COLLEGE GUIDANCE FOR STAFF ON ACADEMIC HONESTY & INTEGRITY

This Guidance should be read in conjunction with the College's Academic Honesty & Integrity Policy.

Responsibilities:

It is College policy that faculties/departments ensure that students have appropriate guidance and opportunities to familiarise themselves with the College's Academic Honesty & Integrity Policy.

Accordingly, it is expected that staff will:

- Make use of this guidance on how to deal with academic misconduct
- Provide students with access to the relevant KEATS Self Enrol module on plagiarism and supporting resources;
- Familiarise students with the specific citation conventions required locally 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 and collusion if it is sought. The library provide comprehensive support and guidance for students; further information can be found online: https://libguides.kcl.ac.uk/studyskills.

All students are required to sign a statement at the start of their programme of study agreeing to abide by the principles of the College's Academic Honesty & Integrity Policy. In addition, when submitting individual pieces of coursework, students should be required to sign the statement again confirming that the work they have submitted is their own.

How to help prevent plagiarism and collusion

The following list provides some suggestions of ways to help students avoid plagiarism/collusion:

1. Tutorials may be used to prompt students to act more appropriately;
2. Consider providing fewer summative essays;
3. Avoid common topics and change topics regularly. Possibly refer back to discussions in class in the questions, or to themes in the handouts;
4. Focus on the process as well as the outcome, i.e. get students to:

i. Give reasons for and to justify their views in the essays;

ii. Reflect upon their final essay in public, perhaps in a presentation or done under exam conditions, to spot important differences in phraseology, etc.

5. Make it compulsory for students to send an outline of their work at an earlier date for review and comments and retain for future comparison.
6. Verify and/or observe one or more stages of production of the assessment:
7. Redesign assessments, for example, to focus on an unusual format for submission such as a critique of a specific resource. The more individualised and unusual the problem, the harder it is for material to be plagiarised;
8. Consider giving students individualised data, contexts, characteristics or situations, in this way you lessen the chances of them copying from each other. Ask them to rank, justify or otherwise argue for an evidence-based solution, which may enable individualised activity;
9. Make it clear when collaboration is allowed in assignments and when assignments are for the individual only to complete;
10. For self-plagiarism make it clear when this might occur

Relevant Regulations

Cases of suspected academic misconduct will be dealt with under the College's Misconduct Regulations

Examples of Academic Misconduct

(i) Plagiarism (including self plagiarism)
(ii) Collusion
(iii) Examination Misconduct
(iv) Contract Cheating

For Definitions of Different Types of Academic Misconduct and Related Terminology please see the College's Academic Honesty & Integrity Policy

Local Academic Misconduct Procedure (LAMP) (Please refer to flowchart at Appendix A – Academic Misconduct Flowchart and Appendix B – LAMP Flowchart)

All first offences of plagiarism and/or collusion may be dealt with at Faculty/Department level under the Local Academic Misconduct Procedure (LAMP) with the option to refer sufficiently serious cases, or those with significant mitigation, at the discretion of the Assessment Sub Board (ASB) Chair to the Student Conduct & Appeals (SCA) for consideration by a Misconduct Committee. All second offences of plagiarism and collusion must be referred to SCA for consideration by a Misconduct Committee.

Examples of other serious offences which should be referred to a Misconduct Committee are:

- When a student submits a summative assessment that has been written by a third party or obtained from a professional writing service (also known as "Contract Cheating");
- When medical conditions or evidence are falsified to gain an advantage (e.g. deadline extension) although these may also be considered as non-academic misconduct.

There are four possible outcomes of the LAMP:

- No further action will be taken;
- The student may be found to have committed poor academic practice rather than misconduct;
- The student may be found to have committed academic misconduct, in which case they can sign a form accepting this; or
- If serious concerns remain that cannot be addressed through LAMP, the matter will be referred to the HoSCA who will report this to a Misconduct Committee.

