



ACADEMIC INTEGRITY POLICY

GUIDELINES FOR STAFF

2024-25

In the Code of Practice on Assessment and all Appendices the term “student” includes apprentices on degree apprenticeship programmes

Please note that this document is for guidance purposes only and the University’s formal policy, arrangements and procedures are contained in the document **Code of Practice on Assessment Appendix L – Academic Integrity Policy** which takes precedence over these Guidelines.

INTRODUCTION

It takes time and effort for a student to adopt good academic practice. For the majority of students this will be instilled through formative assessment and constructive feedback from academic tutors. Students can also be directed to the Know How resources on the library web pages.

Academic misconduct is not always a deliberate act. For example, inexperienced students might not properly reference information that has been obtained from another source, without any deliberate intent to deceive. Early advice on the nature of plagiarism and training in citation and referencing is important to help students avoid committing plagiarism. 'A Handbook for Deterring Plagiarism in Higher Education' by Jude Carroll¹ identifies a number of recommendations for good practice that may help lessen the number of instances of plagiarism.

Some students, particularly international students, might come from academic backgrounds where plagiarism (as it is known in the UK) is not considered wrong and can even be considered a mark of respect to the original author. Some students for whom English is a second language may not feel sufficiently confident to assimilate and represent the views of the original author and so lift wording directly from the text. Sometimes students can plagiarise without being aware that they are quoting another source. For example, students may repeat ideas from a textbook or a lecture without even being aware that they are doing so, and so do not reference the source. Alternatively, they may not realise that they are required to reference content created using Generative Artificial Intelligence tools. However, such circumstances would not be regarded as an excuse for more experienced students who are suspected of plagiarism.

Unfair and dishonest practice occurs when a student intends to gain an advantage over other students by wilfully seeking to deceive assessors and/or examiners. Such acts are often but not always premeditated and would include offences subsequent to a prior written warning of academic misconduct.

Definitions of the types of misconduct are detailed in Appendix L to the Code of Practice on Assessment. The definitions below apply to all types of work submitted by students, including online assessments. Examples include, but are not limited to: written work, diagrams, designs, charts, multimedia production, programs, musical compositions or pictures.

¹ Carroll, Jude (2007) *A Handbook for Deterring Plagiarism in Higher Education*, Second Edition, Oxford Centre for Staff and Learning Development

ACADEMIC INTEGRITY SCHEME

The intent of the Academic Integrity Scheme is to create a clear, effective and easily explained categorisation, in which poor practice is distinguished from unfair and dishonest practice, and in which the former attracts a largely remedial response.

POOR PRACTICE

Cat	Definition and examples	Determined by	Consequences	Comments
A	Minor error (missing quotation mark, minor mistakes in referencing, (including referencing of content generated by artificial intelligence software when use is permissible)*)	Internal examiner	<u>Mark penalty</u> (up to 10% of maximum mark), as laid out in the marking scheme, with clear feedback on how to avoid error in the future. Normal re-assessment regulations apply.	The penalty will not take the mark below the pass mark for the task.
B	Poor academic practice (poor paraphrasing, inadequate referencing, including the inadequate referencing of content generated by Artificial Intelligence software when use is permissible)*	Internal examiner Reported to Board of Examiners	<u>Assignment mark is capped</u> at minimum pass grade for assignment (40 for UG, 50 for PGT). Advisory on-line Know How academic integrity tutorial and, if appropriate, an Artificial Intelligence Literacy tutorial. Normal re-assessment regulations apply.	This category covers a range of poor practices in which there is no clear intention to deceive. It can be repeated, as the mark penalty is imposed for each subsequent example of poor academic practice; this creates a strong incentive to avoid further penalty and should encourage students to benefit from the remedial effect of the online Know How tutorial, and, if appropriate, an Artificial Intelligence Literacy tutorial. Completion of the online tutorial is registered.
C	Plagiarism, copying, collusion, Submission of unacceptable Artificial	Internal examiner and investigation Referred to the Academic	First written warning issued with student's copy of the investigation report.	This category is intended to capture first offences in which academic misconduct has occurred but intent to deceive cannot be established

CODE OF PRACTICE ON ASSESSMENT – APPENDIX L ANNEXE 2
Academic Integrity Policy – Guidance for Staff
2024-25 and ALL COHORTS

Cat	Definition and examples	Determined by	Consequences	Comments
	Intelligence Generated Assessment tasks (or parts thereof) or dishonest use of data	Integrity Committee	<p>0% for the assignment applied by the Board of Examiners.</p> <p>Advisory on-line Know How academic integrity tutorial, and if appropriate, an Artificial Intelligence Literacy tutorial.</p> <p>After seven calendar days from the date of the first written warning the stronger Category D penalties will automatically apply to any work subsequently submitted in which plagiarism, collusion, copying or dishonest use of data have occurred.</p> <p>Normal re-assessment regulations apply.</p>	<p>because the student has not received a prior written warning of misconduct.</p> <p>It is possible for multiple and concurrent category C offences to take place, and in each instance the mark penalty for the assignment would be applied, until the student has received their first written warning at which point the next offence would become Category D.</p> <p>The date of the first written warning about the offence is recorded, and the student's completion of the online Know How academic integrity tutorial is registered. Students would be advised in the warning letter that failure to take the opportunity to improve their academic practice by completing the online Know How tutorial could put them at risk of a recommendation of a category D penalty for a subsequent offence.</p>

