



Degree and Cert HE Academic Integrity Policy

Contents

1.0 Introduction	2
1.1 Policy Aim.....	2
1.2 Location of Policy.....	2
1.3 To whom and where this policy applies	2
1.4 The context of this policy and its relationship to other policies	2
2.0 Definitions.....	2
2.1 Academic concerns	2
2.2 Academic offences.....	2
2.3 Viva	3
3.0 Policy.....	3
3.1 Introduction to policy	3
3.2 Types of offence.....	4
3.2.1 Impersonation: can be considered as an Academic Offence, but not as an Academic Concern.....	4
3.2.2 Fabrication: can be considered as an Academic Offence, but not as an Academic Concern.	4
3.2.3 Collusion: can be considered as an Academic Offence, but not as an Academic Concern. ..	4
3.2.4 Submission of work produced by a third party: can be considered as an Academic Offence, but not as an Academic Concern.	4
3.2.5 Submission of work produced using Generative AI: can be considered as an Academic Offence, but not as an Academic Concern.	4
3.2.6 Plagiarism.....	5
3.3 Allegations made by third parties.....	5
4.0 Further information	5

1.0 Introduction

In this policy, the abbreviation of EDA will be used to cover all aspects of the Emil Dale Academy business that is affiliated with the full-time courses in any capacity.

1.1 Policy Aim

This policy aims to set out the expectations that EDA and the University of Bedfordshire has in regard to plagiarism.

Other purposes of this policy are to:

- a. Identify EDA's expectations of students at all stages of their study and the responsibilities of students, freelancers and staff in meeting those expectations;
- b. Provide a consistent and coherent approach to the treatment of academic offences, differentiating these from issues of academic concern;
- c. Specify the roles of reasonableness and probability in the assumption of intent underpinning academic offences;

1.2 Location of Policy

This policy is available to access on EDA's website.

1.3 To whom and where this policy applies

This policy is applicable to all students who are enrolled on EDA's three-year Degree course or 1 year Cert HE course. This policy will only be applicable to Degree/Cert HE-specific units and assessments and will not apply to any private sector assessments at EDA.

1.4 The context of this policy and its relationship to other policies

This policy should not be read in isolation as it links with many of EDA's other policies, including, but not limited to the:

- a. Degree Academic Appeals Procedure
- b. Degree and Gap Year Code of Conduct

2.0 Definitions

2.1 Academic concerns

Academic concerns occur where the integrity of academic process has been deemed to be compromised such that EDA does not have a reasonable level of confidence that the work submitted conforms to EDA regulations. A case would be considered as an academic concern where the nature of the conduct, or the point of study suggests that being dealt with as a concern by EDA staff and receiving guidance regarding the conduct would be the best course of action.

2.2 Academic offences

Academic offences are identified as occasions or circumstances within which it can be demonstrated on the balance of probabilities that a student has deliberately (knowingly), or through culpable negligence (unknowingly), used unfair means to achieve an assessment or some other aspect of their academic or academically-based progress, as a student of EDA.

Degree Academic Integrity

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2.3 Viva

Vivas are used as part of the academic offences process in cases where students are thought to have submitted an assignment produced by a third party or there is indication of use of Artificial Intelligence, but where no other evidence (e.g. a similarity report) exists to support the allegation. A Viva may be used to determine a student's understanding of a submission. A viva is a meeting between members of academic staff (eg. Degree Course Leader) and the student to discuss a submission. The student will be asked questions relating to the assignment to ascertain their understanding. The viva serves to determine whether or to what extent a student is the author of the work they have submitted. Students are not expected to recite their work verbatim, but to display the level of understanding required to produce their assignment and to explain how they produced it, where their ideas came from, and any key theories or topics they have referenced.

3.0 Policy

3.1 Introduction to policy

The initial responsibility for detection rests with each individual staff member or freelancer who needs to be vigilant in detecting instances of academic concern, or offence, when reviewing work submitted for assessment.

Where a potential offence is identified, this policy and procedure must be followed. It is not acceptable, for example, to ignore a potential offence, or to amend the grade to be awarded as a means of penalising activities covered by this policy.

The University of Bedfordshire's Academic Conduct Panel (ACP) is responsible for determining when an academic offence has been committed, either on the basis of intent to gain unfair advantage in, or evade the requirements of, or through negligence in following the requirements of the academic process. EDA's Degree/Cert HE Course Leaders will communicate with the University if it they are aware or have been made aware of a potential academic offence being committed by a student.

Where it is deemed that there is no potential case to answer, no further action will be taken within this policy, although a record will be kept within EDA of the initial concerns raised which may be used as evidence in any further academic offence concerns throughout the student's time enrolled at EDA.

The Academic Conduct Panel is not an appeal forum, and students may not refer cases to it. Where a student has a concern about an examination board decision or the provision of a service, they must use the Degree Academic Appeals policy for guidance on how to do this.

EDA reserves the right to submit to electronic service providers and test submitted work for indications of plagiarism, authorship and collusion, and has access to the University of Bedfordshire's licence for a web-based Originality Checking System (OCS) that allows tutors to check students' work by comparing submissions against continuously updated databases of text.

Students are not permitted to submit their work, or request that their work is submitted, to any OCS via any other University or Institution.

