

POSTGRADUATE RESEARCH REGULATIONS AND PROCEDURES APPLYING TO CHEATING, PLAGIARISM AND OTHER FORMS OF ACADEMIC MISCONDUCT (September 2020)

1. ACADEMIC INTEGRITY

- 1.1 When undertaking research particularly, postgraduate research students are responsible to their Community, profession, funding providers, collaborators and the wider society they address, in carrying out their work. Every postgraduate research student of the University is expected to uphold University values for 'commitment to the highest standards of service' and act with integrity to maintain 'the highest ethical and professional standards of behaviour'.*
- 1.2 High standards of behaviour are expected in the practice and publication of research. Any activities or conduct that deviates from ethical standards* for proposing, conducting and publishing research may render the postgraduate research student liable to the University's disciplinary procedures.
- 1.3 Academic integrity is central to University life and requires, in particular, that postgraduate research students are honest and responsible in relation to the production and representation of academic work, acknowledging the contributions of others in their work.
- 1.4 In all assessed work postgraduate research students should take care to ensure that the work presented is their own and that it fully acknowledges opinions, ideas and contributions to the work of others. It is incumbent upon postgraduate research students to ensure that they do not undertake any form of academic misconduct (see Section 3) or gain unfair advantage in any other way.
- 1.5 In order to assure the University that the work is their own and that the work and opinions of others have been acknowledged, postgraduate research students must take care to follow the appropriate standards for academic practice in their subject and appropriate to postgraduate work. This includes:
 - i) Providing full citation of all sources (books, articles, web sites, newspapers, images, artifacts, data sources, computer programme code, etc) which have been used in the preparation of a thesis, portfolio or exhibition. A full bibliographical reference should be given for every work, published or unpublished cited in the text. Citations in the text should be linked to the list of references using a referencing style commensurate with the academic discipline of the research programme.
 - ii) Properly referencing the sources of the arguments and ideas in theses and portfolios using a referencing system; as specified in the Submitting for Examination: Guidance for Research Degree Students and Supervisors
<https://one.northumbria.ac.uk/service/ar/gs/Documents/Submission%20guidance%20for%20students%20and%20supervisors.pdf>
 - iii) All quotations must be referenced including paraphrasing of the arguments of others and the use of their ideas, even if explained in the postgraduate research student's own words.
 - iv) Following other guidelines for preparing and presenting work as defined in the relevant Submitting for Examination: Guidance for Research Degree Students and Supervisors
<https://one.northumbria.ac.uk/service/ar/gs/Documents/Submission%20guidance%20for%20students%20and%20supervisors.pdf>
 - v) Using mechanisms provided by the University, including Graduate School workshops, Plagiarism Detection Software, and Northumbria Skills Plus for checking their own work.

- 1.6 Work that does not meet appropriate standards of academic practice may leave the postgraduate research student open to action under these regulations. Examples of penalties that may be applied to work demonstrating poor academic practice are provided in the Appendix.

2. PRINCIPLES UNDERLYING THESE REGULATIONS

- 2.1 The work submitted by a postgraduate research student for viva voce (oral) examination must have been undertaken by the postgraduate research student.
- 2.2 Academic misconduct includes the actual and attempted breach of any regulations. For example, a postgraduate research student who attempts to communicate with an unauthorised person during a viva voce examination could be in breach of the regulations even if they were not successful in communicating.
- 2.3 The adjudication of whether cheating, plagiarism or other form of academic misconduct has occurred will be determined by an Academic Misconduct Panel. It is not a matter for the Examination team.
- 2.4 The outcome of an Academic Misconduct Panel must be established before an Examination Team can consider the postgraduate research student's work.
- 2.5 An allegation of cheating, plagiarism or other academic misconduct is not the same as proof of the incident. The burden of proof shall rest on the person(s) bringing the charge of Academic Misconduct. The standard of proof shall be 'the balance of probabilities'.
- 2.6 Allegations of academic misconduct will be investigated with full regard to principles of equity and fairness.
- 2.7 Once the facts have been established, it is then for the Faculty PGR Committee or University's Graduate School Committee (as appropriate according to the timing of the misconduct) to judge the seriousness of the case and to exercise discretion accordingly, having regard to institutional precedent where appropriate.

3. DEFINITIONS AND EXAMPLES

There are different forms of "academic misconduct", all of which may be the subject of the procedures described below (section 4). The following are different examples of academic misconduct but do not constitute an exhaustive list:

3.1 Cheating

- i) communicating during a viva voce examination with any person other than a properly authorised member of staff.
- ii) introducing any written or printed materials or electronically stored information into the examination room, unless expressly permitted by the University's examination regulations for MPhil/PhD or Professional Doctorate.

