

Student Guidance on Academic Honesty and Integrity

This Guidance should be read in conjunction with the [College's Academic Honesty & Integrity Policy](#). You will be required to sign a statement at the start of your programme of study agreeing to abide by the principles of this policy. In addition, when submitting individual pieces of coursework, you will be required to sign a statement again confirming that the work you have submitted is your own.

Summary

Plagiarism is something that you will hear talked about a lot on your programme of study and it is something that King's takes very seriously. On your programme of study you can expect to be taught what plagiarism is, why you must not do it, and how to avoid it, and the following is an aid to be used during your time at King's.

What is plagiarism?

Plagiarism is when you hand in a piece of work which is not completely your own, but which you are presenting as your own. This may, for example, be an essay or assessed presentation that includes someone else's work or has been written for you (this also includes using translation software). It may be work that includes sections copied from the internet or books written by other people but which you are presenting as your own work (perhaps by not making clear to the marker where these sections have come from). To avoid plagiarism, you must properly reference other people's work. All the above scenarios are serious academic offences.

The College's definition of plagiarism does not include intention because this is difficult to identify. This means if you submit a piece of work which, for example, contains ideas from other sources which you have not referenced, or includes the exact words of others without putting them in quotation marks, it would still be considered as plagiarism regardless of whether you intended to do so. It is important therefore that you fully understand plagiarism and how to reference correctly to ensure it doesn't happen by accident.

Students can also accidentally plagiarise if they run out of time to complete their work to their usual standard and do not leave enough time to proof-read and check all source material is quoted and referenced appropriately. Managing your time and aiming to finish all coursework assignments in advance of the deadline will ensure you can check your work afterwards.

If you are experiencing any personal or medical difficulties which are preventing you from completing your work in time and causing you to rush, **please do seek support from [KCLSU Advice](#) about how to apply for an extension.**

Once you have submitted your academic assignments, tutors will check for plagiarism using software called Turnitin (see further below). Everybody has a very individual style of writing and your tutor will become very familiar with yours. When marking your assignments, they will therefore be able to detect very easily any work, which is not your own.

At university you are expected to refer often to the articles, research and books you

have read in your own writing, but you must also reference other people's work to support your own arguments, and not the other way around.

Many students sometimes find it difficult to express other people's ideas in their own words (paraphrasing), but it is one of the most important skills that you will have to acquire. It is also a learned skill, and therefore one that you can certainly improve and develop with practice. Your personal tutor, course/subject tutor and module leader are usually your first point of contact for helping you to develop academic skills such as paraphrasing.

The Library Study Skills team: <http://libguides.kcl.ac.uk/studyskills> and the English Language Centre's Study Skills support sessions: <http://www.kcl.ac.uk/study/english-language-centre/academic-english.aspx> can help you to develop your ability to paraphrase too.

Academic Misconduct

Academic misconduct at King's is categorised into three areas: plagiarism, collusion and cheating through deception and fraud. It is College policy that all allegations of academic misconduct will be thoroughly investigated and may result in action being taken under the College's [G27 Misconduct Regulation](#). If found guilty the penalties range from a warning to expulsion depending on the severity of the act or if it is a repeated offence.

An explanation of what is meant by the different types of Academic Misconduct is given in the College Policy on Academic Honesty & Integrity and also listed briefly below:

Collusion

Includes: collaborating with other students in preparing a piece of work and submitting it in an identical or similar form and claiming it to be your own, obtaining unauthorised co-operation of any other person when preparing work which you present as being your own, allowing someone to copy your work which they then present as being their own.

Cheating

Includes: communicating with any other student in an examination, copying from any other student in an examination, bringing any unauthorised material into the examination room, and copying another person's coursework. Please see the Examination Information for Candidates for full details of the different examination misconduct offences.

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.

Fabrication

Refers to research or experimental work, when unjustifiable claims are made to have obtained certain results.

Plagiarism

Includes: creating the impression that someone else's work is your own, quoting someone word for word, or summarising what they say without acknowledging them in a reference.

Examples of what plagiarism looks like:

- **Copying** – a student should not copy someone else’s work or thoughts and pass this off as their own, even if they have permission without the correct referencing;
- **Copy and paste** – a student may not copy text verbatim and pass this off as their own, without using quotation marks and citing the original source;
- **Paraphrasing** – avoid closely paraphrasing someone else’s work (e.g. by changing the order of the words slightly); either quote the work directly using quotation marks or put the ideas completely in your own words. Remember either way you must acknowledge the source using the appropriate citation conventions;
- **Self-plagiarism** – when students submit the same piece of work (or a significant part thereof) for different assessments – students can only be given credit once for any piece of work, even if it is from another institution or examining body (such as from A levels or previous awards);

King’s statement on plagiarism

. You must submit a signed ‘Plagiarism Declaration’ at the start of your studies; this declaration will cover all your work for that period.

