# The University's Academic Regulations: 2024-25

# Academic Integrity Regulations 2024-25

## Contents

## General Overview

### AI1 Introduction

Academic Integrity is defined as adhering to the university's values of honesty, trust, fairness, respect, responsibly and courage, even in the face of adversity in all aspects of study and academic work.

**AI1.1** The Academic Integrity Regulations set and maintain acceptable standards of academic practice within the University community, to encourage individuals to accept their obligations to maintain these standards and to help maintain the University's good name and standing.

**AI1.2** The purpose of these regulations is to ensure that all matters relating to allegations of academic integrity breaches – intended or otherwise - are dealt with fairly and consistently. Any allegations that do not relate to a student gaining an unfair academic advantage are considered to be conduct matters and these are addressed via the University's Student Conduct Regulations.

**AI1.3** Allegations considered in line with these regulations may be made by staff, students or members of the public (who need not have been personally and/or adversely affected by the alleged breach) and should normally be received by the University in writing/email. However, the University will give consideration to allegations of academic integrity breaches of any nature from any source.

**AI1.4** These regulations apply to all students registered with the University. Any allegations of academic integrity breaches concerning a graduate of the University will be dealt with in accordance with the Graduate Academic Integrity Regulations as approved by the Academic Board.

**AI1.5** It should be noted that where a finding of a breach of these regulations has been made it may, in certain professional settings, affect the student's fitness to practice resulting in the University being unable to certify this and may lead to the Academic Integrity Officer advising the professional body which could in turn lead to exclusion for the student from membership of requisite professional bodies. In such circumstances, the University will invoke the Fitness to Practise Regulations.

**AI1.6** The principles of these regulations apply to all students irrespective of their location/mode of study. It may be necessary to vary procedure for research students, students on placements or for students undertaking programmes delivered online or overseas.

**AI1.7** These regulations do not preclude the possibility of the University having recourse to the police and the criminal courts where necessary.

**AI1.8** References to days throughout these regulations shall mean working days (Monday, Tuesday, Wednesday, Thursday and Friday) except where expressly stated otherwise.

## AI2 Key Principles

The application of these regulations relies on the following key principles:

**AI2.1** Cases will be addressed promptly and resolved quickly and efficiently at the level of the University appropriate to the nature of the offence.

**AI2.2** Each case will be handled fairly and equitably with due regard to the individual circumstances of each case. Where a student is enrolled on a programme of

study delivered online or overseas the use of remote communication methods, usually MS Teams, will be considered.

**AI2.3** Students shall have the right of appeal against the finding and/or penalty of their case.

**AI2.4** Any issues relating to pastoral care and welfare that arise while addressing an academic integrity breach will be handled with sensitivity and due regard to confidentiality. Staff engaged with disciplinary matters should be aware of the University's Data Protection Code of Practice with particular attention paid to Section 8 (Data Sharing) and Section 19 (References).

**AI2.5** Penalties imposed as a result of academic integrity issues being referred for action under the terms of these regulations will only be overridden by Extenuating Circumstances procedures in exceptional cases.

**AI2.6** A student shall be entitled to be accompanied by a person who can provide support and, where applicable, guidance to the student concerned at investigation meetings or panel hearings. That person should be a member of the Edinburgh Napier University 'community', i.e. a member of University staff, an office bearer or member of staff from the Edinburgh Napier Students' Association (ENSA), a member of staff from the ENSA Advice service or another student. Any 'accompanying' person or representative must not have been involved in the incident under investigation.

**AI2.7** Attendees of meetings/panel hearings held at the earlier stages of the process will not be present without good reason. An appropriate level of attendance is no more than two members of staff plus the student concerned and the person

they have chosen to accompany them, though it is noted that some cases may require further attendees. Should additional attendees be required, there will be consideration regarding whether attendance at the meeting could be scheduled at intervals.

**AI2.8** Audio/video recording of meetings/panel hearings associated with these regulations will generally not be permitted. Requests of this nature will be considered where required as a reasonable adjustment pending consideration of an appropriate disability assessment. Regarding requests related to recording, any decision taken will involve input from the Disability Inclusion team and/or the Information Governance team where appropriate. Covert recording and any unauthorised sharing or distribution of recordings maybe considered misconduct matters in their own right.

**AI2.9** Investigation records will normally be made available to all parties involved in the meetings/panel hearings, though records provided may take a summary form.

**AI2.10** All allegations received will be treated confidentially. Each will be investigated informally in the first instance to establish whether or not there is a case to answer before any formal investigation is started.

**AI2.11** All records documenting the conduct and findings of proceedings against individual students will be retained until the last action on the case, plus six years, has elapsed.

**AI2.12** Where action within these regulations is required by a senior member of staff, such as a member of University Leadership Team, a nominee may act on their

behalf should the incumbent post holder be unavailable or elect to delegate responsibility.

