

Student Academic Integrity Procedure

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STUDENT ACADEMIC INTEGRITY PROCEDURE

1. Introduction

All UWS students are expected to uphold the values of academic integrity. This document outlines the University's approach to detecting, investigating and, where appropriate, disciplining incidences of breaches of academic integrity, including plagiarism.

2. Definitions

The University defines academic integrity and plagiarism in the Code of Discipline, see Chapter 5, Appendix A in the [University Regulatory Framework](#). Plagiarism is a form of cheating as defined in the Code of Discipline.

Where a breach of the University's expected standards of academic integrity is suspected, students may face investigation and, where appropriate, disciplinary action. A breach of academic integrity is defined as any attempt to gain an unfair advantage and includes but is not limited to:

- **Collusion** – defined as two or more students working together without the prior authorisation of appropriate academic staff to produce the same or partially the same piece of work, and then attempting to present this work as their own;
- **Contract cheating** – defined as commissioning academic work, including the use of essay mills or purchasing of work;
- **Falsification of data / results** – defined as the misrepresentation of the results of experimental work or the presentation of fictitious results;
- **Subversion** of, or attempts to circumvent, similarity software and other anti-cheating protocols;
- **Bribery** – defined as the paying, offering or attempted exchange of inducement for information or material intended to advantage the recipient in an assessment;
- **Personation** – defined as a substitute taking the place of a student in an examination, preparing coursework for assessment on behalf of another student or submitting coursework for assessment that has been prepared by someone other than the student to whom the resulting grade would be attributed;
- **Submission of material generated by artificial intelligence** where such material has not been specifically deemed appropriate for that assessment item;
- **Cheating in an examination** by accessing unauthorised material before or during an examination;
- **Failure to obtain appropriate ethical approval** for research or data collection activities; and
- **Plagiarism** - by attempting to gain credit through using the work of another person including the use of the work of other students (past or present), unacknowledged use of published material presented as own work, or reusing work previously submitted for assessment (self-plagiarism), unless approved by the programme team through deliberate programmatic design.

Plagiarism includes the following:

- the extensive use of another person's material without reference or acknowledgement and the summarising of another person's material by changing a few words or altering the order of presentation without reference or acknowledgement;
- the substantial and unauthorised use of the ideas of another person without acknowledgement;
- copying other students' work with or without their knowledge or agreement; and
- the unacknowledged quotation of phrases from another's work.

Poor academic practice (e.g., weak referencing or lack of understanding of proper practice) does not in isolation represent a breach of academic integrity. However, repeated acts across multiple submissions may be considered to be a disciplinary matter depending on the severity of misdemeanour and student behaviours.

3. Detecting plagiarism and other breaches of academic integrity

To support detection of breaches of academic integrity:

- All written assessments must be submitted electronically as Microsoft Word documents, unless another format has been requested by or agreed with the module co-ordinator/PGR supervisor¹;
- The University's plagiarism detection software is used in conjunction with other means of detection to analyse assessment submissions in all modes where text-based plagiarism may be an issue;
- Where it is suspected that students submit work that is not their own (e.g. contract cheating, use of material generated by artificial intelligence where such material has not been deemed appropriate that assessment item) the module co-ordinator/PGR supervisor (or nominee) may take approaches to verify students' work such as requesting plans and draft work, or interviewing students to form a judgement on whether or not students produced the work themselves.

For other breaches of academic integrity, any relevant evidence from the module co-ordinator/PGR supervisor (or nominee) may be provided, including email correspondence and testimony, and the outcomes of any interview to determine the provenance of the work. The Student Academic Integrity Panel has the authority to ask students questions to investigate any alleged improper conduct or reports of academic misdemeanour.

4. Academic Integrity Panel

Any suspected case of breach of academic integrity standards is referred in the first instance by the module co-ordinator/PGR supervisor (or nominee) to the Chair of the Student Academic Integrity Panel in the relevant School.

¹ Actions taken by a PGR Supervisor under this Procedure may also be carried out by PGR Coordinators.

The Dean of School is responsible for the appointment of Chairs of Student Academic Integrity Panel in their School. Each School determines the specific membership of its Student Academic Integrity Panel with the expectation that each Panel consists of a minimum of:

- Chair or co-Chairs, approved by the Dean of School; and
- Two members of academic staff from the School, appointed by the Student Academic Integrity Panel Chair.

Schools may retain a wider active pool of chairs and panel members to provide sufficient staffing for panels throughout the academic year.

Where possible, the Panel membership is reflective of the diversity of the School. It is recommended that Schools convene a minimum of two Panels per term to allow for fast resolution of allegations and communication of outcomes to students.

The referrer of a suspected breach of academic integrity does not serve as a member of that Panel for the purpose of considering the case, but, where requested, attends the Panel for the purpose of presenting evidence.

It is the responsibility of the module co-ordinator/PGR supervisor (or nominee) to collect and present evidence to the Student Academic Integrity Panel. Where appropriate (e.g., cases where a similarity report does not adequately capture alleged academic integrity breach), the Panel may seek additional information from the student and relevant staff through a conversation.

Appendix I outlines the process for the operation of Student Academic Integrity Panels within Schools. The Panel meets to review referrals and may meet the module co-ordinator/PGR supervisor (or nominee.) The Panel determines whether there is a case to answer.

Where there is no case to answer, the referrer is notified, and the process is at an end.

