

TEDI-LONDON

ACADEMIC INTEGRITY POLICY

Summary	This Policy outlines the process for dealing with cases of academic dishonesty.		
Policy Owner	Registrar		
Policy Sponsor	Academic Board		
Policy applies to	All students at TEDI-London		
Equality impact assessment completed	[date]		
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DOCUMENT CONTROL

Date	Version	Action	Amendments
27/02/2020	1	Policy issued	n/a
04/02/2021	2	Policy updated	Amendments made to update terminology used and preliminary investigation process. Updates were also made to timeframes to ensure clarity
16/08/2021	3	Policy updated	Inclusion of information on common knowledge. Clarification around who can accompany students to meetings. Clarification that appeals can only be made on specific grounds.

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PART ONE: PRELIMINARY INFORMATION

1. INTRODUCTION

- 1.1. This Policy sets out the expectations of TEDI-London's students around academic integrity, and what happens if these expectations are not met and there is a suspicion of academic dishonesty (sometimes also referred to as academic misconduct).
- 1.2. The Policy outlines the process for investigating suspected academic dishonesty and the penalties that can be applied in cases of proven academic dishonesty.
- 1.3. This Policy adheres to sector good practice guidance, including Carroll (2007) *A Handbook for Deterring Plagiarism in Higher Education*, QAA Viewpoint: Plagiarism in UK higher education (2016) and the OIA's Good Practice Framework.

2. POLICY STATEMENT

- 2.1. Having integrity is one of our values so academic integrity is very important to us. Having academic integrity is vital for your intellectual and professional development and is an important skill for graduate employment and your future career.
- 2.2. You are expected to follow conventions of academic practice, such as established referencing and citation protocols, which both demonstrate and ensure academic integrity. Learning study skills such as effective notetaking, the ability to critically evaluate other writers' theories and concepts and presentation skills, will help you to understand these conventions. Failure to adhere to these conventions can result in poor academic practice or, if there is a clear intention to deceive examiners and assessors, to unfair and/or dishonest academic practice.

3. SCOPE OF THIS POLICY

- 3.1. This Policy covers all students of TEDI-London. For this Policy, a student is defined as a student registered for an award of TEDI-London or an exchange

student taking TEDI-London modules for credit as part of their programme elsewhere.

4. DEFINITIONS USED IN THIS POLICY

- 4.1. **Academic integrity** is an expectation that you will not cheat in assessments or deliberately try to mislead examiners and assessors.
- 4.2. The opposite of academic integrity is **academic dishonesty**, which is defined as any action by you that gives you an improper advantage in your assessment(s).

5. ROLES AND RESPONSIBILITIES

- 5.1. **You** (the student) are responsible for:
 - a. Maintaining your own academic integrity by producing your own work, explicitly acknowledging any material that has been included from other sources or legitimate collaboration, and presenting your own findings, conclusions or data based on appropriate and ethical practice
 - b. Using the opportunities provided to learn how to avoid poor academic practice. You can access support via the Student Hub.
 - c. Declaring any disabilities or other factors that might impair your performance, or any [Mitigating Circumstances](#), to enable us to provide you with suitable support with your assessments.
- 5.2. **TEDI-London staff** are committed to ensuring that you understand and can apply the principles of Academic Integrity by offering you support to do so. We will help you to develop and maintain good academic practices by:
 - a. Teaching you about good academic practice conventions at induction, and throughout the programme
 - b. Giving you an opportunity to practice writing and to receive feedback on this before you are expected to submit an assessment for credit
 - c. Ensuring that deadlines are reasonable
 - d. Using a range of different assessment types
 - e. Designing robust assessments that encourage the development of good academic practice skills – this might include requiring you to undertake a technical report rather than an essay
 - f. Reviewing assessments regularly and ensuring that these are updated as required

- g. Ensuring that assessment information is clearly specified at the start of each module, and as the deadline approaches.

- 5.3. **Registry team members** are responsible for ensuring that suspected cases of Academic Dishonesty are investigated via this Policy and that any outcomes are logged as described within the Policy.

6. TRAINING, DISSEMINATION AND IMPLEMENTATION

- 6.1. Staff and Students of TEDI-London should ensure that they are familiar with this Policy and note their responsibility to follow specific roles as outlined within this document.
- 6.2. The Policy will be made available via the TEDI-London website.

7. MONITORING AND REVIEW

- 7.1. Records of Academic Dishonesty will be retained in accordance with the Records Retention schedule [link]. Compliance with this Policy will be monitored by checking these records.
- 7.2. The Registrar is the Policy Sponsor; they are responsible for ensuring compliance with the Policy and for reporting any breaches to the Academic Board. The Academic Board will be responsible for dealing with the outcomes from any breaches.
- 7.3. This Policy is reviewed every three years. The next review date is September 2024.

