

The Courtauld Institute of Art

Student Academic Integrity and Honesty Policy

Policy Overview

This policy applies to you whenever you submit an assessment or other piece of assessed work while a

1.1 Introduction

Studying at The Courtauld Institute of Art is challenging and rewarding and we expect all staff and students to embrace the values of academic honesty and integrity. Students are expected to take responsibility for their academic work and to comply with The Courtauld's standards. Students can reflect this by producing assessments in which the work submitted cites the correct sources and is the student's own work.

Students who fail to take responsibility for their academic work are undermining the fundamental values of the academic community to which they belong.

Library staff provide support to students to ensure that they have the necessary understanding and skills to uphold academic standards.

1.2 Scope and Purpose

This procedure is applicable for first degrees, postgraduate taught degrees and diplomas and postgraduate research degrees

3.1 Academic Misconduct

Academic misconduct at The Courtauld is categorised into the following areas:

- < Plagiarism
- < Collusion
- < Copying across assessments
- < Falsifying data or evidence
- < False declaration, and
- < Cheating through deception and fraud.

It is Courtauld policy that all allegations of academic misconduct will be thoroughly investigated in accordance with the process laid out in this policy and may result in action being taken under The Courtauld's Code of Student Discipline. If a charge of academic misconduct (assessment offence) is upheld, the penalties range from a formal warning to expulsion, depending on the severity of the act or if it is a repeat offence.

When submitting summative work as part of the requirements for an assessment examination or coursework assignment) which forms part of a degree programme, credit bearing short-course or period of study off campus/abroad that counts towards a degree, it is Courtauld policy that this work should be expressed in the student's own words and incorporate their own ideas and judgments.

3.2 Plagiarism

Plagiarism can be intentional or unintentional (e.g. through negligence, poor scholarship or lack of understanding). The Courtauld defines plagiarism as the taking of another's thoughts, words, results, judgements, ideas, images etc, and presenting them as your own; including take home/online/open book assessments or examinations.

Examples of plagiarism include but are not limited to:

- < **Artificial Intelligence (AI)** New technologies can create additional opportunities for plagiarism. Students should be aware that the use of external sources such as emerging AI chatbots and essay writing software are unacceptable and would be considered plagiarism.
- < **Copying:** A student should not copy someone else's work or thoughts and pass this off as their own, even if the student has their permission. This includes using images and audio-visual presentations without acknowledgement.
- < **Incorrect referencing:** A student should not insert the writing or thoughts of others into their written work without the correct referencing.
- < **Copying and pasting:** A student may not copy text verbatim or closely paraphrase a source text and pass this off as their own, without using quotation marks and citing the original source.
- < **Inadequate Paraphrasing:** A student should avoid closely paraphrasing someone else's work (e.g. by changing the words or the order of the words slightly) and students must note that paraphrasing is encouraged but this also requires appropriate citation conventions, which may vary according to discipline.

3.3 Self-Plagiarism

Self-plagiarism is submitting material for academic credit which has been submitted, previously or simultaneously, for academic credit to The Courtauld, or any other awarding body; or work produced by the student for other purposes, such as published articles. Previously submitted work may be included if permission to do so has been granted and where such work is properly referenced so that it is clear it has previously been submitted, or where resubmission of previously failed work has expressly been permitted.

Examples of self-plagiarism include but are not limited to:

- ◁ Undergraduate or Postgraduate taught essays containing work undertaken at a previous institution, including A-Level work.
- ◁ Undergraduate or Postgraduate work submitted during examinations which has been submitted in a previous examination or assessed coursework.
- ◁ Master's thesis containing work previously submitted in pursuit of the subject of the thesis (such as from an undergraduate or postgraduate taught research project).
- ◁ Undergraduate or Postgraduate work reproduced from work undertaken by the student for other purposes (e.g. published articles, audit or other material in the public domain) but excluding formative work.
- ◁ Undergraduate or Postgraduate work previously submitted within another degree programme (where a protocol or an introduction is submitted for one degree and incorporated into a PhD final thesis).

3.4 Poor academic practice

Poor academic practice occurs where a student shows a lack of understanding of scholarly practice and appropriate academic representation. Examples of poor academic practice are sources being cited incorrectly, inadequately or without quotation marks, even though the author is listed in the references.

There are a number of different reasons why someone investigating a case of alleged academic misconduct might decide that the student's actions could be called poor academic practice. These include:

- ◁ If it is the student's first offence and they are in their first year of study, and if the conduct relates to a very minor matter of referencing.
- ◁ If there is other compelling evidence that the conduct arose from a genuine lack of understanding of academic integrity expectations.

Poor academic practice should only be found where the alleged academic misconduct is not extensive, blatant or does not result from an obvious lack of effort overall.

3.5 Collusion

Collusion is when two or more students collaborate, without permission, to produce individual assessments that when compared significantly overlap in content, order, structure and/or format.

