Academic Honesty Policy

For Taught courses at

Anglia Ruskin University

Approved by the:

Quality Enhancement & Standards Committee, 9 July 2014

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1.   Introduction

Being honest in your work is at the heart of professional life. As part of the Anglia Ruskin community, you will develop your academic and employability skills by producing work which meets the requirements of studying and working at university, and professional practice. It is important that you understand what it means to be honest in your academic work. Although there is general agreement within the UK academic community about the types of activity that are unacceptable, this does vary slightly between institutions, and may be different from where you studied before. Therefore, this is a very important document and you should make sure that you are fully aware of, and understand, its contents.

We have developed this Policy to help you understand what it means to be honest in your work, and what you and we will do to make sure that you are handing in work that meets our expectations. This means we can make sure that we can maintain reliable standards for our academic awards, and students continue to enjoy studying for academic qualifications that have a good reputation. In this Policy we will:

- clearly define what being honest in your work and good practice mean, and how you can achieve this;

- define 'assessment offences', including plagiarism, cheating, collusion and misconduct in research;

- identify the resources, help and advice available to help you learn the academic skills you need to avoid committing assessment offences;

- explain how we expect you to behave; and

- describe what happens if we think you have committed an assessment offence.

Throughout this policy the phrase 'your work' means **all** work which is produced for any course you are taking, and which is produced in any form including written; performance; music; art; design; photographic; presentation; composition; computer program; graphics; graphs; and spreadsheets. Any other form of work is also included in this policy.

2.   Being honest in your work and good practice

To be honest in your academic work you must acknowledge the ideas and work of others you use, and you must not try to get an advantage over others by being dishonest. You can show good practice when you do your work independently, honestly and in a proper academic style, using good referencing and acknowledging all of your sources.

To show good academic practice you must:

- show you understand the literature;

- use research from academics and others in your area of study;

- discuss and evaluate ideas and theories;

- develop your own independent evaluation of academic issues;

- develop your own arguments; and

- take care in preparing and carrying out your research

To support your own good practice, you will need to develop your:

- skills at studying and getting information (for example, reading, taking notes, management of data, research and so on);

- skills in looking at an argument and making your own evaluation (for example, having a balanced opinion, using reasoning and argument);

- writing skills for essays, reports, dissertations and so on;

- referencing skills (how you include your sources of information in your work); and

- examination techniques (for example, revising and timing).

Achieving good practice is not as complicated as it may appear. You need to do the following.

- Know the rules. Make sure you reference all of your information sources. Poor practice or dishonesty in your work (such as plagiarism, cheating, fraud and so on) can be a result of you not knowing what you are allowed to do.

- Even if material you want to use is easily available (such on the Web) it may not be free to use. Unless otherwise stated, everything available on the Web belongs to someone. You must be completely clear about the limitations in using other people's work which are explained by copyright law (http://anglia.libguides.com/copyright). Where copyright allows, it is fine to use other people's work in the production of your own, but you must be completely clear about why you are using that work, and make sure it is obvious that it is not your own.

- Develop your own style. Students sometimes include too much of the work of others in their own work, as they believe that they cannot 'put it any better'. Although you should try to express ideas in your own words, where you are quoting or summing up ideas from academic sources you must say where you have taken this from. You must

also make it clear when you have used other people's performances, music, art, design, photography, presentations, composition and computer programing in your own work.

For further information on support for developing your study skills, please refer to: https://web.anglia.ac.uk/anet/studyskillsplus/index.phtml

3.   Definitions of assessment offences

3.1   Plagiarism

Plagiarism is when you present someone else's work, words, images, ideas, opinions or discoveries, whether published or not, as your own. It is also when you take the artwork, images, creative practice or computer-generated work of others, without properly acknowledging where this is from or you do this without their permission.

You can commit plagiarism in examinations, but is most likely to happen in coursework, assignments, portfolios, essays, dissertations and so on.

Examples of plagiarism include:

- directly copying from written work, physical work, performances, recorded work or images, without saying where this is from;

- using information from the internet or electronic media (such as DVDs and CDs) which belongs to someone else, and presenting it as your own;

- rewording someone else's work, without referencing them; and

- handing in something for assessment which has been produced by another student or person.

It is important that you do not plagiarise – intentionally or unintentionally – because the work of others and their ideas are their own. There are benefits to producing original ideas in terms of awards, prizes, qualifications, reputation and so on. To use someone else's work, words, images, ideas or discoveries is a form of theft.

3.2   Collusion

Collusion is similar to plagiarism as it is an attempt to present another's work as your own. In plagiarism the original owner of the work is not aware you are using it, in collusion two or more people may be involved in trying to produce one piece of work to benefit one individual, or plagiarising another person's work.

Examples of collusion include:

- agreeing with others to cheat;

- copying the work of another person (with their permission);

- allowing another student to copy your own work.

Many parts of university life need students to work together. Working as a team, as directed by your tutor, and producing group work is not collusion. Collusion only happens if you produce joint work to benefit of one or more person and try to deceive another (for example the assessor).