Every department requires every student to sign a plagiarism statement at the beginning of the programme of study to record that the student understands the nature of plagiarism and will make every effort to avoid it. In addition, the department requires the submission of a signed plagiarism statement with every piece of assessment work.

Students should be aware that academic staff have considerable expertise in identifying plagiarism and use the electronic detection services of Turnitin to assist them.

If you are in doubt about what is or is not permissible you should consult your tutor or course organiser as soon as possible.

Plagiarism detection (Turnitin)

Turnitin is a plagiarism detection and avoidance tool. When used in the correct way it can help you avoid plagiarism. It also assists tutors in identifying work that has been plagiarised.

Turnitin creates a plagiarism report when work is submitted, giving you and academic markers an overall percentage (your Originality Score), and also a detailed report showing where it has identified matched text between your submission and a variety of sources.

It is important to remember:

- Your plagiarism score will never be 0% and you should not aim for this. There will always be coincidental matches between your work and other submissions, and also ‘false’ readings on quotations, footnotes etc. **When you submit your work to Turnitin, go through the essay as a whole rather than just the report showing the scores.** Use this as an opportunity to see which sentences have been highlighted by Turnitin and **check whether you have referenced the ideas of others and put any direct quotations in quotation marks.**;
- There is not a set percentage above which your work is considered ‘plagiarised’. Turnitin is an additional tool used by tutors to help them identify cases of plagiarism, and will always be used in conjunction with their own knowledge and experience (academic judgement) so there may be some cases where the plagiarism score is not high but the tutor identifies that there is plagiarism for instance due to a theft of ideas

It is important that you:

- Use the material provided by the College to help you follow good academic practice;
- Use the library’s webpages that contain [further information on Turnitin](#) and on citing

references.

- **Leave yourself plenty of time to check your coursework via Turnitin before submission.** Planning your schedule in advance and developing your time management skills will help with this.
- **Seek help from your Personal Tutor and/or course/subject tutor** who can offer support with developing time management skills.
Ask for help if you experience any difficult circumstances (such as medical or personal problems) that prevent you from having sufficient time to work on your essay and check it thoroughly, and do contact [KCLSU Advice](#) for advice on applying for a deadline extension.

Plagiarism summary

- It is very important that you refer correctly to studies and publications that you have read and included in your coursework assignments;
- **Plagiarism can occur accidentally (when you did not intend to present others' work as your own)** – this can happen through incorrect referencing, poor note-taking practice, a lack of understanding of plagiarism and not checking your essay thoroughly. **It is your responsibility to ensure you understand how to avoid plagiarism;**
- You will be reminded that all work submitted must be your own, and must not be as a result of collaborating with anyone else;
- You must use your own words at all times. If you wish to use a quote from a paper or article, remember it must be placed in quotation marks, and the author and year given;
- Submitting the same piece of work (or a significant part thereof) twice for assessment will be regarded as academic misconduct. This practice is known as 'self-plagiarism'.

Common Examples of Plagiarism and How to Avoid Them

Examples	How to Avoid
Copying – inserting the writing or thoughts of others, either published or unpublished, and passing off as your own.	Ensure all extracts and ideas are correctly referenced. Ensure to expand on the ideas of others to show how it applies in your situation.
Copy and Paste – copying text verbatim and passing off as your own work	Ensure that quotation marks are used where taken directly from another's work, and cite original source material
Paraphrasing – re-ordering the words of another to avoid direct quotation.	Quote the work directly or use your own words to communicate the idea and cite the source.
Allowing another student to submit your work as their own.	Ensure you do not share copies of your work with other students for payment or otherwise.

The Library Study Skills team: <http://libguides.kcl.ac.uk/studyskills> and the English Language Centre's Study Skills support sessions: <http://www.kcl.ac.uk/study/english-language-centre/academic-english.aspx> can help you to develop your ability to paraphrase too.

Poor Academic Practice

This occurs when students show a lack of understanding of academic practice and reference

incorrectly or inadequately, but as it is minor in nature a tutor decides that it is poor academic practice. This is a matter of academic judgement. Other factors taken into consideration are that it is a first offence or a student is in their first year for instance. The assessment is marked, albeit taking into account the poor academic practice, which may mean that the mark is low or that the student fails the assessment.

