1 Introduction

a) Middlesex University is committed to operating in an ethical way in every area to ensure the highest possible standards of decision-making and accountability (MU Ethics Framework Statement 2014).

b) The University Strategy (2031) has been developed to ensure our students learn about and develop a professional and ethically-informed skillset based on fundamental values and principles such as trust, honesty and integrity. This is because being able to work in a professional and ethical way is a highly valued graduate attribute. As part of this development it is fundamental that our students know how to learn from and acknowledge others' work in the process of creating their own unique pieces of academic work – and to be truthful about their own contribution.

c) The University recognises that academic integrity is a set of learned skills, with honesty, fairness and respect for others and their work at the core. The university will support and guide students to learn the necessary skills through education and reinforcement of learning, the promotion of core values, enabling policies and the appropriate use of technology

d) In order to demonstrate academic integrity, students must produce their own work, acknowledging explicitly any material that has been included from other sources or legitimate collaboration. Students must also present their own findings, conclusions or data based on appropriate and ethical practice.

e) It is a student's responsibility to familiarise themself with the academic conventions and practices applicable to the course on which they are registered. It will be the responsibility of students to ensure that the work they submit for assessment is entirely their own, or in the case of group-work the group's own and that they observe all Regulations, Procedures and instructions governing examinations.

f) It is the responsibility of each individual student when submitting an assessment item to ensure that the work which they are submitting is the work which they wish to be assessed.

g) Students must have ethical approval for their project/dissertation which cannot be gained retrospectively. Failure to do so may result in failure of the work. Refer to the programme and/or module handbook for details regarding requirements for ethical approval.

h) Academic misconduct is a breach of the values of academic integrity and can occur when a student cheats in an assessment or attempts to deliberately mislead an examiner that the work presented is their own when it is not. It includes, but is not limited to, plagiarism, commissioning or buying work from a third party or copying the work of others, unauthorised and/or unacknowledged use of artificial intelligence in a piece of work submitted for grading.

i) If a third party or anonymous whistleblower reports that there has been academic misconduct by a student of the University, the University may decide to investigate the allegations.

j) Regulations Section F deal with breaches of academic integrity through instances of academic misconduct. It will take action against any student who contravenes these regulations through negligence, foolishness or deliberate intent in any form of assessment.

k) This procedure is concerned with the actions of students and not their intentions. An excuse of "not intending to" is not an acceptable defence.

l) Where students are registered on awards which lead to professional registration and there is

f) Requirement for Ethical Approval

Failure to gain ethical approval through the University's ethical approval processes prior to beginning research, or where the student makes a major deviation from any approved research without gaining additional ethical approval, may result in failure of the work. Refer to the programme and/or module handbook for details regarding requirements for ethical approval.

g) False declarations

False declarations and evidence presented in order to receive special consideration by Assessment Boards, including deferrals and requests for exemption from work.

h) Plagiarism - Passing off someone else's work, whether intentionally or unintentionally, as your own

Plagiarism occurs when a student misrepresents, as their own work, work in the public domain, written or otherwise, of any other person (including another student) or of any institution. Examples of forms of plagiarism include:

a. the verbatim (word for word) copying of another's work without appropriate and correctly presented acknowledgement and citation of the source
b. the close paraphrasing of another'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;
   - Sham Paraphrasing: When someone copies text, word for word from a source, references the work but does not place it in quotation marks so it appears to be paraphrased.
   - Illicit paraphrasing: When someone paraphrases text from a source but does not acknowledge the source.
c. failure to reference appropriately or to adequately identify the source of material used;
   - Concealing sources: If a student cites a piece of work from a source more than once they must reference it each time. No matter how many times they refer back to the source they must acknowledge the source, even if it is in the very next paragraph
   - Fake Referencing: To make up qup60 1 T.5 (o)-5.1ragtroxa114 Tw 3.rapx p60 1 T.T 0 Tw 5.48401(tu.207 0t

k) Deliberate attempt to gain advantage by unfair or improper means.
Trying to deceive specialist text checking software (eg Turnitin) by, for example, using text replacement tools;

Procedures

A Initial Procedures

Whilst an investigation is being carried out, the Assessment Board may note the incident and defer judgement.

1 Formal written examinations:

a) Where an **invigilator** suspects a candidate of infringing examination room rules (section K) they shall, if possible in the presence of another invigilator to act as witness to the action taken:

c

b) Where an internal or external examiner suspects a candidate of contravening the regulations in assessed coursework beyond the level of poor academic practice, they shall, where appropriate:
   i. Complete an AIM Referral form, detail the location of any plagiarised passages or evidence of collusion and append sources where appropriate;
   ii. Discuss the allegation with the Departmental Academic Integrity Tutor (AIT) to see if it should be treated as poor academic practice or referred to Academic Registry
c) Where an internal examiner identifies a candidate has not secured ethical approval they will refer the student to the Faculty Ethics Committee for investigation (See H4)

4 Retrospective allegations of Academic Misconduct

Exceptionally, where serious academic misconduct is discovered after the deadline for submission of an allegation of academic misconduct, an allegation may be pursued retrospectively under these procedures. Where a student has already graduated, the outcome may result in the revoking of a qualification already awarded.