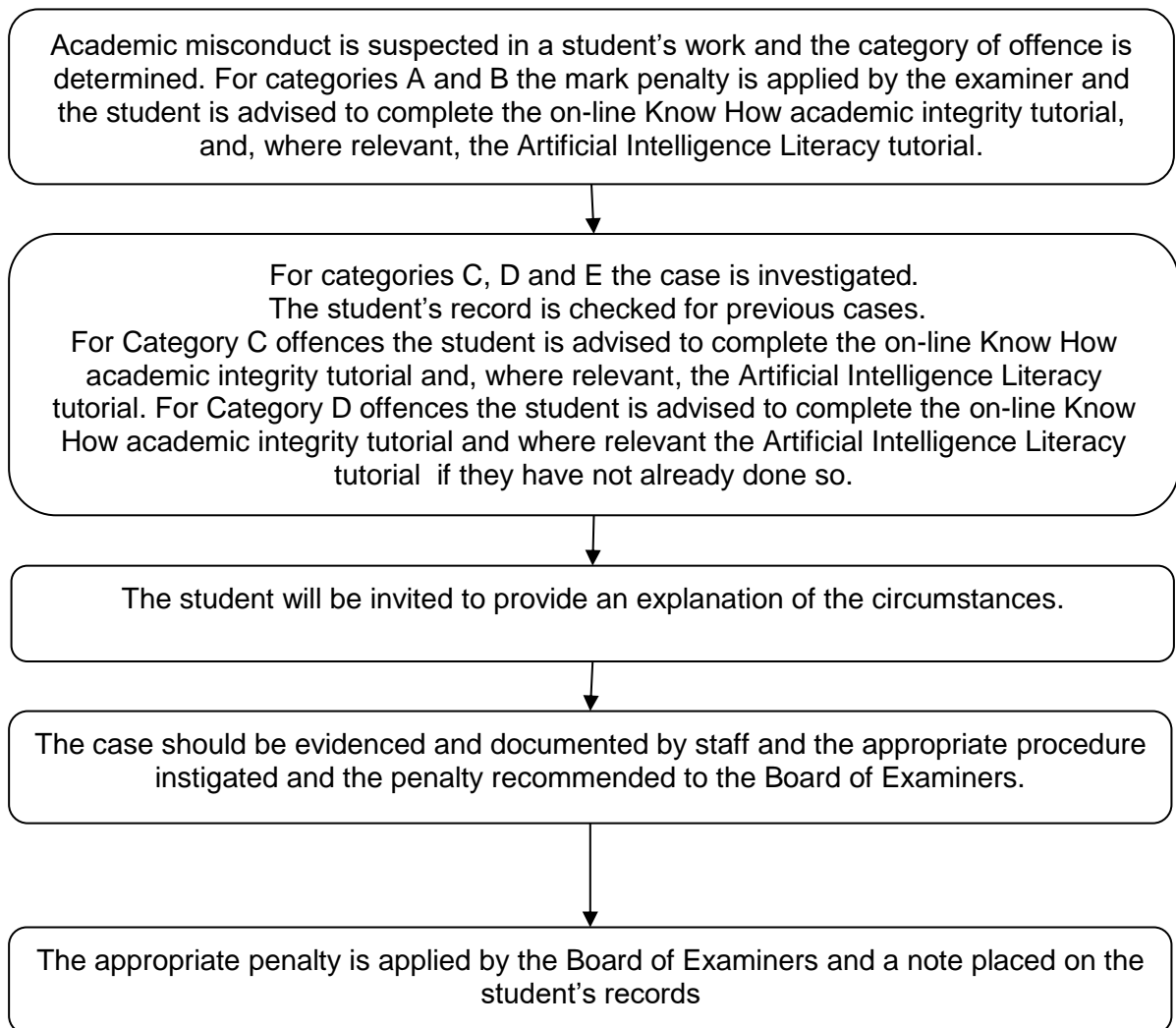
* Note that if students use GAI when the use of such tools has been prohibited explicitly in the assessment brief, but still cite the tool, they should receive a mark penalty in accordance with the marking criteria for the assessment. They have not committed academic misconduct as they have been honest about the source of the work. However, they have not completed the task in accordance with the assessment requirements.