Examples of offences which may be dealt with under LAMP include but are not limited to:

- All first offences of plagiarism and collusion such as:
 - (i) Where a student has inserted the writing or thoughts of others into their written work including using images and audiovisual presentations, without the correct referencing (omitted from reference list)
 - (ii) Where a student closely paraphrases small sections of someone else's work (e.g. by changing the words or the order of the words slightly) without using the appropriate citation conventions.¹
- When students collaborate, without permission, to produce individual assignments/portfolios that when compared significantly overlap in content, order, structure and/or format;
- When undergraduate and postgraduate taught assignments are submitted containing work undertaken at a previous institution, including A-Level work
- Where a student submits an MA, MSc or MPhil thesis containing work previously submitted in support of pursuit of the subject of the thesis (such as from an undergraduate or postgraduate taught research project)

Examples of offences which will be referred to a Misconduct Committee include but are not limited to:

- Where there are serial occasions of academic misconduct offences;
- All second offences of plagiarism/collusion such as detailed above.:

- Where a student makes up or falsifies data for an assignment such as a research project;
- Where a student takes unauthorised material into the examination hall/room;
- Where a student takes and uses unauthorised aids (e.g. a calculator or an iPhone) during an examination when not expressly permitted;
- When a student submits a summative assignment 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);

Local Academic Misconduct Procedure (LAMP) (Please refer to flowchart at Appendix A – Academic Misconduct Flowchart and 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 always be referred to a Misconduct Committee are:

- 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;
- You may be found to have committed poor academic practice rather than misconduct;
- You 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 Faculty will refer the matter to Student Conduct & Appeals (SCA) who will report this to a Misconduct Committee.

Penalties – (further details please see [General Misconduct Guidance](#))

If you are found to have committed academic misconduct at the LAMP meeting and agree to sign a statement to this effect, then the following penalty 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 the regulations 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, you can ask to be referred to SCA 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 (e.g. collusion), they should refer the matter to the Chair (or Deputy) of the relevant Assessment Sub-Board (ASB). No mark shall be assigned to the work and consideration of your results will be withheld until the matter has been resolved.

Step 2

Following consideration of the written evidence (e.g. 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 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 SCA 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 SCA 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 you 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, you will be offered the opportunity to admit to the academic misconduct without the initiation of Misconduct Committee proceedings. You do not have to attend the meeting and can ask for the case to be referred for formal consideration by a Misconduct Committee. You 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

As the meeting is not a Hearing it should be kept relatively informal; you may be accompanied by another College member, a member of KCLSU, or by a friend or family member. You will not be allowed to attend the interview with formal legal representation.

If appropriate, adjustments can be requested such as a sign language interpreter

The interview will be conducted by the ASB Chair (or Deputy) and one other Examiner.

The format of the interview will be as follows:

- You will be told at the outset of the purpose of the meeting and of the possible consequences of the meeting. This is a supportive process in which you will have the opportunity to discuss your work and to receive feedback on areas of concern. You will be presented with your work and the Examiners will state why they consider there may be a case of plagiarism or collusion. You will be invited to explain any relevant circumstances surrounding the production of your work and, if appropriate, invited to agree with the Examiners that the work contains plagiarism/cheating. As part of this process you can produce previous drafts of your 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 you acknowledge the academic misconduct, you will be asked to sign a statement confirming your acknowledgement within 5 working days of the meeting under LAMP. You will not have to sign it at the meeting. If you acknowledge 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 will email you if they believe there is academic misconduct you will be given 5 working days in which to sign the statement and return it to the Faculty. If you do not want to sign the statement you can contest the allegation and the Faculty will refer the case to the CA for consideration by a Misconduct Committee.

If you do not return the statement but do 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. You can contest this decision within a further 5 working days with SCA and the matter will then be referred to a Misconduct Committee.

It is important that you attend the LAMP meeting in order to get feedback on your academic studies and to present your case. If you do not attend any meeting the Chair can decide that academic misconduct has taken place and give one of the penalties as detailed above, as appropriate. You can contest this decision within 5 working days with SCA and the matter will then be referred to a Misconduct Committee.

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

If a case is referred to SCA for consideration by a Misconduct Committee SCA will contact you to let you know about any Hearing at least 2 weeks before the Hearing date. You will be given the opportunity to prepare a written statement and you can also ask [KCLSU Advice](#) they can provide representation at the Hearing.

