

# Sotheby's INSTITUTE OF ART

## STUDENT GUIDE TO THE ACADEMIC INTEGRITY AND MALPRACTICE POLICY AND PROCEDURE

### What is the policy?

The Academic Integrity and Malpractice Policy and its procedures are the means by which the Institute deals with allegations of academic malpractice. The Policy does not cover behavioural misconduct (such as e.g. offensive behaviour or language), but does cover all aspects of suspected academic malpractice. Section 1 of the Policy also explains how the Institute strives to promote a positive learning environment that fosters high academic standards for its students. Familiarising yourself with this part of the Policy and making sure you adhere to the principles of academic integrity and fair play in assessment is the best way to avoid having to undergo the procedures of suspected academic malpractice.

All decisions and findings reached at any stage of the procedures are made on the balance of probabilities. The balance of probabilities means that any decision-maker in these procedures (i.e. the Academic Integrity Review Panel, the Academic Integrity Review Tribunal or the Malpractice Appeals Board) must be satisfied that an allegation of academic malpractice is substantiated if, on the basis of the evidence considered, the occurrence of the event was more likely than not.

### What are the formal procedures?

The Academic Malpractice Policy has the following formal procedures under which alleged malpractice may be managed:

Procedure	Explanation of procedure
<b>Formal procedures</b> Section 3.2	Where the Institute deems that matters of academic concern cannot be dealt with appropriately via informal means, the following formal three-stage procedure may be instigated: <ul style="list-style-type: none"><li>• Academic Integrity Review Panel</li><li>• Academic Integrity Review Tribunal</li><li>• Malpractice Appeals Board</li></ul>
<b>Academic Integrity Review Panel</b> Section 3.4	An Academic Integrity Review Panel is the initial investigation stage when the Institute needs to look into allegations of academic malpractice on the part of a student. The Academic Integrity Review Panel will take place as soon as reasonably practicable following an allegation coming to light. You will be invited to attend a Panel hearing, which will normally consist of your Programme Director and a member of the Institute's Quality Team (Chair), who will explore the allegations with you so as to ascertain any necessary next steps.  You will be informed of the Panel's decisions and any penalties to be imposed within one week of the meeting. You will have the right to appeal against the decision of the Academic Integrity Review Panel

	under stated grounds (please see <i>Malpractice Appeals Board</i> below for grounds), and within 14 working days of receiving the outcome.
<p><b>Academic Integrity Review Tribunal</b></p> <p>Sections 3.5 and 3.6</p>	<p>If it is deemed necessary to hold a Tribunal hearing, you will normally be informed at least 15 working days in advance. This information will include the date and time, any documentation or evidence, and an attendance list. The meeting may take place either in person or remotely. You'll have the right to be accompanied or call witnesses, and to submit witness statements or other documentary evidence in your defence.</p> <p>A decision of the Academic Integrity Review Tribunal will be reached by a majority vote, and it will be one of the following:</p> <ul style="list-style-type: none"> <li>• <b>The allegation is not proven on the balance of probabilities</b> and it should be dismissed.</li> <li>• <b>The allegation is proven on the balance of probabilities</b> and a penalty should be applied in line with the procedures.</li> </ul> <p>If the malpractice allegation is proven, the Tribunal will then determine what penalties should be applied, and/or any further actions to be taken by the student. Any mitigating circumstances and/or aggravating factors will be taken into account as part of the decision-making.</p> <p>Please see the list of possible penalties below on page 3.</p>
<p><b>Malpractice Appeals Board</b></p> <p>Sections 3.5 and 3.7</p>	<p>You may submit an appeal against the decision of an Academic Integrity Review Tribunal. You will have 15 working days of the date of the Hearing Outcome Letter following the Academic Integrity Review Tribunal hearing to submit your appeal. Appeals must be made under one (or more) of the following grounds:</p> <ol style="list-style-type: none"> <li>a) procedural irregularity;</li> <li>b) prejudice or bias on the part of a decision-maker;</li> <li>c) the disproportionate nature of the penalty</li> <li>d) new evidence which the student can demonstrate was for good reason not previously available, and which warrants further consideration.</li> </ol> <p>If your appeal request meets at least one of the grounds, a Malpractice Appeals Board will be organised. The Board will review whether the original decision by the Academic Integrity Review Tribunal should stand, or be replaced with a new decision.</p> <p>The appeal will either be found to be <i>upheld/partially upheld</i> (in which case the original decision may be overturned, and either modified or replaced with a new decision) or <i>rejected</i> (original decision remains).</p>

### Completion of Procedures

Malpractice Appeals Board concludes the Institute's malpractice procedures and there are no further internal mechanisms to deal with subsequent appeals. However, should you still

feel not satisfied, you shall have the right to request a review of the decision by the Institute's validating organisation, the University of Manchester.