3.3   Cheating

Cheating is when someone aims to get unfair advantage over others.

Examples of cheating include:

- taking unauthorised material into the examination room;

- inventing results (including experiments, research, interviews and observations);

- handing your own previously graded work back in unless it is clearly referenced, eg by stating your name, year of submission, assessment title, module code & title, Anglia Ruskin University, unpublished

- getting an examination paper before it is released;

- behaving in a way that means other students perform poorly; and

- trying to bribe members of staff or examiners.

3.4   Contract Cheating

Contract cheating occurs when someone has deliberately and knowingly allowed another person to do their work, or sit an examination for them; this may or may not involve payment.

Examples of contract cheating include:

- getting someone else to produce part or all of your work;

- submitting essays from essay banks and essay writing services;

- paying someone to produce work for you;

- submitting computer programs from a computer program writing service;

- allowing someone to sit an examination for you; and

- pretending to be another student.

3.5   Misconduct in Research

Misconduct in research is either considered as a breach of good practice, or as serious misconduct.

Examples of the above may include:

- unintentional errors relating to your inexperience in conducting research
- issues relating to the selectivity of data where not appropriate to the discipline
- failure by you to obtain ethical approval for the research undertaken;
- deception in either proposing or conducting research;
- fabricating or falsifying research data.

Full detail on misconduct in research is available in the Guidance for the Investigation of Allegations of Misconduct in Research:

https://web.anglia.ac.uk/anet/rido/ethics/about/researchintegrity.phtml

Full details of assessment offences and penalties are available in the Academic Regulations: (http://web.anglia.ac.uk/anet/academic/academic_regulations.phtml).

4.   What we expect from you

We will make sure you have the chance to practise your academic skills and avoid accidentally breaking our Academic Regulations.

To make sure that you are aware of the rules, we expect you to:

- read this Policy and make sure you thoroughly understand it;

- work through the tutorials on our Guide to Good Academic Practice available on our library website which aims to help you learn good practice (http://anglia.libguides.com/GAP);

- familiarise yourself with copyright requirements: (http://anglia.libguides.com/copyright)

- make sure that you are familiar with how to reference (acknowledge other people's work)

- reference all the sources for the information you have included in your work including information you have downloaded from the internet, using the approved university

referencing system ((http://anglia.libguides.com/GAP) and as advised by your lecturer;

- never use someone else's ideas as if they were yours in your work;

- only hand in your own original work;

- never submit work from an academic or computer program writing service;

- never sell your work for use by others;

- never use another person's work as if it were your own;

- never let someone else use or copy your work; and

- make sure you know how to use Turnitin®UK (https://www.anglia.ac.uk/turnitin) and you understand what the originality report is telling you (Understanding an Original Report Exercise)

- where conducting research, make sure you have familiarised yourself with our Anglia Ruskin University Good Research Practice Guide available at: www.anglia.ac.uk/researchethics and if required, that you comply with our Research Ethics Policy and Code of Practice for Applying for Ethical Approval, available at the above link.

5. What we will do for you

To help you avoid making assessment offences, we will:

- make sure you are familiar with the Academic Honesty Policy and the Academic Regulations by including this within a timetabled session on every course;

- tell you clearly and regularly about the Academic Honesty Policy and any guidelines on misconduct (NB this is referred to as assessment offences within the Academic Regulations)

- include statements on academic honesty in the module information section on Canvas (our learning management system), making sure they are consistent throughout our university;

- tell you, in the module information, how far you may work with other students in your coursework;

- make you aware of the penalties for misconduct early in the course;

- promote the resources on the library website (http://anglia.libguides.com/GAP) and put links to them in module information and student handbooks;

- give you effective guidance on how you should acknowledge the information you have used at the appropriate level and time in your course;

- promote our website resources on how to conduct research at:
  www.anglia.ac.uk/researchethics

- plan procedures for assessing work in a way that supports you in developing your good academic practice;

- be aware that you may have worked differently in the past and make sure that you are aware of good academic practice in the UK;

- help you understand 'Turnitin®UK' (https://www.anglia.ac.uk/turnitin) and its reports Understanding an Original Report Exercise

6. Help to avoid assessment offences

Most of our students are honest and want to avoid making assessment offences. We have a variety of resources, advice and guidance available to help make sure you can develop good academic skills. We will make sure that we make available consistent statements about what we expect in this document, and in student handbooks and module information. You will be able to do tutorials on being honest in your work from the library (http://anglia.libguides.com/GAP) and other support services and faculties.

6.1 Turnitin®UK

Turnitin®UK is an internet-based text matching service which is used by most UK Universities. Turnitin®UK' is a software package that is able to show where text in an assignment matches with other text including other students' work, online journals and websites. We use it to help you to develop your good academic practice in writing. We also use it when we are investigating assessment offences in written work.

You will be given an opportunity to complete a 'formative' assignment before you complete and submit your first 'summative' written assignment. A 'formative' assignment is one which does not count towards your degree but that helps you to develop your academic skills. You will be able to submit your written work to Turnitin®UK, which will create a report which shows where sections of text in your assignment match with text from other assignments submitted to Turnitin®UK, internet websites and journals and newspapers. This report is called the 'Originality Report' and your text matches will be

shown in different colours on your assignment. Turnitin®UK will also show the percentage of matched text (the 'Similarity Index') in your assignment.

