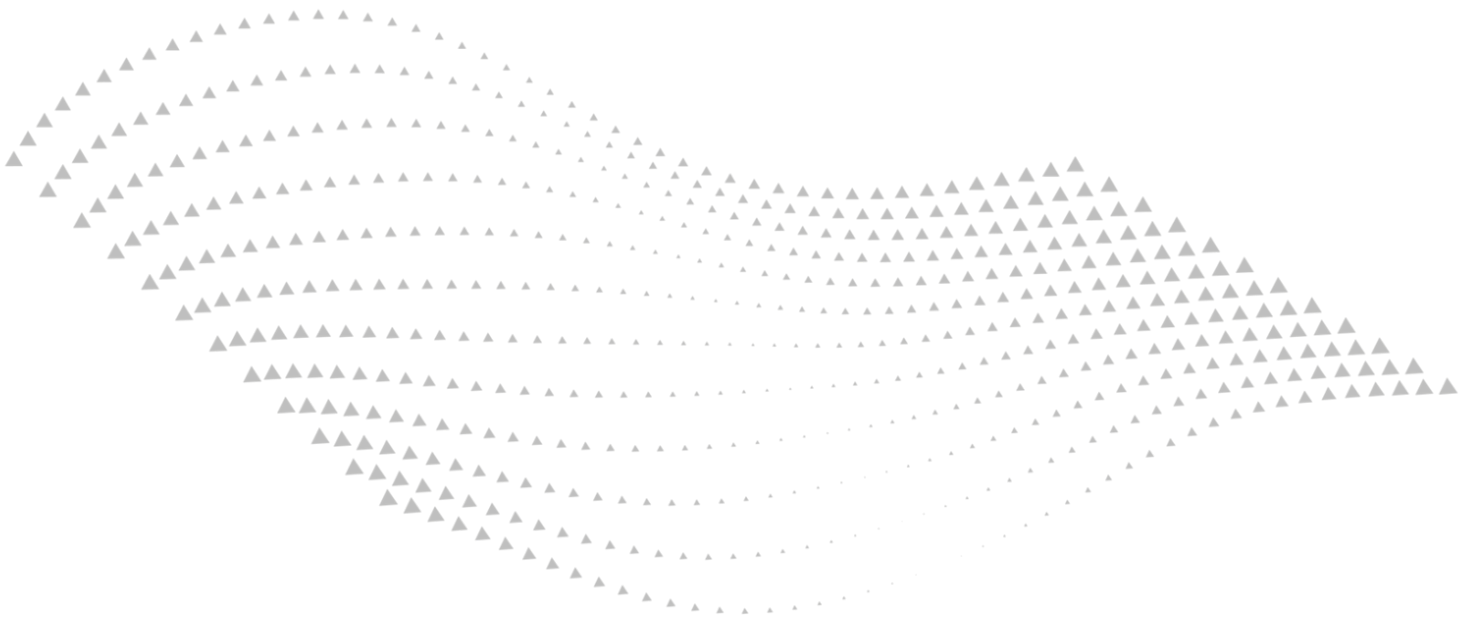


BIMM
UNIVERSITY

A university
for the creative
industries

Academic Integrity Policy



Last approved: September 2022

Approved by: Academic Board

Next review due: September 2026

What is Academic Integrity?

- Accuracy – making sure that your work is free from errors.
- Honesty – being truthful about which ideas are your own and which are derived from others and about the methods and results of your research.
- Fairness – not trying to gain an advantage by unfair means, such as passing off others' work as your own.
- Responsibility – taking an active role in your learning: for instance, by seeking out the information you need to study effectively.
- Respect – for your fellow students, your lecturers, and the work of other scholars.
- Courage – we should all feel able to act according to our own convictions, make choices, and learn from them.¹

Our Approach to Academic Integrity

BIMM University has adopted the Quality Assurance Agency's [Academic Integrity Charter for UK Higher Education](#). The Charter sets out the following principles:

This Charter represents the collective commitment of the UK higher education sector to promote academic integrity and take action against academic misconduct.

Students who commit academic misconduct, especially if they deliberately cheat, risk their academic and future careers. The implications, however, go far wider than higher education. It is a societal issue. Graduates could enter the workforce without the necessary skills, knowledge and competency, with potential public health and safety implications.