In the event that you appeal to the University of Manchester for a review and the issue still remains unresolved to your satisfaction, you are entitled to ask the OIA ([Office of the Independent Adjudicator](#)) to review your complaint. You should make any such complaint to the OIA within 12 months of the date of the Completion of Procedures Letter, which will be issued by the University of Manchester.

### **Definition of Malpractice**

Academic malpractice is any activity – intentional or otherwise – that is likely to undermine the integrity essential to scholarship and research, and that would give a student an unfair academic advantage over others. It includes plagiarism, collusion, fabrication or falsification of results, examination malpractice, contract cheating (including inappropriate use of artificial intelligence) and anything else that could result in unearned or undeserved credit for those committing it.

Academic malpractice can result from a deliberate act of cheating or may be committed unintentionally. Whether intended or not, all incidents of academic malpractice will be treated seriously by the Institute. A proven intention or plan to commit academic malpractice, even if not executed or not completely executed, will also be considered as malpractice and treated under the same Policy.

As mentioned before, please make sure you familiarise yourself with Part 1 of the Policy, which explains the principles of and expectations around good academic practice and academic integrity.

### **Penalties**

If a student admits or is found to have engaged in academic malpractice, one or more of the following penalties may be imposed. The Academic Integrity Review Panel may only impose those penalties set forth in (a), (b), (c) and (d) below, and the Academic Integrity Review Tribunal or the Malpractice Appeals Board may impose any of the following:

- a) A written reprimand which will then be added to the student's file;
- b) Reduction or cancellation (e.g., a recorded mark of zero), with or without loss of credit, of the examination paper or other assessed work in relation to which unfair practice occurred; \*
- c) Reduction or cancellation (e.g. recorded marks of zero), with or without loss of credit, of all assessed work for the course / programme unit(s) in which the malpractice occurred;\*
- d) Disallowance of a re-assessment of the piece of work in which the unfair practice occurred or of all assessed work for the course / programme unit(s) in which the malpractice occurred;
- e) Reduction or cancellation (e.g., recorded marks of zero), with or without loss of credit, of all examination papers and other assessed work taken during the particular examination period; \*

- f) Reduction or cancellation (e.g., recorded marks of zero), with or without loss of credit, of all examination papers and other assessed work taken during the academic year; \*
- g) Reduction by the Examining authority of the class of degree by one or more classes from that which would have been awarded in the event that any examination paper or any other assessed work to which the malpractice relates had not formed part of the syllabus for the degree;
- h) Award of a lesser qualification;
- i) Suspension from the Institute or exclusion from classes and/or further examinations for a specified period;
- j) Expulsion from the Institute;

\* In the event of b), c), e) or f) above, when a student is awarded a mark of zero or a failing mark for academic malpractice, they will normally lose the associated credits, and therefore will be expected to re-sit/resubmit an assessment in order to achieve the credit for that unit.

## FAQs

### What is academic integrity?

Academic integrity is concerned with the ethical code that applies to the standards by which the academic community operates. While this encompasses the expectation that students will not cheat in assessments nor deliberately try to mislead examiners and assessors, it is just as important to emphasise the positive role that academic integrity plays in each student's intellectual and professional development and in their successful transition to graduate employment and future careers. Students who embrace academic integrity understand that they must produce their own work, acknowledging explicitly any material that has been included from other sources or legitimate collaboration, and to present their own findings, conclusions or data based on appropriate and ethical practice.

Honesty, trust, fairness, respect, responsibility and courage are the core values of academic integrity. They are mutually reinforcing and form the foundations for the Institute's approach.

### What are the types of academic malpractice?

There are a number of different offences that would fall under the definition of academic malpractice. Below is a non-exhaustive list (please also see paragraph 2.3.3 of the Policy):

- **Plagiarism:** the presentation, intentionally or unwittingly, of the ideas, work or words of other people without proper, clear and unambiguous acknowledgement. It includes the copying of the work of any other person, including another student.
- **Self-plagiarism:** the submission, in whole or in part, of a student's own work, where that work has been submitted for a different assessment, either at the Institute or at a different institution.
- **Collusion:** when a student or students permit or condone another student or students, to share a piece of work subject to assessment in order to gain a mark or grade to which they are not entitled. Students who allow another student to copy their work are also committing collusion and both the copier and the provider of the work are liable to be penalised.

