

University of Bradford Regulation 5

Academic Misconduct Regulations

September 2023

Updates for 2023-24 (Version 1.1):

1. Section 1: Removal of clauses 1.5 to 1.7
2. Section 3: Update to clauses 3.2.1, and 3.2.9. Additional new clause 3.2.2
3. Section 4: Additional new clauses 4.4 and 4.8
4. Section 5: New section added
5. Section 6: Updated
6. Section 7-14, Appendix A-B: Removal of these sections to a separate procedure

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1. Introduction

- 1.1. This Regulation relates solely to the handling of suspected academic misconduct at the University of Bradford. These regulations apply to all students and those applicants who undertake formal examinations for the purposes of admission. The term 'student(s)', whenever mentioned, will refer to current and prospective and graduates. It also covers apprentices and any other learners studying at the University.
- 1.2. The University of Bradford is committed to ensuring that every student understands the requirements of academic writing, ethical research and scholarship. The University will provide advice, guidance, and self-help material so that students can fully understand what constitutes acceptable and unacceptable academic conduct. Students are expected, with the University's support, to be familiar with these regulations and to abide by them during their course of study.
- 1.3. [Guidance for current staff and students on academic integrity and academic misconduct](#) is available on the Intranet Hub (log-in required).

2. Academic Integrity

- 2.1. Academic integrity – the defined ethical standards in academic scholarship and research – matters for different reasons. First, academic qualifications are a measure of what a student knows and can do by the end of their course of study. It is important therefore that any work or activity that is assessed as part of a university qualification is authentically the student's own. Second, all sound academic work and scientific discovery rests on honesty and responsible behaviour. This includes giving proper acknowledgement where the work and ideas of others are being used or adapted in the completion of an assessment.
- 2.2. The regard with which UK university qualifications are held in the wider world is testament to the quality and integrity of learning and assessment processes. University of Bradford students are expected to fully acknowledge their sources in all assessments.
- 2.3. Students are required to follow appropriate standards of academic practice in their work. This includes:
 - 2.3.1. Always writing assignments in their own words, except where they are using direct quotations that are indicated as such and properly referenced, or when using other permitted materials.
 - 2.3.2. Providing full and accurate citation of all sources (books, articles, web sites, newspapers, images, artefacts, data sources, programme code etc.) that they have relied on in preparing and completing and assessment. Citations should be provided for direct quotations and when summarising or paraphrasing others' work.
 - 2.3.3. Using a recognised referencing and bibliography system as specified in the University's programme or module guides.
 - 2.3.4. Using recognised academic writing conventions that help to clearly distinguish a student's contributions from those of other scholars and communicate when work is being summarised or paraphrased – for example.: 'Smith argues that.,,,';

‘Kaur makes three key claims regarding....’.

- 2.3.5. Following other guidelines for preparing and presenting coursework as defined in the relevant programme or module handbooks, in assignment briefs and assessment criteria.
- 2.3.6. Using mechanisms provided by the University for checking their own work, including Turnitin, and following guidance from the University Library.

Please Note: Proof-reading entails the identification of grammatical, spelling or punctuation mistakes in text. The use of proof-reading or translation services may constitute academic misconduct if the service includes any editorial activity which entails re-writing or re-wording the student’s original work beyond this.

3. Defining Academic Misconduct

- 3.1. Any student who is a party to or commits academic misconduct in an examination or in the preparation of work, which is submitted for assessment, will be deemed to have breached Regulation 5 (Academic Misconduct).
- 3.2. The practices outlined below will automatically constitute academic misconduct. The list of practices is not exhaustive and does not preclude the University from taking action where other forms of academic misconduct are identified.
 - 3.2.1. **Plagiarism** – when a student uses someone else’s ideas, words, arguments, data or other material without correctly acknowledging that they have done so. This includes those generated by an artificial intelligence program. Plagiarism is a form of cheating and is often characterised by efforts to conceal evidence of copying – for example, by changing some words from a copied text. Plagiarism includes:
 - a. The inclusion within a student’s work of substantial extracts of another person’s work without the use of quotation marks and / or specific acknowledgement of the source of the material in the references to this work. This includes text, diagrams and equations, programming results or code, test results or any other kind of evidence assembled by another person.
 - b. The inclusion, without acknowledgement and referencing (use of quotation marks etc.), of material downloaded from the Internet.
 - c. Copying into a piece of work a section of unacknowledged material that contains references to other publications, thereby implying that the references to these publications are the student’s own (also known as secondary referencing).
 - d. The summarising or close paraphrasing of another person’s work without acknowledgement.
 - e. The submission of work obtained from others. This includes the submission of assignments in their entirety or sections of assignments.
 - f. The submission of an assignment written, in whole or in part, by another person, whether obtained with or without permission from that person.