The percentage of matched text in the Similarity Index in a Turnitin®UK Originality Report is not the most important thing to consider in terms of academic honesty. The originality of your assignment is an academic judgement and there is no generally acceptable upper or lower similarity percentage score. The most important thing to consider is whether you have used an approach to referencing other people's work which has been approved by our university. When you review your originality report you should look to see whether:

- you have referenced where the matched text has come from in accordance with the approved university system;

- the matched text is with common words and phrases which lots of people would use.

If the answer is 'Yes' to both the above, it is unlikely that your work will be considered to be dishonest. We have created an easy online exercise that you can use to help you to interpret your originality report (Understanding an Original Report Exercise)

You will be able to discuss the originality report for your formative assignment with a member of academic staff to check that you are working at the correct level for your degree, and that you understand the requirements of honest academic practice. We will not see these formative Turnitin®UK reports as assessment offences. Guidance on using the Turnitin®UK service at Anglia Ruskin University is available at https://www.anglia.ac.uk/turnitin

Many of our courses use Turnitin®UK for online submission. You will be able to check your written work in Turnitin®UK before you make your final submission. When you make your final submission, Turnitin®UK will automatically create an originality report which the person who marks your work will be able to see but you won't (because once you have made your final submission your work cannot be returned to you for further amendment). If we suspect that you have committed an assessment offence in an assignment you have submitted for marking – whether through Turnitin®UK or the iCentre – we may use Turnitin®UK to help us. Therefore, you will be asked to accept the following statement when you submit work:

'I understand that the piece of work submitted will be considered as the final and complete version of my assignment of which I am otherwise the sole author. I understand both the meaning and consequences of plagiarism and that my work has been appropriately attributed unless otherwise stated. I have not knowingly allowed another to copy my work.'

Some courses require you to submit your written work to Turnitin®UK before you hand your work into the iCentre. If this is the case this requirement will be made clear in the module information. An Originality Report will rarely be the only reason for suspecting that a piece of work is plagiarised.

7.   Identifying and investigating dishonest work

An assessment offence is the general term used to define cases where a student has tried to get unfair academic advantage in an assessment for themselves or another student. We listed a number of possible assessment offences earlier in the document. These, and any relevant breaks of the Academic Regulations are dishonest, unacceptable and not allowed. We will aim to give you as much help as possible to avoid making an assessment offence.

Usually queries about whether you have been honest in your work will be raised by the academic tutors when they are marking your assignment. If the marker thinks that you have committed an assessment offence he or she will forward your work to someone in the faculty who is responsible for good academic practice. This is usually the Director of Studies. He or she will look at your work and consider the evidence available to test its originality. He or she may also put your work through Turnitin®UK, or other online services such as Tineye.com and Google Images, and will decide if there is enough evidence to start investigation procedures. We will fully investigate all cases of suspected assessment offences. If we prove that you have committed an assessment offence, we will take action against you using the process as outlined in Section 10 of our Academic Regulations.

You can find details of the investigation procedures in the Academic Regulations:
http://web.anglia.ac.uk/anet/academic/academic_regulations.phtml

8.   Our Aims

One of the main aims of university is to give you the ability to learn, have independent judgment, academic rigour and intellectual and professional honesty.

As a community we encourage people to ask questions, to show personal and professional honesty, and to have mutual respect. Working honestly supports the development of the community and the value of our academic awards and your qualifications. If you are not sure whether the way you are working meets our requirements, you should talk to your personal tutor or supervisor. They will be able to help you and tell you about other resources which will help you develop your academic skills and professional honesty.

9.   More information

Study Skills Plus: https://web.anglia.ac.uk/anet/studyskillsplus/index.phtml

Academic Regulations, section 10:
http://web.anglia.ac.uk/anet/academic/academic_regulations.phtml.

Copyright Guide: http://anglia.libguides.com/copyright

Good Academic Practice guide: http://anglia.libguides.com/GAP

Guidance on using Turnitin®UK: https://www.anglia.ac.uk/turnitin

Referencing procedures: http://libweb.anglia.ac.uk/referencing/referencing.htm

RefWorks, a bibliographic management service that allows you to create a personal
database and collect bibliographies in a variety of styles:
www.libweb.anglia.ac.uk/referencing/refworks.htm

Understanding an Originality Report: https://angliaruskin.onlinesurveys.ac.uk/anglia-
learning-and-teaching-interpreting-a-turnitin-orig-2

Research integrity guidance:

- Anglia Ruskin University Good Research Practice Guide
- Guidance for the Investigation of Allegations of Misconduct in Research

Available at: https://web.anglia.ac.uk/anet/rido/ethics/about/researchintegrity.phtml

Research ethics guidance:

- Research Ethics Policy
- Code of Practice for Applying for Ethical Approval at Anglia Ruskin University

Available at: www.anglia.ac.uk/researchethics

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