Penalties – (further details please see General Misconduct Guidance)

If a student is found to have committed academic misconduct at the LAMP meeting and agrees to sign a Statement to this effect, then the following penalties will apply:

Students, will be given a mark of zero for the assessment/s in question, with the right to resubmit not withdrawn (if applicable)

In accordance with regulation T21.4, any reassessment following the above penalty will result in the module mark being capped at the pass mark.

Mitigating factors as well as aggravating factors should be taken into consideration when determining whether these penalties are appropriate and if not, the case should be referred to the HoSCA for a

Misconduct Committee.

Steps in LAMP

Step 1
Where an Examiner identifies a case of suspected plagiarism in assessed work or suspects another form of related cheating (eg collusion), they should refer the matter to the Chair (or Deputy) of the relevant ASB[1]. No mark shall be assigned to the work and consideration of the student's results should be held in abeyance until the matter has been resolved.

Step *2*
Following consideration of the written evidence (eg the suspected work(s) and plagiarised sources where relevant), the Chair (or Deputy) of the ASB will make one of the following academic judgements:

(i) Judgement - the work is not suspect (i.e. there is no plagiarism or collusion) and there is no case to answer;
Action – the work will be returned to the Examiners for marking without further action.

(ii) Judgement - there is suspected academic misconduct such as plagiarism or other related form of cheating such as collusion;
Action - the Chair of the ASB will ascertain whether or not this constitutes a first offence. If this is a first offence, the Chair will investigate the matter under this procedure; if it is a second/subsequent offence it should be referred to the HoSCA for the commencement of formal proceedings under the Misconduct Regulations.

Step *3*
In the event of (ii) above, where suspected academic misconduct has been determined and the alleged offence has not been referred to the HoSCA for consideration by a Misconduct Committee, the student(s) will be invited by the ASB Chair to a meeting. The meeting is not a Hearing: it is merely an opportunity for the Examiners to present the student with the evidence and to come to a view as to whether or not academic misconduct has in fact occurred. If, following meeting, the Chair (or Deputy) is satisfied that it has occurred, the student should be offered the opportunity to admit to the academic misconduct without the initiation of Misconduct Committee proceedings. The student does not have to attend the meeting and can ask for the case to be referred for formal consideration by a Misconduct Committee. The student can also contest the allegations following the meeting, in which case the matter will be referred to SCA for consideration by a Misconduct Committee.

Guidance on meeting under LAMP

Please see email templates at Appendix C and D for the invitation to a LAMP meeting. As the meeting is not a Hearing it should be kept relatively informal; a student may be accompanied by another College member, a member of KCLSU, or by a friend or family member. Formal legal counsel will not be permitted to accompany the student. If the student insists on attending the interview with formal representation, the matter should be referred to HoSCA for consideration by a Misconduct Committee.

The student will be allowed a sign language communicator or interpreter as a reasonable adjustment. The interview will be conducted by the ASB Chair (or Deputy) and one other Examiner.

The format of the interview will be as follows:

[1] Where a student is taking a module outside their home department the ASB which hosts the module should deal with the matter under LAMP including any referrals to SCA. It should also report its' findings to the ASB of the home department.

- the student will be advised at the outset of the purpose of the meeting and of the possible consequences of the meeting and it should be reiterated that it is not a Hearing;
- the student will be presented with their work and why the Examiners consider there may be a case of plagiarism or other related form of cheating, such as collusion. The student will be invited to explain any relevant circumstances surrounding the production of their work and, if appropriate, invited to agree with the Examiners that the work contains plagiarism/cheating. As part of this process the student should be allowed to produce previous drafts of their work;

- The Chair will determine one of the following outcomes:

1. Poor academic practice
2. No further action
3. Academic misconduct has occurred
4. Referral to the HoSCA for consideration by a Misconduct Committee