Where text-matching is used as the basis on which an issue of academic concern or offence (related to either collusion or plagiarism) is provisionally identified, it should be used only as an indicator and not as a substitute for academic judgement. The OCS seeks matches with text within its databases but does not identify whether this is academic misconduct, since the output of text-matching may include text that is copied and accurately quoted, or text that must be copied in order to be accurate

(e.g. titles and format elements). Neither is it the case that text-matching against online and stored sources will identify all areas of potential plagiarism.

Both EDA and The University provides services to support students with academic development. Students are discouraged from making use of other third-party services, as these may not correctly follow the University's regulations and policies.

3.2 Types of offence

The following offences, committed in a student's academic work at any level of study, are covered by this policy.

3.2.1 Impersonation: can be considered as an Academic Offence, but not as an Academic Concern.

This offence is the assumption by any person of the identity of a student, or person related to a submission with intent to deceive or gain unfair advantage. Impersonation commonly entails using a substitute to undertake, in full or part, an examination or other assessment task, or to claim that a student has completed placement work which has not been undertaken.

3.2.2 Fabrication: can be considered as an Academic Offence, but not as an Academic Concern.

This offence consists of the presentation of any false or fabricated information, results or conclusions in any form of assessment, including practical work, number of hours (including practice hours) completed, oral presentations, interviews and reports.

3.2.3 Collusion: can be considered as an Academic Offence, but not as an Academic Concern.

This offence is the joint production with another person or persons of assessments that contribute to a unit grade where this is not permissible in the assessment task. The assessments must be submitted on or around the same date. In cases of collusion the work of all students involved will be considered. In cases where a student has knowingly supplied work, with consent for the use of another where this is not permitted by the assessment task brief, or where a student is negligent in protecting their work, and it is possible to identify the original author, a warning may be issued to the original author. If the student then continues to supply their work with consent, then this will be considered as an academic offence.

3.2.4 Submission of work produced by a third party: can be considered as an Academic Offence, but not as an Academic Concern.

In such cases, where there is no actual evidence of the allegation, the student should be invited to attend a viva. The student responses at the viva can then be provided as evidence of an offence if this is what the viva demonstrates.

Students should be aware that essay mill operations are illegal entities as per Part 4, Chapter 1, Sections 26-30 of the [Skills and Post-16 Education Act \(2022\)](#). Essay mills cover any service of completing all or part of an assignment on behalf of a student. Reports also indicate that some essay mills seek to blackmail students who use these services.

3.2.5 Submission of work produced using Generative AI: can be considered as an Academic Offence, but not as an Academic Concern.

This offence consists of copying work or attempting to copy work generated using Artificial Intelligence (AI) tools in a manner not specified in the requirements or regulations of the assessment, and presenting the copied work as if it were the student's own work, either deliberately

or due to negligence. Where there is no actual evidence of the allegation, the student should be invited to attend a viva. The student responses at the viva can then be provided as evidence of an offence if this is what the viva demonstrates.

All Degree and Cert HE students will engage in tutorials to support their understanding of acceptable and unacceptable use of AI for assignments.

3.2.6 Plagiarism

Plagiarism in an assignment or an exam is defined as either:

- a. **Unattributed use of the words and/or ideas of others:** can be considered as an Academic offence or an Academic concern

This offence consists of copying work or attempting to copy from any other source, published or unpublished, including the work of a fellow student or another person, in a manner not authorised by the regulations of the assessment, and presenting the copied work as if it were the student's own work, either deliberately or due to negligence.

It includes written and non-written forms of production, for example, in performance, design, the making of artefacts or other objects, and oral presentations, and may constitute part or all of a submitted assessment.

Self-plagiarism, a student copying material from another assignment they have submitted, is generally not considered as an offence unless this is explicitly defined in the assignment brief.

- b. **Incorrect attribution of the words and / or ideas of others:** can be considered as an Academic offence or an Academic concern

This offence consists of using information from any other source, published or unpublished, including the work of a fellow student or another person, in a manner not authorised by the regulations of the assessment, with an attempt to acknowledge the source, but presenting the information without correct use of attribution, either deliberately or due to negligence.

It includes written and non-written forms of production, for example, in performance, design, the making of artefacts or other objects, and oral presentations, and may constitute part or all of a submitted assessment.

3.3 Allegations made by third parties

Where an allegation has been made by a third party – e.g. another student, a member of staff or freelancer outside of the assessment/marking team, an external individual and/or company, this allegation will be investigated by the Degree/Cert HE Course Leaders alongside members of the University of Bedfordshire staff.

4.0 Further information

If you wish to receive more information on the process, academic conduct panel, academic offences taking place within partner institutions (which EDA is to the University of Bedfordshire), guidance on academic practice or guidance on editorial assistance, we strongly advise you to read [Sections 4, 5 and 7 alongside Appendices 1 and 2 of the University's Academic Integrity Policy](#). As stated in

Section 7 of this policy 'The same broad principles that apply to students studying at the University apply to those studying with partner institutions' (14).

Version number	Date of issue	Review date	Author	Changes made/detail
02	17 th July 2023	July 2025	Jonathan Hunt	<ol style="list-style-type: none"> 1. Change of title to include Cert HE 2. Cert HE included alongside any reference to degree course. 3. Section 2.3 further detail added regarding Vivas. Following sentence added to 3.2.5 'All Degree and Cert HE students will engage in tutorials to support their understanding of acceptable and unacceptable use of AI for assignments.' 4. Link changed in 4.0 Further Information