

Academic Integrity at the University of Chester



It takes hard work, dedication and determination to achieve a degree from the University of Chester.

Because of this, the University works hard to ensure that your efforts are properly recognised. We make sure that employers and the public can have confidence that the qualification you are working towards is of the highest quality, and accurately reflects the knowledge and skills you have gained during your time at the University.



Students also have a vital role to play in safeguarding the value of the University's awards by acting honestly, respectfully and fairly when they're being assessed: in other words, by upholding academic integrity. To support this, the University has introduced a new Academic Integrity Policy and a copy is included with this letter. The central message of the policy is that students should do nothing that has the potential to give them an unfair advantage over their class mates when being assessed.

The Academic Integrity Policy sets out the key principles which underpin the University's approach. By adhering to these you will be helping to ensure that the awards the University makes continue to be recognised for their high quality and that our graduates remain highly sought after in the jobs market. By acting honestly when completing assessments, you will ensure that the award you leave with is a true reflection of your ability and the efforts you have made during your studies. By adhering to the principles of academic integrity, you are showing respect towards yourself, your fellow students and everyone who graduates from the University of Chester. By undertaking your assessments fairly, you're playing your part in protecting the value of the University's qualifications by ensuring that all students have an equal chance to succeed.

The University will always protect your interests by ensuring that any student found to have breached academic integrity doesn't benefit from doing so. But we will always act fairly and proportionately. We undertake to provide support and guidance to help students maintain academic integrity and where students act in good faith, the University will give them opportunities to develop good academic practice before penalising them.

Canon Professor Tim Wheeler DL
Vice-Chancellor, University of Chester.

Ben France
President, Chester Students' Union.

If you have any questions about the University's Academic Integrity Policy or if you want to learn more about what it means for you, ask your PAT for help. Alternatively, you can email academicintegrity@chester.ac.uk for more information.

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The University of Chester values its students' contribution to the necessary quality of its academic standards and awards by adhering to the principles of academic integrity and fair play in assessment.

These standards are upheld when students, completing work for assessment, act honestly and take responsibility for the fair presentation of the contents of any work they produce for assessment. This means that students will do nothing that has the potential for them to gain an unfair advantage in assessment.

1. Maintaining Academic Integrity

1.1. In order to adhere to the University's definition of academic integrity, students are expected to abide by the following conventions when completing work for assessment:

1.1.1. Acknowledge all sources of information, knowledge and ideas used when completing work for assessment by consistently and correctly using an acceptable referencing system.

1.1.2. Produce work that is the product of their own, individual efforts. An exception to this is where an assignment brief specifically requires a single piece of work be submitted on behalf of a group of students.

1.1.3. Declare when they have used work before in a previous assessment (whether successful or not) using an acceptable referencing system.

1.1.4. Present accurate information and data that has been obtained appropriately and which is a fair representation of their own endeavours, knowledge and understanding.

1.1.5. Adhere to and comply with all applicable regulatory, legal and professional obligations and ethical requirements therein.

1.2. The University will make information on how to maintain academic integrity available to students in ways that are appropriate and accessible. However, at all times, it is the sole responsibility of the student to act in a way that is consistent with the Academic Integrity Policy and to seek advice and guidance if they are unclear.

2. Breaches of Academic Integrity

2.1. A student will be regarded as being in breach of the Academic Integrity Policy if they act or behave in a manner that is inconsistent with the University's general definition of academic integrity or the specific statements given in 1.1.

2.2. A breach of the Academic Integrity Policy may occur when a student knowingly acts in a way that is contrary to the policy or does so inadvertently by means of careless scholarship. Inexperience, intention, lack of intention or unfamiliarity with the Academic Integrity Policy will not be regarded as a defence in the event that the policy is breached.

2.3. Any breach of the Academic Integrity Policy will be categorised as either unacceptable academic practice or academic misconduct. These are dealt with in different ways according to the procedure described in Handbook F, Section 6 of the Quality and Standards Manual.

2.4. Examples of unacceptable academic practice:

2.4.1. Plagiarism: the use of ideas, intellectual property or work of others without acknowledgement or, where relevant, permission.

2.4.2. Reuse of previously submitted material: the use of work, without appropriate referencing, that has been submitted for



assessment, whether successful or not, by the same student in this University or any other institution. This will not apply where a student is making a resubmission for the same assessment component in the same module, unless specifically prohibited in the assessment information.

2.4.3. Collusion: the unauthorised collaboration between two or more students resulting in the submission of work that is unreasonably similar, but which is submitted as being the product of the submitting student's individual efforts.

2.5. Examples of academic misconduct include:

2.5.1. Commissioning: engaging another person or organisation to complete or undertake an assessment, whether a financial transaction has taken place or not.

2.5.2. Falsification: the presentation of fictitious or distorted documents, data, evidence or any other material, including submitting the work of another person as if it is their own. This includes the submission of false evidence in an application to the Mitigating Circumstances Board or to the Academic Appeals Board.

2.5.3. Research misconduct: failure to obtain ethical approval for a research project or failure to comply with regulatory, legal and professional obligations for research projects.

2.5.4. Cheating: any action before, during or after an assessment or examination which has the potential for the student to gain an unfair advantage in assessment or assists another student to do so. This includes failure to adhere to the examination regulations.

2.6. These lists are not exhaustive and the Academic Integrity Policy might be breached in ways not specifically referred to here.

2.7. The University will take steps to detect potential breaches of the Academic Integrity Policy which might not be immediately apparent when work is marked anonymously. Following completion of the marking process, once marks have been de-anonymised, the Chair of the Module Assessment Board might authorise a viva voce. The purpose of this will be to confirm the authenticity of the work that has been submitted.

2.8. Suspected breaches of the Academic Integrity Policy will be initially investigated by the relevant Chair of the Module Assessment Board in accordance with the procedure described in Handbook F, Section 6 of the Quality and Standards Manual.

2.9. Except in the case of unacceptable academic practice by students studying at Level 3 or Level 4, a breach of the Academic Integrity Policy can only be confirmed by the Academic Integrity Review Panel or its subgroup.

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DO NOT USE

To support students to develop good academic practice, the University has created a Moodle module on Academic Integrity. It can be found by going to <https://portal.chester.ac.uk/aqs> and following the link to the Academic Integrity Resources.

If you have any questions about the University's Academic Integrity Policy or if you want to learn more about what it means for you, ask your PAT for help. Alternatively, you can email academicintegrity@chester.ac.uk for more information.