

## **Guidance for staff on the submission of commissioned essays**

### King's Position

As is set out in the Academic Honesty and Integrity Policy, the use of an 'Essay Mill' is considered cheating, and will be considered under the [G27 Misconduct Regulation](#). King's takes academic misconduct very seriously, thoroughly investigating all allegations under the aforementioned procedure. As well as raising student awareness of the definitions of academic misconduct, the College takes preventative action, such as removing any posters advertising such sites and blocking any companies emailing students, as well as sending 'cease and desist' correspondence to any such companies.

### How Faculties can detect the use of 'Essay Mills'

All work at King's should be scanned through Turnitin; the database this software uses not only consists of material from books, academic journals, websites and magazines, but also contains assignments previously submitted to universities around the world.

Work should be reviewed to ascertain whether the student has followed the departmental guidance on citations and referencing, and whether a student's submissions vary in style or other identifying features.

As a further means of prevention, Departments could consider students having to submit outlines of their work or drafts, or conducting peer reviews. Any such documents submitted could be retained for comparison with the final submission of the work.

If a Department has suspicions that a student may have submitted work authored by a third party, they should invite the student in to a meeting in order to discuss the work with them. This meeting, should allow the student to reflect upon their essay, and to give reasons for and to justify their views in the assessment. This meeting can then be used to form the basis of a Faculty investigation of academic misconduct or a referral to the Student Conduct and Appeals Office as major misconduct. Whilst the Department need to advise the student that the meeting has been convened in order to discuss their assignment, it will need to be arranged quickly and without too much information being given to the student beyond its purpose of discussing a recent submission. It is an investigatory meeting, not a final interview under the local procedure, at which the student will be given detailed information about the allegations and may be accompanied by someone from KCLSU Advice.