



University of
Chester

**Student Guide to the Academic
Integrity Policy**

Why academic integrity matters

- An award from the University of Chester is valuable: employers and the public need to have confidence that the award represents the true knowledge and ability of the person holding it
- Students have a right to expect fairness: marks and credit are only awarded for hard work
- Respect for the work of others: giving people credit for their work is important

The Academic Integrity Policy

portal.chester.ac.uk/aqss

- This short policy is split into two parts:
 - Part one: sets out five key principles of academic integrity
 - Part two: explains how academic integrity can be breached
- You can access the policy online via Portal
- All students must abide by the policy when completing assessments

Fairness to yourself and others

The University has a responsibility to ensure that every student has an equal opportunity to be successful. We expect you to play your part in this by adhering to the Academic Integrity Policy. This says that students **will do nothing that has the potential for them to gain an unfair advantage in assessment.**

Five principles of Academic Integrity

The Academic Integrity Policy sets out five key principles. All students are expected to abide by these principles every time they complete work for assessment.

By adhering to these principles you are showing respect for your own work and that of all other students at the University of Chester.

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

- Show off your research
 - Use **quotation marks** when you're repeating the words of others from books, journals, the internet etc.
 - If you **paraphrase**, make sure the words you use are substantially different to your original sources
 - Always show your sources of information by providing a suitable **reference**
- Don't rush into your work. If you do, you're more likely to make costly mistakes
- If you're unsure, seek help BEFORE you submit your work

- 2. Produce work that is a product of your own individual efforts unless an assignment brief specifically requires a single piece of work be submitted on behalf of a group of students.**
- Talking to others about your work is a great way to get new perspectives and to share thoughts and ideas. But make sure you write your assignments alone and in your own words.
 - NEVER be tempted to get someone else to complete an assignment for you. Have confidence in your own ability and complete the work yourself.
 - Don't copy work from other people. Remember that the value of the University's awards relies on students obtaining marks and credit fairly.

3. Declare where work has been used before in a previous assessment (whether successful or not) using an acceptable referencing system.

- Produce a new piece of work for each assessment you're asked to complete; even if you think that the assignment brief is similar.
- If you think that some of your previous work is relevant, only incorporate parts that are essential. Show that you've done this by using quotation marks and referencing yourself.
- If you have reassessments to complete, you will sometimes be allowed to modify and improve work that you have already submitted **in that module only**. You should always check with your tutors first.

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

- Find your own voice and show off your knowledge, understanding, thoughts and ideas. Where you refer to the work of others, give them credit by referencing.
- Don't take shortcuts. Do your own research, gather your own data and reflect that information accurately and appropriately. If things don't go according to plan, talk to your tutors about how to deal with that in your assessment.
- Never be tempted to take the work of others or allow someone else to make alterations to your work.

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

- Always follow the assignment brief you are given carefully. Abide by the information it provides and follow the University's regulations on assessment.
- If your work needs ethical approval it is your responsibility to obtain that and to follow by any conditions imposed. Your tutors will be able to help you if you are unsure.
- Maintain the highest standards of behaviour, act with honesty and integrity and do nothing that has the potential for you to gain an unfair advantage over other students.

Protecting your degree

The value of your award will depend on all students obtaining marks and academic credit fairly. The University will:

- Do its best to support students to develop good academic practice
- Take action where a student is suspected of having breached academic integrity
- Make sure that no student can gain an advantage by breaching academic integrity

Breaches of Academic Integrity

Unacceptable academic practice

- Plagiarism
- Reuse of previously submitted material
- Collusion

Academic misconduct

- Commissioning
- Falsification
- Research misconduct
- Breaching exam regs
- Cheating / dishonesty

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Unacceptable academic practice

- Initially regarded as a mistake/oversight
- Can be remedied by further learning
- Sources of support available to assist
- Reduced penalty if student uses support
- In some cases, marks can still be awarded for those parts of work that have been produced fairly

Academic misconduct

- Behaviour is dishonest, grossly negligent and/or reckless
- Presents a clear threat to the University's academic standards
- No marks awarded
- Penalties can be severe

Three stage process

If a piece of work is suspected of breaching the Academic Integrity Policy, the student will be asked to take part in this process (there are slight differences for students at Level 3 and Level 4)

Detection

- Where a tutor believes that a piece of work is in breach of the Academic Integrity Policy, they must report this to the Head of Department (or equivalent)