UNFAIR AND DISHONEST PRACTICE AND RESEARCH MISCONDUCT

Cat	Definition and examples	Determined by	Consequences	Comments
D	A second or subsequent Category C offence following the first written warning (thereby an intent to deceive)	Internal examiner and investigation Referred to the Academic Integrity Committee	Second written warning. <u>0% for the module</u> applied by the Board of Examiners. Normal re-assessment regulations apply.	It is possible for multiple and concurrent category D offences to take place, and in each instance the mark penalty for the module would be applied. If a student accumulates sufficient modules with 0% due to multiple Category D offences then the Board of Examiners could exercise its right to terminate studies due to a lack of satisfactory progress.
E	Serious malpractice (a clear intent to deceive and gain unfair advantage, such as the use of commissioned or purchased coursework, extensive** unacknowledged, unacceptable AI generated assessment tasks unacceptable proofreading practice, clear fabrication and falsification of data, research misconduct, the attempt to pass off another person's dissertation or thesis as one's own, or highly organised collusion)	Internal examiner and investigation Referred to the Academic Integrity Committee	For research misconduct, a mark of zero for the module in which the misconduct occurred and a reassessment of a project or dissertation on a different topic, If the misconduct occurs on this subsequent reassessment attempt, a mark of zero for the module and consideration of an exit award. Board of Examiners applies either <u>suspension of studies</u> or <u>termination of studies</u> (with recognition of academic credit already passed without unfair and dishonest academic practice). A mark of zero for the module will be applied regardless of any other assessment component marks for the module.	The practices in this category are defined as those serious enough even as a first offence to warrant termination, and do not depend upon prior actions. Some practices, such as coercion, would invoke other University disciplinary procedures

**Staff should use their academic judgement to distinguish between unacceptable AI generated assessment tasks that would constitute a category C or E offence. For example, a category C offence might apply if part of a students' assessed work, such as a conclusion, was generated using AI and the student attempted to pass this work off as their own. A category E might apply if a student generated an entire assessment task response using AI. Staff should refer to the acceptable and unacceptable uses of GAI, as well as the assessment brief when making judgements.

THE PROCEDURE FOR BREACHES OF ACADEMIC INTEGRITY



Please note that these guidelines apply to undergraduate and postgraduate taught provision only; there is a separate policy document for postgraduate research programmes.

1. YOUR RESPONSIBILITIES

- 1.1. Take actions to minimise the opportunity for academic misconduct or malpractice, for example by:
 - 1.1.1. Designing out the opportunities for academic misconduct. This can be achieved in a number of ways such as utilising more authentic assessments, reviewing module assessment deadlines at a programme level to avoid multiple concurrent assessment deadlines (assessment bunching), timetabling academic integrity activities into programme provision, and encouraging struggling students to seek support at the earliest opportunity. See more examples in the [CIE Guide to Designing Academic Integrity into Curricula](#).
 - 1.1.2. Changing assessments regularly – if you use the same essay titles or topics regularly or set the same case studies or practical, this increases the opportunity for students to copy or plagiarise the work of others.
 - 1.1.3. Where relevant, ensuring that the assignment and examination rubric/instructions indicate clearly to students that resubmitting work that has previously been assessed for academic credit within the module or the programme is unacceptable and could result in a mark penalty (up to zero for the assignment). This would not be a breach of the Academic Integrity policy but would be a breach of the assessment brief/instructions.
 - 1.1.4. Review learning outcomes – you should review the learning outcomes of the module/programme so that students are required to demonstrate analysis, evaluation and synthesis rather than simply knowledge and understanding. If students are required to demonstrate their own thoughts and ideas, they will find it more difficult to plagiarise the ideas of others. This should also be explicit in the marking criteria provided to students.
 - 1.1.5. Ensure that students have been provided with links to guidance detailing the generic University position on appropriate and inappropriate use of Generative Artificial Intelligence tools [<https://www.liverpool.ac.uk/media/livacuk/centre-for-innovation-in-education/digital-education/generative-ai-teach-learn-assess/acceptable-unacceptable-use-gai-guidance-staff-students.pdf>], and any specific programme level or module level information that may differ from this as appropriate. The library offer an Artificial Intelligence Literacy online tutorial for students you may want to recommend or mandate students to complete. Each assignment brief should state whether the use of generative AI is in line with the generic university position, and where it is not provide specific requirements of that assignment. If the use of GAI is not permitted within an assignment, but the student uses it to produce work and then cites it, the markers should apply a mark penalty for the GAI generated work in accordance with the marking criteria for the assessment, and leave feedback comments to explain that use of GAI was not permitted and that the penalty is applied for failing to follow the assignment brief.
 - 1.1.6. Citation and referencing skills (including how to reference generative artificial intelligence tools, guidance available on the CIE website: <https://www.liverpool.ac.uk/centre-for-innovation-in-education/>) – it is helpful if you can add citation and referencing skills to the list of learning outcomes of some modules. This is particularly useful in the early stages of a student's academic career, in order to help them to understand plagiarism and how to avoid it. These should also be explicit in the assessment marking criteria provided to students.
 - 1.1.7. Ensuring that your students know when and how to get ethics approval for their research.