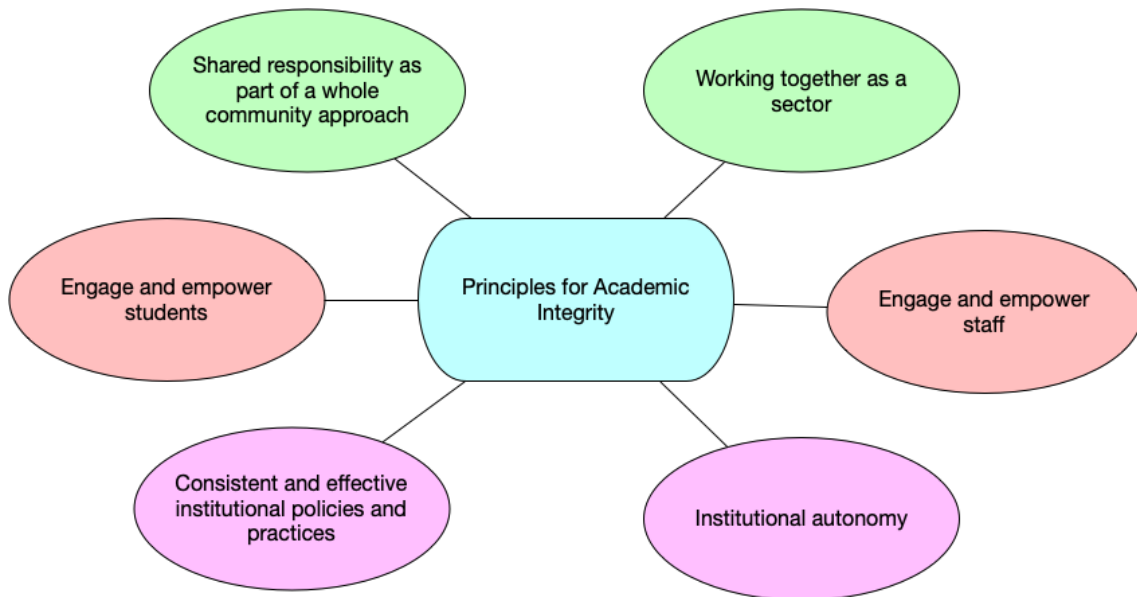


Fig. 1 Principles of Academic Integrity.

¹ Adapted from the [International Center for Academic Integrity](#)

A Whole Community Approach

We believe that all members of our academic community are responsible for upholding academic integrity. However, we understand that our students may make mistakes. This should be recognised and not penalised by our approach, notwithstanding the need to be clear that deliberate academic misconduct is cheating and unacceptable.

We take a holistic approach to academic integrity by promoting trust and confidence in your understanding of the standards we expect and, therefore, minimising academic misconduct.

Our pledge to you will be to offer guidance and support for you at each level of study that will inform you of our expectations and the requirements we have for academic assessment. We will also take a consistent institution-wide approach to detecting and reporting misconduct and ensure our staff are trained and supported to make reliable and reasonable judgements in cases of academic misconduct.

Working with the Higher Education Sector

We are committed to learning from best practices across the sector, both nationally and internationally.

Empower and Engage our Students

We are devoted to supporting you in your learning. Therefore, a clear understanding of academic integrity is a critical component of the competencies you will develop whilst you study with us.

You are responsible for the integrity of your learning and for the choices you make, including any decision to break the rules. However, we will work with you at every study level to understand our values and expectations. Moreover, our staff will model best practices in academic integrity in the teaching and research they conduct and the material they share with you to support your learning.

Empower and Support our Staff

Our academic staff are at the frontline of academic integrity, it is they who will identify and make judgments on any breaches of the principles we adhere to, and we will provide our academic and administrative staff with training and support to fulfil this essential role with rigour, fairness, and compassion. We will also support our academic teams to develop and enhance the curriculum and assessment so that academic integrity is 'baked in'.

Consistent and Effective Policies and Practices

This policy is a first step in embedding this principle, and, in addition, we commit to:

- Focus on educative and preventive measures and activities.
- Have clear terms and definitions that distinguish between different types of academic misconduct through examples that our students can understand.
- Establish with transparency the level of penalties or developmental support applicable and proportionate to different types of academic misconduct
- Have transparent, easy-to-follow and fair processes for investigating and assessing possible cases.
- Review our policy and processes and their alignment with the principles of the Charter periodically.