PART TWO: ACADEMIC DISHONESTY CATEGORIES

8. TYPES OF ACADEMIC DISHONESTY

8.1. There are several types of Academic Dishonesty, which are detailed below.

Poor academic practice	<p>Poor academic practice can arise when you attempt to adopt academically acceptable practices but fail to do so accurately or fully.</p> <p>Examples include:</p> <ul style="list-style-type: none">- forgetting to insert quotation marks- minor mistakes in referencing or citation- gaps in the bibliography or reference list- non-compliance with some aspects of presentation guidelines.
Collusion	<p>Collusion occurs when, unless with official approval (e.g. in the case of group projects), two or more of you consciously collaborate in the preparation and production of work which is ultimately submitted by more than one of you in an identical or substantially similar form and/or is represented by each of you to be your own work.</p> <p>Collusion can also occur where there is unauthorised co-operation between you and another person in the preparation and production of work which is presented as your own.</p>
Copying	<p>Copying can occur when you consciously present as your own work material copied directly from a fellow student or other person without their knowledge. It differs from collusion in that the originator of the copied work is not aware of or party to the copying. Copying of work from published sources is dealt with as plagiarism [link].</p>

False authorship	This means purchasing or commissioning work from another person/ service and presenting this as your own work. This includes the use of essay mills.
Dishonest use of data	<p>Embellishment or falsification of data: when a proportion of data is altered, enhanced or exaggerated in order to emphasise data which has been obtained by legitimate means.</p> <p>Fabrication of data: an extensive amount or significant piece of data is created in order to conceal a lack of legitimate data; or a set of data is wholly fabricated in the absence of legitimate data.</p>
Plagiarism	<p>Plagiarism is passing off someone else’s work, written or otherwise, as your own work. This includes published work in the public domain, or the work of other students from any institution.</p> <p>Examples of plagiarism include:</p> <ul style="list-style-type: none"> – the verbatim (word for word) copying of someone else’s work without appropriate and correctly presented acknowledgement and citation of the source – the close paraphrasing of someone else’s work by simply changing a few words or altering the order of presentation, without appropriate and correctly presented acknowledgement and citation of the source – failure to reference appropriately or to adequately identify the source of material used – unacknowledged quotation of phrases from another’s work – the deliberate and detailed presentation of someone else’s concept as your own. <p>Please note that some information can be considered as ‘common knowledge’; i.e. a principle taken for granted by people knowledgeable about the topic., for example, Newton’s Laws of Motion or certain material properties, etc. you do not need to reference information that is considered common knowledge.</p>

PART THREE: PROCESS FOR ACADEMIC INTEGRITY INVESTIGATIONS

9. PURPOSE OF ACADEMIC INTEGRITY INVESTIGATIONS

- 9.1. We understand that some instances of Academic Dishonesty are a failure, due to lack of academic ability or understanding, to observe the expected standards associated with Academic Integrity when undertaking academic work, but some are inherently dishonest acts where there is an intention to gain an advantage over others by wilfully seeking to deceive markers.
- 9.2. As part of our ethos of fairness and equality to all students, we are committed to ensuring that cases of suspected Academic Dishonesty are investigated and dealt with promptly and thoroughly.
- 9.3. We investigate all instances of potential Academic Dishonesty to uphold our standards and to ensure that you can learn from any potential error and not repeat it.

10. STAGES OF ACADEMIC INTEGRITY INVESTIGATIONS

- 10.1. If you are accused of Academic Dishonesty, there are several things that might need to happen. These will depend on your level of study, and the nature and severity of the accusation.
- 10.2. Every process will start with a preliminary investigation. Below you will find information about the different stages of investigation, the potential sanctions should the Academic Dishonesty accusation be upheld, and how to appeal a decision if you disagree, through the Academic Appeals process.
- 10.3. Where Academic Dishonesty is suspected during an examination, the Invigilator in charge will take such immediate action as they consider necessary and will then follow the documented procedures set out in this Policy.

11. PRELIMINARY INVESTIGATION

- 11.1. If Academic Dishonesty is suspected in your work by the marker, they will initiate a Preliminary Investigation. They will complete the necessary information on the Academic Integrity Form, identifying supporting evidence as required.

- 11.2. The marker will share the Academic Integrity Form and evidence with an academic colleague (usually the moderator for the assessment).
- 11.3. If the moderator agrees there is a case, the marker will forward the case (Academic Integrity Form and evidence) to the Academic Integrity Secretary, ensuring that information is provided about reasons for their allegation, and that any necessary evidence, such as the originality report is provided. This will usually take place before the Assessment Board meeting where your module mark is being considered.
- 11.4. The Secretary will write to you to outline the issue and to invite you to either an Academic Development Meeting, an Academic Dishonesty Meeting or an Academic Integrity Panel. Further information on these meetings can be found below.