- 1.1.8. Record keeping – it is useful to develop a system for keeping records of instances of academic misconduct in relation to specific assessment tasks or modules in order to monitor whether it is particularly prevalent in certain areas of the syllabus, and whether particular strategies and initiatives are effective in combating the problem.
- 1.1.9. Similarity and generative artificial intelligence detection software – there are various software packages available that can help to detect instances of plagiarism or unacceptable use of generative artificial intelligence tools through identifying the similarity of student work to either already published work or the style used by generative artificial intelligence tools. Appropriate software is available through the university. Departments should not use external software to try and determine similarity or use of artificial intelligence due to data protection considerations. When using this type of software, academic judgement must still be exercised in order to determine whether an offence has been committed.
- 1.2. Prompt investigation - if an offence is suspected in relation to work submitted by a student, in the interest of helping students to improve their academic practice, cases should be investigated as promptly as possible.
- 1.3. Student declaration - all departments² or schools should require students, when submitting work for assessment, to provide either a signed hard-copy declaration or an equivalent acknowledgement where electronic submission is used, to confirm that they have not:
- plagiarised material, nor
 - copied material, nor
 - fabricated, falsified or embellished any of the data, nor
 - submitted unacceptable artificial intelligence generated assessment tasks, nor
 - colluded in producing the work, nor
 - breached the research and ethical approval for the work, nor
 - commissioned or procured work, including unacceptable proof reading
- Appendix 1 to these guidelines may be used for this purpose, but departments may use their own procedures/forms to obtain the necessary declaration. Where anonymous marking of assessments is carried out, departments should establish procedures for the declarations to be separated from the work to be assessed before being passed to the examiner(s).
- 1.4. Fitness to practise requirements - for some vocational and/or professional programmes there may be requirements for students to meet specified standards in respect of their fitness to practise in the relevant vocation or profession. Where a finding of plagiarism, collusion, submission of procured, commissioned or unacceptable artificial intelligence generated assessment tasks and/or dishonest use of data against a student may call into question the student's fitness to practise, this must be clearly stated in the programme information provided to students.

2. EXAMINER³ – WHAT TO DO IF YOU SUSPECT ACADEMIC MISCONDUCT

- 2.1. If you suspect academic misconduct in a student's work, you should ensure that it is evidenced and documented in order to be able to proceed further.
- 2.2. Having collated evidence of the suspected offence, you should determine the likely category in accordance with the definitions above.
- A. Minor errors - follow the procedures outlined in section 3 below
- B. Poor academic practice - follow the procedures outlined in section 3 below

² The departmental responsibility referred to here should fall to the relevant body in the case of on-line programmes.

³ In respect of this and all other references in these guidelines it should be noted that the 'examiner' is the person responsible for marking an assessment.

- C. Plagiarism, copying, submission of unacceptable artificial intelligence generated assessment tasks, collusion or dishonest use of data (first offence) - follow the procedures detailed in section 4 below
- D. Plagiarism, copying, submission of unacceptable artificial intelligence generated assessment tasks, collusion or dishonest use of data (subsequent offences) - follow the procedures detailed in section 5 below
- E. Unfair and dishonest academic practice - follow the procedures detailed in section 6 below

2.3. If you suspect that one or more students have copied the work of another student in any form without their knowledge, the resulting warning or penalty (as applicable) should apply only to the student(s) that copied the work.

2.4. If you suspect that a student has allowed another student to copy their work it should be dealt with as collusion committed by all the students involved.

3. EXAMINERS' PROCEDURE FOR DEALING WITH MINOR ERRORS AND POOR ACADEMIC PRACTICE (CATEGORIES A & B)

3.1. You should use your academic judgement in determining an appropriate mark for the assessment task or assignment, in accordance with the relevant marking criteria and taking into account matters such as the quality and accuracy of the referencing and citations, the quality of data presented, etc.

3.2. A mark penalty of up to 10% for the assessment task can be imposed for minor errors, where these are not specifically addressed in the marking criteria. This penalty can take the mark below the pass threshold but should not take it below the compensation threshold.

3.3. For poor academic practice the assignment mark should be capped at the minimum pass grade (normally 40% on undergraduate modules and 50% on postgraduate modules). The capping of the mark should be reported to the Academic Integrity Committee for note and to the Board of Examiners for confirmation.

3.4. The student's errors should be indicated in the feedback so that they can learn from their mistakes. The feedback should also indicate how they could improve their practice.

3.5. The student should be advised to complete the on-line Know How academic integrity tutorial and, where appropriate, the Artificial Intelligence Literacy tutorial. Appendix 2 to these guidelines may be used for this purpose. Completion of the module will be registered automatically.

4. EXAMINERS' AND ACADEMIC INTEGRITY OFFICERS' PROCEDURE FOR DEALING WITH PLAGIARISM, COPYING, COLLUSION, SUBMISSION OF UNACCEPTABLE ARTIFICIAL INTELLIGENCE GENERATED ASSESSMENT TASKS OR DISHONEST USE OF DATA (CATEGORY C)

4.1. If as an examiner you have evidenced and documented a suspected offence in a student's work and determined that it is plagiarism copying, collusion, submission of unacceptable

artificial intelligence generated assessment tasks, or dishonest use of data, you should inform the Academic Integrity Officer⁴ for the department/school that owns the module.

