# ACADEMIC INTEGRITY POLICY

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# Institutional oversight

The Student Conduct Regulations have been approved by Senate. The regulations will be kept under regular review to ensure they continue both to support internal processes to function efficiently and effectively, and to fully meet the requirements of the revised UK Quality Code for Higher Education and OIA Good Practice Framework, disciplinary procedures. The expectations and practices noted in the supporting advice and guidance on Concerns, Complaints and Appeals, and Enabling Student Achievement, being particularly relevant:

| Expectations for quality |
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| Courses are well-designed, provide a high-quality academic experience for all students and enable a student's achievement to be reliably assessed. |
| From admission through to completion, all students are provided with the support that they need to succeed in and benefit from higher education |
| **Core practices for quality** |
| The provider has sufficient appropriately qualified and skilled staff to deliver a high-quality academic experience. |
| The provider has sufficient and appropriate facilities, learning resources and student support services to deliver a high-quality academic experience. |
| The provider supports all students to achieve successful academic and professional outcomes. |
| The provider designs and/or delivers high-quality courses. |
| The provider actively engages students, individually and collectively, in the quality of their education experience. |
| The provider has fair and transparent procedures for handling complaints and appeals which are accessible to all students. |
| **Common practices for quality** |
| The provider reviews its core practices for quality regularly and uses the outcomes to drive improvement and enhancement |

From 1 August 2019, the academic integrity policy provides a framework for the management of academic misconduct. The purpose of the policy and associated procedures is to ensure that Cardiff University can discharge effectively its responsibilities to all students and address any concerns raised, fairly and effectively.

# Academic Integrity Policy

**Introduction**

1.1     The University has fundamental core values that we expect students to abide by in their academic work. These include integrity, honesty, openness, rigour, accountability, care, and respect. It is essential to the functioning of our academic community that students behave in a way that is consistent with these core values in all aspects of study and research. A student is expected to maintain high standards of academic practice and not engage in academic misconduct.

1.2     The relevant Academic Misconduct Procedure will be applied to any student where concerns are raised that they have not followed the appropriate academic procedures or standards, and are alleged to have engaged in academic misconduct.

1.3     The Head of School is responsible for ensuring that all students are advised of good and poor academic practice, and of the consequences if a student is found to have sought to gain an unfair advantage in any assessment or in the conduct of academic work.

2.      **Definition of Academic Misconduct**

2.1     When your action(s) or inaction(s) raises a concern that you might be engaging in academic misconduct, this will be investigated as a breach of academic integrity. Academic misconduct can take place irrespective of whether your actions or inactions were intended to gain an unfair advantage or not. Academic misconduct includes, but is not limited to the following:

    .1     Plagiarism: the use of someone else's words, ideas, intellectual property, or work, without proper acknowledgment by use of correct referencing conventions, or necessary permissions. Words or ideas may include: text (including paraphrasing), diagrams, formulae, software.

    .2     Self-plagiarism: when work is reproduced or re-presented for assessment when it has already been part of another assessment. This includes work on your current programme of study or a previous programme of study at the University or at another educational institution.

    .3     External writing service: the use of an external writing service, for example essay banks, essay mills, ghost writers, or any external essay/thesis writing service, in place of or in addition to your own writing.

    .4     Collusion: presenting work as your own when it has been produced by, or with, someone else, or allowing work to be submitted in someone else's name.

.5      Examination misconduct: any action in an examination venue which is against examination rules and/or which may lead to an unfair advantage over other students. This may include bringing unauthorised materials or items into an examination, copying the responses of another student, communicating with any person other than the examination invigilator in an examination by speaking, text, telephone, gestures or on any other platform, impersonating another student, or allowing yourself to be impersonated.

.6      Any attempt to gain an unfair advantage in an assessment.

