Undeb Myfyrwyr PCYDDS
UWTSD Students' Union

ACADEMIC INTEGRITY TOOLKIT

This Academic Integrity Toolkit is your quick guide to understanding Academic Integrity, how to avoid common mistakes which can lead to Academic Misconduct, and how to access support.

ADVICE SERVICE

FREE
INDEPENDENT
CONFIDENTIAL

“This toolkit is useful for students as it can be used as a guide throughout your academic journey. Throughout my role as campus president, I have received feedback from students regarding the academic side of being a university student, such as questions or misunderstandings about certain processes and what support is available to them.

The Academic integrity toolkit will help students understand any concerns they have around their work and work as a guide for students to help prevent academic misconduct.

As the London and Birmingham campus president I have set an objective to improve student confidence in academic integrity, with using AI in a responsible way and skill building.

The Advice team and I will be collaborating in this push to increase understanding and confidence when students are using the toolkit. We will be working together to share this toolkit and support students throughout their academic journey, with the aim of increasing engagement with preventative resources, reducing Academic Misconduct cases, and increasing the accessibility of information for students.”



– Gwyneira Davies

London & Birmingham President

Welcome To Your Toolkit

Academic Integrity can sound complicated, or intimidating, whether you're new to education, returning to studies, or still developing confidence in academic writing. You're not expected to know everything immediately, and Academic Integrity can be something that you learn and develop throughout your time at university.

Academic Integrity means being honest about your work, how you made it, and the research undertaken to get there. It means giving credit to other people's ideas and not trying to pass them off as your own.

When students don't build Academic Integrity into their work, it creates a risk of Academic Misconduct which is a serious university process triggered when there are concerns the work you have produced is not your own.

Most students do not commit Academic Misconduct intentionally, and often it can happen because of misunderstandings, time pressures around deadlines, or a lack of clarity around expectations for an assignment.

Need Help Now?

This guide is to be used in addition to university guidelines and students are expected to follow University Policy, and the guidelines contained within Assessment Specifications. This guide does not replace existing Policy and guidelines provided by the University.

For more information about the University's Academic Misconduct Policy, please visit: www.uwtsd.ac.uk/procedures-academic-appeals-complaints-and-other-student-cases

If you are worried about Academic Integrity, or Academic Misconduct, you can contact us at: **su.advice@uwtsd.ac.uk**

What You'll Find Here:

1. What Is Academic Integrity And Why Is It Important
2. Using AI Responsibly In Your Assignments
3. Academic Integrity In Practice
4. How To Build Academic Integrity Into Your Work
5. What Happens If There Are Concerns About Your Work
6. Support Available
7. Glossary

Click any of the topics above to go to that section

SECTION 1

WHAT IS ACADEMIC INTEGRITY AND WHY IS IT IMPORTANT

In here includes:

- What is academic integrity?
- Why is academic integrity important?

What Is Academic Integrity?

Honesty	Professional Principles
Fairness	Transparency
Research	Accountability
Planning	Authenticity
Referencing	Ethical
Time Management	Critical

Academic Integrity is more than avoiding getting into trouble – it's about learning, growing, and being proud of your achievements.

As part of our Conversations with Advice series, we spoke to the University about Academic Integrity, artificial intelligence, and what support is available for students.



Why Is Academic Integrity Important?

Below are some of the main reasons why Academic Integrity is important

- Shows learning and understanding
- Equips you with skills for the future
- Ensures fairness for everyone
- Avoids academic consequences – like Academic Misconduct
- Builds trust into your work

Think of it like showing your working out the same way you would do with a math question. If you've got the answer – the University want to see how you got there!

Remember: it's not about being perfect or getting things right immediately. It's about being honest with your work and research and asking for help when you need it.



SECTION 2

USING AI RESPONSIBLY IN YOUR ASSIGNMENTS

In here includes:

- What is AI?
- Generative AI and academic integrity
  - Ethical uses of AI
  - AI reflection checklist
  - Things you should know before using AI

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What Is AI?

Artificial Intelligence (AI) refers to computer systems that can generate text, images, ideas, and other content by recognising patterns from large amounts of information. Tools such as Gemini and Chat GPT are examples of generative AI.



Generative AI and Academic Integrity

AI is becoming an increasingly common part of university life, but it doesn't change the principles of Academic Integrity. In the same way you evaluate the credibility and reliability of books, websites, and journal articles, you would apply the same approach when using AI.

