

# EDA College



## Academic Integrity Policy and Procedures

### Document Version Control

Version	Date	Changes Made	Triger to Chage	Writer/Updater	Next Review
1	Sep 2024	New Document	Requirement	Principal	Sep 2025




## Contents

1. Introduction .....	4
2. EDA College Arrangements for guidance and support on Academic Integrity .....	4
3. Integrity.....	4
4. Breaches of Academic Integrity .....	5
5. Investigating the Breaches of Academic Misconduct .....	7
6. Appeals.....	13
7. Record Keeping, Monitoring and Evaluation.....	14
9. ANNEX 1 (Warning letter) .....	15

## **1. Introduction**

1.1 Academic integrity is an integral part of EDA College's mission and objectives. EDA College aims to establish and maintain high academic standards for its credibility and reputation within the UK Higher Education sector. The College acknowledges that the students can make errors in doing their assessments and examinations as they might be returning to studies after some time or they are into the higher education experience for the first time. Therefore, it is essential to view students' mistakes as learning opportunities and to provide a supportive environment that encourages both academic and professional growth while they study at EDA College. However, the College is committed to maintaining academic integrity and preventing any form of academic misconduct. Therefore, our academic integrity policy and procedures are designed to strike a balance between providing good student support and upholding the highest standards of academic integrity.

## **2. EDA College Arrangements for guidance and support on Academic Integrity**

2.1 In order to initiate and implement the academic integrity policy and procedures, the EDA College makes all necessary arrangements for the students to understand the good academic practices and how to apply them effectively in their assessments and examinations. For examples, the Foundation Years students are offered an additional module called Academic and IT Skills to provide them a complete awareness on how to do effective academic writing and use of various IT software and apps with responsibility. Similarly, the students at Level 4 or higher qualification are also provided with academic support and guidance periodically to keep them up-to-date on the use of academic writing skills and the IT software and apps to avoid any chances of plagiarism or academic misconduct.

## **3. Integrity**

- 3.1 All students at EDA College are expected in undertaking their studies to act with academic integrity. Conduct described below are contrary to the principles of academic integrity and may be considered as misconduct. Where this is the case students may be subject to the actions detailed in this policy.
- 3.2 Any student studying or registered at the EDA College shall be subject to disciplinary measures if they are found to be in breach of the academic integrity policy as defined below.

#### **4. Breaches of Academic Integrity**

- 4.1 Any attempt by a student to obtain an unfair advantage in the assessment of their academic work may be considered a breach of academic integrity.
- 4.2 The College must maintain academic standards by ensuring the integrity of all aspects of the assessment process and is concerned to ensure that the regulations and policies governing the assessment of courses at the University are fully and fairly implemented. To this end, the College will take action against any student who does not follow or contravenes these regulations and policies, whether or not inadvertently or through negligence or deliberate intent, and who could gain unfair advantage over other students. Any such action constitutes a breach of academic integrity.
- 4.3 This policy applies to all students enrolled on, or resitting elements of undergraduate and taught postgraduate courses at EDA College in partnership with Birmingham Newman University. It covers all breaches of academic integrity in any form of assessment including written examinations, assessed coursework (in whatever form the coursework might take) and oral/practical assessments.
- 4.4 The processes within this policy will be given reasonable and appropriate priority, and the staff member leading on the process will complete the processes as quickly as possible to avoid delay. However, the time needed to complete the investigation will be affected by a number of factors including the nature of the concerns raised, the number and availability of potential interviewees/witnesses, and the volume and nature of evidence to be gathered.
- 4.5 There is no time limit beyond which a breach of academic integrity will not be investigated. Any suspected breach of academic integrity, whether identified before or after graduation, will be thoroughly investigated and addressed in accordance with this policy. Where a breach of academic integrity is proven after work has been formally assessed, this may lead to the withdrawal of credit previously agreed by an Assessment Board or withdrawal of an award.
- 4.6 Depending on the nature of the offence, students may also be subject to additional action under the Student Disciplinary Procedures.
- 4.7 The College expects that all work submitted for assessment by students is the student's own work, without falsification of any kind. Students are expected to offer their own analysis and presentation of information gleaned from research, even when group exercises are carried out. Any sources used in whatever format must be referenced and the references should be presented using the guidelines for their subject.
- 4.8 Students are expected to understand the rules governing assessment including conduct in examinations and how to reference and acknowledge the work of others.

