Executive summary

Academic Integrity is at the heart of City’s commitment to academic excellence. However, academic misconduct is a growing problem globally, and presents a threat to the reputation of higher education worldwide.

The QAA with the support of the Academic Integrity Advisory Group has developed an Academic Integrity Charter which was published on the 21st October 2020. The Charter is intended to provide a baseline position upon which UK providers, as autonomous institutions, can build their own policies and practices to ensure that every student’s qualification is genuine, verifiable and respected.

Since launching the Academic Charter 82 institutions and bodies have already signed up including University College London (UCL) and King’s College London.

This paper provides a summary of the QAA Academic Integrity Charter within Appendix 1 and maps the key principles of academic integrity from the Charter to our Policy and practices.

The mapping of the key principles from the Charter to our Assessment Regulation, Policy, Guidance and processes indicates that our Policy is fit for purpose and in line with Sector expectations. Adopting the QAA Academic Integrity Charter will simply further enhance and showcase the good work which has already been done by the University and is being recommended to Senate for approval.

Action(s) required from the Committee:

<table>
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<th>EQC is asked to:</th>
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<td>a) <strong>Consider</strong> the proposal to adopt of the QAA Academic Integrity Charter;</td>
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<td>b) <strong>Recommend</strong> the proposal to Senate for approval.</td>
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Quality Assurance Agency (QAA) - Academic Integrity Charter

A. Context

The UK’s higher education sector has a world-class reputation, founded on high standards and outstanding quality. Academic integrity is a major contributor to this. However, academic misconduct is a growing problem globally, and presents a threat to the reputation of higher education worldwide.

The QAA with the support of the Academic Integrity Advisory Group has developed an Academic Integrity Charter which was published on the 21st October 2020.

The Charter is intended to provide a baseline position upon which UK providers, as autonomous institutions, can build their own policies and practices to ensure that every student’s qualification is genuine, verifiable and respected. Since launching the Academic Charter 82 institutions and bodies have already signed up including University College London (UCL) and King’s College London.

This paper provides a summary of the QAA Academic Integrity Charter and maps the key principles of academic integrity from the Charter to our Policy.

B. Introduction

Academic Integrity is at the heart of City’s commitment to academic excellence and reflects a shared set of principles which include honesty, trust, diligence, fairness and respect.

A revised Academic Integrity & Misconduct Policy was approved by Senate and published on the 26th October 2020. A copy of our Academic Integrity & Misconduct Policy can be found here.

The mapping of the key principles from the Charter to our Assessment Regulation, Policy, Guidance and processes indicates that our Policy is fit for purpose and in line with Sector expectations. Adopting the QAA Academic Integrity Charter will simply further enhance and showcase the good work which has already been done by the University.

C. QAA Academic Integrity Charter Principles

The Charter is made up of 7 Principles of Academic Integrity:

1. Everyone is responsible as part of a ‘whole community’ approach
2. A ‘whole community’ approach
3. Working together as a sector
4. Engage with and empower students
5. Empower and engage with staff
6. Consistent and effective institutional policies and practices
7. Institutional autonomy

A summary of these can be found in Appendix 1.

A copy of the QAA Academic Integrity Charter can be found here.
D. Mapping of Academic Integrity Principles to City’s Assessment Regulation, Policy, Guidance and Processes

City’s Academic Integrity & Misconduct Policy and Guidance when partnered with Learning Enhancement and Development (LEaD) student and staff resources provide a suite of academic integrity policies and practices that focus on educative and preventive measures and activities.

1. Everyone is responsible as part of a ‘whole community’ approach

Our Regulations, Policy and practices are committed to upholding Academic Integrity and make it very clear that this is the responsibility of every student and staff member across the Institution. Section 2.2 of the Policy and Guidance clearly outlines the responsibilities of all members of City’s community and provides practical guidance on how to uphold academic integrity and good academic practice.

2. A ‘whole community’ approach

City recognises that academic misconduct takes many forms and that although detection and penalties are important they do not provide the whole solution. Section 5.7.2 of our Assessment Regulation 19 and the Context of our Policy clearly state our Institutional values to be those of honesty, trust, diligence, fairness and respect.

The ‘whole community’ approach also requires that City provides training for staff and support for students. Section 2.3 of our Policy and Guidance outlines our commitment to staff training, plans for disseminating information to staff and students and a link to the Student Hub which offer students further advice and information on the support that is available to them.

3. Working together as a sector

Academic misconduct is an issue that can affect the integrity of all higher education providers and have a severe impact upon the reputation of the entire UK sector. City recognises this and is committed to working with the London Group Universities to share best practice and where appropriate collaborating with other institutions and agencies to work together on issues of mutual concern. By adopting the QAA Academic Integrity Charter City will be further committing to this principle.