3.2 Plagiarism

The unacknowledged incorporation in a postgraduate research student's work of material derived from the work (published or unpublished) of another individual. Examples of plagiarism are:

- i) the inclusion in a postgraduate research student's work of more than a single phrase from another person's work without the use of quotation marks and acknowledgement of the sources. the summarising of another person's work by simply changing a few words or altering the order of presentation, without acknowledgement.
- (ii) the use of the ideas of another person without acknowledgement of the source.
- (iii) copying the work of another postgraduate research student, with or without their knowledge or agreement. *See also section 3.3 Collusion.*

A further example of plagiarism relates to the re-submission of a postgraduate research student's own work to gain academic credit.

- (iv) This is the unacknowledged re-submission of work the postgraduate research student had previously submitted for assessment, whether for an award at Northumbria University or elsewhere.

3.3 Collusion

Collusion exists where a postgraduate research student:

- i) submits as entirely his/her own, with intention to gain unfair advantage, work done in collaboration with another person.
- ii) collaborates with another postgraduate research student in the completion of work which is intended to be submitted as that other individual's own unaided work.
- iii) knowingly permits another postgraduate research student to copy all or part of his/her own work and to submit it as that individual's own unaided work.

3.4 Falsification

Examples of falsification include:

- i) The falsification of information or data. The presentation of information or data in the thesis, portfolio or exhibition based on experimental or other work falsely purported to have been carried out by the postgraduate research student, or obtained by unfair means.
- ii) The falsification of references, including the invention of references and/or false claims.

3.5 Personation

"Personation" is the legal term for what is usually referred to by the lay person as "impersonation". Personation is thus the assumption by one person of the identity of another person with intent to deceive or to gain unfair advantage. It may exist where:

- i) one person assumes the identity of a postgraduate research student, with the intention of gaining unfair advantage for that individual.ii) the postgraduate research student is knowingly and willingly impersonated by another with the intention of gaining unfair advantage for himself/herself.

3.6 Ghosting

Ghosting exists where:

- i) a postgraduate research student submits as their own, work which has been produced in

whole or part by another person on their behalf, e.g. the use of a 'ghost writing' service or similar.

- ii) A postgraduate research student will also be guilty of academic misconduct if he/she deliberately makes available, or seeks to make available, material to another individual (of this university or elsewhere) whether in exchange for financial gain or otherwise, with the intention that the material is to be used by another to commit academic misconduct.

37 Other Academic Misconduct

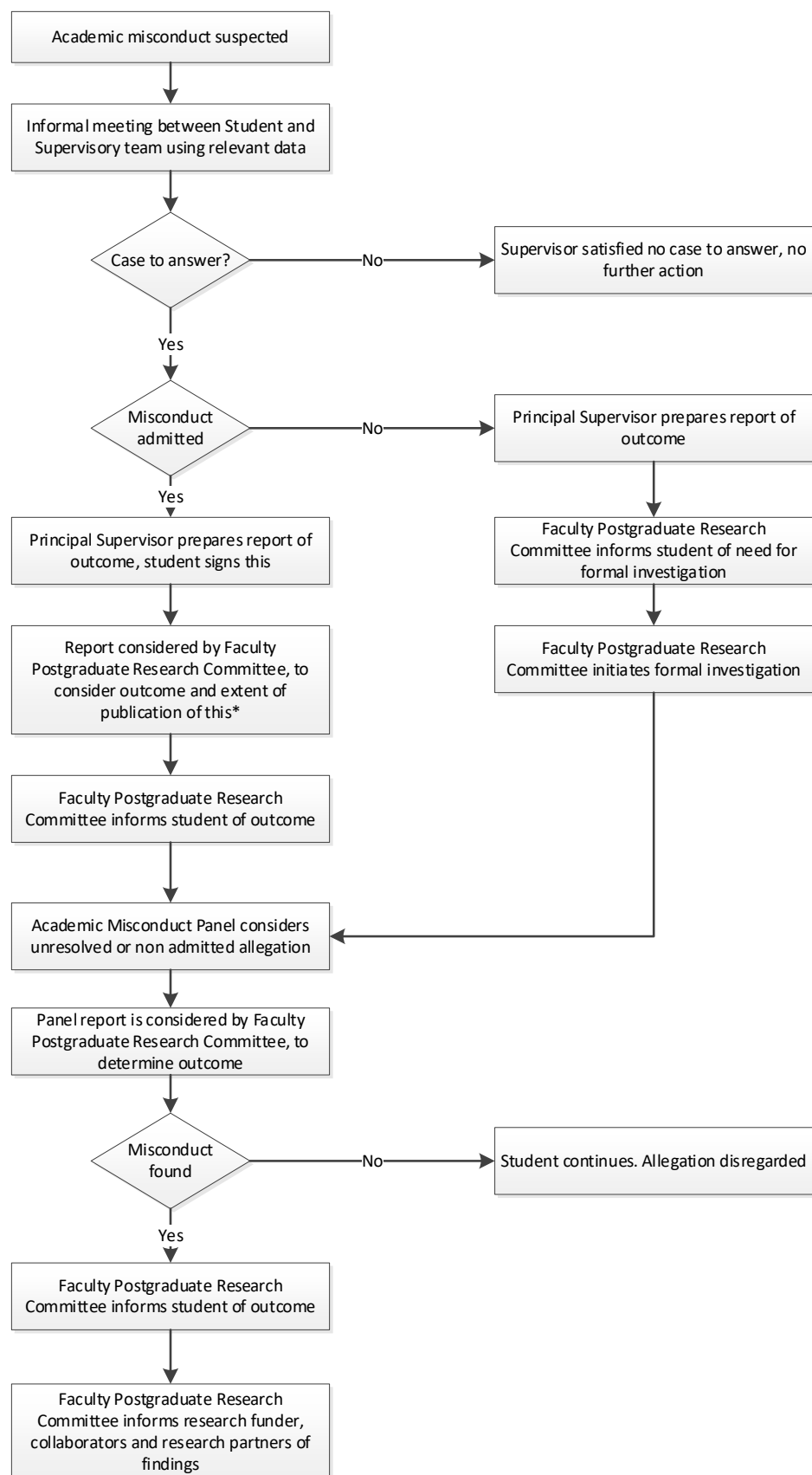
Any other form of academic misconduct not identified in the above examples. **Note** – Proof Reading Services – proof reading is defined as editorial activity 'correcting surface grammatical, spelling or punctuation mistakes' without extensive re-writing or re-wording of the postgraduate research student's original work and is a legitimate support to the postgraduate research students own endeavours.

