

Any query from students studying on courses validated by Wrexham Glyndwr University should, in the first instance, be referred to your Bloomsbury Institute academic administrator.



ACADEMIC INTEGRITY

GUIDE FOR STUDENTS

What is Academic Misconduct?

It is academic misconduct to take any action which can give you or another student an unpermitted advantage. This applies whether you take this action alone or with another person (s). The action may occur during or in relation to, a formal examination, a piece of coursework, or any form of assessment undertaken for a qualification.

Examples of Academic Misconduct

Plagiarism: using another person's words or ideas without acknowledgement and submitting them for assessment as if they were your own work.

Contracting with a third party to write a piece of work: any action that involves a third party (e.g. a fellow student, friend or family member) undertaking work on your behalf. This also includes material obtained from commercial essay sites or the internet.

Collusion: Where work that has been set to be undertaken by an individual is undertaken by more than one person but is submitted as if it is one person's work. Allowing someone to copy your work is an offence so both the original author of the work and the copier may face a penalty.

Do not share your work with anyone or leave your work in hard copy or on your computer screen or on a USB stick for others to see.

Fabrication of Data: making false claims to have carried out experiments, observations, interviews or other forms of data collection.

Exam Malpractice: introducing into an examination room any unauthorised materials such as a book, manuscript, data or loose papers or information obtained via any electronic device.

What happens if the marker suspects that academic misconduct has taken place?

If the marker is unable to find adequate documentary evidence to support the allegation, you may be interviewed to determine whether there is a case to answer.

If it is determined that there is a case to be answered it may be referred as follows, depending on the potential seriousness of the offence.

- Indiscretion
- Minor case of Academic Misconduct
- Major case of Academic Misconduct

Minor Indiscretion: It will be dealt with in this way if this is a first offence and has occurred early on in your studies and there are signs that this may have happened because of poor academic writing. The result is likely to be that you will be advised to seek academic study skills support.

Minor Academic Misconduct: You will be invited to a meeting with your Programme Leader and Associate Dean to discuss the issue. A decision will be made as to whether or not you have committed the offence and if so, a penalty will be determined.

Major Academic Misconduct: You will be invited to a Committee of Enquiry to discuss the issue. A decision will be made by them

as to whether or not you have committed the offence and if so, a penalty will be determined.

What happens at the Committee of Enquiry?

The Committee of Enquiry will be made up of two academic members of staff (from outside of your subject area) and an Officer. There will also be a Secretary who will take notes of the meeting. The Secretary will write to you inviting you to the meeting and providing copies of all the 'evidence' to be considered. Your Programme Leader will attend the hearing to present your case. You can be accompanied by someone for support and this could be a family member or friend or someone from the Students' Union. It is your responsibility to arrange this.

It is important that you read the documentation sent to you and, if you have any extenuating circumstances relating to your case, you should send evidence of this to the secretary before the meeting so that it can be considered in advance of the meeting. You will be given an opportunity at the meeting to provide your defence and it can be helpful to prepare a statement for the panel.

What happens if the Committee of Enquiry decide that you are guilty of the offence?

There are a range of penalties that can be given for proven cases of minor and major academic misconduct. These range from a Formal Reprimand; a mark of 0 for the piece of work with an opportunity to resubmit for a capped mark; a mark of 0 for the piece of work with no opportunity to resubmit the work. The

full range of recommended penalties can be found in the Academic Misconduct Procedure.

A record of any penalty will be placed on your student file and will remain on your Student Record.

If you are unhappy with the outcome of the Minor academic misconduct meeting or the Committee of Enquiry (Major academic misconduct), you can appeal against the decision within 10 working days of the date of the outcome letter.

If you are a student on a professional programme and a case of academic misconduct is found to be proven, this will be referred for consideration under the Suitability for Practice procedure.

What happens if the Committee of Enquiry decide that you are not guilty of the offence?

If you are found not guilty, no further action will be taken and any record of the matter will be removed from your records.

Where can I obtain further advice?

If you have been referred for academic misconduct, you can contact the Students' Union for advice and support.

Contact details are: suadvice@glyndwr.ac.uk or telephone 01978 293371.

The Academic Integrity Procedure can be found at:

<https://students.glyndwr.ac.uk/home-2/student-administration/>

Academic integrity – brief guide for students

Chapter 1 - Introduction

Welcome to this brief guide to academic integrity. By following the chapters, we will briefly consider the nature of academic integrity and explain some key definitions. Academic integrity is fundamental to ensuring the standards, quality, and reputation of any qualifications you gain and for the UK higher education sector. The University takes academic integrity seriously and is signed up to the [UK Academic Integrity Charter](#).

As a student at Wrexham Glyndwr University, you are joining and will be contributing to, an academic community. This brings with it the expectation that you will adopt the values of academic integrity, principles that should guide your learning and academic writing. These include:

- Honesty – you are open about where your ideas come from and give formal credit
- Fairness – you submit your own original work and don't attempt to gain an advantage through unfair means
- Responsibility – you are responsible for your own learning, taking an active role to know what is expected of you, and have an understanding of academic requirements
- Respect – you demonstrate respect for the work of others, acknowledging the work you have used to support your writing

You can support academic integrity through:

- Clearly acknowledging the information you use through accurate citations and referencing
- Submitting your own work, in your own words
- Using information appropriately

You may have experienced different guidelines or advice at a previous place of study or country and so it is important that you know the expectations of UK higher education and Wrexham Glyndwr University. Departing from these principles of academic integrity could result in claims of academic misconduct, which can be defined as any action taken that can give you or other students an unfair advantage and can include any formal or informal assessment. Students who commit academic misconduct, especially if they deliberately cheat, are at risk of serious consequences that could affect their academic studies and future careers. The University has an [Academic Integrity Procedure](#), which explains some of the academic penalties that can be applied.