- g. The use of the unacknowledged and / or unauthorised ideas of another person.
- h. The unauthorised use of artificial intelligence programs to produce part or all of submitted work.

Please Note: The University understands that students sometimes experience difficulties and provides an extenuating circumstances procedure (ECs) and can offer extensions should students be unable to engage with their studies or submit assessment. Details about the extenuating circumstances procedure are widely available through the ECs intranet page, in the student handbook and via the Students' Union. However, there are no extenuating circumstances which can excuse plagiarism.

- 3.2.2. **Self-plagiarism (postgraduate researchers only)** - reusing your own published work without proper citation or acknowledgement.
- 3.2.3. **Duplication** - re-using work that was originally completed and submitted to gain credit in another module or assignment.
- 3.2.4. **Collusion** - where two or more students allow other students to copy their work with their permission, where the work is then represented or submitted as the work of one or more students (except in such cases where the assignment requires the submission of a group effort).
- 3.2.5. **Falsification** - where the content of any assessed work has been invented or falsely presented by the student as their own work.
- 3.2.6. **Contract cheating** - work acquired from commercial Internet assignment writing sites, organisations, or private individuals, whether pre-written or prepared specifically for the student concerned.

Please Note: On Thursday 28 April 2022, the [Skills and Post-16 Education Bill](#) became law, making it criminal offence to provide or arrange for another person to provide contract cheating services for financial gain to students taking a qualification at a post-16 institution or sixth form in England, enrolled at a higher education provider in England and any other person over compulsory school age who has been entered for a regulated qualification at a place in England.

- 3.2.7. Failure to obtain **ethical approval**, or breaching the terms of ethical approval, where this is a requirement of an assessment.
- 3.2.8. Submitting a **fraudulent Extenuating Circumstances** claim.
- 3.2.9. **Formal Examinations Misconduct**; including:
 - a. Disruptive behaviour during an examination.
 - b. Failing to comply with written Assessment Regulations, Examination Procedures and / or instructions provided by internal Examiners or invigilators.
 - c. Gaining access to any unauthorised material, either prior to or during the examination to gain an unfair advantage over others.
 - d. Gaining access to a copy of an examination paper, either written or in electronic form, prior to its authorised release date to gain an unfair

advantage over others.

- e. Communicating with another student during an examination.
- f. Copying from another student during an examination, with or without their permission or knowledge. This includes taking data from flash drives or other electronic devices or taking another student's printout.
- g. Introducing into the examination room, or being in possession of, any written, electronic, or printed materials, unless specifically permitted for the examination.
- h. Leaving the examination room, for instance during a comfort break, and whilst away from the room consulting any written, printed, or electronic materials in order to gain an unfair advantage over others when resuming the examination.
- i. Substituting examination scripts or pages within scripts during the examination.
- j. Making use of any electronically stored or communicated material within an examination room unless specified in the rubric for the examination.
- k. Using a mobile phone, tablet, or other electronic device during an examination unless specifically permitted.
- l. Misrepresentation of identity, where a student asks another person to take the examination / assignment in their place. In such cases, where the other person is a student of the University, they will also incur penalties appropriate to the misconduct.

3.2.10. Academic Misconduct can also include:

- a. The theft of another student's work.
- b. Allowing another student to copy an assignment, or sections of an assignment, in work that does not specify group collaboration in order that they may submit this material as their own. Failure to safeguard your work may count as making it available to another student.
- c. Publishing or presenting work that is not wholly your own without written agreement of all authors.
- d. You must ensure that you are not infringing any copyright of journals in which you have published.
- e. Any other deliberate attempt to deceive or to gain unfair advantage over other students.