- 4.2. The Academic Integrity Officer will investigate the offence and will invite the examiner to provide their evidence and reasons for making the allegation and will invite the student(s) to provide an explanation of the circumstances for the academic misconduct. The student(s) must be afforded the opportunity to make any representations that they may wish to make. This can be in writing or in a meeting. If the Academic Integrity Officer decides to hold a meeting with the examiner and the student(s), then the student(s) will be entitled to be accompanied by another member of the University, e.g. a fellow student or a representative of the Liverpool Guild of Students. The student should be given sufficient notice, normally no less than three working days, of the meeting to allow them to contact a representative of the Liverpool Guild of Students. (A template for notifying a student of an investigation into an alleged offence is at Appendix 3 to these guidelines.)
- 4.3. If the Academic Integrity Officer concludes that a Category C offence has taken place, the Academic Integrity Officer must provide a report to the relevant Academic Integrity Committee detailing their findings, the circumstances of the alleged offence, the investigation undertaken, the representations made by the student(s) and the recommended penalty. A copy of this report must also be made available to the student(s), attached to which should be:
 - a. a written warning and
 - b. a recommendation that the student(s) should complete the on-line Know How academic integrity tutorial and, where relevant, the Artificial Intelligence Literacy tutorial (see Appendix 4 to these guidelines for a template that can be used for these purposes).
- 4.4. The Academic Integrity Committee should consider each case and make a recommendation to the Board of Examiners. Neither the Academic Integrity Officer nor the examiner can take part in the decision taken by the Board of Examiners.
- 4.5. Having issued a warning in accordance with 4.3 above, the Academic Integrity Officer should place a note on the student's records, including their records in Banner⁵, detailing the nature of the offence, the action taken and the date of the issue of the written warning. If necessary the Academic Integrity Officer for the student's department/school (if it does not own the module) should be informed of the offence committed and the action taken.
- 4.6. Under the University's Policy on Academic Integrity a mark of zero for the assignment/assessment task that has been subject to the academic misconduct should be recommended by the Academic Integrity Committee to the relevant Board of Examiners.
- 4.7. If two or more students are found to have colluded in producing a piece of assessed work, then each student should be given a mark of zero for the assessment. If the mark of zero is to be applied to a taught dissertation or project, the Board shall also determine whether the student can re-submit a revised and corrected version of the dissertation or project, or whether the student must complete and submit a whole new dissertation or project.
- 4.8. Previous offences noted on the student's records – if the examiner or the Academic Integrity Officer find that the student's records show a previous warning for plagiarism, copying, collusion, submission of unacceptable artificial intelligence generated assessment tasks, or

⁴ In respect of this and all references to the Assessment Officer in these guidelines it should be noted that the corresponding officer for on-line programmes is the Director of On-line Studies.

⁵ In respect of this and all references to Banner in these Guidelines it should be noted that for on-line programmes an alternative records system may be used.

dishonest use of data dated more than seven calendar days earlier, then the procedure for Category D offences detailed in section 5 below should be instigated.

5. EXAMINERS' AND ACADEMIC INTEGRITY OFFICERS' PROCEDURE FOR DEALING WITH SECOND OR SUBSEQUENT CATEGORY C OFFENCES (CATEGORY D)

- 5.1. If as an examiner you have evidenced and documented a suspected offence in a student's work and determined that it is plagiarism copying, collusion, submission of unacceptable artificial intelligence generated assessment tasks, or dishonest use of data, and that the student's records show a previous warning for such a category of offence dated more than seven calendar days earlier, you should inform the Academic Integrity Officer for the department which owns the module of the likelihood of a Category D offence.
- 5.2. The Academic Integrity Officer will investigate the offence and will invite the examiner to provide their evidence and reasons for making the allegation and will invite the student(s) to provide an explanation of the circumstances for the academic misconduct. The student(s) must be afforded the opportunity to make any representations that they may wish to make. If the Academic Integrity Officer holds a meeting with the examiner and the student(s), then the student(s) will be entitled to be accompanied by another member of the University, e.g. a fellow student or a representative of the Liverpool Guild of Students. The student should be given sufficient notice, normally no less than three working days, of the meeting to allow them to contact a representative of the Liverpool Guild of Students. (A template for notifying a student of an investigation into an alleged offence is at Appendix 3 to these guidelines.)
- 5.3. If the Academic Integrity Officer concludes that a Category D offence has taken place, the Academic Integrity Officer must provide a report to the Academic Integrity Committee detailing their findings, the circumstances of the alleged offence, the investigation undertaken, the representations made by the student(s) and the recommended penalty. A copy of this report must also be made available to the student(s), attached to which should be:
 - a. a further written warning and
 - b. a further recommendation that the student(s) should complete the on-line Know How academic integrity tutorial and, if appropriate, the Artificial Intelligence Literacy tutorial if they have not yet done so (see Appendix 5 to these guidelines for a template that can be used for these purposes).
- 5.4. The Academic Integrity Committee should consider each case and make a recommendation to the Board of Examiners. Neither the Academic Integrity Officer nor the examiner can take part in the decision taken by the Board of Examiners.
- 5.5. Having issued a warning in accordance with 4.3 and 5.3 above, the Academic Integrity Officer should place a note on the student's records, including their records in Banner⁶, detailing the nature of the offence, the action taken and the date of the issue of the written warning. If necessary the Academic Integrity Officer for the student's department (if it does not own the module) should be informed of the offence committed and the action taken.
- 5.6. Under the University's Policy on Academic Integrity a mark of zero for the module that has been subject to the academic misconduct should be recommended by the Academic Integrity Committee to the relevant Board of Examiners, irrespective of any existing module component marks.