Postgraduate research students may seek advice and guidance on academic writing skills via the Northumbria Skills Plus, sv.disability@northumbria.ac.uk or an external provider of dyslexia tuition, or ASK4HELP Information on regular library training programmes can be found at

<http://library.northumbria.ac.uk/home>

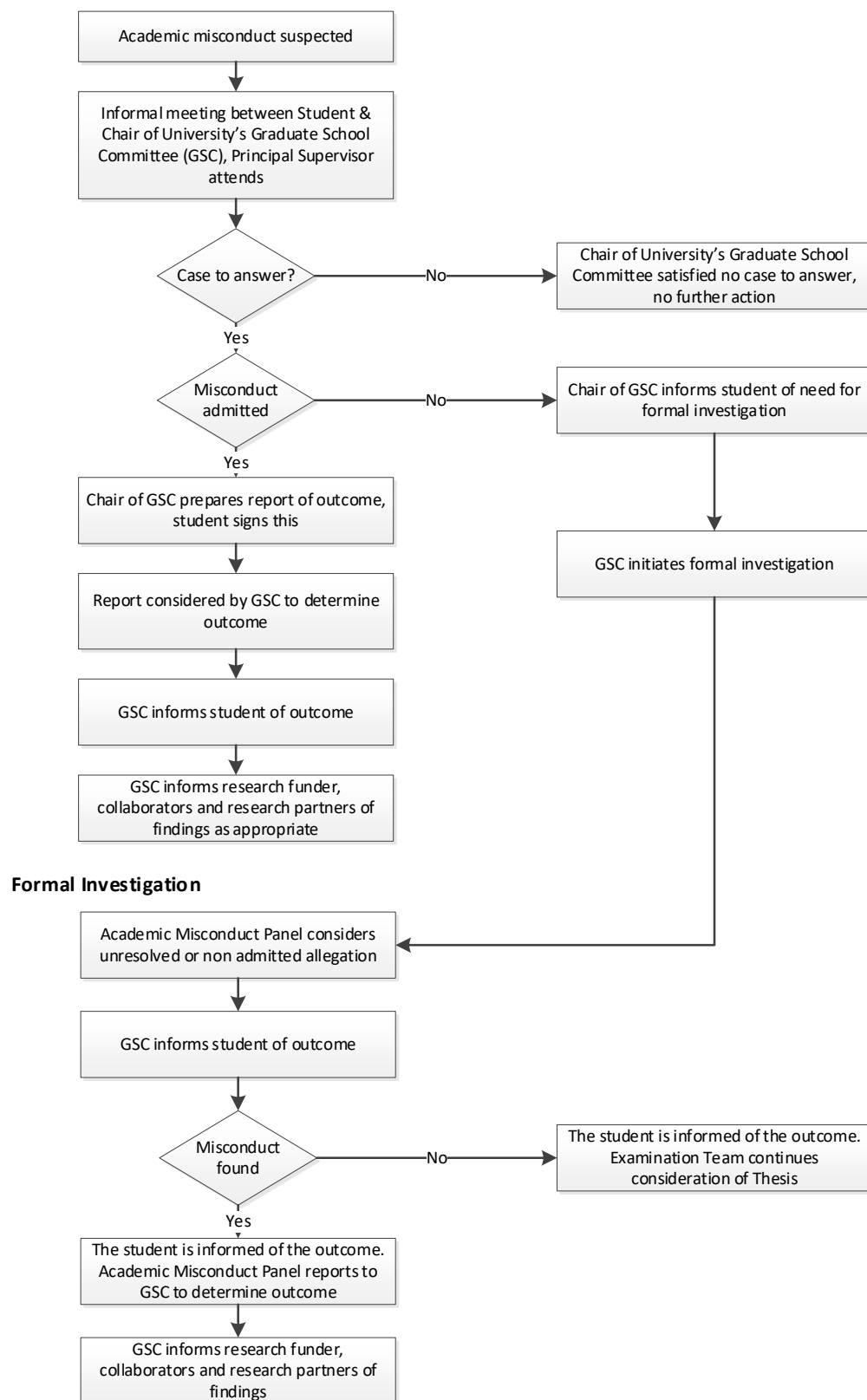
The University's procedures for dealing with an allegation of cheating, plagiarism or other academic misconduct differ depending upon whether the allegation is made a) before the postgraduate research student has submitted for the degree or b) after the postgraduate research student has submitted for the degree.