If the student acknowledges the academic misconduct, they should be asked to sign a Statement (Appendix F) confirming their acknowledgement within 5 working days of the meeting under LAMP. No pressure should be applied to the student to sign the Statement. If the student acknowledges the academic misconduct the following penalty will be given:

- Students will be given a mark of zero for the assessment/s in question, with the right to resubmit not withdrawn (if applicable)

Guidance following the meeting under LAMP

The Faculty/Department should email the student using the template in Appendix E of this document including the Statement of Acknowledgement in Appendix F. The student should be given 5 working days in which to sign the Statement and return it to the Faculty. If the student does not wish to sign the Statement they can contest the allegation and the Faculty will refer the case to the HoSCA for consideration by a Misconduct Committee.

The student should be given the opportunity to consider their position and not put under pressure to sign the Statement.

If the student does not return the Statement but does not contest the allegation within 5 working days, the Chair can decide that academic misconduct has taken place and give one of the penalties as detailed above, as appropriate. The student can contest this decision within 5 working days with SCA and the matter will then be referred to a Misconduct Committee.

If the student does not attend an initial meeting, they should be offered one further opportunity to attend. Should the student not attend either meeting, the Chair can decide whether academic misconduct has taken place and give one of the penalties as detailed above, as appropriate. The student can contest this decision within 5 working days with SCA and the matter will then be referred to a Misconduct Committee. Please see Appendix G for email template for students who do not attend two meetings.

Referral of Cases to the HoSCA for Consideration by a Misconduct Committee

On referral to the HoSCA under the College's *Misconduct Regulations* the ASB Chair (or Deputy) should provide the Head of Student Conduct & Appeals with the following:

a. A misconduct referral form outlining the Chair's academic judgement and the basis for this judgement, including any other relevant information;
b. a copy of the suspect work with the areas of suspected plagiarism/collusion annotated and a copy of the sources (where applicable), cross-referenced to the work in question;

c. a copy of any Turnitin (or similar) report (where applicable);
d. a note of any interview with the student (where applicable).

The Chair may wish to seek the opinion of a second Examiner or an External Examiner. The opinion of an External Examiner may be forwarded to SCA at a later date.

Once a case has be referred to the HoSCA all correspondence with the student relating to the allegation will be undertaken by SCA. However, the Chair, or other appropriate member of the Assessment Board will be invited to present the case against the student at any subsequent Misconduct Committee Hearing arising and provide programme information and representations on behalf of the Faculty (Institute/School).

Further Guidance on Contract Cheating

Contract cheating or 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. Please also see the College Policy on Proof Reading.

How Faculties can detect the use of contract cheating 'essay mills'

