

Academic Integrity Policy

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1	Nov 2023	Replacement	Replaces the Academic Misconduct Policy

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Higher Education Academic Integrity Policy

1. Policy Statement

UCEN Manchester is committed to the promotion and maintenance of academic integrity and underpins the standards across the institution. Academic integrity involves engaging in good academic practice and developing essential academic skills. UCEN is proud to be a signatory to the [Academic Integrity Charter](#) for UK Higher Education. Academic Integrity involves acting with honesty and openness and acknowledging all sources used in researching for assessments, including artificial intelligence sources.

2. Policy Aims/Objectives

This policy applies to all UCEN Manchester’s Higher Education programmes and makes clear the institutions’ expectation regarding conduct in summative and formative assessment, relating specifically to the various forms of Academic Misconduct defined within this policy. Academic Misconduct is gaining an unfair advantage, whether intention or unintentional, in summative assessments.

This policy aims to ensure that students act with personal integrity, self-discipline and respect for other in their academic conduct. This policy and its associated procedures are fully informed by the revised UK Quality Code 2018 in particular, Advice and Guidance relating to Assessment, and should be read in conjunction with the UCEN Manchester Academic Regulations.

3. Scope

This policy and associated procedures apply to all UCEN Manchester higher education students, except for those on courses validated by Manchester Metropolitan University, University of Huddersfield and Sheffield Hallam. Students on these courses should refer to the relevant awarding body policy and procedure.

Sheffield Hallam University [Academic Conduct Procedures and Regulations](#)

Manchester Metropolitan University [Academic Misconduct Policy](#)

University of Huddersfield [Academic Integrity Policy](#)

4. Definitions

Term	Definition	Quality Code Ref
Academic Integrity	Acting with honesty, trust, respect, fairness and responsibility in assessments. All students and staff are expected to show respect for the intellectual property of others by always attributing and acknowledging source material.	Assessment Expectations for Quality 1 Core Practices 1 Guiding Principles 2, 9, 10
Academic Misconduct	This encompasses all kinds of academic dishonesty, whether deliberate or unintentional, which infringes the integrity of UCEN’s assessment procedures.	
Types of Academic Misconduct		

Poor Scholarship	This is characterised by limited or inadequate technical skills or adherence of academic conventions. This could be through negligence or a lack of understanding and ability. Failure to properly attribute the work of others may be regarded as plagiarism and misuse of source material may be regarded as falsification.	Assessment Expectations for Quality 1 Core Practices 1 Guiding Principles 2, 9, 10
Re-use of Material	Work submitted for assessment must be a new, original piece of work produced specifically for the assessment. Any re-use or repurposing of a student's own material must be clearly identified as such and show how ideas or concepts have been developed in the new work.	
Plagiarism	A form of cheating which involves presenting another person's ideas or expressions without acknowledging the source. This includes internet sources and information obtained from using artificial intelligence programmes.	
Collusion	This could relate to unauthorised collaboration with others or presenting work as their own which has been produced by another person or electronic programme such as AI sources. This includes the purchasing of work from a third party. Students providing other students with work unless authorised in collaborative assessments may also be guilty of academic misconduct.	
Fabrication/Falsification	This includes the fabrication of data or other content or the tampering of official documentation.	
Cheating in Examinations	Any breach of the examination procedure which compromises the integrity of the assessment will be regarded as academic misconduct, regardless of whether any advantage was gained or there was any intention to do so. These principles apply equally to formal examinations and to all laboratory	

	and class tests conducted under exam conditions	
Impersonation	Any student found to be assuming the identity of a third party, or where a student is impersonated by another person, in order to gain or enable access or advantage will be deemed guilty of impersonation.	
Research Misconduct	All research which contributes to the assessment of taught courses must be conducted in an ethical and responsible manner. This includes requirements to secure ethical approval prior to the commencement of primary research, the conduct of the research, the relationship and dealings with participants and proper handling of data.	
Bribery	A student offering academic or other staff money, gifts or any other incitement which is intended to induce or reward impropriety in the marking of their assessment will be guilty of academic misconduct.	

5. Support for Students and staff

All students will be provided with support to help them to develop appropriate academic skills. This includes, but is not limited to, the following:

- a. Taught sessions within the relevant modules on the course;
- b. Workshop sessions provided by Library staff;
- c. A range of materials provided via the VLE

Staff development will be available for all academic staff to support them in the promotion of academic integrity and the detection of academic misconduct. All assessors will be appropriately qualified, trained and meet the requirements of the awarding body and the revised UK Quality Code.

This is mapped to Assessment Expectations for Quality 1, Core Practices 1, Guiding Principles 9

6. Process

All suspected cases of Academic Misconduct will be reported to Academic Services who will then check the appropriate course of action to be taken. Academic Services will maintain a record of all instances of proven academic misconduct. Please refer to the associated Academic Misconduct Process for the detailed procedure.

7. Regulatory requirements of awarding and professional bodies

UCEN Manchester requires that all staff are aware of and operate under the specific regulatory requirements of its awarding bodies and, where appropriate, professional bodies. The College has developed appropriate internal policies and procedures that cover major requirements.

8. Monitoring and Review

UCEN Manchester will regularly monitor and review this policy and its associated procedures to assess the effectiveness of its implementation and outcomes.

9. Appeals

Appeals against decisions should be made in accordance with the Academic Appeals procedure, within 14 calendar days from the date of the Academic Misconduct Panel.

10. Related Documentation

Academic Misconduct Process

Academic Appeals Policy

Academic Appeals Process