B Initial Review by Academic Integrity Tutor (AIT)

1. If the AIT determines

2. For all other Assessments

a. Completed Academic Integrity & Misconduct (AIM) Referral Form
b. Copy/original work with appropriate passages **marked**;
c. copy of source material with appropriate passages **marked**;
d. summary of any informal interview with the student regarding the incident (it is preferred that no interview (excluding a Viva) takes place before a written allegation is put to the candidate by the Secretary to Academic Board);
e. [illegible] 0 Td( )Tj91 0 Td[r)11 (e) Td( )T2(p)-0.8 (u)-0.7 (5.9)2.2 k-0. (i)-3.204 1 0 Tc 0.006 Tw -26.304 -1.217 T

i) to clarify evidence as necessary by questioning those who have submitted it;
ii) to enable the student to dispute the allegation;
iii) to enable the Panel to reach a decision.

6. Mechanical, electrical or electronic recording by any means shall be prohibited, except where the meeting is held online, where a recording may be taken in case of any technical issues for any panel members. The recording shall be deleted once the panel has reached a conclusion of the case.

7. The Panel Pl β (e)-6 (t)-5.9 (0 .1 (h)-0.8 (-63l)7.6 (m)1.5 (e)48 -0.002 8004 Tc 0.004 Tw 0b (t)-3 (r11 Tc 0.10)T-

Note: All cases will sit on a sliding case of severity. There will be occasions when the misconduct is normally considered minor, but the extent of the deliberation and intention to deceive is such that it fits the criteria of serious misconduct. As a result, the examples given should be used as a guide to help staff identify procedures, but there will always be an element of academic judgement in determining the level of misconduct and the appropriate action to take

H1 Penalties associated with Plagiarism in Coursework on taught modules (including written submissions, online submissions, presentations, performances, and physical artefacts)
(For Category B or C, where there is no right of reassessment, or is a repeat offence, Category C1 or D may apply)
(Where the component contributes up to 20 % of the overall module/programme a lesser penalty may apply)

	Type of offence	Penalty	Summary outcome (see Table H for detail)
	Making available one's own work to another student, either intentionally or as a result of negligence, that can be presented as another student's.	Category A	Tutorial Support and Guidance.
x x x	Isolated use of quotes without the use of quotation marks and citation Failure to use quotes where the student has cited plagiarised material in the body of the work and in the reference list, (secondary referencing) use of word replacement techniques to hide sources	Category A	Mark work down for over reliance on external sources, Tutorial Support and Guidance.
x x	Inadequate referencing, for example missing citations in paraphrased text (illicit paraphrasing) Extensive use of quotes or close paraphrasing without the use of quotation marks and referencing, where the student has not cited the plagiarised material in the reference list.	Category A	Mark work down for over reliance on external sources, Tutorial Support and Guidance.
x	Close paraphrasing without the use of quotation marks, where the student has cited the plagiarised material in the reference list (Sham paraphrasing)	Category A	Mark work down for over reliance on external sources, Tutorial Support and Guidance.

Collusion - Representation of work produced in collaboration with another person or persons as the work of a single student.	Level 3/4	Category A	Mark work down for over reliance on external sources, Tutorial Support and Guidance.
	Level 5/6	Category B	Resit, Cap Component
	Level 7 and above	Category C/C1	Resit, Cap Module/Retake Module

Attempting to persuade another member of the University (student or staff) to participate in actions that would breach

Evidence of significant plagiarism in a thesis submitted for examination (significant would be determined by the scale, frequency and type of plagiarism; where there is evidence of plagiarism but it is not deemed significant, this could be addressed by examiners through amendments to the thesis in advance of the oral examination)	Category C1/D te	Research students will be not awarded the degree and not be permitted to be reassessed. Where this is identified by examiners (or)ory

Evidence of fabrication or falsification of data, results, evidence or other information in a thesis submitted for examination	Category D In addition, the student may be subject to investigation under the University's Code of Practice for Research PRINCIPLES AND PROCEDURES FOR HANDLING ALLEGATIONS OF RESEARCH MISCONDUCT	Research students will be not awarded the degree and be not permitted to be reassessed. Where this is identified by examiners (or others) prior to vivavocethen the viva must not go ahead unless the case is dismissed; where plagiarism is identified during the viva voce, the examiners should continue with the viva and make recommendations to be ratified in the event that the alleged misconduct is not proven.
Commissioning or seeking to commission another party (either paid or unpaid) to complete some or all of a thesis on their behalf	Category D	Research students will be not awarded the degree and be not permitted to be reassessed.
Failure to gain appropriate ethical approval prior to undertaking research	Category C1 where this comes to light prior to the submission of the	

H4 Processes and Penalties associated with failure to get ethical approval where it is required.

Where a student carries out research but does not have appropriate ethics approval they will be referred to the Faculty Research Ethics Committee for investigation.