

# PA5. Academic Misconduct Policy

## 1. Introduction

The basic principle underlying the preparation of any piece of academic work is that the work submitted must be original work. Plagiarism and collusion are not allowed because they go against this principle. Please note that the rules about plagiarism and collusion apply to all assessed and non-assessed work, including essays, experimental results, computer code etc. When preparing essays, dissertations, projects or other work, students will read widely and become familiar with the work of others. Cutting and pasting from academic papers, books, websites etc. would be considered unacceptable. Students should ensure that the materials they prepare for submission will be accepted as their own original work.

Members of staff who assess students' work are interested in students' understanding of an idea, therefore students should use their own words to demonstrate understanding. The selective quoting of material from books and articles is permissible, but the material must always be attributed to its sources by means of quotation marks. In assessed essays/reports, citations to the author of the original text will be required, as well as a reference list (or bibliography where appropriate) that provides full references of all the material used (or consulted respectively). Specific guidelines on how students should ethically refer to other people's work and how to avoid plagiarism and collusion are presented in tutorial sessions, handbooks or special classes distributed and conducted for this reason. Finally, students are warned about plagiarism in the coursework handouts and are obliged to sign the plagiarism declaration in the cover page of each submission.

These are the formal definitions which should be used in information and documentation provided to students (see Appendix A):

1. **Plagiarism** (either intentional or unintentional) is the using of ideas or work of another person (including experts and fellow or former students) and submitting them as your own. It is considered dishonest and unprofessional. Plagiarism may take the form of cutting and pasting, taking or closely paraphrasing ideas, passages, sections, sentences, paragraphs, drawings, graphs and other graphical material from books, articles, internet sites or any other source and submitting them for assessment without appropriate acknowledgement.
2. **Collusion** is where two or more students work together to produce a piece of work, all or part of which is then submitted by each of them as their own individual work. This includes passing on work in any format to another student. Collusion does not occur where students involved in group work are encouraged to work together to produce a single piece of work as part of the assessment process.
3. **Submitting bought or commissioned work** (for example from internet sites, essay "banks" or "mills") is an extremely serious form of plagiarism. This may take the form of buying or commissioning either the whole piece of work or part of it and implies a clear intention to deceive the examiners. The University also takes an extremely serious view of any student who sells, offers to sell or passes on their own assessed work to other students.
4. **Double submission (or self plagiarism)** is resubmitting previously submitted work on one or more occasions (without proper acknowledgement). This may take the form of copying either the whole piece of work or part of it. Normally credit will already have been given for this work.

5. **Fabrication of submitting work** (for example, practical or laboratory work) any part of which is untrue, made up, falsified or fabricated in any way. This is regarded as fraudulent and dishonest.
6. **Facilitating the use of unfair means** is where any student assists a fellow student in using any of the forms of unfair means defined above, for example in submitting bought or commissioned work.
7. **Submitting work generated by any type of language processing and language generation AI model.** This applies both to the case that the whole piece of submitted work is generated by an AI model and also to the case that any part of the work is generated by an AI model.

All the above cases of using unfair means are strictly forbidden. Students are warned in Student Handbooks and elsewhere that the piece of work affected may be given a fail grade or a grade of zero, which in some cases will entail failure in the examination for the relevant module or degree. The student may also be referred to the Departmental Discipline Panel or the CITY ULE Discipline Committee. Penalties imposed are described later in this document.

The Departments possess a very powerful tool, TurnItIn (<http://www.turnitin.com>), that identifies and prevents plagiarism and collusion. All students' work should be submitted electronically to TurnItIn, otherwise it will not be marked. Specific guidelines on how to use TurnItIn are given in the coursework handouts.

## 2. Guidelines to deal with Plagiarism and Collusion Cases for Open Assessment Components

The CITY ULE Education Committee recommends that plagiarism be dealt with by the same procedures by all Departments across the CITY ULE. We can broadly identify two types of unfair means:

### **Type A:** Examples:

- the use of unfair means is not extensive, e.g. poor referencing, seemingly genuine mistakes, limited copy-paste (low percentage in turnitin report excluding references), rather extensive quotations, improper paraphrasing, undue haste or academic inexperience;
- genuine cultural issues appear to be involved and where there is any doubt that the student has fully understood what constitutes unfair means;
- the piece of work is a minor assessed component of the module;
- self-plagiarism.

### **Type B:** Examples:

- extensive use of unfair means, irrespective of any cultural issues, e.g. lack or improper referencing in large parts, extensive copy-paste (high percentage in turnitin report excluding references), extensive quotations, no paraphrasing;
- the piece of work is a major assessed component of the module;
- there appears to be a clear intent to deceive (e.g. the assignment has been bought or commissioned, deliberate attempts have been made to disguise the plagiarism or the results of an experiment/data set case study have been falsified or fabricated);
- the student has shown elements of dishonesty (e.g. collusion where one or other party denies using unfair means and it is not clear where the responsibility lies, taking and

copying an assignment from another student without their knowledge, has attempted to put the blame on another student or has not cooperated with the investigation);

In all cases there should be an investigation taking place before any action is taken (it may include **an interview or a viva oral examination** with the student), in order to identify the reasons for unfair means.

