

Academic Integrity Policy

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

This policy applies to any student and any qualification of Design School Asia, whether offered solely by the School or in conjunction with any academic, professional or other institution elsewhere, irrespective of the mode of study. The policy applies equally to all postgraduate students.

Definitions:

- **You/Your** means a student or graduate (where applicable) of Design School Asia.
- **We/Us/Our/The School** means Design School Asia.

The Academic Integrity Policy is managed by the Information Office team, which is responsible for the effective development, implementation and management of the School's policies, procedures and processes. The Information Office may be contacted at information.office@designschool.asia

If you are studying at a partner institution, the implementation of this policy may be managed by the equivalent team at your institution. Your institution will publish details as appropriate. For students of partner institutions, where this document refers to Information Office, please refer to your institution's guidance for information about the applicable equivalent.

You can get free, impartial, confidential advice on this policy from Student Services at student.services@designschool.asia

1. Academic integrity

- 1.1. 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. It includes, but is not limited to:

- i. essays;
- ii. dissertations;
- iii. reports;
- iv. prints;
- v. designs;
- vi. images;

- vii. presentations;
 - viii. artefacts;
 - ix. projects;
 - x. computer programs;
 - xi. research methodology and ethics;
 - xii. claims for extenuating circumstances, etc.
- 1.2. The School is responsible for promoting academic integrity, and providing access to resources and services to help all students cultivate an understanding of academic integrity to fulfil this responsibility, through (including but not limited to):
- i. annual review and publication of the Academic Integrity Policy and Academic Misconduct Procedure;
 - ii. signposting support services (eg, Student Services); training academic staff in promoting academic integrity and identifying academic misconduct;
 - iii. creating and distributing resources
- 1.3. By confirming your enrolment at the School, 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.
- 1.4. To comply with the principles of academic integrity your work should be:
- i. Correctly and fully 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. As well as referencing sources in your bibliography, you must use the correct citation in the main body of the work (inverted commas, indentations, Harvard referencing, etc.). This practice applies to literary, graphical, electronic, oral and any other media that you may have used in completing your assessment.

To support your studies, including referencing and citation advice:
<https://www.citethisforme.com/>

A breach of this requirement is known as **plagiarism** (clause 4.1.i).
 - ii. 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 (clause 4.1.ii and 4.1.iii).

iii. 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.

A breach of this requirement is known as **duplication**, sometimes referred to as **self-plagiarism, auto-plagiarism** or **multiple submission** (clause 4.1.iv).

iv. 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 4.1.v).

1.5. The Student Services team provides free and individual advice on the skills required for academic study and correct referencing techniques, including (but not limited to):

- i. learning and working style;
- ii. reading and note-making;
- iii. referencing guides;
- iv. referencing tools;
- v. organisation and time management;
- vi. assignment calculator;
- vii. minimising assessment-related stress.

for more information, or contact Student Services at student.services@designschool.asia Please note that ASK is not a proof-reading service.

1.6. The School 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.

2. Poor academic practice

2.1. Poor academic practice is the failure to meet the appropriate standards of academic integrity through lack of attention to detail in correct citation and referencing practice and/or inappropriate minor collaboration with another student.

2.2. Poor academic practice is identified and managed by your course team without recourse to the formal Academic Misconduct Procedure. An assessor is likely to judge that an offence constitutes poor academic practice where:

- i. it is your first offence; and

- ii. you are in your first semester of postgraduate; and
- iii. the issue relates to a fairly minor matter of referencing and/or collaboration with another student; and
- iv. there is compelling evidence that the issue arose from a genuine lack of understanding of academic integrity requirements.

This list is not exhaustive.

- 2.3. Should poor academic practice be identified, your mark and feedback for the work will reflect the errors, and highlight the areas in which you need to improve. The assessor may advise you to attend Student Services sessions and direct you to resources to improve your academic practice. Failure to engage with feedback and/or the resources provided by the course team and/or the services offered by the School may not be used to excuse further offences.
- 2.4. **It is your responsibility to ensure that your work complies with the principle of academic integrity** and the School offers multiple sources of support for developing strong academic skills. Any repeat offence of poor academic practice may lead to a more serious allegation of academic misconduct. It is therefore important that you take note of any feedback and recommendations from your course team about how to meet the standards of academic integrity in your assessments.