12. ACADEMIC DEVELOPMENT MEETING

- 12.1. If the marker believes that the issue is of Poor Academic Practice, rather than Academic Dishonesty, and this is the first such instance, you will be invited to an Academic Development Meeting with the marker of the work. This is an informal meeting, but you can approach the Student Hub or King's College London Students' Union (KCLSU) for advice and you can be accompanied to the meeting by a member of the TEDI-London community or KCLSU if you wish.
- 12.2. The marker will advise you how to avoid Poor Academic Practice or Academic Dishonesty in the future. You will receive a record of the advice given to you; this will also be retained on your file.

13. ACADEMIC DISHONESTY MEETING

- 13.1. If the allegation is more serious, or it is not your first alleged Academic Dishonesty issue, you will be invited to an Academic Dishonesty Meeting. You will receive at least 5 working days' notice of a Meeting. If you are unable to attend, then we will attempt to reorganise this for a convenient time once. If you do not attend the meeting and have not given a reason why, then a determination will be made in your absence.
- 13.2. You may be accompanied to the Meeting by one member of TEDI-London's community or KCLSU.

13.3. The Academic Dishonesty Meeting will be conducted by the marker of the assessment, with the Secretary, who will provide regulatory advice and take notes at the meeting.

13.4. The Academic Dishonesty Meeting will determine whether there has been Poor Academic Practice or Academic Dishonesty by:

- a. establishing the facts of the allegation of Academic Dishonesty and the evidence to support it
- b. determining whether there is a case to answer
- c. determining whether there has been Poor Academic Practice or Academic Dishonesty
- d. resolving the matter, determining whether a sanction should be given, or refer the case to an Academic Dishonesty Panel where appropriate.

14. POSSIBLE OUTCOMES OF AN ACADEMIC DISHONESTY MEETING

14.1. In the case of Poor Academic Practice, the marker may deduct marks, considering as appropriate matters such as the quality/accuracy of the referencing and citations, the quality of data presented, etc. They will also give you feedback on how to avoid Poor Academic Practice in future assessments.

14.2. If the matter is your first instance of Poor Academic Practice:

- a. the work will be marked
- b. you will be provided with support to promote your understanding and development of good academic practice; and
- c. you will receive a written warning that any further breaches would be referred to an Academic Dishonesty Panel and/or a more serious sanction applied.

14.3. For subsequent instances of Poor Academic Practice, i.e. where you have committed more than one instance of the same offence and have received a warning or guidance following the initial occurrence, the marker can apply an appropriate [sanction](#), using the guidelines outlined in the [Academic Dishonesty Sanctions section](#), or may decide to refer the matter to an [Academic Dishonesty Panel](#).

14.4. Where Academic Dishonesty is suspected:

- a. If the you dispute the allegation, the case will be escalated to an [Academic Dishonesty Panel](#)

- b. If you agree that you have committed Academic Dishonesty, a [sanction](#) will be issued.

14.5. The outcomes of Academic Dishonesty Meeting, including those relating to Poor Academic Practice, will be documented, and noted on your record for the duration of your time at TEDI-London.

15. ACADEMIC DISHONESTY PANEL

15.1. An Academic Dishonesty Panel will be organised in cases where a case of Academic Dishonesty has not been resolved during the [Academic Dishonesty Meeting](#). Cases can also be referred directly to a Panel from the Preliminary Investigation if they are deemed to be serious enough, as explained above.

15.2. You will be given 5 working days' notice of the date of the Panel. If this is not a convenient time for you, we will attempt to rearrange the meeting once. If you do not attend the meeting without an adequate reason, the hearing will continue in your absence.

15.3. The Panel will consist of three academic members of staff who have not previously been involved in the case and the Secretary will be in attendance to provide regulatory advice and take notes.

15.4. The Panel will be provided with the information considered at the Academic Dishonesty Meeting and given access to records of any previous cases of Academic Dishonesty (including Poor Academic Practice), if you have any.

15.5. You can be accompanied by one other person from the TEDI-London community or KCLSU. If you choose to be accompanied, you should provide information about the accompanying person in advance of the Panel. The meeting is an opportunity for *you* to discuss the suspected Dishonesty and, if accompanied, you are normally expected to speak on your own behalf unless the Panel agrees that your companion may represent you.

15.6. You may present your case to the Panel in writing if you wish; this must be sent to the Secretary at least 2 working days in advance of the meeting, and you may also respond to any evidence used by the Panel.