Type & Number of incidents	Grade awarded to submitted work / Actions	Opportunity to rewrite and resubmit	Revised grade after resubmission	Notes
<b>Stages 1 and 2 UG</b>				
A1	Fail grade below compensation level <sup>1</sup>	Yes <sup>2</sup>	Full grade	Module leader decision after consultation with HoD and/or Academic Director
A2	Fail grade below compensation level	Yes	Maximum bare pass	
B1	Fail grade below compensation level	Yes	Maximum bare pass	
B2	Fail grade below compensation level	No		
A3 or B3	Meeting of the Departmental Discipline panel with more severe penalties, e.g.: submitted work is awarded any grade between 0 or any lower grade of 11 grades below the bare pass and/or denial of references and/or overall module grade capped at compensation level and/or no consideration and/or no application of discretion in marginal cases for degree classification, etc. with no right to resubmit. Formal dismissal warning. Incident recorded on transcript.			Departmental decision
A4 or B4	Meeting of the CITY ULE Discipline Committee (see Regulations)			CITY ULE decision
<b>Stage 3 and PGT (including Final Year Project and PGT Dissertation/ISM)</b>				
A1	Fail grade below compensation level	Yes	Full grade	Module leader decision after consultation with HoD and/or Academic Director
B1	Fail grade below compensation level	Yes	Maximum bare pass	
A2 or B2	Meeting of the Departmental Discipline panel with more severe penalties, e.g.: submitted work is awarded any grade between 0 or any lower grade of 11 grades below the bare pass and/or denial of references and/or overall module grade capped at compensation level and/or no consideration and/or no application of discretion in marginal cases for degree classification, etc. with no right to resubmit. Formal dismissal warning. Incident recorded on transcript.			Departmental decision
A3 or B3	Meeting of the CITY ULE Discipline Committee (see Regulations)			CITY ULE decision

For A1, A2, B1, B2 the following additional actions should be taken:

- Explanations to student about the unfair means used in the submitted piece of work
- Clear guidance (orally and in written, e.g. email) on ways to avoid unfair means
- Email on actions to be taken on a future subsequent incident. Standardised letters should be sent by email.

<sup>1</sup> Bare pass grade minus 11 or the originally awarded grade (whatever is smaller).

<sup>2</sup> If time does not allow resubmission (e.g. offense at the end of the semester period and close to examination boards), then the student is not considered for progression until the next occasion (e.g. September scrutiny panel), i.e. deferred.

### 3. Guidelines to deal with unfair means cases in Unseen (Closed) Assessment Components

#### Type C:

- The student uses unfair means during unseen (closed) assessment components, e.g. assessed lab, quiz, unseen examinations etc.

In all cases there should be an investigation taking place before any action is taken (it may include **an interview or a viva oral examination** with the student), in order to identify the reasons for unfair means.

Type & Number of incidents	Grade awarded to submitted work / Actions	Opportunity to resit	Revised grade after resit	Notes
<b>All Stages and PGT</b>				
C1	Fail grade below compensation level	No		Module leader decision after consultation with HoD and/or Academic Director
C2	Meeting of the Departmental Discipline panel with more severe penalties, e.g.: submitted work is awarded any grade between 0 or any lower grade of 11 grades below the bare pass and/or denial of references and/or overall module grade capped at compensation level and/or no consideration and/or no application of discretion in marginal cases for degree classification, etc. Formal dismissal warning. Incident recorded on transcript.			Departmental decision
C3	Meeting of the CITY ULE Discipline Committee (see Regulations)			CITY ULE decision

### 4. Record Keeping

A shared record is maintained at CITY ULE level, probably in google drive (google form), recording student id, name, date, type, incident, module, penalty imposed, warning emails issued etc (see Appendix B). The form must be accessible (read permission only) by any member of staff.

It is a good practice that the plagiarism type as well as the penalty imposed is also recorded in the Student Information System as Notes in the specific Gradebook when the lecturer inputs the grades for a module.

# Appendix A: Definitions

## Plagiarism

- If a student submits a piece of work produced by others, or copied from another source, this is plagiarism.
- If a student produces a piece of work which includes sections taken from other authors without attribution, this is plagiarism. The length of the copied section is not relevant, since any act of plagiarism offends against the general principle set out above. When copying sections from other authors it is not sufficient simply to list the source in the bibliography.
- The selective quoting of material from books and articles is permissible, but the material must always be attributed to its sources, both within the text and within a bibliography. However, in general, extensive use would not be acceptable, even if acknowledged.
- If a student paraphrases from another source without the appropriate attribution, this is plagiarism. Paraphrasing should use a student's own words to demonstrate an understanding and accurately convey the meaning of the original work, and should not merely reorder or change a few words or phrases of the existing text.
- If a student copies from or resubmits his or her own previous work for another assignment, this is self-plagiarism, and is not acceptable.

## Collusion

- If a student gets someone else to compose the whole or part of any piece of work, this is collusion.
- If a student copies the whole or part of someone else's piece of work with the knowledge and consent of the latter, then this is collusion.
- If a student allows another student to copy material, knowing that it will subsequently be presented as that student's own work, then this is collusion.
- If two or more students work on an assignment together, produce an agreed piece of work and then copy it up for individual submission, then this is collusion. When producing a piece of work arising out of groupwork, students should seek the advice of the tutor setting the assigned work regarding the acceptable limits of collaboration.

## Appendix B: Record Keeping

It is suggested that the CITY ULE global record is a google spreadsheet with data gathered from google form that contains the following:

- Student ID
- Student Name and Surname
- Programme
- Module in which the incident occurred
- Module leader
- Case of unfair means (e.g. plagiarism, collusion, falsification etc)
- Type of unfair means (A, B)
- Repetition of incident
- Date of incident
- Actions taken
- Date of action
- Emails of people who should be notified
- Confirmation of programme lead is informed
- Name of person who entered the data (automatic email sent)
- Other Notes