**AI2.13** Judgements by individuals and Panels in relation to any matter considered in line with these regulations will be made on the basis of the balance of probabilities i.e. whether or not their view is that what is alleged is more likely to have occurred than not to have occurred. There is no requirement to adhere to the criminal court standard of proven beyond any reasonable doubt.

**AI2.14** Careful consideration will be given to informing all those impacted by any matter considered in line with these regulations, of the final outcome. Our duty of care to all parties will be taken into account as it is determined who we advise of an outcome and how much detail we disclose to them.

## Application of the Regulations

### AI3 Introduction and Definition

### AI3.1 Definition of a breach

A breach of the Academic Integrity Regulations (see section AI4.2) by a student will be considered if it is identified or alleged that the following to have occurred:

- An act which, intended or otherwise, offers the potential for any student to gain an unfair advantage in any assessment.
- The inclusion of content by a student in their assessment submission which is inappropriately referenced, not referenced at all or not thought to be their own work.
- In the case of research degrees students, an act which, intended or otherwise, is not in adherence with the University Code of Research Practice.

- In the case of research degrees students, this may pertain to any work produced in the course of the degree, including externally published work, work presented at conference or work submitted for internal review, as well as the behaviour of the student in relation to that work.

### AI3.2 Categories of breaches of the Academic Integrity Regulations

Breaches of the Academic Integrity Regulations will be taken to include acts of plagiarism (including self-plagiarism), cheating, collusion, falsification or fabrication of data, personation or bribery, artificial intelligence (AI) content generation or writing assistance tools, all as defined in Appendix I.

## AI4 Disciplinary procedure for suspected/alleged Academic Integrity breaches

### AI4.1 Responsible Officers

AI4.1.1 Each School shall designate an appropriate member(s) of staff to have responsibility for investigating allegations of breaches of the Academic Integrity Regulations. This person is referred to below as an Academic Integrity Officer (AIO).

AI4.1.2 In any allegation in which an AIO is directly involved, either as module leader, marker or programme leader, another appropriate AIO from the School will carry out the role.

AI4.1.3 An AIO shall investigate allegations relating to students taking modules provided by the School or on a programme registered to the School, as appropriate.

AI4.1.4 Where an incident of an alleged breach of the Academic Integrity Regulations arises, the School in which that relevant module is delivered shall be responsible for applying these regulations in the first instance. Should a number of incidents occur during a student's programme of study, responsibility for applying these regulations will normally be transferred to the School in which the student is registered. This School will also be responsible for notifying any other School in which the student is enrolled on a module if it is relevant to the case.

AI4.1.5 In situations as detailed in AI4.1.4, the investigating AIO should make contact with the AIO from the student's School and/or the student's Programme Team or Personal Development Tutor and

inform them of any investigation taking place and the outcome on completion.

## AI4.2 Breach of the Academic Integrity Regulations

AI4.2.1 Three categories of breach are recognised:

AI4.2.1.1 **Negligence**, i.e. a minor incident, usually the first, which has occurred through carelessness or inexperience;

AI4.2.1.2 **Malpractice**, i.e. an incident in which the student should have known that the behaviour was unacceptable, e.g. incidents in later years of a programme, repeat incident(s) or behaviour deemed more serious than negligence;

AI4.2.1.3 **Misconduct**, i.e. an attempt to gain advantage by behaviour which it is difficult not to see as intentional, e.g. stealing work from another student, repeat incident(s), fabrication of data or professional records, cheating in an exam.

AI4.2.2 In assessing the level of any breach of Academic Integrity Regulations, penalties available to an AIO are defined in section AI4.3.2. It is likely that negligence will attract a lower penalty than malpractice which will attract a lower penalty than misconduct.

AI4.2.3 Provided a student has had due opportunity to reflect upon and learn from any initial warning penalty issued (what qualifies as due opportunity is at the discretion of the AIO), any previous breach of Academic Integrity Regulations recorded against the student is likely to lead to a subsequent incident being regarded as malpractice or misconduct, as appropriate, even if the subsequent incident might otherwise have been deemed of a lower category.

AI4.2.4 During an investigation into an incident, an AIO should check with the Officer responsible for administering academic integrity whether previous findings (if any) for a student from out with the School can inform the investigation. Any previous finding may have a bearing on the category of breach and any penalty applied.

## AI4.3 Penalties available to Academic Integrity Officers for breaches of the Academic Integrity Regulations

AI4.3.1 In the following list of penalties, standard University re-assessment regulations for the Modular Scheme are assumed to apply unless otherwise indicated. Where a component of assessment (normally coursework) is made up of several elements, the penalties indicated here only apply to the element in which the breach of Academic Integrity Regulations occurred, unless otherwise indicated.