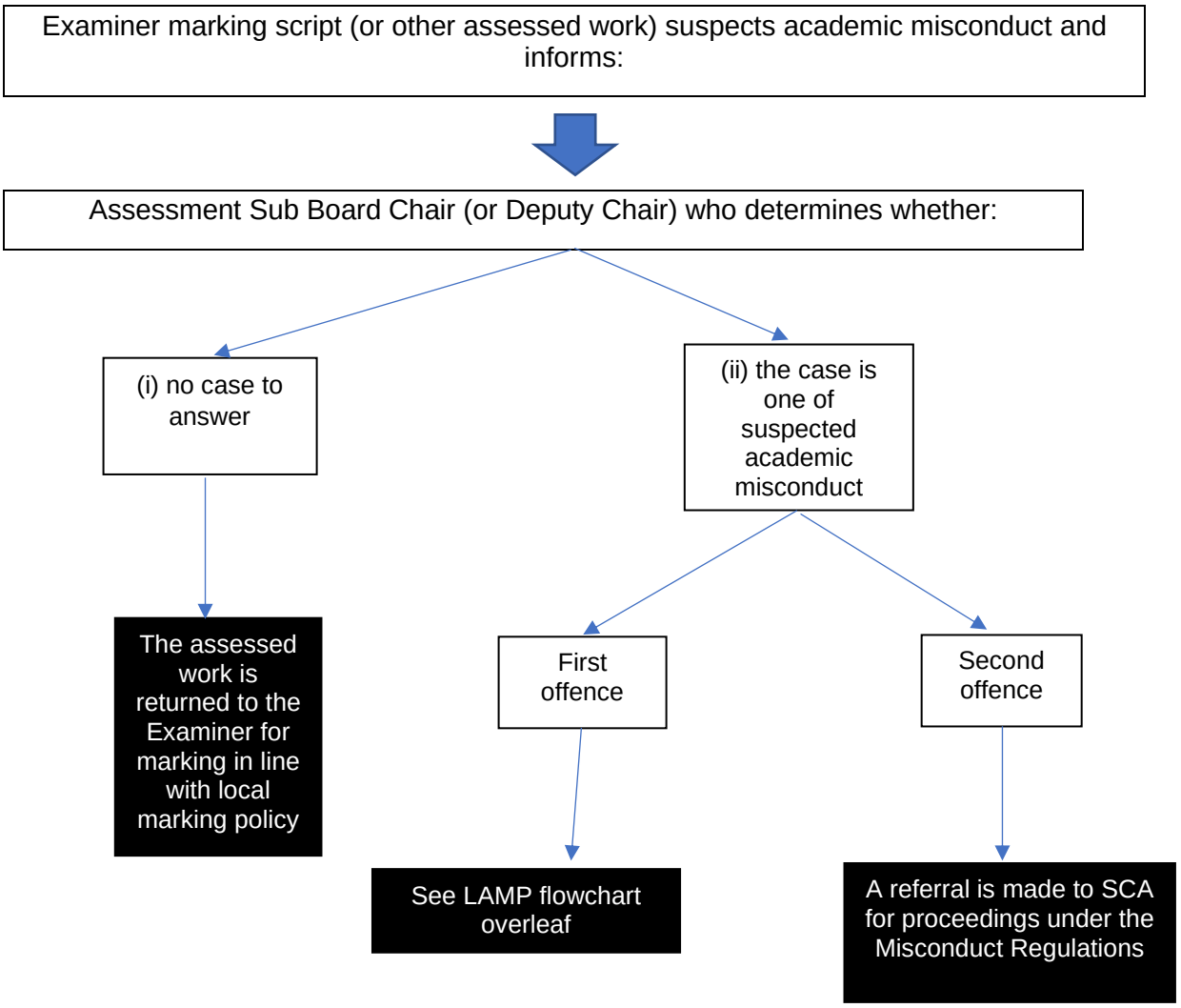
All work at King's should be scanned through Turnitin; the database this software uses not only consists of material from books, academic journals, websites and magazines, but also contains assignments previously submitted to universities around the world. Work should be reviewed to ascertain whether the student has followed the departmental guidance on citations and referencing, and whether a student's submissions vary in style from previous submissions, 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 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 SCA as major academic misconduct if third party involvement is suspected.

