

Academic integrity text for Schools to include in course and module handbooks

1. Academic integrity and academic misconduct

The University of Sussex has a set of Academic Integrity Values which all students are expected to follow. These values are:

Honesty:

The work you produce for assessment is your own and where you have used others' work, this is clearly acknowledged by including references in your assessments. Your School will tell you which referencing system to use.

Trust:

Your tutors and fellow students can trust you to be honest about the work you produce and submit for assessment.

Fairness:

You agree that all students should be fairly treated and that you do not try to gain advantage by presenting work for assessment that is not your own.

Respect:

You treat other members of the academic community with respect: fellow students, your tutors and the admin staff.

Responsibility:

You take responsibility for your own learning and follow the University of Sussex Academic Integrity values and assessment regulations.

If you do not follow the Academic Integrity values, even if unintentionally, you may be considered for **Academic Misconduct**. Examples of academic misconduct include:

Collusion:

Making your assessment available to others or working with others on an assessment that should be carried out individually.

Plagiarism:

Taking and using the intellectual work of other people without acknowledgement.

Personation:

Getting another person or AI/ software (unless explicitly permitted in the assessment guidance from the module convenor) to sit an exam for you or prepare your assessments.

Misconduct in exams:

Having unauthorised materials in your pocket during an exam or in-class test held on campus, for example notes or a phone, or communicating with others in the exam room. For exams taken remotely this includes using text from published sources, where this is not permitted as part of the exam, sharing or discussing your assessment with another student or helping/receiving help from another student before the exam has ended for the cohort.

Fabrication of results:

Making up the results of experiments and other research.

Breach of research ethics:

Breach of research ethics includes failure to gain ethical approval; carrying out research without appropriate permission; breach of confidentiality or improper handling of privileged or private information on individuals gathered during data collection; coercion or bribery of project participants. Students conducting research with human participants, personal data (including that collected from social media and other sources), non-human animal subjects or research that may have a detrimental impact on the environment, must gain ethical approval before carrying out the research, this includes before contacting potential participants and/or advertising the study. Students are responsible for complying with the requirements set out as part of the approval process including consulting with their supervisor, in the submission of formal amendments for subsequent changes in their approved research.

The [academic misconduct regulations](#) at the University of Sussex may be different to the regulations at your previous school or college. **Don't assume the regulations will be the same: it is your responsibility to check.** Read the University's [full definitions for the various types of academic misconduct](#) on the Student Hub.

A number of first time misconduct cases occur because students have not familiarised themselves with the requirements for good academic conduct in assessment and sometimes do not know or fully understand that they have done anything wrong. However, this is not an excuse: all students have a responsibility to understand the academic requirements and to complete their assessments with academic integrity. *On some courses, for example Law, the University will have to report any cases of academic misconduct to a professional and/or regulatory body. This may mean that you are unable to register to practise.*

At the start of the academic year, when you registered online, you were asked to agree to follow and uphold the Academic Integrity Values. You were asked to watch some short videos explaining what is meant by Academic Integrity and Academic Misconduct. If you did not watch these videos or would like to watch them again, they are available via Canvas.

The [Skills Hub](#) also provides resources to support you with the academic integrity requirements for assessment. Resources to support academic integrity include: [avoiding plagiarism](#), [avoiding collusion](#) and [referencing information](#). In addition, the [Skills Hub](#) provides a range of guidance on [writing and assessment skills](#). If you are on one of our degree programmes and English is not your first language, you can take advantage of workshops, sessions and tutorials run by English Language for Academic Study ([ELAS](#)).

2. School Referencing System

To work with Academic Integrity you must learn how to reference appropriately within your discipline, and continue to develop good academic practice throughout your studies. This may take a little time, but you will be more confident that the work you submit for assessment will meet the required standards for good academic conduct. You should attend all workshops, tutorials and academic advising session offered by the School.

You are required to use the following referencing system on modules that are owned by the School:

***** School to complete *****

- insert referencing system used by School or discipline
- state if any choice is allowed by School or discipline
- provide rationale if more than one system is used within the discipline
- provide rationale if different systems are required for different disciplines within the School
- state if this referencing system must be used by students taking a module owned by the School offered as an elective to students outside the School
- preferably refer students to the Skills Hub for [referencing information](#) and for detailed information on the technical referencing requirements:

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3. Proof reading

You may arrange for someone to proof read your assessments, unless the assessment task specifies that proof reading is not permitted. You should not ask another student on the same module to proof read your work. Where a proof reader is used, it remains your responsibility to ensure that any suggested changes comply with the University [guidance on proof reading](#).

The University's Proofreading Policy is available [here](#).

You should retain a copy of any suggestions made by the proof reader in case a concern is raised about academic misconduct.

4. Overlapping material

Unless specifically allowed in module or course documentation, the use of the same material in more than one assessment exercise will be subject to penalties. If there is substantial overlap or repetition in the subject matter of your assessments within a single module or across other modules your mark will be adjusted so that you do not receive credit for using the same material twice.