Academic Honesty & Integrity Policy

Policy Category	Academic
Subject	Academic honesty and integrity, student conduct
Responsible officer	Director, Students & Education
Delegated authority	Student Conduct and Appeals
Related College Policies	
Related Procedures	
Approving Authority	Academic Standards Sub-Committee
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Supersedes	Academic Standards Sub-Committee
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Date on Governance Zone	

Date policy amended or revoked		
Approved	College Assessment Board	June 2011
Approved	College Assessment and Standards Committee	August 2016
Approved	Academic Standards Sub-Committee (Chair's Action)	20 August 2019

1 Introduction

1.1 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.

2 Academic standards

2.1 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.

3 Academic judgement

3.1 Academic judgement is a judgement that is made about a matter where only the

opinion of an academic expert is sufficient. Academic judgement is developed over time and is defined by disciplinary expertise in teaching, learning and assessment in a university setting.

3.2   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.

3.3   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.

4   Academic misconduct
4.1   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.

5   Scope
5.1   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.

6   Different types of plagiarism
6.1   When submitting summative work 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 should be expressed in the student's own words and incorporate their own ideas and judgments.

6.2   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; including take home/online/open book assessments or examinations.

6.3   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 which vary according to discipline.

6.4   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.

6.5   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).

7   Poor academic practice

7.1   Poor academic practice occurs where a student shows a lack of understanding of scholarly practice and appropriate academic representation. Examples of poor academic practice are sources being cited incorrectly or inadequately or without quotation marks, even though the author is listed in the references.

7.2   There are a number of different reasons why someone investigating a case of alleged

academic misconduct might decide that the student's actions could be called poor academic practice. These include:

- if it is the student's first offence;

- if the student is in their first year;

- if the conduct relates to a fairly minor matter of referencing;

- if there is other compelling evidence that the conduct arose from a genuine lack of understanding of academic integrity expectations.

7.3 Poor academic practice should only be found where the alleged academic misconduct is not extensive, blatant or does not result from an obvious lack of effort overall.

8   Collusion
8.1 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.

8.2 Examples of collusion include but are not limited to:

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

9   Cheating
9.1 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.

9.2 Contract cheating
Includes purchasing or commissioning an assessment from a professional writing service or third party and presenting it as your own and commissioning a third party to translate an assessment from one language to another. It also includes the use of a professional writing service or third party to edit an assessment or parts of it to cause changes to the structure or content. The College only allows the use of proof-reading to check spelling and basic grammar. Please see the College Policy on Proof Reading for further information in this respect.

9.3 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);

- contract cheating: when a student submits a summative assessment that they have commissioned, which 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.

10 Sanctions

10.1 If a student has had a first offence of plagiarism and the second offence is collusion this counts as a second offence and vice versa.

10.2 Instances of academic misconduct will be investigated in accordance with the university's Misconduct Regulations [student guide]. It is university policy that cases in which the student is suspected of a first offence of plagiarism or collusion, may be dealt with under the Local Academic Misconduct Procedure (LAMP) but faculties also have the right at their discretion to refer first offences of plagiarism or collusion to a Misconduct Committee. All other cases of Academic Misconduct will be dealt with by a Misconduct Committee as detailed in the Staff Guidance on Academic Honesty and Integrity.

11 Responsibilities

11.1 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.

11.2 Accordingly, it is expected that staff will:

- make use of the guidance on how to deal with plagiarism and collusion, 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).

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

11.4   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 provides 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

12   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](#)

Faculty of Dentistry, Oral & Craniofacial Sciences –
[General Dental Council Fitness to Practise Guidance](#)

Faculty Life Sciences & Medicine School of Medical Education -
[General Medical Council Fitness to Practise Guidance](#)

Florence Nightingale Faculty of Nursing, Midwifery & Palliative Care –
[Nursing & Midwifery Council Code](#)

Faculty of Social Science & Public Policy - Department of Education –
[Department of Education - Fitness to Practise Guidance](#)

13   Useful links

Library Services offer a guide to referencing which can be accessed on their [King's Guide to Referencing: Getting started with referencing.](#)

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

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

The definition of academic judgement can be found at the [Office of the Independent Adjudicator (OIA).](#)