4.0 PROCEDURES FOR RESEARCH DEGREE PROGRAMMES for allegations *before* Postgraduate Research Students' submission of thesis or portfolio



*Faculty Postgraduate Research Committee may also inform research funder, collaborators and research partners of findings

PROCEDURES FOR RESEARCH DEGREE PROGRAMMES for allegations *after Postgraduate Research* Students' submission of thesis or portfolio



4.1 Procedure *prior to submission of the Thesis or Portfolio*

- 4.1.1 When academic misconduct is suspected before the postgraduate research student's research programme has been completed and before the thesis (or portfolio) has been submitted for viva voce (oral) examination (for example in work submitted to the supervisory team as part of the supervisory process, work submitted for annual progression, other Faculty monitoring procedures or draft of thesis chapters), the Supervision Team should first discuss the matter in an informal meeting with the postgraduate research student and give him/her the opportunity to present his/her case in response to the allegation. This informal process may also include discussion of the viva voce process, with review and discussion of experimental data, working papers or the thesis/portfolio, to establish the postgraduate research student's depth of understanding of the work completed to date.
- 4.1.2 In the case of a part-time or distance learning postgraduate research student where it is impractical for the meeting to be conducted on the University campus, the informal meeting should be conducted via telephone or video link and recorded.
- 4.1.3 If the postgraduate research student admits the academic misconduct, then the Principal Supervisor should report the matter and the outcome of the supervision team's investigation, to the Faculty in which the postgraduate research student is registered and to the Graduate School, via the Faculty Registrar, within two working days. At its next scheduled meeting, the Faculty Postgraduate Research Committee will consider the action to be taken, and will take into account the findings of the meeting between the supervision team and the postgraduate research student.
- 4.1.4 The Faculty Research Committee will consider the offence and determine whether it is necessary to advise external interests such as research funder, collaborators and Research partners of the findings.
- 4.1.5 In cases where the postgraduate research student admits academic misconduct, the postgraduate research student should be required to sign a statement to that effect. The Principal Supervisor's report to the Faculty Postgraduate Research Committee should contain:
- a) details of any other academic misconduct so declared by the postgraduate research student, and
 - b) a statement by the Principal Supervisor about any other cases of proven or admitted academic misconduct in the postgraduate research student's record.

In cases of plagiarism, collusion or falsification, the report to the Faculty Postgraduate Research Committee should also contain a statement from the Supervision Team providing evidence of the level of the postgraduate research student's academic contribution to the research work despite the misconduct. The Faculty Research Degrees Sub-Committee will inform the postgraduate research student of the determined outcome.

