



# TRIZ University

## Academic Misconduct Procedures

### 1. Introduction

- 1.1. TRIZ University is committed to developing a culture of academic integrity and to conducting fair and equitable assessment for all students. Academic integrity involves a commitment to the core values of honesty, trust, fairness, respect and responsibility in all academic endeavours.
- 1.2. Individuals sometimes fail to act with academic integrity in an attempt to gain an unfair advantage in an assessment. This is often termed academic misconduct and it will be dealt with by TRIZ University in accordance with the procedure set out below. As explained below, academic misconduct includes unintentional acts, where students have not familiarised themselves with good academic practice.

### 2. Scope

- 2.1. The following procedures apply to undergraduates and postgraduates at TRIZ University.

### 3. What constitutes academic misconduct?

- 3.1. Academic misconduct may take a number of forms. The following is not an exhaustive list but academic misconduct includes:
  - a. Plagiarism: this happens where you incorporate the work of others (published or unpublished) in your own work without properly acknowledging it. You are effectively claiming ownership for work that is not your own. This includes word-for-word borrowing as well as copying with minor changes. “Work” is not limited to text, but also includes statistics, assembled facts or arguments, figures, photographs, pictures or diagrams. You must follow the correct referencing guidelines provided by your programme.
  - b. Self-plagiarism, ie. using the same work that you submitted for a previous summative assessment at any point during your degree.

- c. Using an essay-writing service, buying or otherwise obtaining work online or elsewhere which you then submit for an assessment. Commissioning an essay is fraud and the most severe penalty, termination of your programme, may apply.
- d. Fraudulent or fabricated coursework, such as reports of practical work that is untrue and/or made up; fabrication of research or dishonest interpretation of data; unethical research practice.
- e. Collusion: submitting work produced jointly with another student (save where the terms of the assessment require collaboration)
- f. Deception, for example faking mitigating circumstances or forging a signature relating to a placement.

3.2. Examples of plagiarism include:

- a. inclusion of several sentences or more from another person's work without the use of quotation marks and/or acknowledgement.
- b. summarising another person's work without acknowledgement by simply changing words and/or altering the sequence or order.
- c. the substantial and unauthorised use of the ideas of another person without acknowledgement.
- d. copying the work of another student without their knowledge or agreement.

## 4. Your responsibilities

- 4.1. It is your responsibility to develop good academic practice by taking part in sessions provided for you by your tutors and librarians. Good academic practice means improving your note-making and writing skills, being motivated to direct your own studies, seeking advice if in doubt and acknowledging the sources you use by referencing correctly.
- 4.2. You are encouraged to show the results of your reading by referring to and quoting from works on your subject, but you must make it clear which work is yours and which has come from elsewhere, through the use of appropriate referencing as well as in-text citations. You should take particular care not to copy a third party's summary or paraphrase of an author's work.
- 4.3. When you submit assessed work, you will be asked to confirm it is your own.
- 4.4. It is your responsibility to access the support provided by TRIZ University to help you to develop good study skills. Some examples of the support we provide include:
  - a. Regular tutorials teaching the study skills you need for your programme
  - b. Online resources including quizzes and reading recommendations

- c. Regular personal tutorials with TRIZ University staff where you can ask questions
- d. Feedback on your essays to indicate where you might need help
- e. Access to Turnitin so that you can test your work

## **5. Consequences**

- 5.1. Being accused of academic misconduct is a serious offence in TRIZ University and has the potential to result in a number of penalties depending on the stage you are at in your studies. It can mean that you are required to re-submit the work; it may mean that you are given a capped mark; or that you are asked to resubmit for credits only and with a mark of 0; in the most serious cases, your studies may be terminated.

## **6. Monitoring and review**

- 6.1. TRIZ University will keep and dispose of all correspondence relating to case of academic misconduct in accordance with its records management process.
- 6.2. A report on academic misconduct cases and their outcomes will be produced annually. A summary report will be considered by Academic Board and the Governing Body through the Annual Quality Report. This process will ensure appropriate monitoring of all academic misconduct cases and related outcomes.

## **7. Fair treatment**

- 7.1. This procedure shall be implemented with due regard to the need to eliminate discrimination, harassment and victimisation, advance equality of opportunity, and foster good relations. The procedure applies equally to all students irrespective of age, disability, gender reassignment, pregnancy or maternity, race, ethnic origin or national identity, religion or belief, sex or sexual orientation.
- 7.2. TRIZ University is committed to procedures that are fair and transparent, and decisions that are reasonable and have regard to law.

