CAMBRIDGE SCHOOL OF VISUAL & PERFORMING ARTS

ACADEMIC INTEGRITY POLICY

This policy is applicable to all students studying on a university-level award at CSVPA.

Version control

PURPOSE/CHANGE	AUTHOR	DATE
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1. Introduction

You should read this policy in conjunction with the Academic Misconduct Procedure.

Definitions:

You/Your means a student or graduate (where applicable) of CSVPA

We/Us/Our/CSVPA means CSVPA

2. Academic Integrity

Academic integrity refers to honesty, trust, fairness, respect and responsibility in scholarship and is a fundamental value in higher education.

The requirement for academic integrity applies to all work you submit for both formative and summative assessment, and to the behaviours you exhibit and the processes you engage in when producing that work and communicating with the School. It includes, but is not limited to:

- All work submitted for formative or summative assessment, including written, spoken and image-based work
- All evidence provided to the School in terms of applications for extenuating circumstances, appeals, requests for ethics approval or the like

CSVPA is responsible for promoting academic integrity through (including but not limited to):

- regular review and publication of the Academic Integrity Policy and Academic Misconduct Procedure;
- signposting support services (e.g. Academic Skills, Student Welfare Office);
- training academic staff in promoting academic integrity and identifying academic misconduct;
- creating and distributing resources via the VLE.

By confirming your enrolment at CSVPA, you agree to abide by this Policy and the principle of academic integrity and accept responsibility for engaging with the resources and services available to support your learning.

3. Compliance with Academic Integrity

To comply with the principles of academic integrity your work should be:

a) Correctly and appropriately referenced

All use of another person's work or ideas must be attributed and the sources identified, including where you have paraphrased or summarised. You must make sure that you use the correct techniques for citation and referencing as outlined in the assessment brief and on the VLE.

Any use of artificial intelligence assistance (including, but not limited to, ChatGPT, DallE, MidJourney, Grammarly, Bard) must be declared and done in accordance with **CSVPA's Charter for the Responsible Use of AI**.

A breach of this requirement is known as **plagiarism** (clause 5a).

b) Produced by you, and only you

You are responsible for producing the work you submit for assessment, and you must only take credit for work which is your own.

Where you are submitting work produced for an assigned collaborative project and/or group work, your assessment submission should be a clear and accurate reflection of your individual contribution to that project. Any contribution to your submission by others must be permitted by the assessment brief, and explicitly and appropriately acknowledged.

A breach of this requirement is known as **collusion** or **commissioning**, depending on the nature of the offence (clauses 5b and 5c).

c) Original and unique

Every assessment that you submit must be a new piece of work; you should never submit the same piece of work twice either in part or as a whole, whether for CSVPA or another academic provider, unless this is explicitly requested in the brief (for example, a resubmission brief may ask you to expand on and enhance work already submitted). A breach of this requirement is known as **duplication**, sometimes referred to as self- plagiarism, auto-plagiarism or multiple submission (clause 5d).

d) Honest and trustworthy

All work you produce should be reliable and honest. Any research represented in reports or projects must have been carried out by you; data must be factual and true, and obtained by fair and ethical means.

A breach of this requirement is known as **misrepresentation** (clause 5e).

If you are unsure of whether you are adhering to any of these requirement, please speak to a tutor or consult guidance provided on the VLE before submitting your work.

CSVPA uses plagiarism detection software to aid in the identification of academic misconduct. In submitting work for assessment, you are agreeing to your work being checked and retained by this software.

4. Academic Misconduct

Any action by a student which gives, or attempts to give, an unfair advantage in an examination or assessment, or which threatens to undermine the integrity essential to scholarship and research, is known as academic misconduct.

Students who compromise the principle of academic integrity threaten the reputation and quality of the School's awards. CSVPA takes allegations of academic misconduct very seriously.

Allegations of academic misconduct will be investigated and, in proven cases, penalties will be applied. Where major or severe academic misconduct is proven, it will remain on your student record and may be divulged as part of referencing and accreditation processes.

An allegation of academic misconduct will not be dismissed on the grounds that the offence was committed unintentionally.

Support is available, and should be sought, in the event of assessment-related stress. You should contact your course team in the first instance, and make use of the Extenuating Circumstances policy if necessary. Student Services and the Welfare Office are also available for impartial advice and support.

5. Definitions of academic misconduct

You should ensure that you understand and familiarise yourself with the terms that are used to describe different forms of academic misconduct. These include (but are not limited to) the following:

a) Plagiarism

Plagiarism is the unacknowledged use of another's work or ideas, whether published or unpublished. Such unattributed use is plagiarism whether obtained from articles, books, essays, papers, reports, performances, data, projects, or any other material originated by another person, no matter the medium used by the source. It is plagiarism whether the medium is literary (for example essays, reports), graphical (for example designs, graphics, diagrams), electronic (for example computer programs), oral (for example presentations) or any other medium specified within an assessment brief.