15.7. The Panel will investigate your case by asking you questions about the allegation. They will decide whether they believe Academic Dishonesty has taken place in

relation to the evidence they have seen and heard on the balance of probabilities, i.e. the Panel will be satisfied that an event occurred if they consider that, on the evidence available, the occurrence of the event was more likely than not.

- 15.8. If the Panel finds that Academic Dishonesty has not taken place, no further action is taken, and your record is updated to remove reference to the allegation. The notes of the Panel are retained. The marking process is resumed in the normal way.
- 15.9. If the Panel believe you have committed Poor Academic Practice, this will be considered during the marking process, and marks may be deducted if the quality of the work is impaired by the poor academic practice.
- 15.10. If Academic Dishonesty has taken place the Panel will decide on an appropriate [Sanction](#).

PART FOUR: SANCTIONS

16. INTRODUCTION TO ACADEMIC DISHONESTY SANCTIONS

16.1. There are a range of sanctions available for Academic Dishonesty. The selection of the sanction is a matter of academic judgement and will depend on the level of Academic Dishonesty and will consider the following facts:

- a. the instance of the Dishonesty (first or subsequent) and the nature of any previous offence(s)
- b. the extent of the Dishonesty
- c. whether the Dishonesty was deliberately fraudulent.

16.2. The following circumstances may also influence the choice of sanction:

- a. your year of study
- b. the nature of the Module (number of credits, structure, status for professional body accreditation)
- c. whether there is any mitigation as determined by the Mitigating Circumstances process
- d. whether the Dishonesty was deliberately fraudulent

17. AVAILABLE SANCTIONS

Reprimand	A formal warning which will be kept on your record. Your work will be marked but the mark might be reduced to reflect your failure to address the assessment criteria.
Capping of the assessment component	Failure (0%) in the assessment component [link to the glossary], with an opportunity to resit, where you still have an opportunity to do so, i.e. where you have not exhausted your resit opportunities. The mark for the assessment is capped at the minimum pass mark.
Capping of the module mark	Failure (0%) in the assessment component, with an opportunity to resit, where you still have an opportunity to do so. The mark for the module is capped at the minimum pass mark.
Capping of the assessment component and other	Failure (0%) in the assessment component, with an opportunity to resit, where you still have an opportunity to do so. The mark for the resit will be capped at the minimum pass

assessments for the same period	mark. Additionally, capped marks will be imposed on other assessments undertaken in the same assessment period.
Award of zero for the module mark and credits awarded for progression	Failure (0%) in the assessment component, with an opportunity to resit, where you still have an opportunity to do so. If passed, credit for the module will be awarded in recognition of the learning outcomes being met, but a mark of 0 will be recorded.
Referral to disciplinary process	The case will be referred to the TEDI-London Student Disciplinary Process. Please note that withdrawal from the programme is a possible outcome of the Disciplinary Process.

18. APPLICATION OF SANCTIONS WHERE MORE THAN ONE STUDENT IS INVOLVED

- 18.1. If the case relates to collusion, then all students involved, including a student allowing their work to be copied, will receive the mark penalty for the assessment task.
- 18.2. If the case relates to copying another student in any form without his/her knowledge, then any resulting warning and penalty will apply only to the individuals that copied the work.
- 18.3. In addition to the sanctions above, the Panel may recommend that you undertake training in good academic practice.

PART FIVE: APPEALS AND REPORTING

19. APPEALS PROCESS

- 19.1. In some circumstances, you will be able to appeal against the outcome issued as part of the Academic Integrity Process. Your case must meet one of the specific grounds outlined within the Academic Appeals Policy.
- 19.2. To submit an appeal, you should follow the process outlined in TEDI-London's Academic Appeals Policy.

20. REPORTING OF ACADEMIC DISHONESTY CASES

- 20.1. You will receive a written notification of the outcome of the Academic Dishonesty Panel and your record will be updated.
- 20.2. Where Dishonesty is found, it is recorded at the Assessment Board and a note is made on your record.
- 20.3. Assessment Boards:
 - a. will not re-consider the Academic Dishonesty Panel's finding of Academic Dishonesty, but instead
 - b. will consider the recommendations of the Panel regarding the action to be taken and take these into account when awarding your marks and making decisions concerning your progress and Award.
- 20.4. Where the case is being considered under the Student Discipline Policy, the Assessment Board will note any recommendations made by the Panel but will await the outcome of the Disciplinary process before implementing them or deciding on progress and Award.
- 20.5. If it has not been possible to conduct the Panel before the date of the Assessment Board, Chair's Action can be taken in relation to the outcome of the hearing once it has been determined.
- 20.6. Professional Bodies may be informed of cases of Academic Dishonesty if this is done in accordance with GDPR and only once the internal procedures have been completed. You will be notified before the Professional Body is informed.