4. Engage with and empower students

City is committed to supporting our students by ensuring that they have a reasonable and continuing opportunity to learn about our policies and processes in an accessible manner and through a variety of formats.

The Academic Integrity and Misconduct Policy has recently been revised to be more accessible and use student friendly language. Key policies and regulations have since been published on a new accessible student facing Student Policies and Regulations webpage.
Other accessible student friendly resources available include but are not limited to:

- LEaD Academic Skills Team
- Student Union Support and Advice
- Study Skills Tutorials
- English for Academic Purposes service for non-native English speakers
- Programme Handbooks with sections on Academic Integrity

Communication to students on academic integrity and where they can find the support and information they need is a key priority. Central and local Student comms take the form of emails, social media posts and newsletters. A copy of all central student communications can be found here.

5. **Empower and engage with staff**

City recognises that frontline teaching and professional staff have a critical role to play in deterring and identifying incidents of student academic misconduct. We proactively communicate our academic integrity Policy, Guidance and resources to staff via a variety of central and local comms. Our documents provide advice and clearly outline the processes that need to be followed when misconduct cases are identified.

Other tools and resources available to our staff to detect and deter breaches include but are not limited to:

- LEaD Assessment Toolkit
- Designing Assessment for Academic Integrity
- Designing Assessment to Minimise the Possibility of Contract Cheating

6. **Consistent and effective institutional policies and practices**

Appendix 1 and 2 within our Academic Integrity & Misconduct Guidance provide both students and staff with clear terms and definitions that distinguish between different types of academic misconduct through the use of examples that are accessible and can be clearly understood.

Appendix 3 and 4 within our Academic Integrity & Misconduct Guidance establish with transparency the level of penalties or developmental support applicable and proportionate to different types of academic misconduct.

Appendix 5 within our Academic Integrity & Misconduct Guidance provides a series of clear and easy to follow flowcharts which outline and summaries City’s fair processes for investigating and assessing possible cases which is detailed within our Policy.

Our Academic Integrity & Misconduct Policy is subject to periodic review every 3 years with allowance for minor annual updates as required by changes in law or in operational practices.
7. Institutional autonomy

City recognises that we are in the best position to provide our students with the tools and support needed to promote trust and confidence in independent learning and to avoid academic misconduct. The Regulations, Policy, Guidance and resources summarised within this paper seek to promote and maintain the quality and integrity of our own provision and securing the academic standards of the awards we offer.

Adopting the QAA Academic Integrity Charter will enhance and showcase the good work which has already been done by the University and will further lock in our commitment to working with the wider Sector to share best practice and collaborating with other institutions and agencies.

The Committee is being asked to:

a) Consider the proposal to adopt of the QAA Academic Integrity Charter;

b) Recommend the proposal to Senate for approval for approval.

Georgia Moustaka
Quality & Standards Officer
Appendix 1: QAA Academic Integrity Charter Principles Summary

Principle 1: Everyone is responsible as part of a ‘whole community’ approach
- All members of a higher education provider’s community are responsible for ensuring academic integrity is embedded and upheld.

Principle 2: A ‘whole community’ approach
- This approach often combines elements of the following: education and support for staff and students; limiting opportunities to commit academic misconduct; deploying institution-wide detection methods; case reporting and data collection to improve practice; and clearly stated institutional values.

Principle 3: Working together as a sector
- Academic misconduct is an issue that can affect the integrity of all higher education providers and have a severe impact upon the reputation of the entire UK sector. Sector collaboration can address this including by sharing best practice, collaboration on benchmarking or working together on issues of mutual concern - such as, sharing intelligence on essay or degree mills that are targeting their students or staff.

Principle 4: Engage with and empower students
- Higher education providers can support their students by ensuring that they have a reasonable and continuing opportunity to learn about their policies and processes in an accessible manner and through a variety of formats.

Principle 5: Empower and engage with staff
- Providers can proactively communicate their academic integrity policies to staff and develop a framework that describes the processes that need to be followed when misconduct cases are identified.
- Tools and resources to detect and deter breaches such as best practices in course delivery, course design and assessment, and admissions verification and technology can be made available to teaching and professional services staff. This could include providing training and development for staff.

Principle 6: Consistent and effective institutional policies and practices
- Higher education providers can clearly define what they consider to be academic integrity, and maintain a suite of academic integrity policies and practices.

Principle 7: Institutional autonomy
- As autonomous institutions, UK higher education providers are the first line of defence against academic misconduct. They are responsible for promoting and maintaining the quality and integrity of their own provision and securing the academic standards of the awards they offer.