

## Academic Honesty & Integrity Policy

### Expectations

Studying at King's is challenging, rewarding and a place of respect and integrity. We expect all staff and students to embrace the values of the academic community. Students can reflect this by producing assessments in which the work submitted cites the correct sources and is the student's own work. Students are expected to take responsibility for their academic work and to comply with the university's standards and requirements. Help to gain an understanding of the expectations of the academic community is widely available and students are encouraged to make use of a variety of resources (see end of this document). Students who fail to take responsibility for their academic work are undermining the fundamental values of the academic community to which they belong.

### Academic Standards

It is understood that for some students the cultural shift to university is significant and the university reminds students that they must take responsibility to familiarise themselves with, and abide by, the rules, regulations and ethical standards that are associated with a university education at King's. Students at King's are part of an academic community that values trust, fairness and respect and actively encourages students to act with honesty and integrity.

### Academic Judgement

Academic judgement is a judgement that is made about a matter where only the opinion of an academic expert is sufficient.<sup>1</sup> Academic judgement is developed over time and is defined by disciplinary expertise in teaching, learning and assessment in a university setting. Academic members of staff at King's have significant knowledge and expertise in detecting acts of academic misconduct. The majority of students embrace and respect the values of their academic community but there is a small minority who may try to gain an unfair advantage by cheating. An unfair advantage is one that is not available to all students within the confines of a coursework assignment, such as purchasing essays or using prohibited materials.

Academic staff may call upon the electronic software '[TurnitinUK](#)' or other means to assist them in the process of matching text to the original source. Academic judgement combined with the detection software is considered to be a successful way to ensure that acts of academic misconduct seldom go undetected.

### Academic Misconduct

Academic misconduct at King's is categorised into three areas: plagiarism, collusion and cheating through deception and fraud. It is university policy that all allegations of academic misconduct will be thoroughly investigated and may result in action being taken under the university's [Misconduct Regulations](#). If a charge of academic misconduct is upheld the penalties range from a formal warning to expulsion, depending on the severity of the act or if it is a repeat offence.

### Different types of Plagiarism

When submitting summative work<sup>2</sup> as part of the requirements for a modular (examination or coursework assignment) assessment as part of a degree programme, credit-bearing short- course or period of study off campus/abroad that counts towards a degree, it is university policy that this work

---

<sup>1</sup> Definition according to the Office of the Independent Adjudicator (OIA) found at <http://www.oiahe.org.uk/glossary.aspx>

<sup>2</sup> The university's regulations are concerned with summative assessment. Summative assessment is where the mark contributes to the final degree classification as opposed to formative assessment, which summarises the participants' development at a particular time, but does not contribute marks towards the overall award. Misconduct identified as part of formative assessment should be dealt with by the department/faculty.

should be expressed in the student's own words and incorporate their own ideas and judgments.

### **Plagiarism:**

Plagiarism is the most common form of academic misconduct, and may arise intentionally or otherwise (e.g. through negligence, poor scholarship or lack of understanding). At King's plagiarism is defined as the taking of another person's thoughts, words, results, judgements, ideas, images etc, and presenting them as your own.

#### **Examples of plagiarism include but are not limited to:**

- *Copying*: a student should not copy someone else's work or thoughts and pass this off as their own, even if s/he has their permission. This includes using images and audio-visual presentations without acknowledgement;
- *Incorrect referencing*: a student should not insert the writing or thoughts of others into their written work without the correct referencing;
- *Copying and pasting*: a student may not copy text verbatim or closely paraphrase a source text and pass this off as their own, without using quotation marks and citing the original source;
- *Paraphrasing*: a student should avoid closely paraphrasing someone else's work (e.g. by changing the words or the order of the words slightly) and should always acknowledge the source using the appropriate citation conventions.<sup>3</sup>

### **Self-Plagiarism:**

Self-plagiarism is submitting material for academic credit which has been submitted, previously or simultaneously, for academic credit from King's, or any other awarding body, or work produced by the student for other purposes (e.g. published articles). Previously submitted work may be included as long as permission to do so has been granted and where such work is properly referenced so that it is clear it has previously been submitted, or where resubmission of previously failed work has expressly been permitted.

#### **Examples of self-plagiarism include but are not limited to:**

- Undergraduate or Postgraduate taught essays containing work undertaken at a previous institution, including A-Level work;
- MA, MSc or MPhil thesis containing work previously submitted in pursuit of the subject of the thesis (such as from an undergraduate or postgraduate taught research project);
- Undergraduate or Postgraduate work reproduced from work undertaken by the student for other purposes (e.g. published articles, audit or other material in the public domain);
- Undergraduate or Postgraduate work previously submitted within another degree programme (where a protocol or an introduction is submitted for one degree and incorporated into a PhD final thesis).