Please Note: Each case and the circumstances around any instance of academic misconduct will be considered on a case-by-case basis; however, there are no extenuating circumstances which can excuse plagiarism. The University provides clear guidance to all students about what plagiarism is and how to avoid it; the University will therefore not accept a plea of ignorance if a student is subsequently found answerable for a case of plagiarism.

4. Investigating Academic Misconduct

- 4.1. In keeping with the quality and integrity of its awards, the University will identify any practice that is defined as academic misconduct and inform the student accordingly. See our [Procedures for dealing with suspected Academic Misconduct \(All Levels: Undergraduate, Postgraduate and Research\)](#) which is available on the Intranet Hub (log-in required).
- 4.2. All instances of academic misconduct will be investigated and dealt with according to principles which are fair, equitable and proportional to the breach concerned. The University and its Collaborative Partners reserve the right to use any fair and reasonable means of identifying instances of academic misconduct. Where appropriate the University will apply an academic penalty.
- 4.3. The University's approach to academic misconduct is developmental rather than just disciplinary. Students will be expected to learn from their experience, including through mandatory training and further education on good academic practice. Panels will therefore take into account any prior breaches when deciding penalties for subsequent breaches.
- 4.4. In cases of suspected contract cheating, collusion or misuse of artificial intelligence programs, the University may convene a meeting with the student for them to explain how they produced the work.
- 4.5. Proven academic misconduct will remain on the student's record for the entire enrolment period and will reflect any period of suspension, repeat year or course transfers. As such, there are no time limits associated with the investigation of suspected academic misconduct and where a case of suspected academic misconduct is identified, (including after credit has been given, an award has been made, or the student has left the University), the case will be fully investigated.
- 4.6. The University will have effective arrangements through the Learning and Teaching Committee to monitor, evaluate and improve the effectiveness of its policy and procedure.
- 4.7. In the event that the University receives information to the effect, anonymously or otherwise, that a student has committed or intends to commit academic misconduct (e.g. through the purchase of an assignment from an online company), the University will fully investigate the allegation.
- 4.8. You can appeal the outcome of an investigation at any stage apart from when we escalate your case to a higher stage.

Please Note: The University reserves the right to share information about a student's assessment with other academic institutions in instances involving an allegation of collaboration between students or an allegation to have purchased or attempted to purchase an assignment from an external source for the purpose of submission to the University as an assessment for a module on which they are registered.

5. Relationship to other Procedures

- 5.1. If an allegation of academic misconduct is proven, any extenuating circumstances claim cannot remove a penalty against that assessment.

- 5.2. If an allegation of academic misconduct is proven, the offence may be referred to the Fitness to Practice procedure for students studying on professional courses.

6. Retrospective Investigations and Rescinding Awards:

- 6.1. An allegation of academic misconduct may be investigated at any point during a student's period of registration, whether or not a final mark has been assigned to the work in question.
- 6.2. Allegations of academic misconduct in relation to graduates of the University will result in retrospective investigation where evidence which is deemed to be significant is provided.
- 6.3. The decision about whether or not to instigate a retrospective investigation will be taken by the Deputy Vice-Chancellor (Academic, Innovation and Quality) in consultation with the Academic Registrar and the Student Casework Team. An Investigating Officer will be nominated by the Deputy Vice-Chancellor (Academic, Innovation and Quality) to consider whether a case exists prior to this decision being made.
- 6.4. Cases involving graduates of the University will be heard by an Investigating Committee. An allegation which is upheld may result in a recommendation being made to the Senate to revoke the award previously made by the University of Bradford under Ordinances 3, and 5-8.
- 6.5. Where the Investigating Committee recommends that an award be revoked, a Completion of Procedures letter will not be issued until approval from the Senate is received.

7. Collaborative Partners

- 7.1. In order that students studying at partner organisations may be afforded equity of treatment in terms of representation, Collaborative Partners are required to manage all suspected academic misconduct in line with University of Bradford regulations and procedures.
- 7.2. Where a student wishes to appeal against a decision made by a Collaborative Partner their case should be referred, by the Partner organisation, to the Student Casework Team at the University of Bradford.
- 7.3. Further information about [procedures to be followed by students and staff working or studying at Collaborative Partners](#) is available on our website.