

Academic Offences



UNIVERSITY OF
LINCOLN

LEGAL AND
COMPLIANCE SERVICES

Academic Offences Definitions

Collusion

Submitting work for assessment which has been done in collaboration with another person but presenting it as entirely one's own, or collaborating with another student on work which is then submitted for assessment as that other student's work. Collusion does not apply in the case of the submission of group projects, or assessments that are intended to be produced collaboratively.

Cheating

Any irregular behaviour during live assessment such as unauthorised possession of notes; copying another candidate's work; using programmable calculators or other equipment (e.g. phones and smartwatches) unless authorised; unauthorised obtaining of examination papers. Also covers the use of communication (verbal or digital) between students during live assessments in order to gain an unfair advantage.

Plagiarism

Passing off another person's thoughts, ideas, writings, or images as one's own in assessed work without appropriate acknowledgement.



Contract Cheating

The outsourcing of assessment work, in whole or in part, to any third party, (i.e. commercial provider, current or former student, acquaintance or family member).

Self-Plagiarism

A student using their own work that has previously been submitted for assessment (for which credit has already been awarded) at the University or elsewhere, without proper acknowledgement, in any subsequently assessed work.

Misconduct in Research

The fabrication/falsification of data; misrepresentation of data, interests and/or involvement, or the failure to follow procedures or to exercise due care in carrying out responsibilities.

Also includes improper handling of private information on individuals collected during research. Allegations of misconduct in research made against postgraduate research students are dealt with under the UK Research Integrity Office's Procedure instead.



Misleading Material

Inclusion of data or evidence which has been invented, falsified, improperly altered or obtained by unfair means. This includes passing off data from previous studies as if conducted by the student or by offering incentives to another person to provide material or otherwise to assist in producing evidence for assessment.

Unauthorised use of AI

The unauthorised use of Artificial Intelligence, in whole or in part. The University emphasises the importance of academic integrity and the need for students to comply with the University's originality statement, which prohibits input from commercial or non-commercial writers or editors, or advanced technologies such as artificial intelligence services, unless explicitly allowed and referenced.



Enhanced Penalty Factor Codes

Where allegations are proven, penalties will be applied with the Committee having taken into consideration all the evidence presented, including any factors which might mean either a more lenient or severe penalty should be applied. Such factors include:

Continuity

Repeat academic offences should generally be dealt with more severely than a first offence. The Committee will not normally apply an 'enhanced' penalty for a first-time offence which removes the possibility of progression or graduation unless the circumstances are severe.

Other Students

A more severe penalty may apply where the academic offence adversely affects other students.

Premeditation

A planned act will normally be considered more serious than an impulsive or inadvertent action.

Engagement

Expression of remorse, level of understanding and transparency in an investigatory procedure may mean a proven offence is dealt with more leniently.

Scale and Extent

The quantum and severity or extensive use of academic misconduct will be dealt with more severely than a lesser amount.

Personal Circumstances

Compelling, relevant and evidenced, personal circumstances which affected a student's judgment, may mean a proven offence is dealt with more leniently.

Theft of Materials

An academic offence that involves the theft of another person's assessed work will be dealt with more severely.

Impact

The potential impact on the progression and/or award classification of the student will be considered.



Additional Useful Terms

- **Summary procedure-** is an educational and supportive conversation. This procedure is not available in cases where the allegation relates to misconduct in an examination, the use of contract cheating, or where a previous allegation against the student has been upheld. If a student openly admits to the alleged offence(s) during this conversation, a more lenient penalty will be applied by the investigator. Reassessment entitlements, as appropriate, will be granted at the next available opportunity by the Board of Examiners. If the student denies the offence, the Full Procedure will commence.
- **Full procedure-** The student will be invited to give their defence, and to provide appropriate evidence, including presenting any mitigating factors. The investigator will ask the student questions relating to the allegation, any defence or evidence presented by the student, the assessed work or techniques used to complete it.
- **Balance of Probabilities-** The standard of proof required is the balance of probabilities. This means that the evidence presented must show that an event is more likely to have occurred than not. This standard is used to determine whether an allegation is proven in a case.