AI4.3.2 Details of the formal penalties and decisions available to an AIO follow. AIOs should use their discretion as to which penalty is applied and also refer to guidance as provided via the Officer responsible for administering academic integrity and the Academic Integrity Oversight Committee (AIOC). Application of penalties must take account of any relevant Professional, Statutory and Regulatory Bodies (PSRB) requirement for the programme of study.

i) Initial warning Penalty; only applicable as a standalone penalty where this is the first recorded academic offence by a student.

ii) Mark reduction (if a mark is available).

iii) Mark allocation for element of assessment of minimal pass (for example 40% for Undergraduate (UG) and P1 for

Postgraduate (PG)

iv) Mark allocation for element of assessment of marginal fail (for example 30% for Undergraduate (UG) and F1 for (PG) and re-assess (capped at 40%/P1) at next opportunity (if applicable).

v) Fail element of assessment (0%/F5) and re-assess (capped at 40%/P1) at next opportunity (if appropriate).

vi) Fail assessment with no reassessment offered where completing reassessment would not change the outcome for the student. AIOs should sense check with a fellow AIO(s) or senior member of academic staff before applying this penalty. There should be consideration of convening a brief meeting comprising other AIOs from the School before finalising.

vii) Referral to the University Academic Integrity Panel unless the offence is particularly serious, this penalty should not be used until at least the third instance of an academic integrity breach suspected against the student. AIOs should also consider whether there has been adequate time in between cases for students to digest warnings i.e., suspected similar breaches in two or more assessments handed in around the same time should only be classed as one offence.

AI4.3.4 All students issued a penalty should be instructed by the AIO to participate in an online Academic Integrity Tutorial (AIT) provided by the University's Academic Skills team who will record their attendance. Students are then required to forward confirmation of attendance to the relevant AIO and/or school academic integrity mailbox. Failure by the student, without good reason, to participate in a session within six weeks of their penalty may result in another penalty being applied by the AIO or an escalated penalty being applied for any future offence.

AI4.3.5 A penalty may lead to a student being unable to continue with their current programme, e.g., a penalty which leads to a fail in a compulsory module. In such cases, the AIO will advise the student to seek academic guidance from their Programme Leader or Personal Development Tutor.

AI4.3.6 The AIO should inform the Officer responsible for managing academic integrity where penalty vii) is applied.

AI4.3.7 An AIO should use a penalty consistent with the category of breach (see Section AI4.2.1), the perceived gravity of the incident and the potential consequences for the student (see Section AI4.5.2). The AIO is required to inform other relevant School administrators as appropriate.

| **Category of Breach** | **Penalties Available** |
|---|---|
| Negligence (see AI4.2.1.1) | All those listed in AI4.3.2 |
| Malpractice (see AI4.2.1.2) | A *minimum* penalty of AI4.3.2 iii) |
| Misconduct (see AI4.2.1.3) | A *minimum* penalty of AI4.3.2 v) |

AI4.3.8 As stated in regulation A.11.8e) iv of the University's Academic Regulations, a student will not be considered for an award of a compensatory pass in a module if a formal penalty for a breach of Academic Integrity Regulations has been recorded in the module. In such situations, the AIO should inform the Chair and/or Clerk of the relevant Programme Assessment Board or an appropriate senior administrator who will inform the Chair and/or Clerk.

AI4.3.9 Cases of alleged academic integrity breaches by School of Health and Social Care students, may be referred for investigation under the Fitness to Practise Regulations.

## AI4.4 Investigating alleged breaches of the Academic Integrity Regulations

### AI4.4.1 Examinations

AI4.4.1.1 Where Academic Integrity issues are suspected in an examination the Invigilator will endorse the student's script book at the appropriate point with the time and a note of the alleged behaviour and inform the student that the allegation will be reported. The student will be permitted to continue the examination, having been given fresh script book(s).

AI4.4.1.2 At the conclusion of the examination the Invigilator will complete a report and submit it with the student's examination script book(s) to the appropriate member of the exams administration team.

AI4.4.1.3 The completed report and the script will be forwarded by a senior member of the exams administration team to the AIO for that School who will conduct an investigation in accordance with Section AI4.5 below.

AI4.4.1.4 Where an allegation of Academic Integrity is made after an examination has taken place, this must be passed to

the relevant AIO for the School in which the module is registered. The AIO for that School will conduct an investigation in accordance with Section AI4.5 below.

### AI4.4.2 Continuous assessment

AI4.4.2.1 On detecting a suspected breach of the Academic Integrity Regulations in relation to an assessment other than a formal examination, the member of staff concerned should discuss the evidence with an appropriate member of the teaching team or subject group responsible for the module concerned as soon as possible. This will ensure a second opinion and help to eliminate suspicion based on misunderstanding.

AI4.4.2.2 If after such suspicion is confirmed, the member of staff should pass the following documentation to the Academic Integrity Officer (AIO) for the School in which the module is registered:

i) Module descriptor including the assessment details;

ii) A brief resume of the case outlining the grounds for suspicion;

iii) Copies of the submitted piece(s) of work;

iv) Any appropriate evidence.

AI4.4.2.3 All teaching staff are asked to refer any suspicions of academic integrity breaches to their School's AIOs at the earliest possible opportunity. Ideally, and always where possible, this should be well in advance of the meeting of the Programme Assessment Board that will consider the module results.