- 4.1.6 In the exceptional circumstances where a postgraduate research student judges that there had been a procedural error in stages 4.1.1 to 4.1.5, which resulted in them erroneously admitting to academic misconduct, they should immediately inform the Principal Supervisor that they now wish to withdraw their admission and contest the allegation of academic misconduct. Any such change of admission must be conveyed in writing to the Principal Supervisor within five working days of receiving the decision of the Stage 1 meeting. The Principal Supervisor will advise the Faculty Registrar and an investigation will be carried out by an Academic Misconduct Panel, according to section 4.3 below.
- 4.1.7 If the informal meeting between the supervision team and the postgraduate research student does not resolve the allegation of misconduct, the Principal Supervisor will, within three working days or as soon as reasonably practicable following the discovery or allegation, report the matter, in writing, to the Faculty Postgraduate Research Committee. The report should contain full details about the circumstances surrounding the alleged irregularity including, if appropriate, photographs of images or artifacts or photocopies of the postgraduate research

student's work, together with reports from the Plagiarism Detection Software where used. The Faculty Postgraduate Research Committee will notify the postgraduate research student that a report has been made and that a formal investigation will be undertaken in accordance with **paragraph 4.3** below. The Faculty Postgraduate Research Committee will initiate this process of formal investigation.

42 Procedure following submission of the Thesis or Portfolio

- 4.2.1 When academic misconduct is suspected after the postgraduate research student's research programme has been completed and the thesis (or portfolio) has been submitted to the Graduate School for viva voce (oral) examination, the Chair of the University's Graduate School Committee (or nominee) should first discuss the matter in an informal meeting with the postgraduate research student and give him/her the opportunity to present his/her case in response to the allegation. The postgraduate research student's Principal Supervisor will also be in attendance. This informal process may also include conduct of a viva voce process, with review and discussion of working papers or the thesis/portfolio, to establish the postgraduate research student's depth of understanding of the work submitted.
- 4.2.2 In the case of a part-time or distance learning postgraduate research student where it is impractical for the meeting to be conducted on the University campus, the informal meeting should be conducted via telephone or video link and recorded.
- 4.2.3 If the postgraduate research student admits the academic misconduct, then the Chair of the University's Graduate School Committee (GSC), (or nominee) should report the matter and the outcome to the GSC within two working days. The GSC will take this into account when considering the action to be taken at its next scheduled meeting.
- 4.2.4 The GSC will consider the offence and determine whether it is necessary to advise external interests such as research funder, collaborators and Research partners of the findings.
- 4.2.5 In cases where the postgraduate research student admits academic misconduct, the postgraduate research student should be required to sign a statement to that effect. The report to the GSC (by the GSC Chair) should contain a) details of any other academic misconduct so declared by the postgraduate research student, and b) a statement by the Principal Supervisor about any other cases of proven or admitted academic misconduct in the postgraduate research student's record. In cases of plagiarism, collusion or falsification, the report to the GSC should also contain a statement from the Supervision Team providing evidence of the level of the postgraduate research student's academic contribution to the research work despite the misconduct.
- 4.2.6 In the exceptional circumstances where a postgraduate research student judges that there had been a procedural error in stages 4.2.1 to 4.2.5, which resulted in them erroneously admitting to academic misconduct, they should immediately inform the Chair of the University's Graduate School Committee that they now wish to withdraw their admission and contest the allegation of academic misconduct. Any such change of admission must be conveyed in writing to the Chair of GSC within five working days of receiving the decision of the Stage 1 meeting. The Chair of GSC will advise the University Graduate School Committee and an investigation will be carried out by an Academic Misconduct Panel, according to section 4.3 below.

- 4.2.7 If the informal meeting does not resolve the matter, the chair of the GSC will then, within three working days or as soon as reasonably practicable following the discovery or allegation, report the matter in writing to the GSC. The report should contain full details about the circumstances surrounding the alleged irregularity including, if appropriate, photographs of images or artifacts or photocopies of the postgraduate research student's work together with reports from the Plagiarism Detection Software where used. GSC will notify the postgraduate research student that a report has been made and that a formal investigation will be undertaken in accordance with **paragraph 4.3** below. The GSC will initiate this process of formal investigation.
- 4.2.8 An allegation of academic misconduct may be made at any time after the work has been examined and the outcome made known to the postgraduate research student. *See also section 4.3.*

43 Academic Misconduct Panel

- 4.3.1 Where an allegation of academic misconduct has been made in accordance with paragraph 4.1 or 4.2 above and not admitted or resolved through the defined informal process, an Academic Misconduct Panel will be established. The allegation will then be investigated, as soon as reasonably practicable following the discovery or allegation of the misconduct, by the Panel.

If the timing of the allegation is prior to the postgraduate research student's submission of a thesis or portfolio, the Panel will comprise:

- i) the Pro Vice-Chancellor of the Faculty where the postgraduate research student is undertaking his/her research programme, or nominee (who must be an Associate Pro Vice-Chancellor or equivalent) – who will Chair the Academic Misconduct Panel.
- ii) two other members of staff from Faculty Postgraduate Research Committees, one should be internal, a member of the Faculty's Postgraduate Research Committee and one from another Faculty within the University. Neither should have (nor have had) direct involvement with the postgraduate research student or his/her research programme.
- iii) A Secretary to record details of the Academic Misconduct Panel meeting.