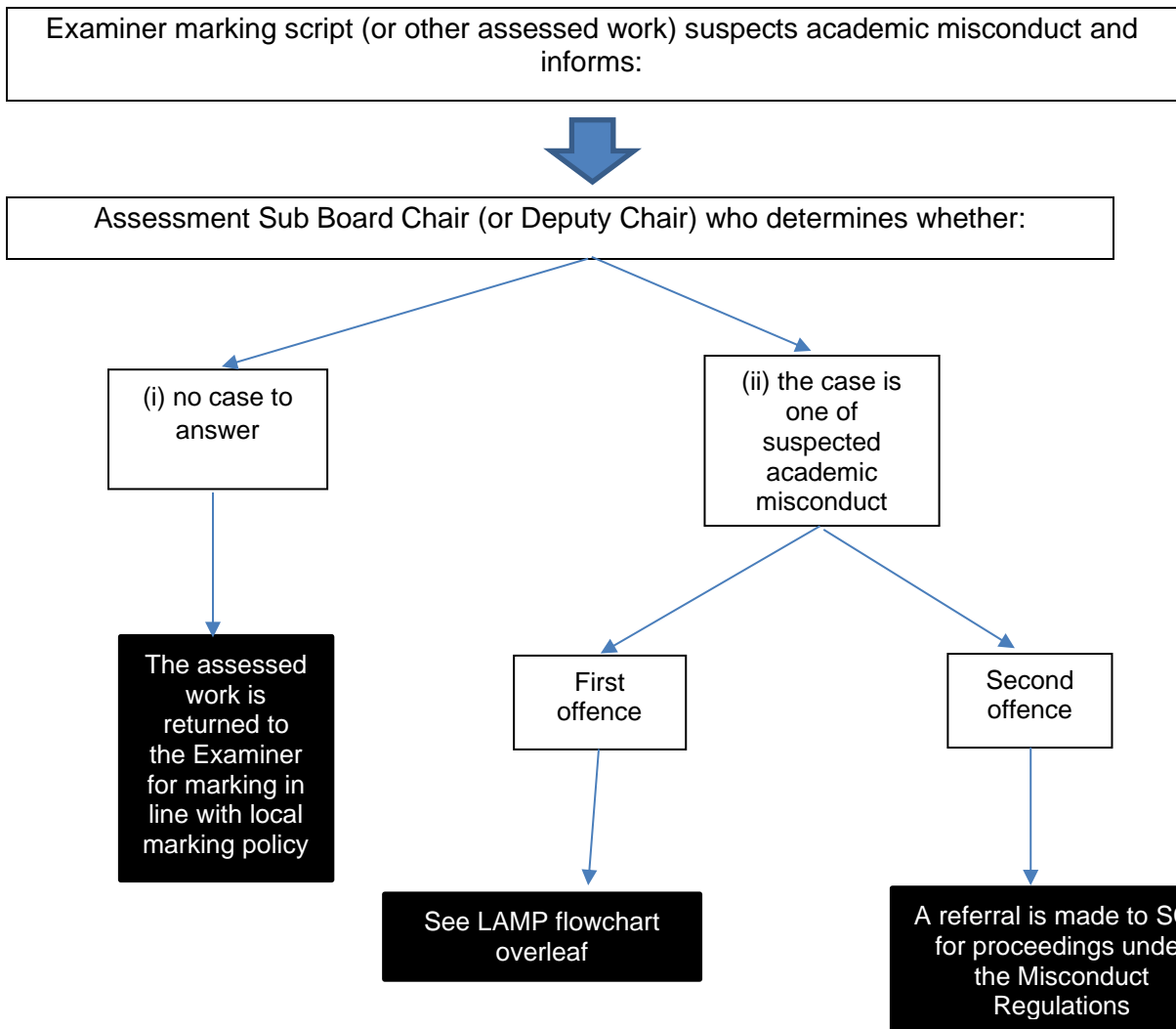
Further Guidance on Contract Cheating

Contract cheating or the use of an essay mill is considered cheating and will be considered under the Misconduct Regulations. King's takes academic misconduct very seriously, thoroughly investigating all allegations. Contract cheating occurs when a student commissions someone else such as an essay writing service to write their assessment for them. It can also occur if a student submits their own work for editing, which causes the structure and content to be changed. Proof reading of spelling and basic grammar is allowed by the College but if you are not sure whether what you are doing falls within the category of proof-reading or has become editing you should check with your tutor and the College Policy on Proof Reading.

Examples of Cases of Contract Cheating:

1. An essay mill contacted the university to say that a student, who had refused to pay their bill as they were not satisfied with the work, had used them to purchase an assessment. The student was expelled following a Misconduct Committee
2. An essay mill sold a student an assessment which had already been sold to another student. The student's work was flagged up on Turnitin as plagiarism.

Appendix A
Academic Misconduct Flow Chart



Appendix B
LAMP Procedure Flow Chart