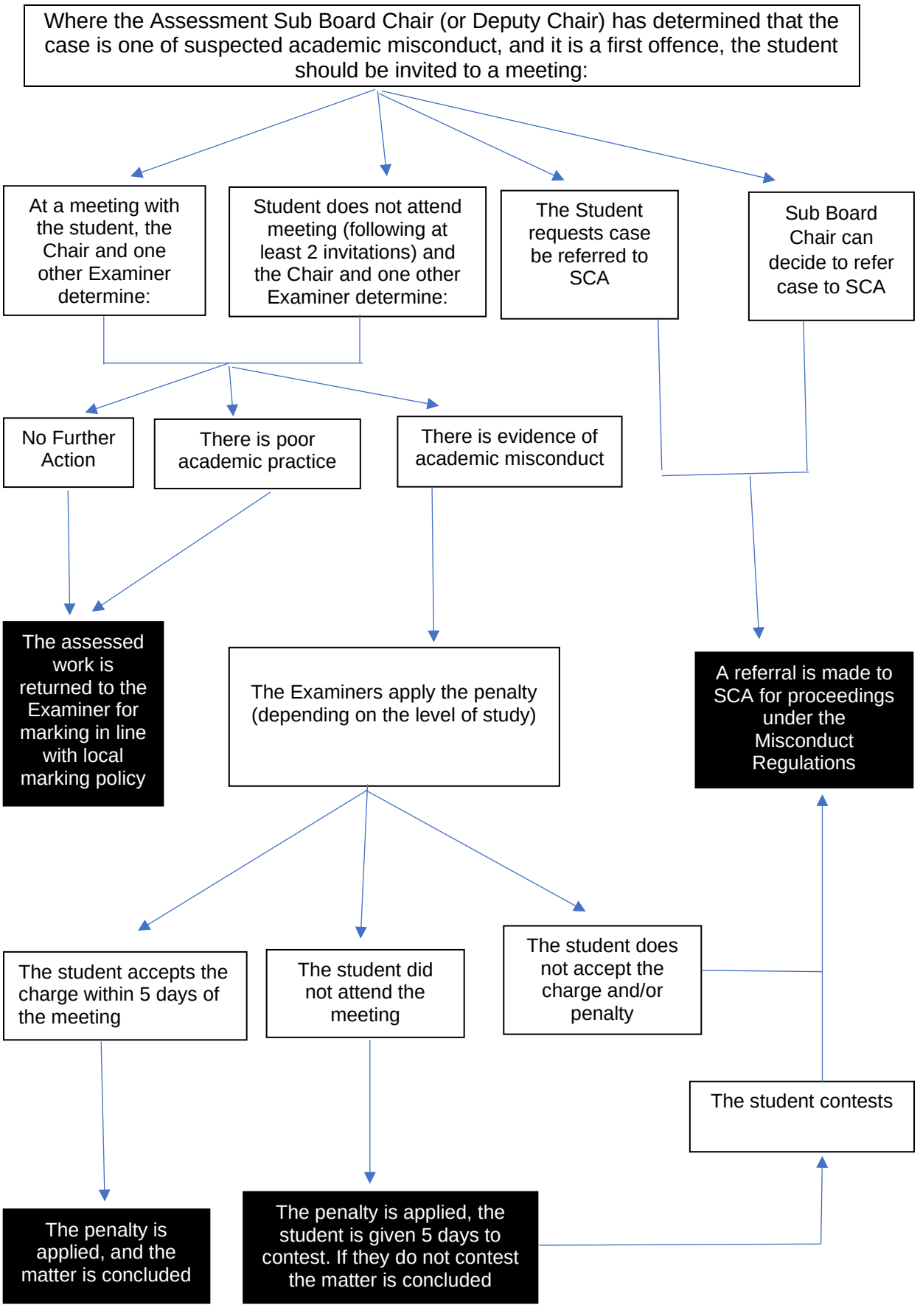
Whilst the Department need to advise the student that the meeting has been convened in order to discuss their assignment, it will need to be arranged quickly and without too much information being given to the student beyond its purpose of discussing a recent submission. It is an investigatory meeting, not a final meeting under LAMP, and therefore the student will not be given detailed information about the allegations but they may be accompanied by someone from KCLSU Advice. The student will be allowed a sign language communicator or interpreter as a reasonable adjustment. If a student chooses not to attend a meeting with the relevant member of academic staff, the Faculty may choose to refer the case to SCA for consideration by a Misconduct Committee if it believes it has sufficient evidence, but the Faculty may not impose a penalty locally.