⁶ In respect of this and all references to Banner in these Guidelines it should be noted that for on-line programmes an alternative records system may be used.

5.7. The student should be advised to complete any remaining assessments in the module.

5.8. If two or more students are found to have colluded in producing a piece of assessed work, then each student should be given a mark of zero for the module. If the mark of zero is to be applied to a taught dissertation or project, the Board shall also determine whether the student can re-submit a revised and corrected version of the dissertation or project, or whether the student must complete and submit a whole new dissertation or project.

6. EXAMINERS' AND ACADEMIC INTEGRITY OFFICERS' PROCEDURES FOR DEALING WITH UNFAIR AND DISHONEST ACADEMIC PRACTICE AND RESEARCH MISCONDUCT (CATEGORY E)

6.1. If as an examiner you have evidenced and documented a suspected Category E offence in a student's work you should inform the Academic Integrity Officer for the department/school that owns the module.

6.2. The Academic Integrity Officer will investigate the offence and will invite the examiner to provide their evidence and reasons for making the allegation and will invite the student(s) to provide an explanation of the circumstances for the academic misconduct. The student(s) must be afforded the opportunity to make any representations that they may wish to make. If this involves a meeting between the examiner, the Academic Integrity Officer and the student(s), then the student(s) will be entitled to be accompanied by another member of the University, e.g. a fellow student or representative of the Liverpool Guild of Students. The student should be given sufficient notice, normally no less than three working days, of the meeting to allow them to contact a representative of the Liverpool Guild of Students. (A template for notifying a student of an alleged offence is at Appendix 3 to these guidelines.)

6.3. For research misconduct the Academic Integrity Officer must also consult with the University's Named Person for Research Integrity so they can confirm there has been a breach of the approvals.

6.4. If the Academic Integrity Officer concludes that a Category E offence has taken place, the Academic Integrity Officer must provide a report to the Academic Integrity Committee detailing their findings, the circumstances of the alleged offence, the investigation undertaken, the representations made by the student(s) and the recommended penalty. A copy of this report must also be made available to the student(s).

6.5. The Academic Integrity Committee will determine whether the findings of the Academic Integrity Officer are appropriate and acceptable.

6.6. The Academic Integrity Committee should consider each case and make a recommendation to the Board of Examiners. Neither the Academic Integrity Officer nor the examiner can take part in the decision taken by the Board of Examiners.

6.7. In exceptional circumstances and if the Chair and the Board of Examiners is satisfied with the findings detailed in the report, the Board can arrange for other work submitted by the student(s) for assessment to be scrutinised for other instances of unfair or dishonest academic practice. The Board of Examiners can only scrutinise other work by the student that is from the year of study in which the offence took place⁷; the Board cannot review work from a previous year (or years) of study which the student has already passed.

⁷ For students on programmes delivered online in partnership with Kaplan Open Learning the period would be that since the last Board of Examiners at which marks were confirmed.

- 6.8. If the Board of Examiners finds that a student has committed unfair or dishonest academic practice it shall determine, based on the severity of the case, whether the case should be escalated to the University's Research Governance Committee, the student's studies shall be suspended for a period up to one academic year or terminated. In this event the category D penalty and conditions should be applied to the affected module.
- 6.9. If a student is found to have committed unfair and dishonest academic practice and the Board of Examiners has determined that the student's studies should be terminated, the student will be deemed to have failed to satisfy the requirements of the programme. In such circumstances, the Board should approve any appropriate exit award to be made to the student, based on credits gained without the use of unfair or dishonest academic practice.
- 6.10. The Board of Examiners should ensure that the minutes of the Board's meeting accurately record the decision-making process and it is responsible for ensuring the decision is noted in the student's record, including their records on Banner.

7. PROCEDURE IN RELATION TO RESEARCH DEGREES

- 7.1. The policy for dealing with breaches of academic integrity in research degrees is addressed in a separate policy document.

TECHNICAL NOTES FOR STAFF – for entering incidents of plagiarism, copying collusion and dishonest use of data on Banner

- I. When a student has been found guilty of a Category C, D or E offence, staff in academic departments should record this against the student's record in Banner. Access to the appropriate screen in Banner is restricted so Heads of Department are required to nominate an individual to whom special access will be granted by the Student Banner Manager based in Student Life. Requests for deletion of any such record once committed to the database have to be referred to the Director of Student Life.
- II. Detailed technical instructions on how to record the information in Banner are available from Student Life. There are facilities within Banner to record the specific contravention (e.g. the nature and category of the offence, the academic session the incident relates to, the actual date, the relevant module code and the person reporting the incident). There is provision for free text entry to provide details of the incident.
- III. Data stored in Banner relating to academic misconduct is available for report and monitoring using Business Objects. Advice on this can be obtained from Student Life.