Where there is a case to answer, and it is a first referral, the Panel reaches an indicative decision (decision 2, 3 or 4). The indicative decision is sent to students. Students are required to respond within five working days to accept the indicative decision. The Panel then confirms the final decision in writing. If students do not respond or do not wish to accept the indicative decision, students are requested to attend the Student Academic Integrity Panel for the case to be considered.

Where there is a case to answer, students are requested to attend the Student Academic Integrity Panel when it is a second referral or the indicative decision has not been accepted.

The Panel Chair informs the students in writing of the alleged breach of academic integrity and invites students to attend the Panel in support of their case. Students have the right to be accompanied to the Panel by a supporter. Please note that, the person nominated cannot be a solicitor or speak on behalf of students. The main aim of allowing students to have someone with them is to support them through the process. Students have the option to submit a written statement and any other additional information to the Panel in lieu of attending the Panel meeting. The final decision is then confirmed, in writing, after the meeting.

The Panel determines whether there has been a breach of academic integrity and, if so, the appropriate action required.

The Student Academic Integrity Panel has the power to choose from the following outcomes and actions.

Class	Decision	Penalty / Action	Additional guidance
1	No case to answer	No penalty.	No finding. No record is retained.
2	Poor academic practice	Clear feedback is given to students to improve the academic integrity of their work.	If poor academic practice is evident, the Panel may recommend additional engagement with academic training and support. Record of decision is kept by School.
3	Minor	Students receive a formal written warning that they have breached the University expectations for academic integrity.	The original assessment is not assessed and students are required to resubmit. The Panel may require resubmission with loss of attempt and/or the resubmission grade capped at the threshold mark of the module The Panel may ask students to undertake remedial activity, such as development of academic skills. Record of decision is kept by School.
4	Major	The disciplinary process is invoked. This may result in penalties including reprimand, suspension, or expulsion from the University.	Students are referred to the Senate Disciplinary Committee.

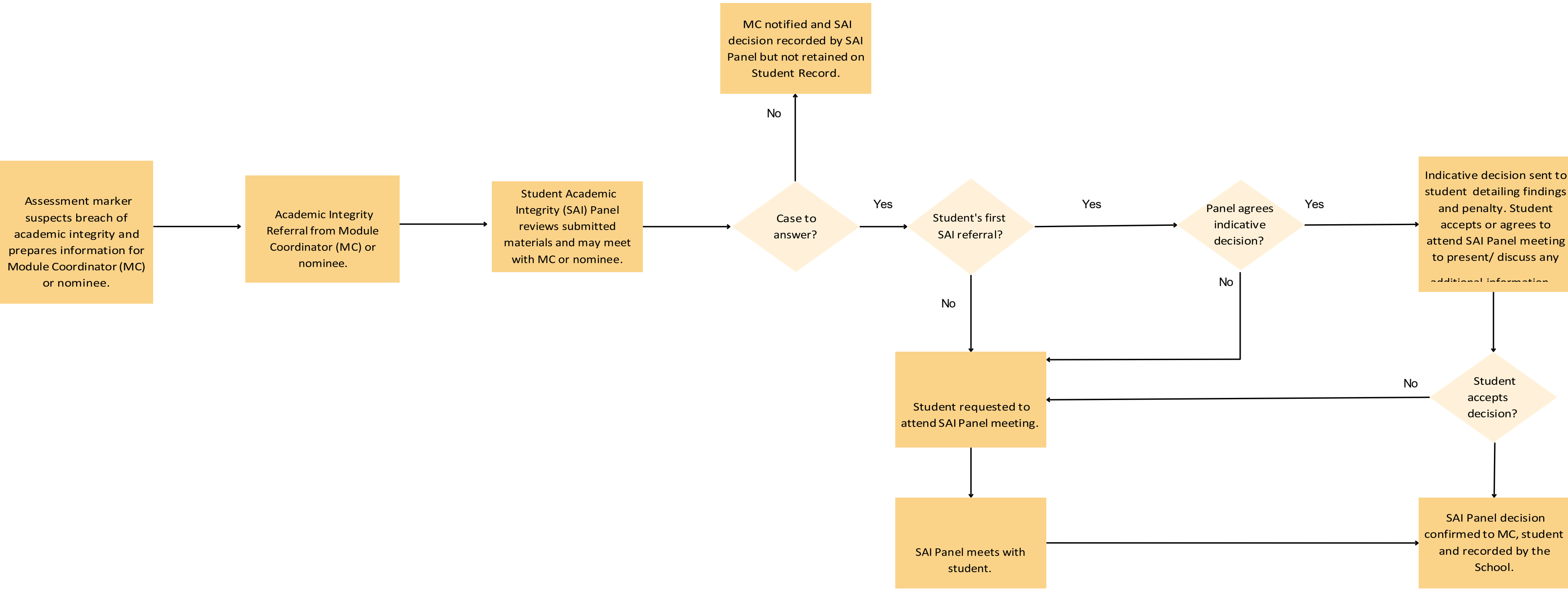
The decisions are communicated by University student email in a timely manner.

Students have the right to appeal decisions of the Panel. Such appeals are submitted and considered in line with Chapter 6 of the [University Regulatory Framework](#).

Where appropriate, students may also be subject to the Conduct, Competence and Fitness to Practise Procedure.

If students wish to be supported during this process, they may contact one of Students' Union Advice Workers – contact information is available via the following link: - <https://www.uwsunion.org.uk/advice/>

The Student Academic Integrity Panel maintains a record of decisions and reports regularly to the Senate Disciplinary Committee on numbers and categories of cases.



Appendix 1-Student Academic Integrity Panel (SAI) process Refreshed August 2024