
Academic Misconduct Regulations and Procedure



Appendix E:

Types of Academic Misconduct Explained

The following is a glossary of the types of academic misconduct that the University recognises and corresponds with the penalty tariff. The examples and explanations are provided for illustrative purposes and is not intended to be an exhaustive list.

1. Academic Integrity

Academic integrity means demonstrating honest and moral behaviours when researching, developing, producing, submitting, or publishing academic work.

2. Academic Misconduct

Is an attempt to achieve an unpermitted or unfair advantage over other students in the submission, assessment or deciding of results for themselves or others.

3. Collusion

Submitting work which you claim to be your own, but you have completed in partnership with someone else or other people when the assessment requirements do not permit this.

If the assessment requires you to submit work that should have been prepared and completed by yourself, you might be accused of collusion if you work together with someone else to produce the research or content of your submission. This includes working with other students or someone from outside the University.

This is unlike a group project where collaboration might be explicitly permitted to produce a presentation, report or artefact. Assessment briefs will be clear whether the task permits cooperation or collaboration with other students. If you are unsure if you can work with someone else, you must seek advice from your tutor.

4. Commissioning (or Contract Cheating)

Commissioning is considered to be the act of using material, wholly or in part, within your submission that has been either purchased, commissioned or acquired from a third party. This would include:

- a. Purchasing material from an essay-mill and writing services.
- b. Excessive use and/or unacknowledged use of AI services.
- c. Example essays.
- d. Work determined to include more than 75% material from a single source that cannot, on the balance of probabilities, be determined to be the work of another student at the institution, will be considered to be commissioned or acquired work from a third party, including example essays.

5. Dishonest or Unethical Conduct

This is a broad range of unacceptable behaviour or practice that maybe considered a breach of academic integrity and may include any of the following:

- a. **Bribery or intimidation** is where an attempt (irrelevant of success) is used to influence other students or University staff with the intention of gaining an unfair advantage.
- b. **Complicit Behaviour** is where a student may comprise their own academic integrity, either intentionally permitting or through negligence, enabling the academic misconduct of another student. It applies to both students at the University or studying at another institution. For example, this could include permitting another student to use your research (where collaboration is not intended); or inadvertently enabling another student to plagiarise your work by giving them unrestricted access to your computer.
- c. **Dishonest practices** are where a student's behaviour or actions can be considered to be an attempt (irrelevant of success) to have an unfair advantage in their assessment. For example, this would include making fraudulent *mitigating circumstances* claims or falsifying evidence to support deadline extensions, academic appeals or in defence of allegations of academic misconduct.
- d. **Fabrication** is any attempt to present fictitious or distorted material that contributes to an assessment or to knowingly make use of such material. For example, falsifying the results of a survey used in research or inventing citations and references.
- e. **Impersonation** is where someone assumes your identity (or you theirs) with the intention of presenting on your behalf for assessment. For example, if a friend takes a test for you.
- f. **Unethical practice** would be where a student's behaviour or actions represent a failing to follow good ethical methodology or professional practice in respect of conducting research or the production of assessed work (including the consequence of other types of academic misconduct upon the assessment). Examples might include:
 - Demonstrating a significant lack of respect for participants or other students, including their physical safety, mental wellbeing, dignity or data protection; or misleading individuals (deliberately or inadvertently) about the objectives and purpose of the research/production.
 - The mismanagement of your data and research.
 - Unethical conduct in the production of your work such that it demonstrates a fundamental failure to observe ethical or professional standards associated with the area or purpose of study.
- g. **Unpermitted possession** of material or using prohibited material in an assessment. This usually refers to test or examination situations where you may have gained access to examination papers, improperly annotating open-book material or using any equipment or prohibited substance that may give you an unfair advantage in that situation.

6. Gross Research Misconduct

Doctorial students represent the highest form of accredited academic endeavour and are therefore expected to understand, embody and exemplify the principles of academic integrity. Gross Research Misconduct applies only to such students and includes unethical or dishonest conduct that compromise the validity or authenticity of their work such that it discredits their findings and conclusions, or brings the status of the award or University into disrepute.

7. Plagiarism

This means presenting another person's work, theories or expressions of an idea as your own work. This may include any of the following:

- a. Copying another person's work without proper acknowledgement. This is not limited to an academic's or industry professional's work in digital or printed publication (e.g. journals, websites or books) but also the work of other students in your class and those from other institutions.
- b. Paraphrasing or piecing together *text* into a new whole without proper acknowledgement. For example, this could include piecing together sections of different websites either excessively or without appropriate acknowledgment.
- c. Incorporating and piecing together images into a new whole without proper acknowledgement. For example, this could include misusing a stock image in the background of an illustration project.
- d. Imitating the style or concept of another's work into your submission without acknowledgement. For example, whilst designers frequently inspire and influence the work of other artists, excessively imitating a pattern, effect or style of another designer/artist in your work is considered plagiarism.

8. Poor Academic Practice

Poor academic practice is considered to be where the quality of a student's presentation, style, scholarship or practice falls short of acceptable academic conventions or professional standards expected of students in higher-education or professional practice. Whilst this is not as serious as other forms of academic misconduct, if your academic practice is determined to exhibit poor traits, you will be encouraged to develop your skills to avoid repeating the mistakes or making more serious errors of judgement. Repeated lack of acceptable academic and professional practice will usually be treated as intentional disregard to academic or ethical conduct and will incur more serious penalties. Common examples of poor academic practice include, but are not limited to:

- a. Incomplete bibliographies, missing citations and referencing; or inaccurate use of referencing styles.
- b. Poor use of citations and referencing which might be misleading or inaccurate (including development work).
- c. Failure to adequately reference or explain the difference between work you have created that was inspired by the practice of others and the deliberate incorporation or imitation of other's work into your submission.

d. Excessive use of quotes and paraphrasing.

9. Self-Plagiarism

This means repeating or representing your own work from a previous assessment without providing appropriate acknowledgement referencing as you should with any other source. However, some assessments allow you to build upon or redevelop your previously submitted work (e.g. Resit tasks). You should therefore ask your tutor if you are unsure if the assessment brief permits you to substantially use your own previous work.