Academic Integrity and Plagiarism Policy

Policy Category:	Academic - Student
Subject:	Academic Integrity and Plagiarism
Approving Authority:	Academic Board
Responsible Officer:	Executive Director, Education and Students
Responsible Office:	Student Conduct & Appeals (Student and Education Directorate)
Related Procedures:	Academic Misconduct Procedure
Related Policies:	Fitness to Practise Policy, Support for Study Policy, Non-Academic Misconduct Policy
Effective Date:	17/02/2025

1. Introduction and Purpose

1.1 Purpose

1.1.1 The purpose of this policy is to establish **clear guidelines** on academic integrity and plagiarism at iQualifyuk.

1.1.2 This policy aims to:

- Define **academic honesty** and expectations for students.
- Outline the **different forms of academic misconduct**, including plagiarism.
- Explain the **consequences of academic misconduct** and disciplinary actions.
- Guide **how to maintain academic integrity** in assessments and research.

1.2 Scope

1.2.1 This policy applies to all **undergraduate, postgraduate, and research students** enrolled at iQualifyuk.

1.2.2 It covers all types of **academic work**, including but not limited to:

- **Essays, reports, dissertations, and research papers**
- **Examinations and coursework**
- **Presentations and group projects**

1.2.3 The policy aligns with **UK Quality Assurance Agency (QAA) guidelines**, ensuring compliance with higher education academic standards.

📞 +44 (0)20 3743 1808   ✉ info@iqualifyuk.com

📍 **Head Office:** 9 Hills Road, Cambridge, England, CB2 1GE

Campus: Queensgate Centre, Orsett Road, Grays, Thurrock, RM17 5DF

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2. Definition of Academic Integrity

2.1 What is Academic Integrity?

2.1.1 Academic integrity is the foundation of honest, ethical, and responsible academic conduct. It requires students to:

- **Submit original work** and properly acknowledge sources.
- **Follow ethical research practices** when conducting studies or projects.
- **Avoid dishonest practices** such as plagiarism, collusion, or fabrication of data.

2.2 Importance of Academic Integrity

2.2.1 Maintaining academic integrity ensures:

- **Fair assessment and evaluation** of students' abilities.
- **Credibility of academic qualifications** awarded by iQualifyuk.
- **Trust in research and scholarly work** produced by students and faculty.

3.0 Types of Academic Misconduct

3.1 Plagiarism

3.1.1 **Plagiarism** is the act of **using someone else's work** (words, ideas, or research) **without proper attribution**.

3.1.2 Types of plagiarism include:

- **Direct plagiarism** – Copying text from a source without citation.
- **Self-plagiarism** – Submitting one's previous work without permission.
- **Mosaic plagiarism** – Using phrases from a source without quotation marks.
- **Improper paraphrasing** – Changing a few words while keeping the original meaning.

3.2 Collusion

3.2.1 **Collusion** is **unauthorised collaboration** between students to produce work that is submitted as independent work.

3.2.2 **Examples of collusion** include:

- Working with another student on an individual assignment.
- Sharing answers or coursework with another student.
- Allowing another student to submit work on one's behalf.

3.3 Fabrication and Falsification

3.3.1 **Fabrication** is the act of **making up data or information** in an assignment.

3.3.2 **Falsification** involves **manipulating research data** or altering information to mislead assessors.

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3.4 Contract Cheating

3.4.1 Contract cheating occurs when a student **pays or requests another person or service to complete their academic work**.

3.4.2 This includes:

- Using **essay-writing services** or "paper mills".
- Paying someone to **sit an exam** or complete coursework.
- Submitting work that is not the student's own.

3.5 Examination Misconduct

3.5.1 Any **dishonest practice during an examination** is considered misconduct.

3.5.2 Examples include:

- Bringing **unauthorised materials** into an exam room.
- **Communicating with others** during an exam.
- **Impersonating another student** or allowing impersonation.

4. Consequences of Academic Misconduct

4.1 Disciplinary Actions

4.1.1 Any student found guilty of academic misconduct will face **disciplinary action**, which may include:

- A **formal warning** for minor infractions.
- **Grade reduction** or **zero marks** for plagiarised work.
- **Failure of the module** in cases of serious misconduct.
- **Expulsion from the university** for repeated offences.

4.2 Levels of Academic Misconduct

4.2.1 **Minor Offences**

- First-time plagiarism due to poor referencing.
- Unintentional mistakes in citation.
  Penalty: Warning and mandatory academic writing workshop.

4.2.2 **Moderate Offences**

- Copying sections of an assignment without credit.
- Collaborating on work meant to be individual.
  Penalty: Reduction in marks or failure of the assessment.

4.2.3 **Major Offences**

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- Submitting purchased essays or fabricated research.
- Cheating in exams or severe repeated plagiarism.
  Penalty: Suspension or expulsion from iQualifyuk.

5. Avoiding Plagiarism and Academic Misconduct

5.1 Proper Referencing

5.1.1 Students must use a **recognised referencing style** (e.g., Harvard, APA, MLA) to cite sources correctly.

5.1.2 The **Library and Academic Support Services** offer guidance on proper citation and referencing.

5.2 Use of Plagiarism Detection Tools

5.2.1 iQualifyuk uses **plagiarism detection software (e.g., Turnitin)** to check submitted work for originality.

5.2.2 Students can access **Turnitin similarity reports** before submission to identify potential issues.

5.3 Academic Writing Support

5.3.1 iQualifyuk provides:

- **Workshops on academic writing and referencing.**
- **One-on-one support** from the Academic Writing Centre.

6.0 Reporting and Investigating Academic Misconduct

6.1 Reporting Procedure

6.1.1 Cases of suspected academic misconduct can be reported by:

- **Lecturers or academic staff** during coursework evaluation.
- **Examiners or invigilators** during examinations.
- **Plagiarism detection software** used by the institution.

6.2 Investigation Process

6.2.1 If academic misconduct is suspected:

- The case is **reviewed by the Academic Integrity Panel**.
- The student is given an opportunity to **explain their work**.
- A final decision is made, and **penalties are applied** if misconduct is confirmed.

7.Policy Review and Implementation

7.1 Annual Review

7.1.1 This policy will be reviewed **annually** by the Academic Integrity Committee.

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7.2 Compliance Monitoring

7.2.1 The **Examinations Office** ensures all academic integrity procedures follow institutional guidelines.

8. Contact Information

8.1 For questions regarding academic integrity and plagiarism, students can contact:

Email: academicintegrity@iqualifyuk.com
Phone : +44 (0)20 3743 1808
Website: www.iqualifyuk.com

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