TEMPLATES FOR STAFF

APPENDIX 1



DECLARATION OF ACADEMIC INTEGRITY

NAME (Print)	
STUDENT NUMBER	
MODULE TITLE/CODE	
TITLE OF WORK	

This form should be completed by the student and appended to any piece of work that is submitted for summative assessment. Submission of the form by electronic means by a student constitutes their confirmation of the terms of the declaration.

Students should familiarise themselves with Section 9 of the Code of Practice on Assessment and Appendix L of the University’s Code of Practice on Assessment which provide the definitions of academic malpractice and the policies and procedures that apply to the investigation of alleged incidents.

Students found to have committed academic malpractice are liable to receive a mark of zero for the assessment or the module concerned. Unfair and dishonest academic practice will attract more severe penalties, including possible suspension or termination of studies.

STUDENT DECLARATION

I confirm that I have read and understood the University’s Academic Integrity Policy.

I confirm that I have acted honestly, ethically and professionally in conduct leading to assessment for the programme of study.

I confirm that the work I am submitting is my own. I have not commissioned production of the work from a third party or used artificial intelligence software in an unacceptable manner to generate the work*. I have not copied material from another person or source, nor committed plagiarism, nor fabricated, falsified or embellished data when completing the attached piece of work. I have not colluded with any other student in the preparation and/ or production of this work.

*software applications include, but are not limited to, ChatGPT, Bing Chat, DALL.E, Bard

SIGNATURE.....

DATE.....

APPENDIX 2



CATEGORY B OFFENCE

**RECOMMENDATION TO COMPLETE THE ON-LINE KNOW HOW ACADEMIC INTEGRITY
/ARTIFICIAL INTELLIGENCE LITERACY TUTORIAL**

NAME (Print)	
STUDENT NUMBER	
MODULE TITLE/CODE	
TITLE OF WORK	

To be completed by the examiner

I have found evidence of poor academic practice in your work and have indicated on the returned assessment where this has occurred.

The poor practice will be reflected in the mark you will be awarded for the work and the penalty is in accordance with the University's policy on Academic Integrity.

To avoid such poor practice in future assessments you are very strongly advised to complete the on-line Know How academic Integrity tutorial which can be found at <https://libguides.liverpool.ac.uk/KnowHow>

You are also strongly advised to complete the online Artificial Intelligence Literacy tutorial which can be found via the above link.

Completion of this module does not in itself constitute an admission of guilt of deliberate academic misconduct but your completion of the module will be electronically registered.

APPENDIX 3



NOTIFICATION OF AN INVESTIGATION UNDER THE ACADEMIC INTEGRITY POLICY

NAME (Print)	
STUDENT NUMBER	
MODULE TITLE/CODE	

To be completed by the Academic Integrity Officer (or their delegate)

It has been reported to me, as Assessment Officer, that you are suspected of having committed *(delete as appropriate)*

- | | | | | | | |
|------------|---------|-----------|---|-----------------------|---------------------|---|
| Plagiarism | Copying | Collusion | Submission of unacceptable Artificial Intelligence Generated assessment tasks | Dishonest use of data | Research misconduct | Unfair and/or dishonest academic practice |
|------------|---------|-----------|---|-----------------------|---------------------|---|

in the preparation of the following assessment:

.....

The attached document contains details of the alleged offence.

The University's procedures require me to investigate this matter and to make a report to the Academic Integrity Committee, which will then make a recommendation to the Board of Examiners on the penalty to be imposed. You now have an opportunity to provide an explanation of the alleged offence and to make any representations you wish to.

If you wish to provide me with a written explanation of the alleged offence, you must let me have this by [date].

If the allegation is that you have committed unfair and/or dishonest academic practice, then you may make a written request to me by [date] for a meeting. If you request a meeting, or if I invite you to one, [name of examiner] who reported the alleged offence to me may also be present and you will be entitled to be accompanied by another member of the University, e.g. a fellow student or a representative of the Liverpool Guild of Students. The Guild Advice Service (guildadvice@liv.ac.uk) can also provide you with independent advice and support with this process.

NAME OF ACADEMIC INTEGRITY OFFICER.....

DEPARTMENT.....

DATE.....

APPENDIX 4



CATEGORY C OFFENCE

WRITTEN WARNING

NAME (Print)	
STUDENT NUMBER	
MODULE TITLE/CODE	
TITLE OF WORK	
DATE OF NOTIFICATION	

To be completed by the Academic Integrity Officer (or their delegate)

The investigation recently conducted by me, as Academic Integrity Officer, into the allegation of your academic misconduct found evidence to suggest that (*indicate as applicable*):

Plagiarism Copying Collusion Submission of unacceptable Artificial Intelligence Generated assessment tasks Dishonest use of data

had taken place and exceeded poor academic practice; I have indicated on the returned assessment where the affected material is. Definitions of these terms can be found in the Code of Practice on Assessment Appendix L and in the Student and Staff Guidelines on the Academic Integrity Policy.

The University views all academic misconduct seriously. On this occasion to avoid any future similar allegation and potential penalties, I am issuing you with this written warning about the need to observe the University's Academic Integrity Policy. A copy of this warning will be placed on your records and sent to your departmental Academic Integrity Officer (if relevant).