### AI4.4.3 Research Students

AI4.4.3.1 All research degree students are required to adhere to the

University Code of Practice on Research Integrity.

AI4.4.3.2 Where a breach of the Academic Integrity Regulations or the University Code of Practice on Research Integrity is suspected, the person noting the suspected breach should discuss the evidence with the Head of the Doctoral College.

AI4.4.3.3 All suspected cases will be reported to the Doctoral College Examination Board. At the discretion of the Board, cases may be subsequently submitted to a University Academic Integrity Panel.

AI4.3.4 A University Academic Integrity Panel investigating a research student should always be attended by someone from the Doctoral College Examination Board, to advise the panel as necessary on research degree policy and regulations.

## AI4.5 Investigation by an Academic Integrity Officer (AIO) – Process

The AIO will normally review within five working days all the information available and conclude whether or not there is a valid case to answer. Where possible this decision will be made before marks are due to be returned to students.

AI4.5.1 If there is no valid case to answer, the matter will be not proceed further and any material pertaining to the allegations will be destroyed.

AI4.5.2 If the AIO decides that there is a valid case to answer, the AIO will inform the student that an initial investigation is being carried out, including details of any meeting which the student shall be entitled to attend. In cases where a School elects to consider a case via a School AIO panel, students will be given 5 working days to submit any comments or evidence they wish the panel to consider. Based

on the outcome of the initial investigation, the AIO may rule that the matter:

i) Does not constitute a breach of Academic Integrity Regulations;

ii) Constitutes a breach of Academic Integrity Regulations which can be dealt with by the AIO, who will determine an appropriate penalty under Section AI4.3.2;

iii) Constitutes a breach of Academic Integrity Regulations which cannot be dealt with by the AIO, and will refer the case for action to the University Academic Integrity Panel or, where applicable, Fitness to Practise Convenor

AI4.5.3 A student will be given five working days' notice of any meeting to investigate an allegation. The student will only be offered another date if they contact the AIO in advance, providing details of their reason for making a request for an alternative arrangement. The AIO has discretion to give the student a further five working days' notice of a meeting if they accept the student's rationale. Failure of a student to attend a scheduled meeting/School AIO Panel will result in the meeting taking place in the absence of the student.

AI4.5.4 Notice will be given to a student under investigation by e-mail to the appropriate Edinburgh Napier University account, and it will be assumed that such notification will have been received by the student as students are expected to regularly check this email address in line with the expectations set out in the Student Charter. Where students are studying with a collaborative partner, the partner administrator will be informed. If the student cannot attend, submissions to the meeting may be made in writing.

## AI4.6 Outcome of Investigation

AI4.6.1 The AIO will notify the student in writing of the outcome of the investigation and any penalty imposed as soon as reasonably practicable, but no later than five working days after the meeting to investigate the allegation. If communication is made via email, Edinburgh Napier University email address will be used unless otherwise requested by the student.

AI4.6.2 Where a finding has been made and a penalty imposed under AI4.5.2 ii), the student will be advised of the right to appeal against either decision as defined in Section AI4.7.

AI4.6.3 In all cases where a finding has been made under AI4.5.2 ii), details of the breach, the meeting and the outcome will be retained by the School in accordance with Section AI2.11.

AI4.6.4 Details of any penalties imposed shall be enacted in accordance with Section AI4.3 above.

## AI4.7 Appeal against the decision of an Academic Integrity Officer (AIO)

AI4.7.1 A student may appeal, in writing, to the appropriate Dean of School (or their nominee) of the School in which the module concerned resides.

AI4.7.2 The appeal may be against any finding taken in relation to an alleged breach of these regulations and must be submitted within ten working days of the date the student received the decision from the

AIO.

AI4.7.3 An appeal may be made on one of the following grounds:

i) The penalty was out with the scope of the regulations set out in section AI4.3.

ii) There was a procedural irregularity in the process undertaken by the AIO which materially influenced the final decision.

iii) The decision reached was unreasonable as a result of the AIO's actions or omissions.

iv) The penalty imposed was unreasonable or in excess of the penalties specified in section AI4.3.

v) New evidence is now available which might have caused the AIO to reach a different conclusion but could not have been made available at the time of the investigation meeting. In such cases an explanation/ evidence as to why the material could not have been made available for the investigation meeting should be provided.

AI4.7.4 The Dean (or nominee) will notify the outcome to the appellant as soon as reasonably practicable and no later than fifteen working days after the receipt of the appeal.

AI4.7.5 The Dean (or nominee) should consult the AIO who made the original decision before finalising their decision on the appeal.

AI4.7.6 If the Dean (or nominee) allows the appeal they may review or set aside the penalty imposed. The Dean will be responsible for ensuring their decision is communicated to the student and any relevant academic and administrative staff.

AI4.7.7 If a student remains dissatisfied following the communication referenced in section AI4.7.4 above, information on external appeals can be found in section AI6.