Institutional Autonomy

We are an autonomous university with Degree Awarding Powers. As such, we are responsible for promoting and maintaining the quality and integrity of our provision and securing the academic standards of the awards we offer. Furthermore, we are dedicated to ensuring that our approach to academic integrity is fit for purpose within the context of the subject areas we are experts in, namely the performing arts and creative industries.

Academic Misconduct

BIMM University believes it is essential that you are judged on your ability, as demonstrated by the work you produce and submit for assessment. Therefore, all assessments you submit should be your work, except for assessments where collaboration is allowed or required. Academic misconduct is any activity that gives a student an unfair academic advantage over others. The following are examples of types of academic misconduct that may occur – providing examples to aid your understanding of this policy and should not be considered a complete list.

a) **Plagiarism:** Submitting the work or ideas of someone else as your own without appropriate referencing. Examples of plagiarism include:

- Copying sections from one or more books/articles with acknowledgement of the source.
- Copying from other members while working in a group.
- Submitting the work of others as your own, including students and former students.
- Plagiarism within performances and presentations: references must be submitted in Harvard format, citing any cover song performed, music and media samples or clips used, or sources referred to in the assessment.
- Using the work of others without acknowledgement for practical submissions, such as using music samples, film and media clips or submitting compositions that have been co-written or co-produced without attribution (referencing).
- Duplication - Submitting your previous assessed work from another course/module. There are exceptions to this where you may draw on specific elements of prior work, and these will be detailed in the assessment brief. Other situations in which duplication is permitted are:
 - a) Where you are undertaking a Repeat Year, you may resubmit part of a piece of work or the entire piece of work on a module you are repeating, provided that the work has not been submitted for and achieved credit on another module. In such cases, you must declare in writing on the cover page that the work has previously been submitted to the university. You should also be aware that a different mark may be awarded for the repeat submission.
 - b) Work submitted previously may be used as an element of a dissertation or final year project, provided it does not comprise more than 20% of the total word count and is appropriately referenced or used in appendices or supplementary materials.
 - c) At postgraduate level, you may, if required, submit a portfolio including the final project or dissertation and work previously submitted for credit only.

b) **Impersonation:** Submitting work prepared by another person for assessment purposes:

- Purchasing essays from essay mills or others, including other students or ex-students.
- Production of work for another student to submit that work as their own.
- Asking someone else to sit an exam or practical assessment for you or sitting an exam or assessment for a fellow student.

c) **Collusion:** Failure to work independently where required and passing the work off as solely your own. This is different from collaboration; some assignments may specify that you should collaborate, and these collaborative work requirements will be detailed in the assessment brief and the submission portal. You must make it clear whenever you work collaboratively and name all those who collaborated with you to produce the work you submit for assessment.

d) **Exam Misconduct:** Breaching exam regulations to gain an unfair advantage. Examples include:

- Use of unauthorised technology during the exam.
- Use of unauthorised notes/other aids.
- Refusing to hand in your paper at the allocated time.
- Impersonation in examinations.

- Attempting to obtain aid from another student or communication within the Examination Room.

e) **Falsification:** Submitting work which has been either fabricated or falsified. Examples include:

- Submitting data or observations in assessed work that have been fabricated or falsified.
- Submitting written work with hidden text to increase the word count.
- Submitting a video recording of a performance for assessment where miming or editing/manipulating the file is evident.

If any of these points are unclear to you, please seek guidance from your Course Leader or Deputy Course Leader. Where academic staff suspect academic misconduct, they may raise their concerns using the following procedure.

Suspected Academic Misconduct Procedure

Where it is suspected that a student has committed misconduct in the preparation and/or presentation of their work, it should still be marked, excluding any suspect sections. The marker should take steps to identify and highlight all instances of potential misconduct in the assessment in keeping with the guidelines below and refer the case to the Student's Course Leader.

The following sections define the actions that will follow a finding of academic misconduct. The decisions made using this procedure are matters of academic judgment by experts in the subject who will strive to make fair, reasonable and compassionate judgments based on available evidence and the balance of probabilities.