You are very strongly advised to complete the on-line Know How academic integrity tutorial and the Artificial Intelligence Literacy tutorial (delete if not applicable) which can be found at <https://libguides.liverpool.ac.uk/KnowHow> Completion of this online tutorial does not in itself constitute an admission of guilt of academic misconduct. Failure to complete the tutorial however could put you at risk of a second or subsequent allegation being automatically investigated and penalised as a Category D offence. Your completion of the tutorial will be electronically registered.

If a second or subsequent instance of plagiarism, copying, collusion, submission of unacceptable artificial intelligence generated assessment tasks, or dishonest use of data is proven a mark of zero will be awarded for the whole module in which the academic misconduct occurs and any further incidents will be dealt with according to procedures for unfair and dishonest academic practice.

The penalty for proven plagiarism, copying, collusion, submission of unacceptable artificial intelligence generated assessment tasks, or dishonest use of data is for a mark of zero to be awarded for the assessment task. The Academic Integrity Committee that has considered my investigation will be making this recommendation to your Board of Examiners.

CODE OF PRACTICE ON ASSESSMENT – APPENDIX L ANNEXE 2
Academic Integrity Policy – Guidance for Staff
2024-25 and ALL COHORTS

Students may appeal against the decision of the Board of Examiners in relation to a Category C decision but only on the grounds that there was a procedural error in determining a decision under the Academic Integrity Policy. Students may not appeal against the decision of the Board of Examiners other than in accordance with the Code of Practice on Assessment, Appendix F, Assessment Appeals Procedure.

Please note that any appeal against the decision of the Board of Examiners in relation to a Category C decision should be made on the Section One Statement of Appeal Form **within ten working days** of the formal notification to students of the mark approved by the relevant Board of Examiners or within ten working days of the publication to students of provisional module marks after the Semester One examination period.

For further information please see: https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix_F_cop_assess.pdf

NAME OF ACADEMIC INTEGRITY OFFICER.....

DEPARTMENT.....

DATE.....

APPENDIX 5



CATEGORY D OFFENCE

SECOND/SUBSEQUENT WRITTEN WARNING

NAME (Print)	
STUDENT NUMBER	
MODULE TITLE/CODE	
TITLE OF WORK	
DATE OF NOTIFICATION	

To be completed by the Academic Integrity Officer (or their delegate)

The investigation recently conducted by me, as Academic Integrity Officer, into the allegation of your academic misconduct found evidence to suggest that (*indicate as applicable*):

Plagiarism Copying Collusion Submission of unacceptable Artificial Intelligence Generated assessment tasks Dishonest use of data

had taken place and exceeded poor academic practice; I have indicated on the returned assessment where the affected material is. Definitions of these terms can be found in the Code of Practice on Assessment Appendix L and in the Student and Staff Guidelines on the Academic Integrity Policy.

The University views all academic misconduct seriously. On this occasion to avoid any future similar allegation and potential penalties, I am issuing you with this written warning about the need to observe the University's Academic Integrity Policy. A copy of this warning will be placed on your records and sent to your departmental Assessment Officer (if relevant).

Our records show that this is not your first recorded offence. If you have not already done so you are very strongly advised to complete the on-line Know How academic integrity tutorial and the Artificial Intelligence Literacy tutorial (delete if not applicable) which can be found at <https://libguides.liverpool.ac.uk/KnowHow> Completion of this online tutorial does not in itself constitute an admission of guilt of academic misconduct. Your completion of the module will be electronically registered.

The penalty for proven second or subsequent cases of plagiarism, copying, collusion unacceptable artificial intelligence generated assessment tasks or dishonest use of data is that a mark of zero will be awarded for the whole module on each and every occasion that the offence is committed. The Academic Integrity Committee that has considered my investigation will be making this recommendation to your Board of Examiners.

You may be required to retake the module(s) with attendance and your progression to your next year of study may be delayed or your ability to complete your degree may be compromised. You should also note

CODE OF PRACTICE ON ASSESSMENT – APPENDIX L ANNEXE 2
Academic Integrity Policy – Guidance for Staff
2024-25 and ALL COHORTS

that if you accumulate a number of failed modules then the Board of Examiners can exercise its right to terminate your studies due to a lack of satisfactory progress.

Students may appeal against the decision of the Board of Examiners in relation to a Category D decision but only on the grounds that there was a procedural error in determining a decision under the Academic Integrity Policy. Students may not appeal against the decision of the Board of Examiners other than in accordance with the Code of Practice on Assessment, Appendix F, Assessment Appeals Procedure.

Please note that any appeal against the decision of the Board of Examiners in relation to a Category D decision should be made on the Section One Statement of Appeal Form **within ten working days** of the formal notification to students of the mark approved by the relevant Board of Examiners or within ten working days of the publication to students of provisional module marks after the Semester One examination period.

For further information please see: https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix_F_cop_assess.pdf

NAME OF ACADEMIC INTEGRITY OFFICER.....

DEPARTMENT.....

DATE.....