Appendix A

Academic Misconduct Flow Chart



Appendix B
LAMP Flow Chart



Appendix C

Email template for students

Dear XXXX

Re. Suspected Plagiarism/Collusion (delete as appropriate)

I am writing to let you know that [NAME OF EXAMINER] has drawn my attention to case of suspected plagiarism/collusion [DELETE AS APPROPRIATE] in a piece of assessed work submitted by you as part of Module [MODULE NAME + CODE].

In accordance with the procedures detailed in the Staff and Student Guidance on Academic Honesty & Integrity, I have considered the written evidence, including the suspect work and the alleged sources, and have formed the view that there may be plagiarism/collusion [DELETE AS APPROPRIATE].

As this is a first offence of plagiarism/collusion (delete as appropriate) the matter can be dealt under the Local Academic Misconduct Procedure (LAMP) set out in the Student Guidance on Academic Honesty & Integrity. LAMP is intended to provide a supportive process, in which you will have the opportunity to discuss your work and to receive feedback on areas of concern. If you do not want this case to be considered under LAMP, you have the right to request that your case is referred for formal consideration by Student Conduct & Appeals under the College's Misconduct Regulations. This will provide you with an opportunity to have your case heard by the College's Misconduct Committee. You can find the student guidance on this process online here:
kcl.ac.uk/aboutkings/orgstructure/ps/acservices/conduct/academic-misconduct

You are requested to attend a LAMP meeting at [TIME] on [DATE] in [VENUE]. The following members of staff will be present:

XXXXXX
XXXXXX

You may be accompanied at the meeting by any member of the College or KCLSU Advice. The purpose of the meeting is for the Examiners to present you with your work and to explain to you what they consider to be the issues with it and for you to explain about the process which you used to write your assessment. They will then decide on one of the following outcomes:

1. No further action will be taken
2. There is poor academic practice
3. There is evidence of academic misconduct

In the case of 3. 'evidence of academic misconduct' you will be asked if you are willing to sign a statement agreeing that you have committed the offence. You will have up to 5 working days after the meeting in which to decide whether you agree with this. If you sign the statement you will be given the penalty of a mark of zero for the assessment with the right to resubmit not withdrawn (if resubmission is eligible). If you disagree with the charge or penalty you can contest it and it will be sent to Student Conduct & Appeals for formal proceedings to be started under the College's Misconduct Regulations. This is likely to result in a full hearing of your case by the College's Misconduct Committee. Please note that if you are found guilty of plagiarism/collusion [DELETE AS APPROPRIATE], the Misconduct Committee can consider mitigating and aggravating factors, and can therefore consider a wider range of penalties than the penalty available under LAMP.

Please also note that none of your marks or results will be considered or released until this matter has been concluded.

If you require reasonable adjustments in respect of the meeting, please contact us as soon as possible so that the necessary arrangements can be made.

For further information, please consult the Student Guidance on Academic Honesty & Integrity, published on the 'Student Conduct and Appeals' section of the College website.

For clarification on any aspect of this matter you may contact the Student Conduct & Appeals on 020 7848 3989, or e-mail appeals@kcl.ac.uk. You may also wish to contact the KCLSU Advice Service on 020 7848 4588 or www.kclsu.org/adviceform.

Yours sincerely

XXXXX

Appendix D

Dear [XXXX]

Re. Outcome of interview with the Examiners

Further to our meeting on [DATE], I am writing to confirm that you admitted to the charge of plagiarism/collusion [DELETE AS APPROPRIATE] and a mark of zero will be assigned to the assessment a copy of your signed acknowledgement is enclosed.

As far as the College is concerned this is the end of the matter and no further action will be taken. The original signed statement will be kept on your student file and a copy will be forwarded to Student Conduct & Appeals for monitoring purposes and for future reference should you commit plagiarism/collusion again. Please note that any subsequent offences will be considered under the formal procedures of the College's G27 Misconduct Regulations.

The College's module on KEATS about Referencing & Understanding Plagiarism will provide detailed information on plagiarism and how to avoid it. The module can be accessed via the '**Getting Started at King's**' section of the KLaSS landing page.