If the timing of the allegation is at or after the postgraduate research student has submitted a thesis or portfolio, the Panel will comprise:

- iv) the University's Graduate School Committee Chair or nominee (who must be an equivalent member of the University Professoriate) – who will Chair the Academic Misconduct Panel.
- v) two other members of staff from the University's Graduate School Committee at least one of whom should be from a Faculty other than that of the postgraduate research student. Neither should have (nor have had) direct involvement with the postgraduate research student or his/her research Programme.
- vi) A Secretary to record details of the Academic Misconduct Panel meeting.

The Graduate School will provide a Secretary to the Panel, who will also act as Convenor of the Panel.

If the academic misconduct in question involves more than one postgraduate research student, then the same Panel membership will consider each case.

- 4.3.2 If alleged misconduct arises close to the thesis or portfolio examination, the viva voce (oral) examination shall be suspended until the academic misconduct procedure has been completed. If the allegation is made by the External Examiner, the External Examiner will be consulted but will not be a member of the Misconduct Panel.

- 4.3.3 Within five working days of the receipt of the report on the allegation of misconduct, the Secretary of the Academic Misconduct Panel will notify the members of the Panel and the postgraduate research student concerned, of the date, time and venue for the meeting of the Panel. The Secretary will also provide the postgraduate research student with full details of the alleged misconduct and inform the postgraduate research student of his/her right to appear before the Panel, accompanied by a friend¹ if desired and to submit a written statement of mitigation concerning the alleged misconduct. The Students' Union Advice Service can provide independent advice on this process. Student/s may also ask a Student Advice Volunteer to attend the meeting with them.
- 4.3.4 Failure by the postgraduate research student to appear before the Panel or to submit a statement will not prevent the investigation proceeding.
- 4.3.5 The Panel may call witnesses, as appropriate, to substantiate the allegations, and will not unreasonably refuse permission for the postgraduate research student concerned to call such witnesses as they deem appropriate, to respond to the allegation.
- 4.3.6 The Panel will interview the postgraduate research student, staff, and witnesses as appropriate; consider any written statements, and come to a decision on the basis of the statement(s) and the supporting evidence. The postgraduate research student will withdraw while the Panel deliberates.
- 4.3.7 The order of proceedings is as follows:
- i) consideration of the allegation against the postgraduate research student, production of evidence in support of it and responses of those presenting that case to questions from the panel.
 - ii) consideration of the allegation in support of the postgraduate research student, production of evidence in support of it and responses by the postgraduate research student(s) to questions from the panel.
 - iii) reply to the allegation in support of the postgraduate research student.
 - iv) reply to the allegation against the postgraduate research student.
- 4.3.8 Evidence may be received by the Panel by oral statement, written and signed statement, or statutory declaration. The Chair of the Panel shall decide, after taking account of the evidence assembled, whether the evidence from each party can be heard in the other's presence.
- 4.3.9 Each member of the Panel has equal status and, in the event of a disagreement about the decision, the decision shall be made by a majority of those present.
- 4.3.10 If the postgraduate research student has attended the Panel meeting, he/she will be

¹ Friend is defined in 1.3 and 1.4 of Section 1 of the 'Handbook of Student Regulations'

informed orally of the Panel's decision at the conclusion of the meeting. The Secretary will report the outcome, and their right of Appeal (Section 6) in writing, to the postgraduate research student within two working days of the Panel's decision. The postgraduate research student should also be given the opportunity to declare academic misconduct in other work that they have submitted. The postgraduate research student has no right of appeal at this stage (but see below, section 5).

- 4.3.11 The report by the Academic Misconduct Panel to the Faculty Postgraduate Research Committee (pre submission of thesis or portfolio) or University's Graduate School Committee (post submission of thesis or portfolio), shall include a statement (to be obtained from the Registrar of the Faculty in which the postgraduate research student is registered) about any other cases of proven or admitted academic misconduct contained in the postgraduate research student's record.

44 Action following the Academic Misconduct Panel

If the allegation was made **prior to** the postgraduate research student's submission of a thesis or portfolio:

- 4.4.1 If an Academic Misconduct Panel is satisfied that there has been no academic misconduct, the postgraduate research student's programme will be permitted to continue, and the original allegations of misconduct will be disregarded.
- 4.4.2 If an Academic Misconduct Panel is satisfied that there has been academic misconduct, or if the postgraduate research student admits (under paragraph 4.1 .5 that academic misconduct has taken place, the Faculty Postgraduate Research Committee will take all the factors reported and evidence submitted into account in its consideration of the postgraduate research student's case and decide on action to be taken, appropriate to the gravity of the case.
- 4.4.3 The Faculty Postgraduate Research Committee will consider the offence and determine whether it is necessary to advise external interests such as research funder, collaborators and Research partners of the findings.

