G ACADEMIC MISCONDUCT

DEFINITIONS

G.1 Academic misconduct includes, but is not restricted to, plagiarism, cheating, collusion, falsification or fabrication, personation, or bribery as defined below:

i Plagiarism: unacknowledged incorporation in a student's work either in an examination or assessment of material derived from the work (published or unpublished) of another. Plagiarism may, therefore, include:
   a. the use of another person's material without reference or acknowledgement
   b. the summarising of another person's work by simply changing a few words or altering the order of presentation without acknowledgement
   c. the use of the ideas of another person without acknowledgement of the source
   d. copying of the work of another student (with or without that student's knowledge or agreement)
   e. use of commissioned material presented as the student's own.

   For some specific modules / units, information and guidance relating to what may or may not constitute plagiarism will need to be made explicit to students in student handbooks or specific module / unit information, eg use of mathematical formulae, principles or theories.

ii Cheating: a student will be deemed to be cheating as a result of any of the following:
   a. deliberately acquiring knowledge of the detailed content of an examination in advance or obtaining a copy of an 'unseen' written examination paper in advance of the date and time for its authorised release
   b. communicating with, or copying from, another candidate during an examination
   c. permitting another candidate to copy from their examination script
   d. being found in possession of any printed, written or electronic material or unauthorised material during an examination which may contain information relevant to the subjects of the examination
   e. communicating during an examination with any person by any means other than a properly authorised invigilator or another authorised member of staff
   f. impersonating another examination candidate or permitting themselves to be impersonated
   g. undertaking any other action with the intention of gaining an unfair advantage over other candidates.

iii Collusion: collusion may exist where a student:
   a. is complicit with another student in the completion of work which is intended to be submitted as either that student's or the other student's own work
   b. knowingly permits another student to copy all or part of their own work and to submit it as that student's own work.

iv Falsification or fabrication of data: the presentation of data in laboratory reports, projects etc based on work falsely presented as having been carried out by the student; obtained by unfair means; or to present fictitious results.

v Personation: the assumption by a student of the identity of another person with the intent to deceive or gain unfair advantage.

vi Bribery: the paying, offering or attempted exchange of an inducement for information or material intended to advantage the recipient in an assessment.

PREVENTION

G.2 At the start of each academic session, students will be advised about acceptable and unacceptable forms of work, and made aware of the referencing standards which they will be expected to use. Students will be encouraged to develop study techniques which allow them clearly to identify sources used and ideas acknowledged. Advice about academic misconduct should be repeated prior to submission deadlines for projects, coursework and dissertations. In addition, all student handbooks should include a link to the academic misconduct regulations.

G.3 The university subscribes to an externally hosted software program that may be used for originality checking, anonymous marking and peer review of students' text based work (see guidance at www.uhi.ac.uk/en/students/your-study-tools). Originality checkers assist staff in assessing potential instances of plagiarism. They must be used in accordance with the Originality Checking Policy to ensure that students are not disadvantaged, and students will be advised by tutors if they are to be used. Students are reminded that they are required to comply with this policy as a condition of enrolment.

GUIDELINES

G.4 A student should:

a. complete their assessed work by themselves, in their own words and using their own notes, figures or rough workings (except where group work specifically forms part of the assessment)
b. acknowledge fully any sources used in accordance with the referencing system used. A student may refer to their own work submitted for their current or any previous programme, but this must be referenced in the same way as any other text
c. endeavour to ensure that their work is not available to copy by other students (with or without permission)
d. check with academic staff if they are in any doubt about proper forms of referencing.

MINOR AND SERIOUS ACADEMIC MISCONDUCT

G.5 The difference between minor and serious cases of academic misconduct is judged according to the overall risk to the integrity of the assessment process. This might mean assessment of an individual student's work; for example, if an essay was plagiarised, it may not be possible to judge whether a student has met the learning outcomes of a module. Alternatively, the assessment process for a whole cohort of students might be compromised if a student obtains and shares an exam paper.

INDICATIVE PENALTY IN CASES OF PLAGIARISM (TAUGHT PROVISION)

G.6 The following guidance is indicative only, and the penalty to be applied in each case will be determined through the formal investigation process. Other factors will be considered as well as the proportion of the assessment which has been plagiarised.

	Reduce mark by:				
Proportion of plagiarised text	**Level 7**	**Level 8**	**Level 9**	**Level 10**	**Level 11**
Less than 5% ie up to 125 words in a 2,500-word essay	-5%	-10%	-15%	-20%	-20%
Between 5-15% ie 125-375 words in a 2,500-word essay	-10%	-20%	-30%	-40%	-40%
More than 15% ie more than 375 words of a 2,500-word essay (plagiarised text may or may not be continuous)	Fail	Fail	Fail	Fail	Fail

Table 1: Indicative penalty in cases of plagiarism (taught provision)

APPLICATION TO SQA PROVISION

G.7 The university's 'Centre and candidate malpractice and maladministration policy and procedure for SQA provision' provides staff and students with a clear framework within which to work and sets out the university's definition of candidate malpractice, what it is and how it may arise. It provides advice and guidance on how staff and students can minimise the risk of candidate malpractice and what to do should candidate malpractice be suspected. All cases of suspected candidate malpractice are progressed in accordance with the university's academic misconduct procedure.