## AI5 University Academic Integrity Panel

### AI5.1 Referral

AI5.1.1 An AIO having considered the details of the initial investigation may decide not to proceed with a meeting as outlined in AI4.5.2 and due to the seriousness, refer the case to the University Academic Integrity Panel under AI4.5.2 iii). The AIO will advise the student of such a referral.

AI5.1.2 To make a referral, the AIO should contact the Officer responsible for administering academic integrity and request a UAIP referral form. Completion of this form allows the AIO to clearly present the case, the rationale for referral and suggest what the School's view of an appropriate outcome is.

AI5.1.3 The Officer responsible for administering academic integrity will present the referral to an academic member of University Leadership Team (normally the Vice Principal of Learning & Teaching or nominee) who will advise whether the referral is accepted or not.

AI5.1.4 If the referral is not accepted, the Officer responsible for administering academic integrity will let the referring AIO know and will provide feedback from the University Leadership Team member with regard to the options on the action they have been recommended to take in lieu of a UAIP.

AI5.1.5 If the referral is accepted, the Officer responsible for administering academic integrity will convene the University Academic Integrity Panel.

AI5.1.6 The University Academic Integrity Panel will hear the allegation at its next scheduled Hearing or as soon as reasonably practicable.

## AI5.2 Constitution of University Academic Integrity Panel

AI5.2.1 The University Academic Integrity Panel will comprise the Vice Principal (Learning & Teaching) or their nominee as Convenor; one Academic Integrity Officer (AIO) and one student member nominated from the Edinburgh Napier Students' Association (ENSA) President. None of the Panel should come from the same School as the student against whom the allegations have been made.

AI5.2.2 A panel involving a research student should always be attended by someone from the Academic Committee of the Doctoral College, to advise the panel as necessary on research degree policy and regulations.

AI5.2.3 The Convenor may elect to co-opt one subject specialist member of

academic staff nominated by the relevant Dean of School if appropriate.

AI5.2.4 All members of the Panel will have no direct or previous involvement with the student concerned.

AI5.2.5 The Officer responsible for administering academic integrity or their nominee shall act as clerk and keep a record of proceedings.

## AI5.3 University Academic Integrity Panel Hearing

AI5.3.1 The student will be notified in writing of the University Academic Integrity Panel Hearing no less than ten working days in advance and shall be entitled to attend the Hearing, accompanied as defined in Section AI2.6.

AI5.3.2 The student will be provided with the basis for the allegation and, where appropriate, copies of any documentary evidence no less than five working days ahead of the Hearing. In exceptional circumstances, if it is apparent this timescale is not possible, this will be communicated to the student and the reasons for any delay will be detailed.

AI5.3.3 The student may call witnesses on their behalf and submit relevant documentary evidence provided the intention to do so is notified to the Officer responsible for administering academic integrity or their nominee at least 48 hours in advance of the Hearing.

AI5.3.4 The Panel will receive and consider a report of the current investigation (including any evidence) and for context any information about previous AIO cases for the student. This report will be sent to the student with other documentation referred to in AI5.3.2 above. The student will be invited to comment on the presented report and evidence. If the student refutes the allegation they will be invited to present evidence in support of this.

AI5.3.5 The student shall have the opportunity to put any relevant extenuating circumstances to the Panel although its primary focus shall be on establishing whether or not there were academic integrity issues.

AI5.3.6 Failure by the student to attend at the time specified, except for a written reason acceptable to the Convenor of the University Academic Integrity Committee, shall not normally preclude the Panel from considering the allegation and reaching a decision.

## AI5.4 Penalties imposed by a University Academic Integrity Panel

AI5.4.1 The formal penalties available to the University Academic Integrity Panel are any of the penalties available to the AIO in section AI4.3.2 above and the following:

i) Fail module with or without reassessment; if the latter is opted for, any assessments for a full repeat of the module should be capped at 40/P1.

ii) Fail programme with retained credit and eligibility for any exit award which will not be the intended award.

iii) Fail programme with removal of credit and no eligibility for

award.

iv) Exclusion from the University for a specified period with or without the removal of credit.

v) Permanent exclusion from the University with or without the removal of credit and with or without attendance at a graduation ceremony (if eligible).

AI5.4.2 A penalty may lead to a student being unable to continue with their current programme or not get their intended award, e.g., a penalty which leads to a fail in a compulsory module. In such a case, the University Academic Integrity Panel will advise the student to seek academic guidance from their Programme Leader or Personal Development Tutor.

AI5.4.3 Penalty v) in Section AI4.3.2 and all those under AI5.4.1 will be recorded by the Officer responsible for administering academic integrity. The University Academic Integrity Panel is required to inform other relevant School administrators as appropriate, of the decision in lieu of any updates required to the student's record.

AI5.4.4 The University Academic Integrity Panel should use the lowest penalty consistent with the category of breach (see Section AI4.3.5), the perceived gravity of the incident and the potential consequences for the student. In the event that a University Academic Integrity Panel imposes the penalties listed iv) or v) in Section AI5.4.1, the Officer responsible for administering academic integrity or their nominee must inform the appropriate Dean of School. The Officer responsible for administering academic integrity cases will inform the

Chair of the relevant Programme Assessment Board or an appropriate senior administrator.