If the allegation was made **after submission** of the postgraduate research student's submission of a thesis or portfolio:

- 4.4.4 If an Academic Misconduct Panel is satisfied that there has been no academic misconduct, the Examination team will consider the research student's Thesis or Portfolio in the usual way, and will disregard the original allegations of misconduct.
- 4.4.5 If an Academic Misconduct Panel is satisfied that there has been academic misconduct, or if the postgraduate research student admits (under paragraph 4.2.5) that academic misconduct has taken place, the University's Graduate School Committee will take all the factors reported and evidence submitted into account in its consideration of the postgraduate research student's case and decide on action to be taken, appropriate to the gravity of the case.
- 4.4.6 Where the Academic Misconduct Panel is satisfied that there is action to be taken

regarding academic misconduct, communication to this effect should be relayed to the funder of the postgraduate research student's research, any collaborators and research partners.

- 4.4.7 Members of the University's Graduate School Committee who have been involved with the formal investigation of the academic misconduct as members of an Academic Misconduct Panel are not permitted to be present during discussion of the matter by the University's Graduate School Committee.
- 4.4.8 The University's Graduate School Committee will have regard to the guidelines in the Appendix in arriving at a decision on what action is appropriate (under section 4.4.2 above).
- 4.4.9 It should be noted that the guidelines in the Appendix are not mandatory. Decision on the penalty rests with the University's Graduate School Committee in the light of the details of the case.
- 4.4.10 Where alleged academic misconduct comes to light after University's Graduate School Committee (GSC) has met to consider a postgraduate research student's final assessment after viva voce (oral) examination has been held and the degree awarded, the procedure set out above in 4.2 and, if necessary, 4.3 will be followed. The GSC will reconvene, and will meet as soon as practicable following the receipt, by the Chair of the GSC, of a report from the academic staff concerned or Academic Misconduct Panel. If the outcome of the reconvened GSC affects the postgraduate research student's award, the Chair of the GSC will inform the postgraduate research student, in writing, of the reasons for the varied result and of his/her right of appeal (see section 5).
- 4.4.11 In all cases where a University Graduate School Committee has considered academic misconduct in respect of a postgraduate research student's final assessment, the Secretary of the GSC should report the decision of the Panel to the postgraduate research student and their right of appeal (Section 5), in writing, within five working days of the reconvened Panel meeting.

5. POSTGRADUATE RESEARCH STUDENT'S RIGHT OF APPEAL

- 5.1 The postgraduate research student has a right of appeal against the actual finding of academic misconduct as described in Sections 4.1.6, 4.2.6 and 4.3.10.
- 5.2 The postgraduate research student has a right of appeal against the decision of the University's Graduate School Committee, in accordance with the University's appeals procedures (as set out in '*Principles and Procedures for a Postgraduate Research Student to Appeal against the outcome of Annual Progression/Viva Voce Research Degree Examination*' published by the University Secretary in the *Handbook of Student Regulations*)
<https://www.northumbria.ac.uk/about-us/leadership-governance/vice-chancellors->

6. APPEAL AGAINST THE FINDINGS OF AN ACADEMIC MISCONDUCT PANEL

- 6.1 Regulations and procedures for an appeal against the findings of academic misconduct by an Academic Misconduct Panel are set out in the Assessment Regulations for Northumbria Awards, Appendix 1, Part B.. For postgraduate research students, in regulation 3.1, the Academic Misconduct Appeals Panel will consist of:
- i) the Pro Vice-Chancellor (Research & Innovation)
 - ii) two members of Academic Board of Research standing (not being members of the Academic Misconduct Panel which made the disputed decision).
 - iii) One student member of Academic Board
 - iv) The University's Chief Legal Officer or their nominee shall attend as Clerk to the Panel to provide advice and guidance on the regulations. A secretary will also attend to take formal minutes of the proceedings.

