

APPENDIX 1- Further Examples and Categorisation of Academic Offences

The following are **examples** of academic offences, please be aware that this list is provided for guidance and is not exhaustive:

Plagiarism	<p>The representation of another person's work as one's own or the use of another person's work without acknowledgement, for example:</p> <ul style="list-style-type: none"> • submitting whole pieces of work originally produced by another; • the direct importation into one's work of more than a single phrase from another person's work without the use of quotation marks and identification of the source; • making a copy of all or part of another person's work and presenting it as one's own by failing to disclose the source; • making extensive use of another person's work, either by summarising or paraphrasing it merely by changing a few words or altering the order of presentation, without acknowledgement; • presenting data collected or analysed by others, without acknowledgment; • presenting artefacts made by others, or derived from the work of others, without acknowledgment; • the use of the words, constructs or ideas of another person without acknowledgement of the source, or the submission or presentation of work as one's own which is substantially the ideas or intellectual data of another. <p>Point of clarification- See also 'Computer fraud'</p>
Self-plagiarism/ Duplication	<p>The inclusion in coursework, a dissertation, or project of any material which is identical or substantially similar to material which has already been normally submitted for any other individual assessment within the University or elsewhere</p> <p>Points of clarification- In instances where an assignment brief or exam question requires the student to use or reflect upon material submitted for a previous assessment on that same programme, the student would not be in breach of the academic offence of 'self-plagiarism'.</p> <p>Reassessment students and repeat students who utilise previously submitted/aspects of previously submitted work, <u>which was not awarded credit</u>, in order to rectify failure will not be in breach of the academic offence of 'self-plagiarism' but will be required to ensure that they meet the assignment brief.</p>
Collusion	<p>The representation of a piece of unauthorised group work as the work of a single student.</p>
Borrowing	<p>Borrowing another's work (physically from their possession) and plagiarising it with or without their knowledge.</p>
Stealing	<p>Stealing another's work (physically from their possession) and plagiarising it.</p>
Commissioning/ Contract cheating/ Essay banks	<p>Buying or paying for another person to complete an assignment which is then submitted as the student's own work, to extract work from 'essay banks' which is then submitted as the student's own work.</p>
Misconduct in examinations or tests	<p>Behaviour aimed at gaining an unfair advantage, for example:</p> <ul style="list-style-type: none"> • taking unauthorised materials into an examination or test; • obtaining an advance copy of an 'unseen' written examination or test paper; • communicating, or trying to communicate, in any way with another student during an examination or test; • copying from another student; • leaving the examination or test venue to consult pre-hidden cribs/notes; • removing any items of stationery or other materials from the examination or test venue without permission or contrary to instructions; • Aiding and abetting a student in any form of dishonest practice; • Stealing an examination script.

Impersonation/ Forgery	<p>Impersonation: arranging or attempting to arrange for another person to take one's place in an examination or test; or being a party to an impersonation.</p> <p>Forgery: the falsification of signature(s) or documents related to certification or assessment.</p>
Bribery	Paying or offering inducements to another person to obtain or to attempt to obtain an unfair advantage.
Calculator fraud	The use of unauthorised material stored in the memory of a programmable calculator with storage facilities.
Computer fraud	The use of the material which belongs to another person and which is stored electronically, without acknowledgement and or without the written permission of the owner.
False declaration	False declarations made in order to receive special consideration by an Assessment Board or to obtain extensions to deadlines or exemption from work.
Falsification of data	The presentation of any quantitative or qualitative data, based on work purporting to have been carried out by the student, but which have been invented by the student or altered, copied or obtained by unfair means.
Proof-readers	<p>Making use of the assistance of another such as an editor, translator or proof-reader, in such a way as to change significantly the content, language, meaning or significance of what is written.</p> <p>Making unacknowledged use of processes such as computer routines created by others.</p>