You are also reminded to familiarise yourself with the College's Academic Honesty & Integrity Policy and the Student Guide on Academic Honesty & Integrity, which are available on the Student Conduct and Appeals webpages. If you are in any doubt about the appropriate use of source material or academic writing please contact your personal tutor for guidance.

For clarification on any aspect of this matter you may contact Student Conduct & Appeals on 020 7848 3989 or e-mail appeals@kcl.ac.uk.

Yours sincerely

XXXX
Chair of the [xxxx] Assessment Board

cc.appeals@kcl.ac.uk

Appendix E

Standard plagiarism/collusion acknowledgement statement Outcome of a

Plagiarism/Collusion Interview: Statement of Acknowledgement

Student Name: …….....
Student Number: ……..
Programme: …….....
Module Code: …….....
Assessment title: …….....

The outcome of the Plagiarism/Collusion interview is (delete as appropriate):

- I hereby acknowledge that the above assessment constitutes plagiarism and that I am therefore guilty of examination misconduct.
- I hereby acknowledge that the above assessment constitutes collusion with ……..... and that I am therefore guilty of examination misconduct.

I understand that:

i) My case has been dealt with in accordance with the agreed Local Academic Misconduct Procedure (LAMP);
ii) It was made clear to me that I have the option to contest the allegations, however I freely admit to the examination misconduct;
iii) I will be awarded a mark of zero for this assessment
iv) This record will remain on my file.

The original signed statement should be retained on the student's file; one copy should be sent to the student with the confirmation letter, and a further copy sent to Student Conduct & Appeals (appeals@kcl.ac.uk).

Or

- The Examiners have found there to be poor academic practice in your work. You will receive no penalty, and your work will be returned to the Examiners for marking on its merits. A copy of this form will be held on your file, any further instances of plagiarism/collusion will be escalated to a Misconduct Committee for consideration as major plagiarism/collusion.

Or

- The Examiners acknowledge that there is no evidence of plagiarism/collusion and therefore no case to answer, your work will be returned to the Examiners for marking. A copy of this form will not be held on your file.

Student signature:.....

Date:.....

Programme Board Chair's signature:.....

Date:.....

In instances where the outcome is 'no case to answer' the student should receive a copy of the signed statement only and a copy should not be held on his/her file.

Appendix F

Email Template for Students who have failed to attend a meeting under LAMP

Dear XXXXX,

I am writing further to my emails of [DATE] and [DATE] requesting that you attend a meeting under Local Academic Misconduct Procedure (LAMP) on (DATE) and (DATE) to discuss a possible case of plagiarism/collusion [DELETE AS APPROPRIATE].

As you failed to attend both of these meetings a decision has been made in your absence that you have committed the offence of plagiarism/collusion [DELETE AS APPROPRIATE] in an assessed piece of work submitted by you as part of Module [MODULE NAME + CODE].

You have therefore been awarded the penalty of zero for this assessmentwith the right to resubmit not withdrawn (if resubmission is eligible).

If you want to contest this decision please email me within 5 working days stating that you wish to do this and the matter will be referred to Student Conduct & Appeals for formal proceedings to be started under the College's Misconduct Regulations. Please note that contestations submitted after this time will not be considered unless there are exceptional circumstances. A successful contestation is likely to result in a full hearing of your case by the College's Misconduct Committee. Please note that if you are found guilty of plagiarism/collusion, [DELETE AS APPROPRIATE] the Misconduct Committee has a far wider range of penalties available to it than the penalty available under LAMP.

If you do not contest the decision within 5 working days you will be awarded the above penalty.

For clarification on any aspect of this matter you may contact the Student Conduct & Appeals on 020 7848 3989, or e-mail appeals@kcl.ac.uk. You may also wish to contact the KCLSU Advice Service on 020 7848 4588 or www.kclsu.org/adviceform.

Yours sincerely,

XXXX