Examples of collusion include but are not limited to:

- ◁ Unauthorised collaboration between students to produce the same or substantially similar pieces of work, which they then claim as their own.
- ◁ One student submitting another student's work (in part or as a whole) as their own.
- ◁ Allowing another student to have sight of a piece of assessed course work before they have submitted that work themselves (where students may be submitting the same course work at different times in the year).

3.6 Cheating

Cheating is adopting working methods that are outside the spirit of The Courtauld's Regulations and involve acting in a dishonest way to gain an unfair advantage compared to other students.

Examples of cheating include but are not limited to:

- ◁ Making up or falsifying data for an assignment, such as a research project.
- ◁ Falsifying medical conditions or evidence to gain an advantage (e.g. deadline extension).
- ◁ Contract cheating: when a student submits a summative assessment that they have commissioned, which has been written by a third party or obtained from a professional writing 'service'.
- ◁ Taking unauthorised material into an examination.
- ◁ Not complying with the instructions on an examination paper.
- ◁ Not complying with the instructions of an invigilator.
- ◁

4.1 Responsibilities

It is The Courtauld's policy that all students commencing their programme of study familiarise themselves with the Student Academic Integrity and Honesty Policy and the measures which students should take to avoid plagiarism and collusion in their work. Accordingly, it is expected that staff will:

- ◁ Make use of the guidance on how to deal with plagiarism and collusion.
- ◁ Familiarise students with the specific citation conventions required.
- ◁ Provide students with access to help on plagiarism.

It is The Courtauld's policy that students take responsibility for their academic work and comply with programme standards and assessment requirements. Accordingly, it is expected that students will:

- ◁ Respect their academic community by behaving with academic integrity and honesty.
- ◁ Seek help if they are unsure what is meant by the terms plagiarism and collusion. The Courtauld Library provides comprehensive support and guidance for students.
- ◁ Make use of the specific guidance for students that can be found on The Courtauld Virtual Learning Environment which includes advice on study skills, time management and citation conventions.
- ◁ Sign a declaration with each assessment that the assignment submitted is their own work.

5.1 Procedure for dealing with allegations of academic misconduct

Instances of academic misconduct will be investigated in accordance with the following procedure, which describes The Courtauld's response to allegations of offence in any form of assessment that contributes to the award for which the student is registered. Any student will be presumed to be innocent of an alleged offence until the opposite is established on the balance of probabilities, based on the available evidence.

5.2 Referral

If an academic judgement is made at programme level when an assignment has been marked and moderated that an offence has been committed by a student [as defined under Sections 4-9] a referral will be made to the Programme Administration Manager for investigation under the procedure. Referrals for assignments must be made within 15 working days of the

In both cases of an alleged assignment related offence or a written examination related

5.6 The Office of the Independent Adjudicator for Higher Education (OIA)

If the student has exhausted all the internal process at The Courtauld regarding the appeal and is still dissatisfied with the outcome, the student can contact the Office for the Independent

Category	Outcome
Allegation not upheld or unproven	No further action
First offence (Minor): <ul style="list-style-type: none"> < Poor academic practise and referencing (see section 3.4) < Minor plagiarism (see sections 3.2 and 3.3 - a small amount of paraphrasing, quotation or use of diagrams, charts etc... without citation. If the plagiarised sections contain critical ideas which are key to the assignment, then this would constitute a major case) 	Student referred to the Academic Skills Tutor for further training.
First offence (Major) <ul style="list-style-type: none"> < Plagiarism (see sections 3.2 and 3.3 - extensive amount of paraphrasing, quotation or use of diagrams, charts etc... without citation) < Collusion (see section 3.5) < Cheating (see section 3.6) 	0 mark for assignment/formal reprimand
Second offence	0 mark for whole module/formal reprimand
Third offence	0 mark for all modules taken within the academic year/formal reprimand/further sanctions

*Proven allegations for offence on KCL modules, will be taken into account for second offences.

5.8 Academic Misconduct Referral, Investigation and Outcome Procedure Timeline

Ref	Stage	Action	Working Days
1	Referral	Case of alleged academic misconduct identified and referred to Programme Administration Manager for investigation.	15 from submission deadline for written assignments and 20 from date of exam for written examinations.
2	Investigation	Programme Administration Manager reviews the allegation and evidence. If it is determined that there is sufficient evidence to pursue the allegation, the student will be presented with the details and invited to provide an explanatory statement	25

3	Decision	All evidence, including the student's explanatory statement will be reviewed by a panel consisting of a senior manager nominated by the Academic Registrar, the Academic Skills Tutor, and the Chair of the appropriate Board of Examiners.	
4	Student response to outcome	If the outcome is not accepted the student may appeal against the decision.	10
5	Appeal not accepted	If the appeal is not accepted the student will be informed by the Programme Administration Manager. The student will also receive a Completion of Procedures letter.	10
6	Assessment Offences Panel	An Assessment Offences Panel will be convened to review the allegation, make decision and	