3. Academic Misconduct

- 3.1. 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.
- 3.2. Students who compromise the principle of academic integrity threaten the reputation and quality of the School's awards. The School 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 as required by law.
- 3.3. **Professional Statutory and Regulatory Bodies (PSRB)**
Where your course is accredited by a PSRB, your course team may have further obligations to fulfil with regards to investigating and reporting academic misconduct, including disclosing any proven offences against you to the relevant PSRB. The PSRB may take appropriate action in the context of their professional rules and codes of conduct, separate to any penalties or actions taken by the School.

3.4. All students are required to ensure they are familiar with the School's regulations and the expectations made of them, ie, **an allegation of academic misconduct will not be dismissed on the grounds that the offence was committed unintentionally.**

4. Definitions of academic misconduct

4.1. You should ensure that you understand and familiarise yourself with the terms that are used to describe different forms of academic misconduct in continuous and final assessment, including assessment by exhibition. These include (but are not limited to) the following:

i. **Plagiarism**

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 text book, 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.

ii. **Collusion**

When 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, also constitutes collusion.

Group projects or pairings are distinctive features of many courses at the School, and the School 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. Group work must explicitly and appropriately acknowledge the contribution of others or collusion may be deemed to have occurred.

iii. Commissioning

Asking a third party to produce or significantly edit a piece of 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**, and is an incredibly serious offence. **It is never acceptable to submit a piece of work created by a third party as though it is your own.**

Third parties may include:

- online companies or auction sites (essay mills, essay banks);
- proof-reading services;
- colleagues;
- friends;
- relatives;
- lecturers.

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

Companies offering commissioning services exploit the pressure students feel to achieve for their own profit. Such companies may claim to produce work that is 'plagiarism-free', or that the use of such services is acceptable and common practice, but don't be fooled: submitting an assessment that you did not create as though it is your own work is a severe offence of academic misconduct.

Use of commissioning services may result in your expulsion from the School—don't risk it. Seek advice from Student Services if you have any concerns about your assessments.

iv. Duplication

Also known as 'multiple submission', 'auto-plagiarism' or 'self-plagiarism'. Duplication occurs when if 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.

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.

v. Misrepresentation

Making false statements and the falsification of data. It is applied when the 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.

5. Definitions of academic misconduct in formal unseen examinations
- 5.1. Forms of academic misconduct in formal unseen examinations include the following:
 - i. Taking to your examination desk any books, notes or materials of any kind other than those permitted by the invigilator, or using prohibited materials, equipment or software.
 - ii. Copying or attempting to copy the work of any other candidate.
 - iii. Any unauthorised communication during the examination either with other candidates in the examination room or with anybody outside it. Taking communication equipment into the examination room may also be construed as misconduct.
 - iv. Any attempt to gain improper access to an examination paper before an examination is taken, whether or not that examination is to be sat by you.
 - v. The impersonation of another student during an examination.
 - vi. Any other action or failure to follow the rules that might result in you gaining or potentially gaining an unfair advantage.

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

- 7.1. The vast majority of students are honest and invested in the integrity of the learning experience. You are therefore encouraged to report any witnessed or suspected incidents of academic misconduct
- 7.2. If you wish to report any witnessed or suspected incidents of academic misconduct involving a student of the School, please raise your concerns with your course leader in the first instance. They will consider your claims and any supporting evidence you provide and, if they believe it necessary, will initiate the formal Academic Misconduct Procedure at the appropriate stage.
- 7.3. Depending on the nature of the allegation, you may be required to submit a written statement to support the allegation as evidence for the Academic Misconduct Procedure. Statements may not be made anonymously: if a person is named in an allegation, they have a right to know what is being alleged and to know who is raising the allegation. However, all allegations will be dealt with sensitively, in the spirit of conciliation.

- 7.4. 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 Student Disciplinary Policy and Procedure.
- 7.5. 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 the Student Services.

8. **Further support**

There is no excuse for academic misconduct. 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.

For students studying at a partner institution, please contact your institution's equivalent services as published.

Extenuating Circumstances

Extenuating circumstances may not be used to excuse an offence of academic misconduct. If you are experiencing personal difficulties that are affecting your ability to complete your assessments, it is your responsibility to seek appropriate help and support in a timely manner.

Document version control

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