# Procedures

## What happens if you are suspected of academic misconduct?

*It is TRIZ University's responsibility to establish that academic misconduct is more likely than not to have taken place.*

### 8. Investigating Academic Misconduct in Assessments

- 8.1. If you are suspected of academic misconduct in an assessment, this concern will be reported to your programme director who will decide whether a further investigation is warranted, and will record the decision and the reasons for it.
- 8.2. The person who is investigating the allegation will determine the best way of doing this. This may include the use of plagiarism detection software. You may also be asked to provide your notes, drafts and any other records relating to your preparatory work for the assessment. Any failure to provide this material is likely to be taken into account when a decision is made about potential academic misconduct.
- 8.3. You may be required to attend an oral examination to allow you an opportunity to demonstrate that the work is indeed yours. The examination will focus on the content of the work. At least two members of academic staff will be present at an oral examination if one is held.
- 8.4. You may be accompanied by a fellow student to provide support, but not to speak on your behalf. Should your supporter behave inappropriately at any point during the oral examination or the following procedures, they will be asked to withdraw.

### 9. TRIZ University enquiry

- 9.1. Once the investigation described above is complete, and normally within ten working days of the concern first arising, you will be given a copy of all the evidence. You will be invited to a meeting at TRIZ University or by Skype. At least two members of the academic staff will be present at this meeting.
- 9.2. You may be accompanied by a fellow student to provide support. This meeting is different to the oral examination described in 8, as the purpose is to allow you the chance to comment on the evidence and respond to the allegation of academic misconduct made against you.
- 9.3. At this meeting, TRIZ University will decide whether:
  - a. There is insufficient evidence to justify a finding of academic misconduct. If so, no further action will be taken under these procedures.

OR

- b. The matter should be considered poor scholarship rather than academic misconduct. No further action will take place under these procedures, although the poor scholarship will be taken into account through the normal marking process. The finding will be noted on your student record and may be taken into account in the context of any future allegations that you have committed academic misconduct

OR

- c. There is a case to be answered that academic misconduct has indeed taken place. You will be informed of this decision, and all the evidence will be forwarded to Programme Director with a recommendation with regard to the penalty.

9.4. Whichever decision is made, you may be referred to appropriate support and guidance to develop your academic skills. If you fail to take up the support offered, this will be considered negatively should any further allegation of academic misconduct be made against you.

## **10. Right to appeal**

10.1. If you wish to appeal the decision that has been made, you have the right to appeal to the Academic Dean and / or the Principal. The appeal should be submitted within ten working days from the date on the outcome letter.

10.2. The only grounds on which you can appeal are as follows:

- a. The decision of the TRIZ University Committee was unreasonable in the light of the evidence available.
- b. The procedure of the hearing was deficient in a way which materially prejudiced your case.

10.3. Your appeal will be reviewed by Academic Dean and / or Principal. Normally, any appeal will be considered by the Academic Dean but if they have participated in step 9, TRIZ University enquiry, then the appeal will be heard by the Principal. Their decision will be final with regard to TRIZ University procedures. This review will normally limit itself to the written material relating to the case at all previous stages along with your appeal form. However, the Academic Dean and / or Principal reserves the discretion to interview you and/or other relevant individuals.

10.4. You will receive the outcome in writing as soon as possible. At this point, you will receive a Completion of Procedures letter explaining that you have come to the end of TRIZ University procedures.

## **11. Penalties**

11.1. The following table 1 is an indicative range of penalties. The penalty should clearly state:

- a. How much of your work is affected (an assessment component; the assessment(s) for an entire module; or all assessments carried out during a specified period).

- b. The maximum mark allowed for any repeated attempt (capped pass, other capped mark; for credits only and a retained mark of 0).
- 11.2. The penalty may be made more or less severe depending on the evidence available. Relevant factors may include amount of your work affected by the academic misconduct, the level of your studies, whether you knowingly committed the offence, and the level of deception involved. You may ask other factors to be taken into account, but please note that personal difficulties are unlikely to be seen as excusing academic misconduct. A penalty will not be reduced because you ran out of time to complete your work or you mistakenly submitted a draft rather than a final version.
- 11.3. No mark is awarded or credit assigned for work affected by academic misconduct. The penalties below are examples of how you may be permitted to resubmit work, with the opportunity to be awarded credits, if the resubmitted work is free from academic misconduct, and of a passing standard. Resubmitted work that is not of a passing standard may nevertheless be accepted as sufficient to enable progression or an award if it satisfies the requirements of a 'serious attempt'.
- 11.4. You may be obliged to undertake an alternative assessment. You will only be permitted to resubmit work where you are entitled to another resubmission attempt in accordance with the TRIZ University regulations. If the academic misconduct affects resubmitted work, you will not normally be entitled to a further attempt.

Table 1 - Potential penalties.

<b>Level</b>	<b>1st offence</b>	<b>2nd offence</b>	<b>3rd offence</b>
<b>First year</b>	for capped mark	for credits only	termination of studies
<b>Second year and beyond</b>	for credits only	termination of studies	