Poor Academic Practice (PAP)

Where the Course Leader, or authorised nominee, determines that the issue is one of an unintentional or genuine mistake or misunderstanding of the expectations set by BIMM University, the following course of action shall apply:

- First, the work will be marked, and the marker will note the examples of poor academic practice in the feedback.
- The student will be invited to attend an Academic Good Practice Tutorial, at which they will discuss the issues with their work raised by the marker and obtain support and guidance in academic integrity.
- If the student does not attend the tutorial, a note will be made on their student record for the duration of their course.
- If a student has a second instance of poor academic practice during their course, they will be required to attend an Academic Good Practice Tutorial, at which they will discuss the issues raised by the marker regarding their work and obtain support and guidance in academic integrity.
- Following the Academic Good Practice Tutorial, a PAP notice will be issued to the student and held on the student's record for the duration of their course.
- Any further instances of PAP will automatically trigger a minor academic misconduct process.
- Poor Academic Practice cases will typically be concluded within ten working days of receipt of the case and will be dealt with internally by the Course Leader or authorised nominee within the College.
- Course leaders will maintain a record of PAP cases so that any patterns of PAP can be identified and action taken to ensure students receive effective guidance on academic integrity.

Minor Academic Misconduct

A student suspected of committing minor academic misconduct by their Course Leader shall be invited to attend a compulsory interview and shall be given copies of all evidence submitted supporting the suspected misconduct case:

- a. Notice of five working days will be given to the student of the interview date and time.
- b. Students may be accompanied by a friend or other representative to the interview, including a student representative or student association officer, but not a BIMM University staff member. A staff member not involved in the investigation will also attend to make a detailed record of the meeting, forming part of the evidence to be considered.
- c. If a student cannot make the original proposed date, they should contact the Course Leader, or authorised nominee, within two working days of notification of the case to make alternative arrangements for the interview.
- d. Where a student fails to attend or make alternative arrangements, the process should proceed, and consideration should be given to the evidence available.
- e. Where minor academic misconduct is proven, the Course Leader will ensure that one of the actions in the Penalties Table is applied and will notify the student of the outcome in writing within five working days of the interview.
- f. As part of an interview, if the case warrants it, a student may be tested on subject knowledge by an oral examination. The oral exam shall be conducted by an academic staff member with knowledge of the subject.
- g. All minor academic misconduct cases referred to the Course Leader or authorised nominee will typically be concluded within 20 working days of receipt of the case and will be dealt with internally by the College. In addition, BIMM University will log instances of poor academic practice and minor misconduct, and anonymised data will be shared with senior staff as part of our quality assurance process.
- h. If the Course Leader, or authorised nominee, determines following the interview that there is evidence of academic misconduct in an assessment that cannot be dealt with as minor academic misconduct. The case will be referred to the College Head of Education or authorised nominee within five working days.
- i. Course leaders will maintain a record of minor misconduct cases for inclusion in Head of Education reports to the Higher Education Learning, Teaching & Enhancement Committee each summer so that any patterns of minor misconduct can be identified and action taken to ensure students receive effective guidance on academic integrity.

Major or Gross Academic Misconduct

Any student(s) suspected of committing major or gross academic misconduct shall be invited to attend a compulsory interview with the Head of Education or authorised nominee and shall be given copies of all evidence submitted in support of the case. The interview shall be conducted in the company of an independent third party to take minutes of the meeting, which will then form part of the evidence to be considered:

- a. Notice of five working days will be given to the student (s) of the interview date and time.
- b. Student(s) may be accompanied to the interview by a friend or other representative, including a student representative or student society officer, but not a BIMM University staff member. A staff member not involved in the investigation will also attend to make a detailed record of the meeting, forming part of the evidence to be considered.
- c. If a student cannot make the original proposed date, they should contact the Head of Education, or authorised nominee, within two working days of notification of the case to make alternative arrangements for the interview.
- d. Where a student fails to attend or make alternative arrangements, the investigation should proceed, and consideration should be given to the evidence available.
- e. After completing the interview, the Head of Education shall submit the minutes of the discussion and all the evidence to the College Principal (or designate).
- f. As part of an interview, if the case warrants it, the student (s) may be tested on subject knowledge by an oral examination. The oral exam shall be conducted by an academic staff member with knowledge of the subject.