## AI5.5 Outcome

AI5.5.1 At the conclusion of the Hearing the University Academic Integrity Panel will reach one of two outcomes as detailed below:

i) The allegation is not upheld and no further action will be taken.

ii) The allegation is upheld and a penalty may be imposed as outlined in Section AI5.4.1.

AI5.5.2 Details of the alleged breach of Academic Integrity Regulations, the Hearing and the outcome, including any penalties imposed under Section AI4.3.2 i) – v), will be retained in accordance with Section AI2.11 above.

AI5.5.3 Details of any penalties imposed under Sections AI4.3.2 vii) and AI5.4.1 shall be enacted in accordance with Section AI4.3.4 above

AI5.5.4 The outcome will be notified to the student as soon as reasonably practicable but no later than five working days after the Hearing and will outline the right of appeal as defined in Section AI5.6. If communication is made via email, Edinburgh Napier University email address will be used unless otherwise requested by the student.

## AI5.6 Appeal against the decision of a University Academic Integrity Panel (UAIP)

AI5.6.1 A student may appeal, in writing, to the Officer responsible for administering academic integrity against any finding made by a UAIP in relation to an alleged breach of these regulations. The Officer responsible for administering academic integrity will arrange for a member of Senior Leadership Team or their nominee to hear the appeal who has not had prior involvement with the case. The appeal must be submitted within ten working days of the date the UAIP's decision was sent to the student.

AI5.6.2 An appeal is not a re-hearing of the original case and may only be made on one of the following grounds:

i) There was a procedural irregularity in the conduct of the investigation and/or conduct of any Hearings which materially influenced the outcome;

ii) New evidence is now available which might have caused the University Academic Integrity Panel to reach a different conclusion, but could not have been made available at the time of the Hearing. In such cases an explanation / evidence as to why the material could not have been made available for the Panel should be provided; or

iii) The student can substantiate a claim that the penalty imposed was unreasonable or out with the penalties set out in sections AI4.3.2 and AI5.4.1.

AI5.6.3 The person hearing the appeal will notify the outcome to the student in writing as soon as reasonably practicable and no later than fifteen working days after receipt of the appeal. This notification will include confirmation that the student has now reached completion of the University's procedures with regard to the matter.

AI5.6.4 If the appeal is upheld, the person who heard the appeal may review or set aside the penalty imposed.

AI5.6.5 The decision of the person who heard the appeal will be final in all cases except where the appeal is against the decision to exclude the student in which case the Principal & Vice Chancellor or nominee must confirm the decision or otherwise.

AI5.6.6 If a student remains dissatisfied following the communication referenced in section AI5.6.3 above, information on external appeals can be found in section AI6.

## AI6 Independent External Review

### AI6.1 Information about the SPSO

The Scottish Public Services Ombudsman (SPSO) is the final stage for complaints about public services in Scotland. This includes any dissatisfaction following the completion of a university's internal procedures. If you remain dissatisfied with a university or co-operative after fully engaging with an internal procedure, you can ask the SPSO to look into the matter.

The SPSO cannot normally look at matters:

- where you have not fully exhausted the university's specific procedure to deal with the matter, or
- that have been or are being considered in a court of law.

The SPSO's contact details are:

| | |
|---|---|
| **Office Address:** | SPSO Bridgeside House, 99 McDonald Road Edinburgh, EH7 4NS (please make an appointment in advance) |
| **Freepost** | Freepost SPSO |
| **Freephone** | 0800 377 7330 |
| **Online contact** | www.spso.org.uk/contact-us |
| **Website** | www.spso.org.uk/contact us |
| **Mobile site** | http://m.spso.org.uk |

This document has been reformatted to make it more accessible. Should you have any feedback, please email quality@napier.ac.uk

## Appendix I

Academic Integrity breaches are defined as follows:

1. **Plagiarism**: Unacknowledged incorporation in a student's work in any assessment of material derived from the work (published or unpublished) of another. Plagiarism may therefore include:

    i) The use of another person's material without reference or acknowledgement;

    ii) The summarising of another person's work by simply changing a few words or altering the order of presentation without acknowledgement;

    iii) The use of the ideas of another person without acknowledgement of the source;

    iv) Copying of the work of another student with or without that student's knowledge or agreement;

    v) Use of commissioned material presented as the student's own. This refers to material purchased from an individual or organisation (often referred to as "Essay Mills") used to form all or part of an assessment submission. This also includes the use of work obtained from an individual or organisation (often referred to as "essay assistance" websites) by means of a student uploading their own work (or that of a fellow student or material from their course) in exchange for material later used in another module or subject area.

2. **Self-Plagiarism:** The use or re-use of a student's own work (material), the work having previously been submitted for marking. This includes the act of copying (or duplicating) from any previously submitted written work which has been marked and recorded, which is re-submitted without due reference or citation and is presented as original work.

