

It is absolutely essential that all students understand that their time at University is as a member of a wider academic community. This community is bound by the principles of academic freedom and academic integrity. Academic freedom ensures students are free to question and test received wisdom. Academic integrity relies on a shared understanding of academic honesty which, at its simplest, means never fabricating results and always giving full credit for any other people's contributions to our own work.

If you fail to maintain your own academic integrity you are likely to face an investigation into **Academic misconduct**.

This may lead to a disciplinary procedure that can result in failure in assessed work or in the most serious of cases, exclusion from University.

Academic Misconduct includes:

Plagiarism and Collusion the submission of work originated by someone else and used with or without their consent but without acknowledgement.

Falsification or fabrication of results, data or references.

Duplication This is the submission of work for an assessment that is the same or broadly similar to work you have submitted previously for academic credit, without acknowledging the previous submission. (Also known as Self Plagiarism).

Cheating in an examination.

Personation which is where one person assumes the identity of another with the intention of gaining unfair advantage for that person.

Ghosting This is the submission of work as your own that has been done by another person on your behalf **or** making material available to another student knowing that they will use that material to commit academic misconduct.

If you share your work with other students who then copy it, you will also face an investigation into your conduct and may face similar penalties to any student who copies from you.

Plagiarism

Allegations of plagiarism lie behind the majority of cases of academic misconduct in the University. It is broadly defined as the passing off of someone else's words, ideas or work as your own. It includes taking someone else's ideas that were generated during a group discussion and submitting them later as your own, failing to reference sources properly, giving incorrect information about the source of a quotation and changing words but copying the structure of a source. Whether it has taken place because of an 'honest mistake' or deliberately, the University regards this as a breach of the rules and the consequences can be severe.

How to Avoid Plagiarism

It is vital to keep accurate notes of all the references you use in your research. Clearly indicate whether the notes you are writing are direct quotes or your own thoughts. Familiarise yourself with the referencing system used by your department and always cite your sources.

You may find it useful to download a referencing sheet from www.ubsu.net/plagiarism

The University Information Services produce **Comprehensive Guidelines on Citing and Referencing** which can be downloaded from Student Central.

Read through the University's **Plagiarism Awareness Pack** (also available on Student Central) and if in any doubt ask your tutors. Useful information sheets can also be downloaded from www.plagiarism.org

How Plagiarism is Detected

Tutors are able to pick up on tell tale signs of plagiarism such as changes in writing style, inconsistent quality and bibliographies that do not include recent books or those expected from the reading list.

The University also uses the Turn it in Plagiarism Detection Service. Any suspect work will be submitted by the University to this service, which in turn produces an originality report on the work.

What happens if you are accused of academic misconduct?

Your Head of School will assess the allegation and make a decision as to whether it should be treated as a **minor** or **major case**. You will be informed of which piece of work is being considered and also be given the opportunity to view the work concerned prior to the interview. This will help you to understand the nature of the allegation. If no direct number is given in your letter, contact your School Office to arrange to do this.

Do ask for advice at this stage by contacting the Students' Union. UBSU will be able to support you and help you get your side of the story over.

Minor Case

In a minor case you will be asked to attend an interview with your Head of School. You can be accompanied by a person of your choice. Following discussion the Head of School will make a decision as to whether there is a case and what the outcome should be. If you fail to attend the meeting or deny the allegation the misconduct will then be treated as a major case.

Major Case

An interview with an Investigating Panel will be held. You should be given at least five working days notice of when this will take place and are free to choose who you would like to be accompanied by to this meeting. The Students' Union can support you with this. You can submit a written statement of mitigation to the Investigating Panel regarding the allegation. This can help you clarify questions surrounding the work. Following the meeting, the Investigating Panel produces a report which is sent to the Chair of the Course Examinations Board. You should be informed of the outcome of the meeting within five working days. Although the Investigating Panel makes recommendations it is the Course Examination Board that determines the final outcome/penalty.

What are the Possible Outcomes?

If it is determined that there is no evidence of misconduct there will be no penalty and no record will be placed on your student file. If it is determined that academic misconduct has occurred then outcomes can vary from having to repeat work to being expelled from University.

Can I Appeal the Decision?

Yes - The decision made by the Course Examination Board can be appealed using the Appeals Procedure.

This leaflet gives only a very brief outline of the academic misconduct procedure. For more detail look in your Student Handbook and in the General Examination and Assessment Regulations (Section F), which is available on Student Central.

Do also contact the Students' Union for further support and advice.

Useful Contacts:

Students' Union

Students' Advocate
Individual Representation
Nicola Trelawny
nt68@brighton.ac.uk
01273 643532

Student Advocacy & Education Research
Co-ordinator
Anthony Lewis
a.r.lewis@brighton.ac.uk
01273 643328

University of Brighton

Carol Burns
Secretary to the Academic Board
Registry, University of Brighton
Mithras House
Lewes Road,
Brighton BN2 4AT
c.a.burns@brighton.ac.uk

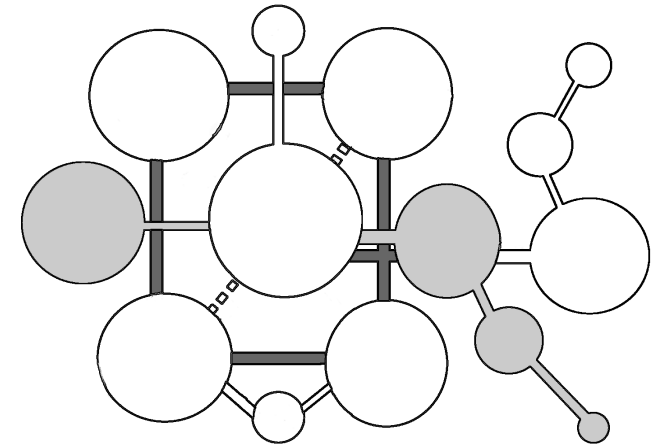
Office of the Independent Adjudicator

www.oiahe.org.uk
enquiries@oiahe.org.uk
0118 959 9813

UBSU Student Advocacy & Research Service

Academic Misconduct

A very brief guide.



Drop in times

Moulsecoomb

Cockcroft G35 Wednesday & Friday
10 am - 4pm

Falmer

Uckfield House 204 Monday & Thursday
10am - 4pm

Grand Parade

UBSU Office - Mezz floor Tuesday & Thursday
10am - 4pm

Eastbourne, Hastings & Partner Colleges
by appointment.



www.ubsu.net/sars
ubsuacademic@brighton.ac.uk

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