- g. The College Principal (or designate) will convene an Academic Misconduct Panel to consider the evidence to determine whether academic misconduct has been committed and what action should be taken.
- h. If it is determined that major academic misconduct has been committed, the student's record will be made available to the Panel, along with their transcript. In arriving at a decision on penalties to be applied, the Panel will consider any previous academic misconduct on record and shall impose the penalties individually. Each individual will be considered separately in cases involving a group of students.
- i. If evidence of further academic misconduct is revealed during the academic misconduct investigation, the penalties will apply to those affected.
- j. The Academic Misconduct Panel shall impose a formal record to be retained on the student's file for the duration of their course of study. In addition, one of the actions outlined in the Penalties Table shall be applied for each module for which academic misconduct is found to have been committed.
- k. On completion of the Academic Misconduct Panel investigation, the minute taker shall notify the student in writing of the case's outcome.
- l. All major or gross academic misconduct cases will typically be concluded within 20 working days of the receipt of the case referral from the College Head of Education. Therefore, the total time to complete a major or gross academic misconduct case is normally 25 working days.
- j. College Heads of Education will maintain a record of major misconduct cases and submit a report thereon to the Higher Education Learning, Teaching & Enhancement Committee each summer so that any patterns of major misconduct can be identified and action taken to ensure students receive effective guidance on academic integrity.

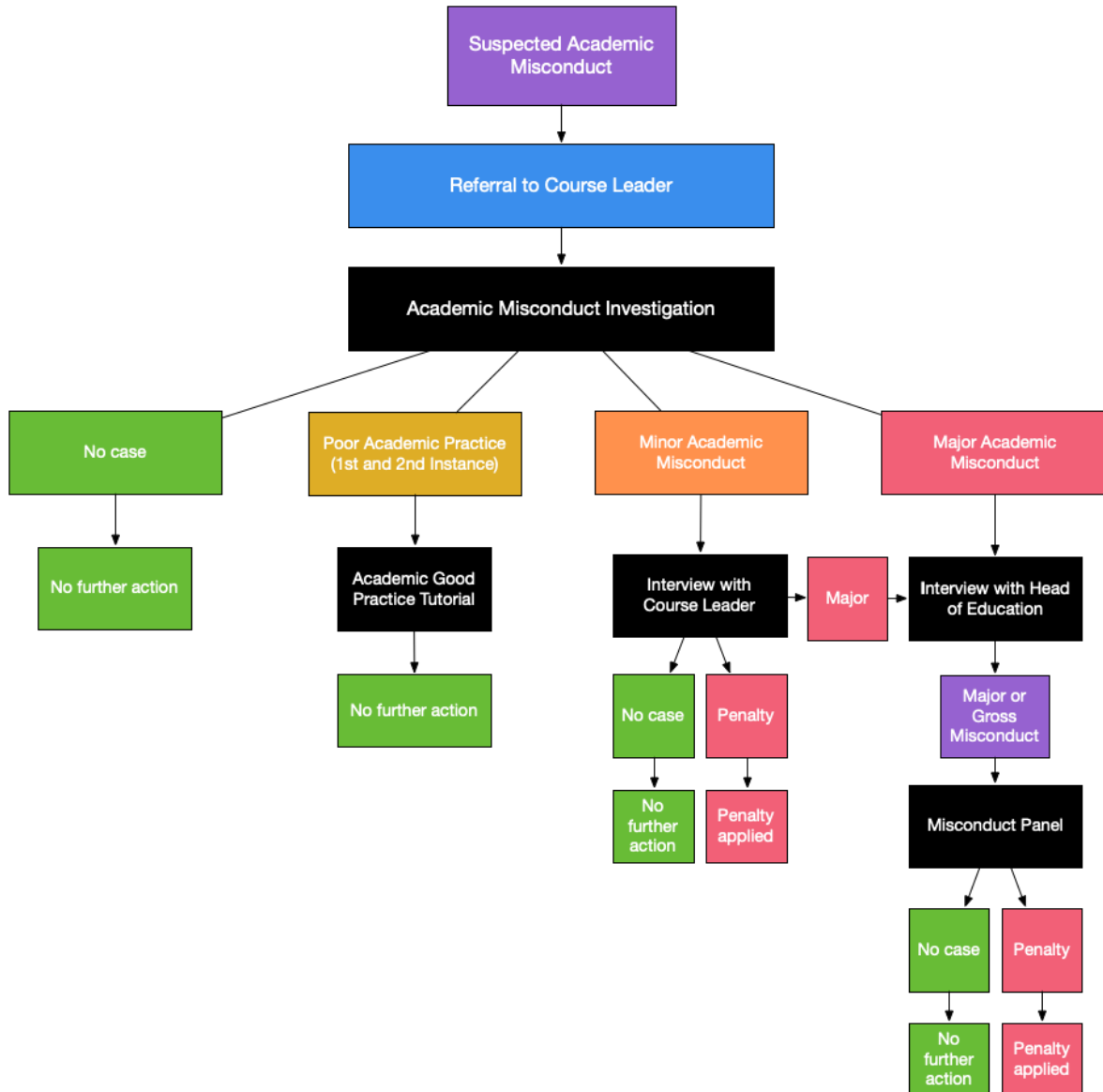


Fig. 2 Academic Misconduct Flowchart.