APPENDIX Guidance to support procedures for dealing with allegations of academic misconduct for Postgraduate Research Students

ALLEGATION OF ACADEMIC MISCONDUCT ARISING BEFORE SUBMISSION OF THE WORK FOR ORAL EXAMINATION

| EXAMPLE | CLASSIFICATION | OUTCOME |
|---|--|--|
| A student copies verbatim from a source without appropriate acknowledgement in work in progress prepared for a supervision meeting | Poor Academic practice / Plagiarism | Student to be advised of expected academic practices and the need to develop skills. Re-work to be undertaken with support from and use of Northumbria Skills Plus facilities. Supervisory team to be advised and activity documented. |
| A student falsifies data in work in progress prepared for a supervision meeting | Falsification | Academic misconduct procedures to be instituted. Supervisory team to consider disciplinary action, activity to be documented. |
| TurnitinUK Originality Report or other alert shows that a student copies verbatim from a source without appropriate acknowledgement, in their annual progression document | Plagiarism | Significant reprimand by the Chair of the Annual Progression Panel, student progression delayed until improved Annual Progression document is developed and submitted. Activity documented. |
| A student repeatedly commits academic misconduct despite warnings | Plagiarism | Academic misconduct procedures to be instituted. Supervisory team to consider student's progress and activity documented. |

ALLEGATION OF ACADEMIC MISCONDUCT ARISES AFTER SUBMISSION OF THE WORK FOR ORAL EXAMINATION

| EXAMPLE | CLASSIFICATION | OUTCOME |
|--|-------------------|---|
| A student communicates with an unauthorised person during the viva voce (oral) examination | Cheating | The examiners should stop the examination and undertake an investigation using an Academic Misconduct Panel. The outcome may include disregarding any information given by the student during this part of the examination in making their decision. |
| TurnitinUK Originality Report or other alert shows that a student copies one or two paragraphs verbatim from a source without acknowledgement, in submitted thesis | Plagiarism | <p>Thesis Minor – one or two short paragraphs of copied text with no citation.</p> <p>Documented conversation as part of Thesis Examination and work required to correct the offending section(s).</p> <p>Information placed on student file.</p> <p>Outcome: 'B' with no penalty (remedial action: the work to be corrected and submitted in an amendment context) i.e. <i>award the degree, subject to modifications being carried out to the satisfaction of a nominated examiner(s)</i>.</p> <p>If it is established that the plagiarism was an error of citation, the outcome should be 'B' with no penalty (remedial action: the work to be corrected and submitted in an amendment context) i.e. <i>award the degree, subject to modifications being carried out to the satisfaction of a nominated examiner(s)</i>.</p> |
| TurnitinUK Originality Report or other alert shows that a student copies a larger section (more than one or two paragraphs) from a source without acknowledgement, in submitted thesis | Plagiarism | <p>Thesis major – more than one or two paragraphs of copied text with no citation.</p> <p>Documented conversation as part of Thesis Examination to determine how essential the plagiarised work was to the research submission.</p> <p>If it is established that the plagiarised work is substantive to the submission, the conversation should be recorded as part of Thesis Examination and work required to correct the offending section(s).</p> <p>Information placed on student file.</p> |

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| | | <p>University's Research Degrees Committee to determine length of time to undertake the additional work</p> <p>Outcome to remain 'C', i.e. a re-submission for the degree, including a further viva voce (oral) examination, and with the work re-submitted within a maximum period of twelve months from the date of the first examination.-</p> <p>If it is established that the plagiarised work is vital to the core of the submission, then the oral examination should not proceed and examiners should require investigation using an Academic Misconduct Panel.</p> <p>If it is established that a considerable portion of the thesis is plagiarised, then the candidate has, in effect, stolen key research ideas and s/he should be failed.</p> <p>If the plagiarism was an error of citation, the outcome should be 'B' with no penalty (remedial action: the work to be corrected and submitted in an amendment context). i.e. award the degree, subject to modifications being carried out to the satisfaction of the nominated examiner(s)</p> |
| TurnitinUK Originality Report or other alert shows that a student copies verbatim from a source without appropriate acknowledgement, in the thesis or portfolio. | Plagiarism | <p>If the material is non-substantive to the thesis or portfolio then a 'B' outcome could be awarded i.e. award the degree, subject to minor modifications being carried out to the out to the satisfaction of the nominated examiner(s)</p> <p>If the material is substantive to the thesis or portfolio then an 'C' outcome could be awarded i.e. a re-submission for the degree, including a further viva voce (oral) examination, and with the work re-submitted within a maximum period of twelve months from the date of the first examination</p> |
| A TurnitinUK Originality Report or other alert shows that student repeatedly commits academic misconduct despite warnings | Plagiarism | The student will fail. |
| A TurnitinUK Originality Report or other alert shows that a student copies a large proportion of thesis or portfolio from a source without acknowledgement. | Plagiarism / collusion | The student will fail. |

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| A student falsifies data | Falsification | The student will fail. |
| The thesis or portfolio is prepared by another student whom is not the named individual registered for the higher degree | Personation | The student will fail. |
| A student submits work that has been produced by another individual via a 'ghost writing' service | Ghosting | The student will fail. |