### **Collusion:**

Collusion is when two or more students collaborate, without permission, to produce individual assessments that when compared significantly overlap in content, order, structure and/or format.

#### **Examples of collusion include but are not limited to:**

- Unauthorised collaboration between students to produce the same or substantially similar pieces of

---

<sup>3</sup> Citation conventions vary according to discipline

work which they then claim as their own;

- One student submitting another student's work (in part or as a whole) as their own;
- Allowing another student to have sight of a piece of assessed course work before they have submitted that work themselves (where students may be submitting the same course work at different times in the year)

### **Cheating:**

Cheating is adopting working methods that are outside the spirit of the university Regulations and involve acting in a dishonest way to gain an unfair advantage compared to other students.

### **Examples of cheating include but are not limited to:**

- making up or falsifying data for an assignment such as a research project;
- falsifying medical conditions or evidence to gain an advantage (e.g. deadline extension);
- essay banks: when a student submits a summative assessment that has been written by a third party or obtained from a professional writing 'service';
- taking unauthorised material into an examination;
- not complying with the instructions on an examination paper;
- not complying with the instructions of an invigilator;
- copying someone else's work during an examination;
- talking to other students whilst under examination conditions;
- using unauthorised aids (e.g. a calculator or a phone) during an examination when not expressly permitted.

### **Sanctions**

Instances of academic misconduct will be investigated in accordance with the university's Misconduct Regulations [[student guide](#)]. It is university policy that cases of major Academic Misconduct will be dealt with by a Misconduct Committee and all other Academic Misconduct will be dealt with locally in the Faculty through the sub-assessment/ assessment boards.<sup>4</sup>

### **Responsibilities:**

It is university policy that faculties/departments ensure that students have appropriate guidance and opportunities to familiarise themselves with the College Academic Honesty and Integrity Policy and the measures which students should take to avoid plagiarism and collusion in their work.

Accordingly, it is expected that staff will:

- Make use of the guidance on how to deal with plagiarism, which can be found on the King's website at [Staff Guidance on Academic Honesty and Integrity](#)
- Provide students with access to the relevant KEATS module on plagiarism and supporting resources;
- Familiarise students with the specific citation conventions required by the Faculty/ School/ Institute/ Department;
- Ensure that students are aware of professional requirements (fitness to practice) should these apply;
- Provide students with access to help on plagiarism if it is sought (the library provide comprehensive support and guidance for students).

---

<sup>4</sup> Faculties will retain the right to refer 'other' offences to SCAO for consideration if the Assessment Board is unable resolve the case

It is also university policy that students take responsibility for their academic work and comply with Faculty/Division/Department/programme standards and assessment requirements.

Accordingly, it is expected that students will:

- Respect their academic community by behaving with academic integrity and honesty;
- Seek help if they are unsure what is meant by the terms plagiarism and collusion. The library provide comprehensive support and guidance for students;
- Make use of the specific guidance for students that can be found on the King's website at: [Student Guidance on Academic Honesty and Integrity](#)
- Access the relevant KEATS module on plagiarism and take advantage of supporting resources;
- Familiarise themselves with the requirements of their professional body (if this applies);
- Make use of the interactive [tutorial module](#) which includes advice on study skills, time management and citation conventions. It also allows access to a practice Turnitin UK assignment to help you understand the originality reports;
- Familiarise themselves with the specific citation conventions required by their Faculty/ School/ Institute/ Department;
- Sign a declaration with each assessment that the assignment submitted is their own work

#### **Professional Body Requirements: Fitness to Practise**

Accusations of plagiarism can impact on an individual's fitness to practise in a professional capacity. Faculties have different guidance on fitness to practise and these can be found at:

#### **University Guidance**

[Regulations on Fitness to Practise](#)

#### **Dental Institute –**

[General Dental Council Fitness to Practise Guidance](#)

#### **Faculty Life Sciences & Medicine School of Medical Education -**

[Medicine Fitness to Practise Guidance](#)

#### **Florence Nightingale Faculty of Nursing and Midwifery –**

[The Code for nurses and midwives](#)

#### **Faculty of Social Science & Public Policy - Department of Education –**

[Department of Education - Fitness to Practise Guidance](#)

#### **Support**

Library Services offer a guide to referencing which can be accessed on their [webpages](#)

There is also online guidance on the English Language Centre pages on the [Principles of Academic Writing](#) and [Referencing](#).

Students can also contact the KCLSU Advice Service or access online advice on their [webpages](#)

Approved College Assessment Board June 2011

Approved College Assessment and Standards Committee August 2016