.7      Dishonesty: when information or actions that are not true or authentic are presented or there is deliberate deception

## 3.    Definition of Academic Misconduct in Research

3.1    All students taking part in research are expected to observe the highest standards of professional behaviour, rigour and integrity in conducting and presenting their research. It is the responsibility of students undertaking research to be aware of their commitments and the expectations of the University in this regard, as outlined in the Research Integrity and Governance Code of Practice. Contraventions of the Research Integrity and Governance Code of Practice may amount to academic misconduct. Students should also comply with the expectations and requirements of funding and regulatory bodies, sponsors and relevant legislation, including research ethics requirements.

3.2    In addition to relevant examples of academic misconduct listed above (plagiarism, collusion), research misconduct encompasses, but is not limited to, the following:

- Fabrication - includes the creation of false data or other aspects of research, including documentation and participant consent.

- Falsification - includes the inappropriate manipulation and/or selection of data, imagery, research processes, materials and/or consents. This includes changing or omitting data or results so that the research is not accurately represented in the research record.

- Misrepresentation of:
  - **Data** - including suppression of relevant results/data or knowingly, recklessly or negligently presenting a flawed interpretation of data
  - **Involvement** - including inappropriate claims to authorship or attribution of work and denial of authorship/attribution to persons who have made an appropriate contribution
  - **Interests** - including failure to declare a conflict of interest/a competing interest, qualifications, experience and/or credentials of publication history, including undisclosed duplication of publication

- Mismanagement or inadequate preservation of data and/or primary materials – non-compliance with University and/or funders' requirements for the management or preservation of data and/or primary material.

- Failure to meet legal, ethical, or professional requirements, including:
  - not observing legal, ethical and other requirements for human research participants, animal subjects, or human organs or tissue used in research, or for the protection of the environment (including a failure to obtain appropriate ethical review/commencing human research without having first obtained a favourable ethical opinion (where such an opinion was required))
  - breach of duty of care for humans involved in research whether deliberately, recklessly or negligently, including failure to obtain appropriate informed consent (where required)
  - misuse of personal data, failure to ensure the proper handling of privileged or private information on individuals collected during the research.

3.3 Any misconduct during research activity that is not dealt with by the relevant Academic Misconduct Procedure will be dealt with under the Student Conduct Procedure or, where the individual concerned is a staff candidate, the Procedures for Dealing with Allegations of Misconduct in Academic Research.

3.4 Honest errors and differences in, for example, interpretations do not constitute research misconduct. Similarly, it does not include what is no more than academically poor research.

4. **How to Maintain Academic Integrity and Avoid Academic Misconduct**

4.1 The University has guidance on the intranet and Learning Central about appropriate academic conduct. If you have questions about the meaning of academic misconduct, you should speak to your personal tutor, module leader, or supervisor.

4.2 Students are advised to take care with academic working practices:

   .1 Seeking help from others or helping others: you are encouraged to discuss and share ideas and information as part of your studies. However, students who assist others to commit academic misconduct whether or not for payment (e.g. giving another student the opportunity to copy part or all of a piece of work, providing copies of assessments, or providing bespoke work for assignments to another student) will be subject to the same sanctions as those who submit the assessment. As a student, you are personally responsible for ensuring that you protect your own work, submit it yourself and do not allow other students to use your work.

.2 Referencing: you will be given information on good academic assessment practice in your programme handbooks and will be informed of where to access study skills and how to reference correctly. Postgraduate research students can seek advice on appropriate referencing from their supervisor.

.3 Use of non-medical helpers: you may have a person allocated to help you with your studies as a reasonable adjustment through the Disability & Dyslexia Service. They will be trained to help you and will understand the boundaries of the help they are able to provide. You should discuss the ways in which you will work together at the beginning of your working relationship, but the helper will not assist you with the academic content of your work.

.4 Supervision: if you are studying on a research programme, your supervisor(s) will be expert in their field and will be able to guide you in the development of your research including what constitutes good research practice. As a student you will be expected to conduct your academic work honestly and with integrity.