Key points for students

1. You are responsible for the integrity of your own learning and academic work
2. Embracing the principles of academic integrity will improve your academic work and give you the best chance to succeed
3. You will be given support to ensure you are producing work that has academic integrity and to avoid academic misconduct
4. There are different types of academic misconduct and awareness of these examples is vital
5. Academic misconduct is never acceptable

Types of academic misconduct

There are various forms of academic misconduct, including:

- Plagiarism
- Collusion
- Fabrication of data/evidence
- Research misconduct
- Contract cheating – use of essay mills and Artificial intelligence (AI)
- Cheating in timed assessments (e.g. exams and in-class tests)

These will be briefly described in the following chapters of this workbook. There are also other sources of information and guidance (and more detailed definitions) available via the University student portal:

- [Student Guide to Academic Integrity](#)
- [Academic Integrity Procedure](#)
- Learning skills website - guidance on [Academic Integrity](#)

Chapter 2 - Plagiarism, Collusion and Fabrication of data

Plagiarism

Plagiarism is using someone else's work, words, or ideas without acknowledging the original source and submitting them for assessment. This gives the impression that it is your own work, words, or ideas and is classed as academic misconduct and unethical. It is good academic practice to acknowledge the source of information that you are using as evidence in your work. The source of information can take many forms and correct referencing ensures that it is properly acknowledged and will also improve your work. Unless providing a specific quote from the original source (which is cited correctly), you should always write in your own words and you should not just change a few words or the word order to make it look different. Copying and pasting online material is never acceptable. An important academic skill is being able to interpret the work of others and write in your own style and words. The University learning skills website has some useful advice, including:

- [Understanding plagiarism](#)
- [Understanding referencing](#)
- [Understanding paraphrasing](#)

Collusion

Collusion occurs when academic work that is meant to be produced by an individual is produced or shared by more than one person and submitted as if it is only one person's work. Any individual involved with the collusion could face a penalty, even if you produced the work on your own and then shared it with another student who submits as their own.

Collusion can be avoided by not sharing your work with another student, even if they only want to view a copy to help with their own work. Unless you are involved in genuine group work, with terms set and allowed by the academic member of staff, you should always work independently. This also includes the sharing of data, files, and research findings, unless this is part of a group project and is permitted by the academic staff involved.

Plagiarism and collusion - Turnitin software

In addition to the judgment of academic staff marking your work, the University employs software called Turnitin that can match your work to online material and compare it with the work of other students. This produces a similarity score that can identify the sources of plagiarism and collusion. Students have the opportunity to use this software with draft versions of assignments. This can be a useful tool to improve your work and to ensure you are producing independent work that uses your own words. It should not be viewed as a mechanism to simply 'lower your similarity score' or evade accusations of academic misconduct – the similarity score is just a measure and academic staff will make an overall academic judgment on the work.

Fabrication of data/evidence and Research misconduct

During your studies, you will be involved in academic work that will require the generation and/or collection of data, evidence, observation, and research findings. Fabrication of data is defined as the false production of information, making false claims, or obtaining it without permission from a third party. If you experience problems with obtaining the information you need for your academic work, speak to the academic staff involved. Don't feel tempted to make something up, there will be options and help that can be given.

An important part of academic studies is the development of research skills and conducting research projects. Research should be valid, responsible, and ethical. This means that any proposed research should be reviewed carefully and often required formal ethical approval. This has the benefit of ensuring that research will be effective and valuable. Students must engage with ethical approval procedures and conducting research projects without the appropriate approval can be viewed as research misconduct. Please contact the member of staff supporting you with your research and check what is required.

Chapter 3 - Cheating

Cheating in assessment is never acceptable and carries significant consequences. It places at risk your academic and future careers.

Contract cheating

Contract cheating involves using a third party to produce a piece of academic work on your behalf. In addition to asking someone you know to write the work, it has become a growing problem thanks to commercial essay mills and the use of artificial intelligence (AI). With both methods, it involves students often paying a lot of money for a service to produce academic work for you to submit. There are a number of potential consequences of contract cheating:

- The penalties for academic misconduct are severe and it will impact your being able to continue with your academic studies and future career plans
- Legislation is changing in the UK, with contract cheating being viewed as an illegal activity that could lead to a criminal record
- The work produced can be very poor quality
- It can be very expensive and there are many cases where money is paid and you get nothing in return

Cheating in timed assessments (e.g. exams and in-class tests)

There are strict rules involved with the conduct of timed assessment, whether that assessment takes place in a controlled University environment or a remote, online assessment. Academic misconduct in timed assessment (whether it is in person or online) may be defined as follows:

- Use of any materials not authorised for that examination or test
- Copying from, sharing of material, or communication with any other person during the examination or test
- Impersonation of anyone else or allowing yourself to be impersonated
- Submission of examination/test answers or other academic work produced by a third party

Conclusion

Please don't let academic integrity and misconduct be a source of worry – the guidance above will help you to produce work that is high quality and has integrity. If you feel that you need more help or don't understand, then please get in touch with your personal tutor, module tutor, or programme leader. They will be able to help. In addition, this workbook has signposted other sources of support.