Academic Honesty & Integrity

Academic Standards
The cultural shift to University is significant and the College reminds students that they must take responsibility to familiarise themselves with, and abide by, the rules, regulations and ethical standards that are associated with a University education. Students at King’s College London are part of an academic community that values trust, fairness and respect and when you enrol you are agreeing to abide by the regulations of the College and to act with honesty and integrity.

Expectations
We expect all students to embrace the values of the academic community and to 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 do so are undermining the fundamental values of the academic community to which they belong.

Academic Judgement
The majority of students embrace and respect the values of their academic community but there is a small minority who may try to gain an unfair advantage by cheating. Academic members of staff at King’s have significant knowledge and expertise in detecting acts of academic misconduct in particular plagiarism and collusion and may call upon the electronic software ‘TurnitinUK’ to assist them in the process of matching text to the original source. Academic judgement based on experience and expertise combined with the detection software means that acts of academic misconduct seldom go undetected.

Responsibilities
At King’s College London academic honesty and integrity underpins academic success, and as a student of the College it is expected that you will:
- Respect your academic community by behaving with academic integrity and honesty;
- Familiarise yourself with the specific citation conventions required by your department/School;
- Use the correct citation conventions in all aspects of your work;
- Write all summative assessments independently, unless permitted to do otherwise;
- Sign a declaration with each assessment that the assignment submitted is your own work;
- Seek help if you are unsure what is meant by the term plagiarism and collusion;
- Make use of the College’s study module [insert link to ISS] within TurnitinUK;

Academic Misconduct
Academic misconduct is categorised into three areas: plagiarism, collusion and cheating through deception and fraud. All allegations of academic misconduct will be thoroughly investigated and may result in action being taken under the College’s Misconduct Regulations. If found guilty the penalties range from an admonishment to expulsion depending on the severity of the act or if it a second offence.

Plagiarism
Plagiarism is the taking of another person’s thoughts, words, results, judgements, ideas, images etc., and presenting them as your own. All work submitted as part of the requirements for any examination or assessment of the College must be expressed in the student’s own words and incorporate their own ideas and judgments. Direct quotations from the published or unpublished work of others, including that of other students, must always be identified as such by being placed inside quotation marks with a full reference to the source provided in the proper form. Paraphrasing – using other words to express another person’s ideas or judgments – must also be acknowledged and referenced in the appropriate manner. In the same way, the authors of images and audiovisual presentations must be acknowledged. Plagiarism is the most common form of academic misconduct, and may arise intentionally or otherwise (e.g. through negligence, poor scholarship or lack of understanding). The College is committed to ensuring that students have appropriate guidance and opportunities to familiarise themselves with this concept and the measures which students should take to avoid plagiarism in their work. However, there is also a requirement for students to take responsibility for their academic work and to comply with the College's standards and requirements.

Examples of plagiarism include but are not limited to:
- Copying ~ a student should not copy someone else’s work or thoughts and pass this off as their own, even if s/he has their permission;
• Copying ~ a student should not insert the writing or thoughts of others into their written work without the correct referencing;
• Copy and paste ~ a student may not copy text verbatim and pass this off as their own, without using quotation marks and citing the original source;
• Paraphrasing ~ avoid closely paraphrasing someone else’s work (e.g. by changing the order of the words slightly); either quote the work directly using quotation marks or put the ideas completely in your own words. Remember either way you must acknowledge the source using the appropriate citation conventions¹;
• Self-plagiarism ~ when students submit the same piece of work (or a significant part thereof) for different assessments – students can only be given credit once for any given piece of work;
• Essay banks ~ when students submit an assessment that has been written by a third party or obtained from a professional writing ‘service’.

Collusion
Collusion is when two or more students collaborate, without permission from the programme of study, to produce individual assessments that when compared significantly overlap in content, order, structure and format. Collusion is an issue of personal integrity and ethics; students who collude are acting dishonestly.

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;
• Essay banks ~ when a student submits an assessment that has been written by a third party or obtained from a professional writing ‘service’;
• Allowing another student to submit your work (in part or as a whole) as their own.

Cheating
Acting in a dishonest way to gain an unfair advantage is cheating. Examples 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);
• taking unauthorised material into an examination;
• not complying with the instructions on an examination paper;
• not complying with the instructions of an invigilator;
• copying someone else’s work during an examination;
• talking to other students whilst under examination conditions;
• using unauthorised aids (e.g. a calculator) during an examination when not expressly permitted.

Sanctions
Instances of academic misconduct will be investigated in accordance with the College’s Misconduct Regulations [student guide] and appropriate actions will be taken.

Support
ISS provide comprehensive support and guidance for students. The interactive tutorial module includes advice on study skills, time management, citation conventions and also allows unlimited access to TurnitinUK.

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¹ Citation conventions vary according to discipline.