<ul style="list-style-type: none"> <li>• Submitting an assignment purchased or downloaded from the internet.</li> <li>• Substantial plagiarism in a postgraduate dissertation</li> <li>• Commissioning another person to produce a piece of work.</li> <li>• Theft of the work of other students</li> <li>• Theft of the work of commercial or industry practitioners</li> <li>• Copyright Theft</li> <li>• Fraud, including impersonation and misrepresentation of identity</li> <li>• Acts of Violence or vandalism</li> <li>• Breach of Examination Room Rules</li> <li>• Conspiring or colluding with others to commit any of the above</li> <li>• Repeated Serious Misconduct, particularly if the student has been previously reprimanded</li> </ul>	<ul style="list-style-type: none"> <li>• The student’s behaviour appears intentional and on a significant scale</li> <li>• The student has intended to deceive the person marking the work</li> <li>• The student would benefit substantially from the offence</li> <li>• The student’s behaviour would significantly compromise the integrity of the University’s awards</li> <li>• The student may have been warned and/or reprimanded for previous attempts to deceive.</li> </ul>	<ul style="list-style-type: none"> <li>• A mark of P for that module and repeat Module with new registration, capped at 16 and full fee payable</li> <li>• Award exit qualification with no opportunity for resit</li> <li>• Expulsion</li> <li>• Revoking a previously awarded degree</li> </ul>

Note: All cases will sit on a sliding scale 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 result the examples given should be used as a guide to help staff identify procedures, but there will always be an element of academic judgement in determining the level of misconduct and the appropriate action to take.

**F6 Monitoring and Review**

A record of all proven academic misconduct cases will be sent to the Heads of Department and Deans of School/Faculty on a monthly basis in order to allow them to identify and take action on any areas of concern. An annual Report on Academic Misconduct will be received by Assurance Committee.

**F7 Policy and Procedures**

The Academic Integrity and Misconduct Policy and Procedures document sets out further guidance on the principles and procedures for consideration of a breach of Academic Integrity at <https://www.mdx.ac.uk/about-us/policies/public-policy-statements>. The Policy includes the processes and procedures for consideration of a suspected breach of academic integrity, including definitions of what constitutes academic misconduct and who assesses the evidence and who determines the outcome based on the categories and penalties found in F5.