Examples of plagiarism include but are not confined or limited to:

- unacknowledged verbatim copying from a textbook, article, web resource or other source;
- unacknowledged copying through the paraphrasing or summarising of another's work by altering word order, omitting words, phrases or sentences and inserting linking words or phrases over a paragraph or a number of paragraphs;
- using the creative ideas of others in written or visual work without appropriate acknowledgement;
- making significant use of unattributed quotations from sources.

b) Collusion

Collusion can include:

- Where work is produced by more than one person without prior authorisation, and/or is presented for assessment as if it is the work of a single individual without acknowledging the contribution of others.
- Copying another student's work, or allowing another student to copy your work, either in part or in full.
- Group projects or pairings are distinctive features of many courses at CSVPA, and the CSVPA encourages collaborative work both within and between different courses. Such work is not collusion, as long as the work submitted for assessment is a clear and accurate reflection of your individual contribution to a collaborative project.

You must explicitly and appropriately acknowledge the contribution of others in group work or collaborations, or collusion may be deemed to have occurred.

c) Commissioning

Asking a third party to produce or significantly edit work on your behalf, whether for payment or not, which you then submit as your own work, is called commissioning. It is also sometimes referred to as contract cheating.

Third parties may include:

- online companies or auction sites (essay mills, essay banks);
- proof-reading services;
- colleagues, friends, relatives or other people;
- artificial intelligence systems;

If a student produces a piece of work specifically for submission by another student, without acknowledgement, both students concerned will be investigated, and both students may be subject to disciplinary action.

The use of artificial intelligence tools such as ChatGPT, DallE or MidJourney to produce creative or written work, without full acknowledgement is also a form of commissioning. For guidance on the use of AI in assessment, please see the **CSVPA Charter for the responsible use of AI.**

d) Duplication

Also known as 'multiple submission', 'auto-plagiarism' or 'self-plagiarism', duplication occurs when you submit work that is identical or substantially similar in content to work you have previously submitted for assessment.

Duplication may occur across academic years or within the same academic year, across modules or within the same module, and across institutions or within the same institution.

If you are retaking all or part of a level of study with attendance, you are required to retake all the assessments within those modules, even if you have passed some of them before. You must create all new work for these assessments. The resubmission of any work that you produced for a module in the context of your retake will be deemed duplication, and you will be subject to formal action under the academic misconduct procedure.

Exceptionally, on occasion and as a referral, you may be required to re-submit for assessment a previous piece of work, reworked to demonstrate how you have improved it. It will be clear from the referral brief given to you whether such reworking is required, and in this instance, it would not constitute duplication.

e) Misrepresentation

Misrepresentation is making false statements and the falsification of data. It is applied when data reports, projects or any other form of submission is based on work that you purport to have carried out yourself, but which has actually been invented by you, altered, copied or otherwise obtained by unfair means.

Misrepresentation or Falsification also includes the omission of data, where it could be deemed to be significant to the findings of a project.

Please refer to the **Research Integrity and Ethics Policy and Handbook** for further information on research ethics for taught courses.

6. Investigating allegations of Academic Misconduct

If an assessor believes that you have committed an offence of academic misconduct, you will be investigated under the appropriate stage of the Academic Misconduct Procedure and penalties will be applied if the offence is found to be proven. Please see the Academic Misconduct Procedure document for full details.

7. Reporting Academic Misconduct

If you witness or suspect of academic misconduct of another student, you may raise your concerns with a member of your course team in the first instance. They will consider the information you provide and any supporting evidence you have, and will be able to initiate a formal investigation if necessary. You may then be required to make a written statement.

Statements may not be made anonymously: if you name someone, they have a right to know what is being alleged and who is raising the allegation. However, all allegations will be dealt with sensitively, in the spirit of conciliation.

In the event that a third party contacts CSVPA with concerns about a current student or graduate, CSVPA will consider the matter and any evidence provided before making a decision as to whether a formal investigation is required.

For reasons of privacy, CSVPA will not inform the third party whether an investigation is initiated, nor the outcome of any such investigation. If an investigation is required, the subject of that investigation will be informed what is alleged and by whom.

If you raise a concern in good faith you will not be penalised or disadvantaged for doing so, even where your concern is subsequently found to be mistaken. However, if you are found to have raised a malicious or vexatious claim you may be subject to disciplinary proceedings under the CSVPA Student Behaviour Policy.

If you have raised or are considering raising a concern about alleged academic misconduct of another student under this policy, general support and advice may be accessed through Student Services.

8. Further support

If you have any concerns about referencing, citation or any other aspect of academic integrity, you should seek advice at the earliest opportunity from your course team, personal tutor or the student welfare team.

9. Extenuating Circumstances

If you are experiencing personal difficulties that are affecting your ability to complete your assessments, you may wish to consider applying for extenuating circumstances.