- **Fabrication or falsification of results, figures or data:** the presentation or inclusion in a piece of work, by individual students or groups of students, of figures or any data (quantitative or qualitative) which have been made up or altered and which have no basis in verifiable sources.
- **Examination malpractice:** when a student, during an examination, intentionally or unwittingly contravenes set exam conditions, such as by using or possessing unauthorised materials or devices, sharing (including electronically) exam questions, answers or related information (e.g. discussions) with others, and sitting or allowing someone to sit an examination in place of the student supposed to be taking the examination.
- **Contract (or commission) cheating:** the commissioning of a piece of work by a third party, beyond basic proofreading. This may be where a student arranges to have all, or part of, original work improved by, commissioned, purchased or obtained from a third party (e.g., family members, essay mills or other students).
- **Unauthorised Use of Artificial Intelligence:** presenting work for an assessment generated by artificial intelligence software as student's own work. Unless otherwise stated in an assignment brief, students are only allowed to use generative artificial intelligence tools to generate materials, ideas and key themes by way of background research for an assignment. Students are not allowed to use AI to generate large quantities of text or partial text for direct use in their assignments, with or without acknowledgement.

### **What is Turnitin and how does it work?**

Turnitin is a text-matching software that provides a report on whether a student's work is original (no matching text) or unoriginal. Submitted work is matched against a database of previously submitted work from every institution which subscribes to Turnitin, including international institutions, current and archived internet pages, and databases of journals and periodicals.

Each written assignment that you submit during the course of your studies will be checked by Turnitin. Each instance of matching text in assessment will be examined individually by the Quality Team and academic staff. Where there is suspicion that the similarity is due to possible malpractice, the student will be invited to attend an Academic Integrity Review Panel for further investigation.

### **Do all allegations of academic malpractice go to an Academic Integrity Review Panel?**

Not all allegations of malpractice will need referring to a Panel. It may happen that upon closer examination, the Quality Team may decide that what appears as academic malpractice turns out to be poor academic practice instead, which mostly involves poor citation. Poor academic practice will not lead to disciplinary proceedings, but you may have marks deducted through the marking process. You will be given guidance and advice at the start of the year on how to avoid poor academic practice. If you are still not sure you fully understand it, please seek help from your Personal Tutor or the Library staff, who run individual one-to-one sessions with students on referencing and academic writing. Repeated instances of poor academic practice may lead to an Academic Integrity Review Panel hearing.

### **What would an Academic Integrity Review Tribunal hearing involve?**

You will be invited in writing to attend a Tribunal hearing. You can submit a written statement and/or supporting documents in advance of the hearing. You will receive a copy of the same documentation which is distributed to the Tribunal members (all participating parties in a hearing receive the same documentation). During the hearing itself you will be invited to respond to the allegations, and the Tribunal members will ask you questions. Normally, the Registrar will attend the hearing to present the allegations against you, but they will not be a member of the Tribunal and will not take part in any decision-making.

### **Can I bring anyone with me to a hearing?**

You have the right to be accompanied and to call witnesses, but you must make a request for them to attend to the panel Secretary at least 3 working days prior to the meeting. The Chair has the ultimate discretion to allow to admit or refuse any representative. You may be accompanied at the hearing by a fellow student or a member of staff of the Institute of your own choice, who is present as an observer only.

### **Can I appeal against a decision of an Academic Integrity Review Panel or an Academic Integrity Review Tribunal?**

The Academic Integrity and Malpractice Policy allows you to appeal a decision provided it meets one of the grounds as stated above on p.2. Your appeal submission will be initially reviewed to see whether there are sufficient grounds for your case to proceed to a hearing. If there are, an Academic Integrity Review Tribunal or a Malpractice Appeals Board will be arranged and you will be invited to attend and/or provide evidence. If you decide to appeal, you should submit a completed Academic Malpractice Appeal Form to the Registrar (who normally acts as Secretary at these hearings), together with any supporting documentation/evidence that you wish to be taken into account.

### **What is the deadline for submitting an appeal?**

You must submit your appeal within 14 working days of the date of being informed of the outcome of the Academic Integrity Review Panel or Academic Integrity Review Tribunal. If you do not submit it by this deadline, your appeal may be rejected for being out of time, without being considered. If you do not meet the ground(s) upon which you are appealing, your appeal may also be summarily rejected.