Examples of Academic Misconduct in Each Category:

Poor Academic Practice

- Sources not consistently referenced or mistakes in the formatting of citations.
- Mistakes in referencing, such as the omission of quotation marks.
- A few sentences of direct copying without acknowledging the source.
- A few instances of inappropriate or unacknowledged paraphrasing.

Minor Academic Misconduct

- Repeated poor academic practice.
- Several paragraphs of direct copying without acknowledging the source.
- Several sections of unacknowledged paraphrasing of another person's ideas or text.
- Submission of a creative artefact for more than one assessment with minimal repurposing and or clarity in attribution, where this is allowed.

Major Academic Misconduct

- Large sections of unacknowledged paraphrasing of another person's ideas or text.
- Submission of a creative artefact for more than one assessment where this is not allowed.
- Submission of a creative artefact for more than one assessment without repurposing and clear attribution.
- Presenting the work of other students without acknowledgement.
- Presenting the work of commercial or industry practitioners without acknowledgement.
- Deliberate falsifying of data or using another person's work without permission.
- Deliberately submitting the same piece of work for more than one assignment.
- Conspiring or colluding with others to commit any of the above.
- Second Minor Offence

Gross Academic Misconduct

- Submitting an assignment purchased or downloaded from the internet.
- Commissioning another person to produce a piece of work, including presentations and performances.
- Theft of the work of other students.
- Theft of the work of commercial or industry practitioners.
- Copyright Theft.
- Fraud, including impersonation and misrepresentation of identity.
- Conspiring or colluding with others to commit any of the above.
- Second Major Offence

Academic Misconduct Penalties Table

Category	Action	Module Cap	Maximum credit awarded for module	Recorded on the student's transcript	Student has the right to appropriate exit award	Level
0	None There is no case to answer.	None	N/A	N/A	N/A	None
1	Guidance 1st instance tutorial offered. 2nd Instance compulsory tutorial. 3rd instance triggers the minor misconduct process.	None	Maximum Available	No	N/A	Poor Academic Practice
2	Fail assessment with a right to a re-sit for a capped mark where module failed*	None	Maximum Available	No	N/A	Minor Academic Misconduct
3	Fail assessment with a right to a re-sit where module failed*	Pass Mark	Maximum Available	Yes	N/A	Minor Academic Misconduct Major Academic Misconduct
4	Fail module (all assessment marks removed) with a right to retrieve pass mark and credits with a re-sit mode*	Pass Mark	Maximum Available	Yes	N/A	Major Academic Misconduct
5	Fail Module (all assessment marks removed) with a right to retrieve credits with a re-sit mode*	0	Maximum Available	Yes	Yes	Major Academic Misconduct Gross Academic Misconduct
6	Fail Module (all assessment marks removed)no right to redeem credit.	0	0	Yes	Yes	Gross Academic Misconduct
7	Fail Course no right to redeem credit or progress.	0	0	Yes	Yes	Gross Academic Misconduct
8	Fail Course no right to redeem credit or progress.	0	0	Yes	No	Gross Academic Misconduct

*The right to re-sit assessments or redeem credit through a re-sit mode does not apply to offences on a re-sit assessment. All other penalty conditions will apply to any repeat attempts of the module.

In the case of academic misconduct with a penalty requiring the resubmission of assessment, the resubmission must take place at the earliest available opportunity during the current academic year and by the deadline set by the College. Where a student does not resubmit, the original mark awarded shall stand.

Appeals Against Decisions on Academic Misconduct

Students have the right to appeal against decisions concerning academic misconduct on the following grounds:

- That there existed circumstances, or new evidence has become available, which affects the student's case; those who determined the judgment were not aware when their decision was taken, which could not reasonably have been presented to them.
- That there is evidence of procedural irregularity, including administrative doubt as to whether the result might have been different had there not been such an irregularity; those who determined the penalty were not aware when they made their decision and could not reasonably have been presented to them.
- That there is evidence of prejudice or bias on the part of those making the decision.

Operationally, the appeals will operate according to the [procedures for all academic appeals](#).

Appeals must be submitted, using the appropriate form, to cap@bimm.co.uk within **21 days** of the decision being notified to the student.