- 4.9 Academics should work with students to support them to rectify these matters in the first instance.
- 4.10 The following is a list of examples of breaches of academic integrity which may be considered under this policy:
- 4.10.1 **Commissioning:** the requesting and/or purchase of a piece of work from a third party and the submission of this work (in whole or in part) for assessment as the work of the student. The College views this as extremely serious and it will attract a severe penalty.
- 4.10.2 **Plagiarism:** the use of another person's work or ideas within an assignment without the use of quotation marks and/or following the conventions for acknowledging sources. This includes the unauthorised use/copying of another student's work. The offence does not require any deliberate intent by the student to be proved but the extent of deliberation involved may affect the nature of the penalty.
- 4.10.3 The College would prefer in the first instance of plagiarism to provide academic support to the student rather than imposing a penalty.
- 4.10.4 **Collusion:** unauthorised co-operation to gain an advantage. This may occur where students have collaborated on a piece of work which is then submitted as an individual effort or where one student has allowed another to use their work. In the latter case, both students may be found guilty of academic misconduct.
- 4.10.5 **Breaches during Examinations:**
- a. Copying from the examination script of another candidate
  - b. Obtaining or offering inappropriate or unauthorized assistance from or to another candidate.
  - c. Having or using any unauthorized book, manuscript, paper, electronic device or 'crib' of any kind containing information relevant to the examination.
  - d. Attempting to communicate with an unauthorized third party during the period of the examination.
  - e. Any behaviour which attempts to disrupt the examination in progress.
- 4.10.6 **Breaches relating to Research:**
- a. Fabrication, falsification or plagiarism in writing or reviewing research or in reporting research results.
  - b. Failure to obtain ethical approval where there is a clear and unambiguous requirement to do so.
  - c. Unauthorised disclosure of personal data or breach of confidentiality in relation to research work.

## 5. Investigating the Breaches of Academic Misconduct

- 5.1 Special considerations apply when dealing with breaches of academic integrity and therefore the process is treated separately from those relating to General Misconduct (the Student Disciplinary Procedures).
- 5.2 Any apparent irregularity occurring in an assessment or examination should be considered initially by the first marker making effective use of Turnitin or equivalent provided by the University.
- 5.3 Marking Tutor identifies suspected breach of academic integrity policy and conducts usual checks including use of Turnitin or equivalent.
- Marking Tutor confers with module leader and/or Moderator.
  - No marks are noted on the system whilst the investigation is underway.
- 5.4 If a possible breach of the academic integrity policy is identified, the Marker checks with the Registry office to establish whether they hold any records about the student's performance to date, relating to breaches of the academic integrity policy.
- I. If the checking identifies that this is a potential first offence at Level 4 or Foundation Year, the Marking Tutor meets with the student to discuss the potential breach.
  - II. L4 and potential first offence, and no intentional breach of academic integrity policy is identified, then the matter is concluded, the work can be marked, the grade uploaded and released to the student. Marking tutors will add an advisory note to the assignment feedback as follows:  
  

*'Your assignment response was found to be very close to the original sources. You are strongly advised to work more on your academic writing skill and review your lecture slides of Academic and IT skills module and also speak to your tutor to improve your understanding of good academic writing at graduate level.'*
- No further action is taken at this point.
- 5.5 In the following cases the Marking Tutor should refer the work to the Module Leader or Programme Leader with any supporting evidence (for example emails):
- L4 suspected first offence of intentional misconduct (for examples see section 4.10)
  - L4 suspected repeat offence
  - L5/6/7 any suspected misconduct
- 5.6 **Review by Programme Leader and 'Summary Action'**

- 5.6.1 The Programme Leader (PL) reviews the assignment, together with any supporting evidence provided by the Marking Tutor and, if necessary, checks with the Registry Office to establish whether there has been a previous recorded instance of a breach of the Academic Integrity Policy.
- 5.6.2 If the PL reviews the work and determines that there is no case to answer, the case will be closed. The outcome will be communicated to the reporting Marking Tutor/Module Leader, with the recommendation to mark as normal, and to add the following statement:

*'Your assignment response was found to be very close to the original sources. You are strongly advised to work more on your academic writing skill and if possible, review your lecture slides of Academic and IT skills module and also speak to your tutor to support your understanding of good academic writing at graduate level'. No further action is taken at this point.*

- 5.6.3 If the PL determines that this is a case of Poor Academic Practice, but this is an instance of non-intentional breach of the Academic Integrity Policy, then:
- the student is referred by PL to the Academic Tutor for additional advice and support
  - the PL will send a report to the shared Academic Integrity email address [academic.integrity@edacollege.co.uk](mailto:academic.integrity@edacollege.co.uk)
    - a record is kept with the Registry/Admin Office.
  - the Marking Tutor is advised to mark the work with no penalty.