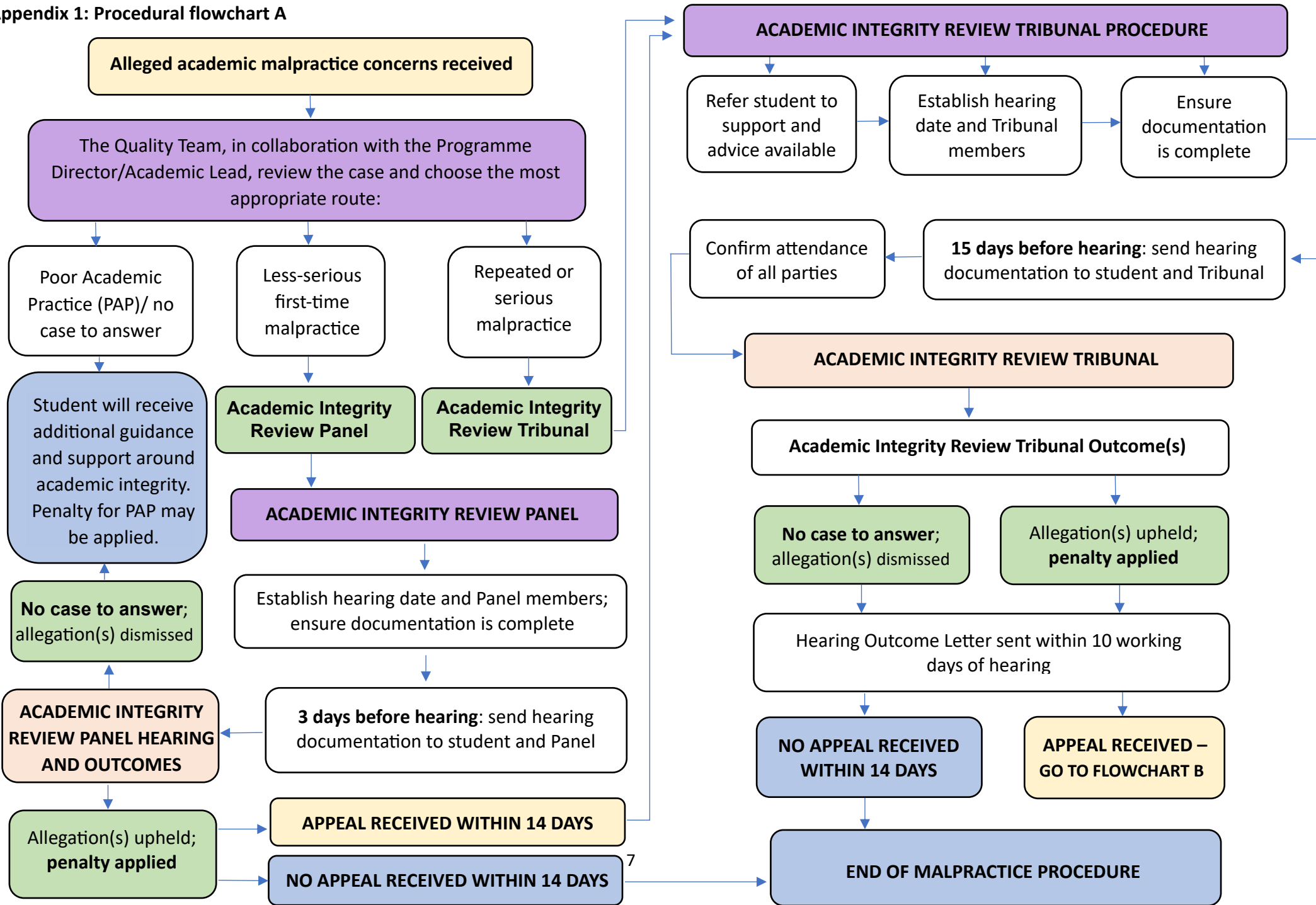
### **What can I do if my appeal is unsuccessful?**

If your appeal is rejected by the Malpractice Appeals Board, you have the right to request a review of your case by the Institute's validator, University of Manchester. This will be subject to the regulations and policies of the University, and you should refer to the University of Manchester's Teaching and Learning Support Office for details of procedures for appeal, and for the relevant staff contacts, which are set forth at:

<http://www.tlso.manchester.ac.uk/appeals-complaints/>

Following their review, the University will issue you with a Completion of Procedures (CoP) letter. Should you still be unsatisfied with the outcome, you will be able to take your case to the Office of the Independent Adjudicator (OIA), which is the ombudsman for student complaints in Higher Education. You will have 12 months from the date of your CoP letter in which to lodge a case with the OIA. Visit <http://www.oiahe.org.uk/> for more information.

**Appendix 1: Procedural flowchart A**



**Appendix 2: Procedural flowchart B**