3. **Cheating**: a student will be deemed to be cheating as a result of any of the

following:

i) Deliberately acquiring advanced knowledge of the detailed content of an assessment or obtaining a copy of an “unseen” written assessment paper in advance of the date and time for its authorised release;

ii) Communicating with or copying from another candidate during an examination;

iii) Permitting another candidate to copy from their assessment;

iv) Possession of any printed, written or electronic material or unauthorised material during an examination which may contain information relevant to the subjects of the examination;

v) Communicating during an examination with any person other than a properly authorised invigilator or another authorised member of staff;

vi) Impersonating another student or permitting himself/herself to be impersonated;

vii) Undertaking any other action with the intention of gaining an unfair advantage over other students.

viii) Being found to have inappropriately used artificial intelligence (AI) content generation or writing assistance tools e.g. a paraphrasing tool or website – e.g. ChatGPT Quilbot- to gain an undue advantage in an assessment. The extent to which any advantage has been gained will be determined at the Academic Integrity Officer’s discretion.

4. **Collusion**: collusion may exist where a student:

i) is in complicity with another student in the completion of work which is intended to be submitted as either that student’s or the other

student's own work;

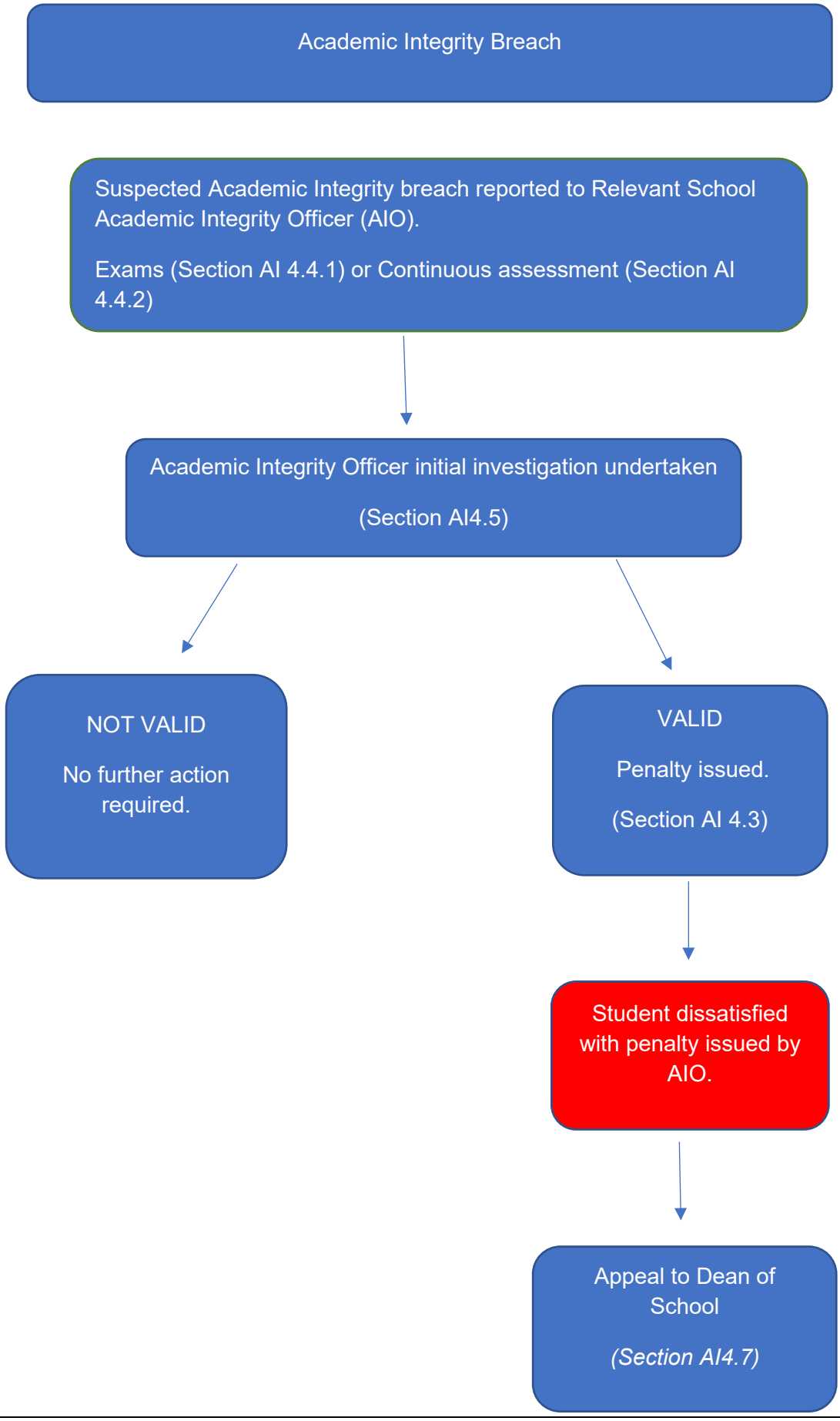
ii) knowingly permits another student to copy all or part of his/her own work and to submit it as that student's own work.