**Note:** Where the Module Leader is the first marker, they must refer the assignment to another Module Leader.

- 5.6.4 If PL believes that there has been a breach of the academic integrity policy, specifically plagiarism, collusion and minor misconduct, then they will:
- Seek confirmation from the Marking Tutor and APT that the student is aware they are being investigated for alleged misconduct.
  - Meet with the student to discuss the allegation before any summary action is applied.
  - The student will have the opportunity at this stage to provide further information to assist with the investigation of the case.
- 5.6.5 If the PL believes, following the discussion, that the breach was non-intentional, the PL will:
- Provide advice and support on how to avoid further 'Poor Academic Practice';
  - the PL will send a report to the shared faculty Academic Integrity email address [academic.integrity@newman.ac.uk](mailto:academic.integrity@newman.ac.uk); and
  - A letter is emailed to the student to:
    - confirm the advice and support offered [generate a supportive formal email to be used as the file note for Registry/Admin Office];



- advise that they must complete Moodle module on Avoiding Plagiarism (where appropriate).
- advise that once the module is completed a copy of the certificate of completion must be sent to the Academic Integrity email [academic.integrity@edacollege.co.uk](mailto:academic.integrity@edacollege.co.uk) within 10 working days or before the next assignment is to be submitted, whichever is sooner.
- advise that they must speak to their Tutor at their next meeting to seek further advice and guidance.

This outcome will be kept by the Registry Office [see annex 1 for standard warning letter].

5.6.6 If the PL believes, following the discussion, that the breach was intentional but minor, the PL will:

- provide advice and support on how to avoid further 'Poor Academic Practice';
- send a note to Registry Office via the Academic Integrity email [academic.integrity@newman.ac.uk](mailto:academic.integrity@newman.ac.uk) to keep on the student's file; and
- a letter [see annex 2 for standard letter] is emailed to the student to:
  - confirm the advice and support offered;
  - the penalty they have applied:
    - A fail mark entered for the assessment and, where appropriate an uncapped resit offered, OR
    - A capped mark of 40% for undergraduate programmes
  - advise that they must complete Moodle module on Avoiding Plagiarism (where appropriate).
  - advise that once the module is completed a copy of the certificate of completion must be sent to the Academic Integrity email [academic.integrity@edacollege.co.uk](mailto:academic.integrity@edacollege.co.uk) within 10 working days or before the next assignment is to be submitted, whichever is sooner.
  - advise that they must speak to their Tutor at their next meeting to seek further advice and guidance.

This is recorded as a formal caution (written warning) and kept by the Registry Office. If the student is found guilty of academic misconduct on a subsequent occasion in the following 12 months, or some other specified time, they will be referred to the Academic Integrity Panel.

5.6.7 If the PL determines that this is a second or subsequent breach, or a first major alleged breach then they will need to move to referral to the **Academic Integrity Panel**.

5.6.8 In order to ensure the effectiveness of the policy and to ensure equity of application, PL will be required to undertake mandatory training. A record of this will be kept within the Registry/Admin Office.

#### 5.7 **Academic Integrity Panel**

If the offence is felt to be more serious and there is evidence to support this view, Assessments will be informed and the Registry Office will inform the student and the student's academic personal tutor that there will be an Academic Integrity Meeting to consider the case.

Students are strongly encouraged to attend the panel so that they can discuss any issues in full. If students do not attend, the panel may have to make its decision based on limited information only.

In instances where a Panel needs to consider more than one matter for the same student all of the matters should be considered at the same time wherever possible. Where this is not possible, ideally any future Panels should aim to have consistency in the Panel's composition. However, it is recognised this may not always be achievable.

5.7.1 Academic Integrity Panels will normally be drawn from the following:

- i. Academic Manager or Programme Leader (depending upon the seriousness of the case)
- ii. Module Leader or any Member of the Academic Team (except the identifier)
- iii. Academic/Registry Staff nominated by the Academic Dean/Principal

5.7.2 The panel will consist of three members from the above for each case and the Academic Manager or the Programme Leader will be the Chair. All members of the Panel must have had no previous involvement with the case.