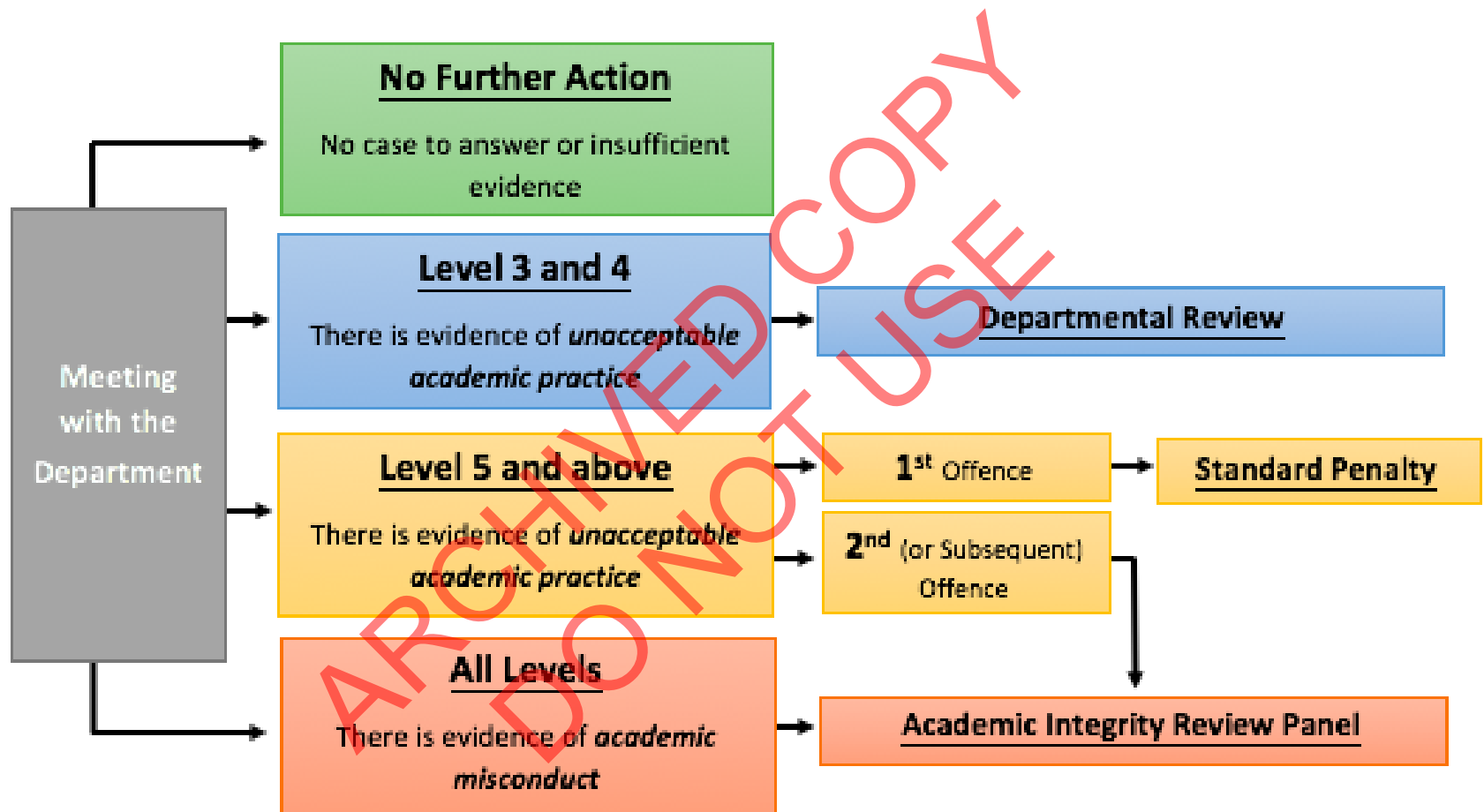
Investigation

- The Head of Department (or nominee) decides whether to call the student in to investigate the matter further. They will decide if the student has a case to answer.

Decision

- The Academic Integrity Review Panel receives cases from the Head of Department and makes the final decision about whether the Academic Policy has been breached and what penalty to apply.

Outcome of department investigation



Level 3 and Level 4

For cases of unacceptable academic practice only

- The Head of Department is entitled to decide that work breaches the Academic Integrity Policy by unacceptable academic practice.
- The student won't need to attend a hearing of the Panel.
- The student can request an independent review.
- The work will still be marked, but the mark will reflect the breach of academic integrity. This means that the mark will normally be much lower than it otherwise would have been.
- The student will be given help, advice and support to improve their academic practice to avoid future problems.

Level 5 and higher

For cases of unacceptable academic practice only

- Where this happens for the first time, in most cases, the student won't need to attend a hearing of the Panel.
- The student will be given the opportunity to develop good academic practice by completing the online Academic Integrity Course.
- If the student successfully completes the Academic Integrity Course, they will be entitled to a mark for their work. The mark will reflect the breach of academic integrity. This means that it will normally be much lower than it otherwise would have been.
- Penalties become more severe if the same or similar mistakes are repeated in future.

Other allegations

Second and subsequent allegations of unacceptable academic practice at Level 5 and higher and ALL allegations of academic misconduct

- The student will be asked to attend a hearing of the Academic Integrity Review Panel to explain their actions.
- The Head of Department (or nominee) will usually be present to outline how they think the student has breached the Academic Integrity Policy.
- If the Academic Integrity Review Panel decide that there has been a breach of academic integrity, it will apply a penalty. The penalty will depend on the nature of the case, but can be very severe.

Recap

- The Academic Integrity Policy and further information can be found by going to portal.chester.ac.uk/aqss and clicking on 'Academic Integrity'
- It's important to remember the five principles of academic integrity: if you adhere to those, you're playing your part in protecting the value of the University's awards
- If you're unsure about anything relating to academic integrity, especially how to reference correctly, speak to your tutors, your PAT, get in touch with Study Skills and check our online resources