

MISCONDUCT PROCEDURES

Academic Integrity

Definition

Mattersey Hall's procedures for dealing with issues relating to breaches in Academic Integrity (formerly referred to as Academic Malpractice) are wholly determined by University of Chester regulations and procedures. For further details, see the *Quality and Standards Manual Handbook F: The Assessment of Students*, Section 6 – Academic Integrity (*QSM F6:AI*). This can be downloaded from the University of Chester website: <https://www1.chester.ac.uk/social-responsibility/academic-quality-support-services/academic-regulatory-information/quality-and>

We encourage all students to act with academic integrity. *QSM F6:AI* includes the following:

- Acknowledge all sources of information, knowledge and ideas used when completing work for assessment by consistently and correctly using an acceptable referencing system;
- Produce work that is the product of their own, individual efforts. An exception to this is where an assignment brief specifically requires a single piece of work be submitted on behalf of a group of students.
- Declare when they have used work before in a previous assessment (whether successful or not) using an acceptable referencing system;
- Present accurate information and data that has been obtained appropriately and which is a fair representation of their own endeavours, knowledge and understanding;
- Adhere to and comply with all applicable regulatory, legal and professional obligations and ethical requirements therein. (*QSM F6:AI*, p. 3)

Breaches of Academic Integrity occur where a student behaves in a manner inconsistent with the above. Please note that a breach of academic integrity 'may occur when a student knowingly acts in a way that is contrary to the policy or does so inadvertently by means of careless scholarship. Inexperience, intention, lack of intention or unfamiliarity with the Academic Integrity Policy will not be regarded as a defence in the event that the policy is breached' (*QSM F6:AI*, p. 4). Students should, therefore, ensure that they are familiar with the Academic Integrity Policy and its requirements.

Breaches in academic integrity currently fall into two categories: Unacceptable Academic Practice and Academic Misconduct. Both are serious. Examples of each are set out

below. Please note, though, that these lists are not comprehensive, and academic integrity may be breached in other ways.

Examples of unacceptable academic practice:

- Plagiarism: the use of ideas, intellectual property or work of others without acknowledgement or, where relevant, permission.
- Reuse of previously submitted material: the use of work, without appropriate referencing, that has been submitted for assessment, whether successful or not, by the same student in this University or any other institution. This will not apply where a student is making a resubmission for the same assessment component in the same module, unless specifically prohibited in the assessment information.
- Collusion: the unauthorised collaboration between two or more students resulting in the submission of work that is unreasonably similar, but which is submitted as being the product of the submitting student's individual efforts.

Examples of academic misconduct include:

- Commissioning: engaging another person or organisation to complete or undertake an assessment, whether a financial transaction has taken place or not.
- Falsification: the presentation of fictitious or distorted documents, data, evidence or any other material, including submitting the work of another person as if it is their own. This includes the submission of false evidence in an application to the Mitigating Circumstances Board or to the Academic Appeals Board
- Research misconduct: failure to obtain ethical approval for a research project or failure to comply with regulatory, legal and professional obligations for research projects.
- Cheating: any action before, during or after an assessment or examination which has the potential for the student to gain an unfair advantage in assessment or assists another student to do so. This includes failure to adhere to the examination regulations. (*QSM F6:AI*, pp. 4–5)

Procedures (see *QSM F6:AI*, pp. 6–19)

The procedures set out by the University are detailed, and students are referred to them. Note that the Academic Dean fulfils the role of the nominee of the Chair of the Module Assessment Board.

Appeals (see *QSM F6:AI*, p. 33)

Guidance for making an appeal against a charge of academic malpractice is also provided (*QSMF6:AMP*, pp. 18–19). Such an appeal will be directly to the University. Following an unsuccessful appeal, the student will receive a Completion of Procedures letter. It may be possible to take the appeal to the Office of the Independent Adjudicator (OIA); see <http://oiahe.org.uk/making-a-complaint-to-the-oia/how-to-make-a-complaint.aspx>.

Non-Academic Misconduct

As a Christian institution committed to help form the next generation of Christian leaders, we have certain standards that we expect students to accept and live in conformity with, as part of that leadership formation process. As a community that comprises students from a number of different cultural backgrounds, we also require of all of our students that they are sensitive to those cultural differences and refrain from words and actions that might make others feel uncomfortable. Our commitment to leadership formation and preparation of students for future ministry leads us to make expectations in the area of personal conduct and of relationships that are intended to help guard students against behaviour and actions that would have a serious impact on their future prospects.

The College Handbook sets out several guidelines for behaviour on campus, and when representing the College off campus. These include appropriate dress, the conduct of relationships, smoking and the use of alcohol. Misconduct in these areas will result in disciplinary action.

Students will receive reasonable warning where misconduct occurs, and will be given an opportunity to respond. Pastoral advice and help is also available. In general, disciplinary action in these areas will be a last resort; and where it is judged to be necessary, students will have the right to appeal, through the College's Complaints and Appeals Procedure.

In the case of serious misconduct, we might find it necessary to suspend the formation aspect of a student's programme. Where that misconduct involves breaking the law and a criminal conviction, the College reserves the right to terminate a student's studies. Where a student breaches our internal code in such a way that continuing as an on-campus student would be detrimental to the well-being of other students and might bring the College into disrepute, the option will be given for the student to complete his or her academic studies by Distance Learning. As an alternative, it may be possible for a student to interrupt his or her studies, voluntarily, for an agreed period, and then resume the programme, including all formation elements.

Non-payment of tuition fees is also a disciplinary offence. In accordance with our agreement with the University of Chester, under such circumstances, the student's studies may be suspended by the College, and no marks will be submitted to the University until all outstanding fees have been cleared. For further details, see Mattersey Hall's 'Payment Policy'.