5.7.3 Academic or Registry staff will act as clerk to the Panels and will arrange for a note of the proceedings.

5.7.4 If two or more students are involved in a single or related case of misconduct, e.g. collusion, the Panel is required to investigate the cumulative impact of this. However, the students will be seen individually by the panel. **The Academic Integrity Panel will normally hold within the 28 days of the receipt of a formal case.**

5.7.5 A copy of the case and evidence will be sent to the student at least **ten days** before the meeting of the Academic Integrity Panel. If the student is unable to attend the meeting for good reason, an alternative date will be arranged. However, the Academic Integrity Panel has the right to hear the case in absentia if the student agrees in writing or if it is reasonably felt that a student is attempting to avoid the matter.

5.7.6 The student may be accompanied by a supporter (**see section 5.9**).

- 5.7.7 The Panel will rely only on evidence presented and shared with the student either before or at the meeting. The evidence presented at the meeting may be written evidence or given by witnesses appearing in person.
- 5.7.8 The Panel may ask for additional enquiries to be undertaken, and may call for additional witnesses to attend. The Panel shall have power to defer a meeting to another date, as it thinks fit.
- 5.7.9 The Panel must ensure that the student's case is heard fully and fairly but may impose limits on excessive oral or written submissions or information if it is necessary to ensure good order at the meeting. The Panel may refuse to admit evidence that is, in its opinion, irrelevant to the issues raised. Students are recommended to seek advice from the SU on the types and length of suitable evidence.
- 5.7.10 At the conclusion of the meeting, the student(s) and any supporter shall leave the meeting.
- 5.7.11 The Panel will discuss its decision in private and will tell the student in writing as soon as possible and normally within 5 working days of the Panel.
- 5.7.12 The Panel will normally use the balance of the probability of the evidence when deciding whether a student has breached academic integrity. If the members of the Panel cannot agree, the decision of the Panel will be that of the majority of its members, including the Chair of the panel.
- 5.8 Fitness for Professional Practice**
- 5.8.1 As part of the function of the College, graduation from certain courses entitles a graduate to practise in a profession or to obtain professional status. Within such courses, special procedures exist for the confirmation of fitness to practise, and students found to have committed an academic misconduct offence put their future career at risk. The Academic Manager or their nominee shall, in addition to applying the standard procedures, be required to refer academic misconduct cases involving such students to the relevant Fitness to Practise Procedures.
- 5.8.2 Furthermore, the Academic Manager or their nominee may, in addition to applying the standard procedures, be entitled to refer an academic misconduct case to the Principal/Academic Dean, (or nominee), to consider whether a student's future professional position has been compromised and, if so, what action if any should be taken to inform the professional body.
- 5.9 The Role of the Supporter**
- 5.9.1 The student or any witness may bring with them a supporter who may accompany them to meet the Panel. The supporter may only speak with the permission of the Chair.
- A 'supporter' is defined as a registered student of the College, a student representative from the same group/class, a workplace companion or a family member.
  - A 'supporter' cannot be a member of staff because this may put them into a position of conflict of interest and their relationship with the student may be compromised.

- The role of the supporter is not to be an expert witness or legal representative.
- The role of the supporter is to act as an observer, give moral support and to assist the student to make their case (although they may speak only with the permission of the Chair).

In addition, where reasonable adjustments are required, a student may be accompanied by a further supporter e.g. a sign language communicator or a note taker, and a student with difficulty in understanding English may be accompanied by an interpreter.

#### 5.10 Penalties

- 5.10.1 If a student is found to be in breach of academic integrity, one or more of the penalties set out below may be given by the Academic Integrity Panel. The student or their supporter shall be entitled to make representations in mitigation before the penalty is decided.
- 5.10.2 When determining penalties, consideration will be given to the seriousness of the breach, the deliberateness of the action, the circumstances of the breach, and the experience of the student, together with any relevant mitigation. Penalties must be appropriate and proportionate to the offence and consistent with penalties imposed for similar offences. It is important that team keep a log of penalties applied. (see section 6)
- 5.10.3 The Academic Integrity Panel can impose one or more of the following penalties:
- a. No further action needed which means that although the student may be technically guilty of the alleged breach, no blame should be attached to their actions. In the case of cheating or plagiarism, the Panel shall report to the Programme Assessment Board any advantage which the student may have innocently gained from the situation.
  - b. Compulsory attendance on study skills courses or similar developmental activity and the work marked with feedback to help the student.
  - c. That the mark recorded for a specified part of the assessment be **set at 'zero'** and the student be required to re-sit the assignment for a **capped mark of 40%**.
  - d. That the mark recorded for the specified part of the assessment be **set at 'zero'** and the student be required to re-sit the assignment for a **capped mark of 40%**. The mark (for the module as a whole) must be included in the calculation of the final degree classification.
  - e. That the mark recorded for the whole module **be set at 'zero'**, the student be required to **retake the module** (so any marks for the module will be removed and the student must attend all sessions for the module and submit all assessment elements for a **capped mark of 40%**
  - f. That the mark recorded for the specified unit of assessment be **set at 'zero'** and the student is **not permitted to re-sit or retake the assignment**.
  - g. Recommendation to the Principal/Academic Dean that the student be required to leave the College without any further opportunity to retrieve any outstanding resit or obtain any further