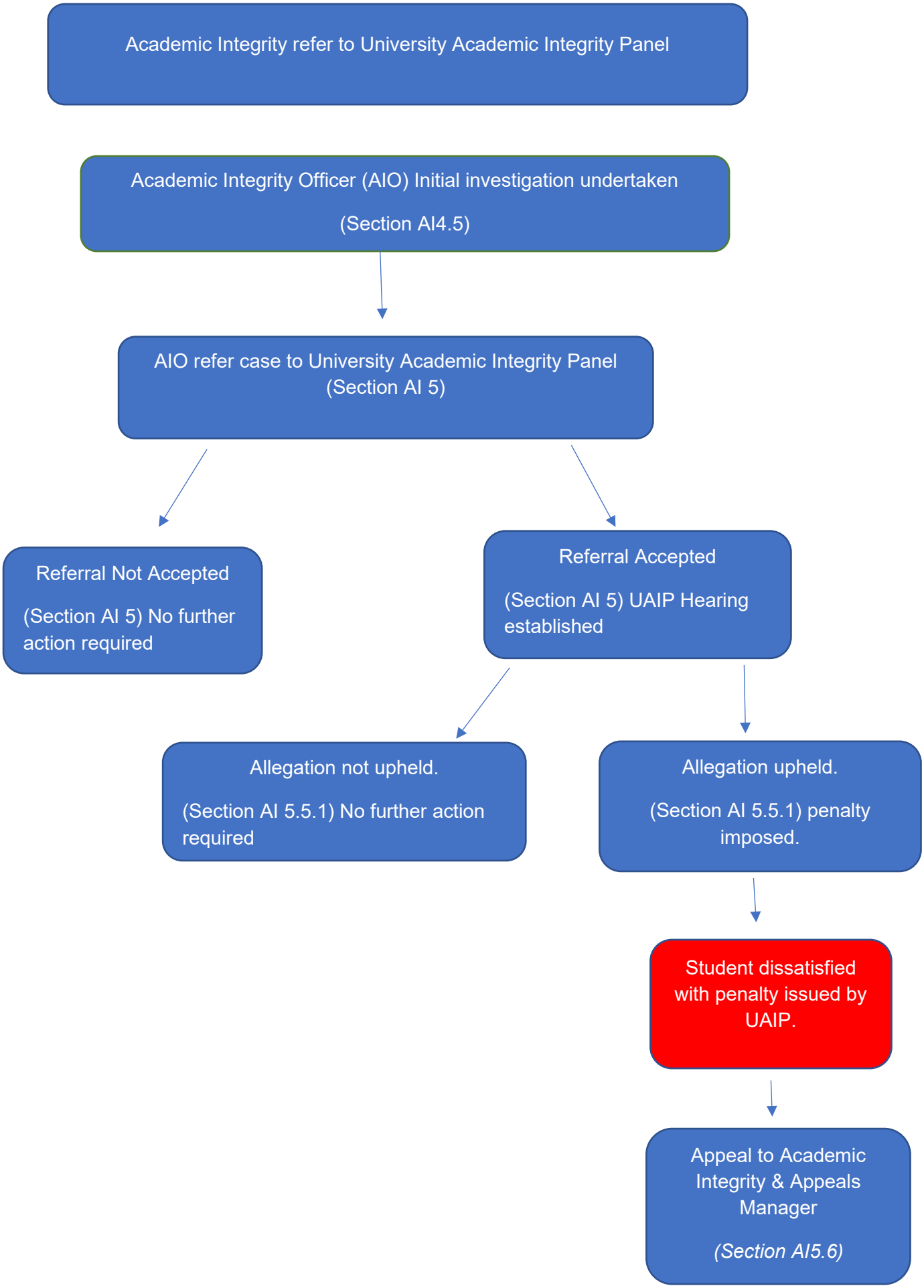
5. **Falsification or fabrication of data**: the presentation of data in reports, projects and records, such as records of attendance or of competencies achieved, which is based on evidence which is fictitious, falsely presented as having been carried out by the student, or has been obtained by unfair means.

6. **Personation**: the assumption of one student of the identity of another person with the intent to deceive or gain unfair advantage.

7. **Bribery**: the paying, offering or attempted exchange of an inducement for information or material intended to advantage the recipient in an assessment.

## Procedural Flow Charts




Academic Integrity refer to University Academic Integrity Panel
Academic Integrity Officer (AIO) Initial investigation undertaken
(Section AI4.5)
AIO refer case to University Academic Integrity Panel
(Section AI 5)
Referral Not Accepted
(Section AI 5) No further action required
Referral Accepted
(Section AI 5) UAIP Hearing established
Allegation not upheld.
(Section AI 5.5.1) No further action required
Allegation upheld.
(Section AI 5.5.1) penalty imposed.
Student dissatisfied with penalty issued by UAIP.
Appeal to Academic Integrity & Appeals Manager
(Section AI5.6)