academic credit. The student will be entitled to a transcript of credit achieved and any academic award for which this credit qualifies them.

For all penalties applied, students must also be advised to discuss the outcome with their tutor and for advice on how to improve their academic practice in future.

5.10.4 The Panel may also ask that a student's previous work be re-examined for plagiarism or other breaches. If multiple plagiarism is identified for which credit has already been obtained, then credit may be withdrawn and any of the above penalties applied.

## **6. Appeals**

6.1 A student has the right to appeal against a finding of guilt or a specific penalty imposed by Summary Action or by an Academic Integrity Panel. Intention to appeal must be sent to the University Secretary/Registrar within 28 days of the conclusion of the proceedings and the student must set out in writing the grounds on which the appeal is based.

6.2 Allowable grounds for appeal are:

- a. Availability of new evidence which could not reasonably have been revealed during Summary Action or to the Academic Integrity Panel
- b. Procedural error in the previous process
- c. That the penalty imposed was not appropriate or proportionate to the offence

6.3 The College Registrar will decide whether there are grounds for appeal and if so, arrange for the appeal to be heard by an Appeals Panel.

6.4 An Appeals Panel will consist of two to three staff not previously involved in the case. The Appeals Panel must be chaired by an academic member of the College Leadership Team, or Academic Dean nominees so far unconnected with the case.

6.5 An Appeals Panel will normally meet within 21 days of the receipt of the request for an appeal.

6.6 The student has the right to present the appeal in person or in writing as they choose, and be accompanied by a supporter (see section 5.9).

6.7 The Chair of the Academic Integrity Panel may make a statement (responding to the student's appeal) to the Appeals Panel in writing or in person as appropriate.

6.8 The Appeals Panel may uphold or repeal the finding of guilt and/or may uphold, increase, reduce or remove the penalty.

## **7. Record Keeping, Monitoring and Evaluation**

- 7.1 The EDA College will monitor and evaluate the cases that go through these Procedures and reflect upon the outcomes for enhancement purposes. Programme Team will keep a log of all cases accordingly. A joint annual report will be provided to the [Course Board Programme Committee](#).

## **8. Office of the Independent Adjudicator for Higher Education**

- 8.1 Following the completion of any internal disciplinary procedures, a letter confirming completion will be issued to the student who will be notified of their right to appeal to the Office of the Independent Adjudicator for Higher Education ([www.oiahe.org.uk](http://www.oiahe.org.uk)).

## 9. ANNEX 1 (Warning letter)

Dear [student name],

I am sorry to have to let you know that your coursework assignment for [Module code and title] has raised some issues of academic integrity.

In preparing your assignment, it is possible that you have made extensive use of internet sources which have either been poorly referenced or not acknowledged at all. At certain points, your text may have been lifted practically verbatim from the sources. Copying the work of others is not acceptable practice.

Your assignment was passed through a software package called Turnitin which identifies where students have used electronic sources. I am **enclosing**, for your information, **the resulting report** which shows the issues which have raised concern.

The College is writing to warn you that you need to be very careful to use your own thoughts and words in your future assignments and correctly reference any material and quotations from other sources. If you are at all unsure, then you should seek advice on study skills and appropriate ways to reference sources from your lecturers. You could also seek advice from our Academic Support Team using the following link:

[academic.support@edacollege.co.uk](mailto:academic.support@edacollege.co.uk)

On this occasion, your assignment will be passed back to tutors for marking but you should be aware that maintaining high academic standards is essential for the credibility and reputation of the College as identified in the Academic Integrity Policy and Processes available using the link below:

[college website link with policies](#)

If a further offence is identified in your assignments, the matter may be referred to an Academic Integrity Panel for a hearing.

Yours sincerely

Name

Module Leader/ Programme Leader,

EDA College