Ethical Uses:

These are examples of what may be considered "ethical uses" or ways to use AI responsibly

- Brainstorming ideas
- Explaining complex concepts
- Improving your understanding
- Checking of grammar or clarity of wording
- Getting feedback on structure

If You've Used AI, Ask Yourself:

Check off as you reflect on your work

- ○ Have I followed University guidelines when using AI?
- ○ Have I checked and verified the information AI has provided?
- ○ Could I explain to a lecturer how I have used AI responsibly?
- ○ Could I explain and defend my work in my own words if I was asked to?
- ○ Does this work genuinely reflect my own learning and understanding?

Things To Be Aware Of When Using AI:

- **AI can make mistakes** - such as hallucinations. Always fact-check your information and be critical
- AI responses can sound confident but remember AI is a large language model and **can still be wrong, outdated or biased at times**
- **Don't use AI to replace own learning and understanding** - it should be used as a supplementary tool, not a shortcut
- AI tools can often save chats, and information uploaded so **don't upload personal, confidential or sensitive information** unless approved by the University
- AI tools may help to improve your understanding, but responses can lack critical and academic analysis so it's important you **refer to your assignment brief and reach out for further support if you need it**

Remember: check out our podcast where we discuss AI, how to ethically use AI tools, and what students need to be aware of.

"Using AI in your Assignments and Academic Integrity"

www.youtube.com/watch?v=ZYSPhEW4V1A

SECTION 3

ACADEMIC INTEGRITY IN PRACTICE

In here includes:

- Examples of Academic Integrity in practice

  - Possible scenarios
  - What could have gone wrong
  - How to Avoid these situations

Examples Of Academic Integrity In Practice

Scenario:	***What went wrong?***	***How to avoid it***
A student copies and pastes some text from a website but does not reference this in their assignment.	This is plagiarism – even if the source is online.	Put ideas in your own words and always reference the source you have used.
A student paraphrased a source but didn't reference it in their assignment.	Even if you're paraphrasing, the ideas still belong to the original author.	Always reference when using someone else's ideas even if you put it in your own words.
A group of students share paragraphs with each other and use them in their own individual assignments.	This is collusion and not independent working.	You can discuss ideas with your classmates as this is often an effective way of checking your understanding but always write your own work independently using your own device and Microsoft Account.



Scenario:	What went wrong?	How to avoid it
A student used AI to write parts of their assignment and submitted it as their own.	This can be considered Academic Misconduct and can have serious consequences.	Use AI ethically and don't use it as a complete substitute for your own learning and understanding. Always check your Assignment Briefs to check what AI use is allowed and not allowed.
A student uses AI to generate a list of reading or sources to use for their assignment.	Some references may be fabricated, inaccurate, or not match the original cited sources.	Don't rely on AI to generate references without verification. Always be critical about the sources you use and refer to the recommended reading.
A student had left their assignment last minute due to a period of ill health and asked a friend to help complete their assignment.	This could be considered collusion or contract cheating if the friend contributes or completes part of the assignment.	Seek support early by speaking to your lecturer, and the support service teams. If something has happened which means you may not be able to complete your assignment, you can consider applying for 'Extenuating Circumstances.'



SECTION 4

HOW TO BUILD ACADEMIC INTEGRITY IN YOUR WORK

In here includes:

- Top tips on building Academic Integrity in your work
  - Before you start your work
  - When you're researching
  - When you're writing
  - Before you submit
- Print-out reflective worksheet

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Tips On Building Academic Integrity Into Your Work

Building these habits into your writing process can help to maintain Academic Integrity in your work and avoid any last minute panic before your deadlines.

Academic Integrity isn't something you only think about when you're ready to submit your assignment. It's built through the decisions you make along the way from how you plan your time to how you organise your notes to then proofreading your work before you press submit. The timeline below highlights some steps you can take at each stage of the process to help you feel as confident as possible when submitting your work.

Before you start your assignment:

- Read your Assignment Brief carefully - each assessment is different in terms of what level of AI may be permitted.
- Plan how much time you'll need to spend preparing for and writing your assignment
- Ask questions if you're not sure – if you're thinking about it, somebody else is probably thinking about it too!

When you're researching:

- Keep a record of all your sources and anything you've used as research – note down why these sources are useful
- Separate your own ideas from the authors
- Be critical and evaluate your sources – are they reliable?

When you're writing:

- Put ideas into your own words and check your understanding
- Refer to your Assignment Brief to make sure you're staying on task
- Keep track of your references – don't leave it all to the end

Before you submit:

- Check your similarity beforehand using a Turnitin draft link on Moodle
- Proofread your work, checking your reference list as well as your main work
- Make sure you keep a copy of the work you have submitted

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Fill In To Reflect On Your Work:

Source	What does the source say?	My own thoughts and reflections	How will I use this in my assignment?	Questions for my lecturer

SECTION 5.

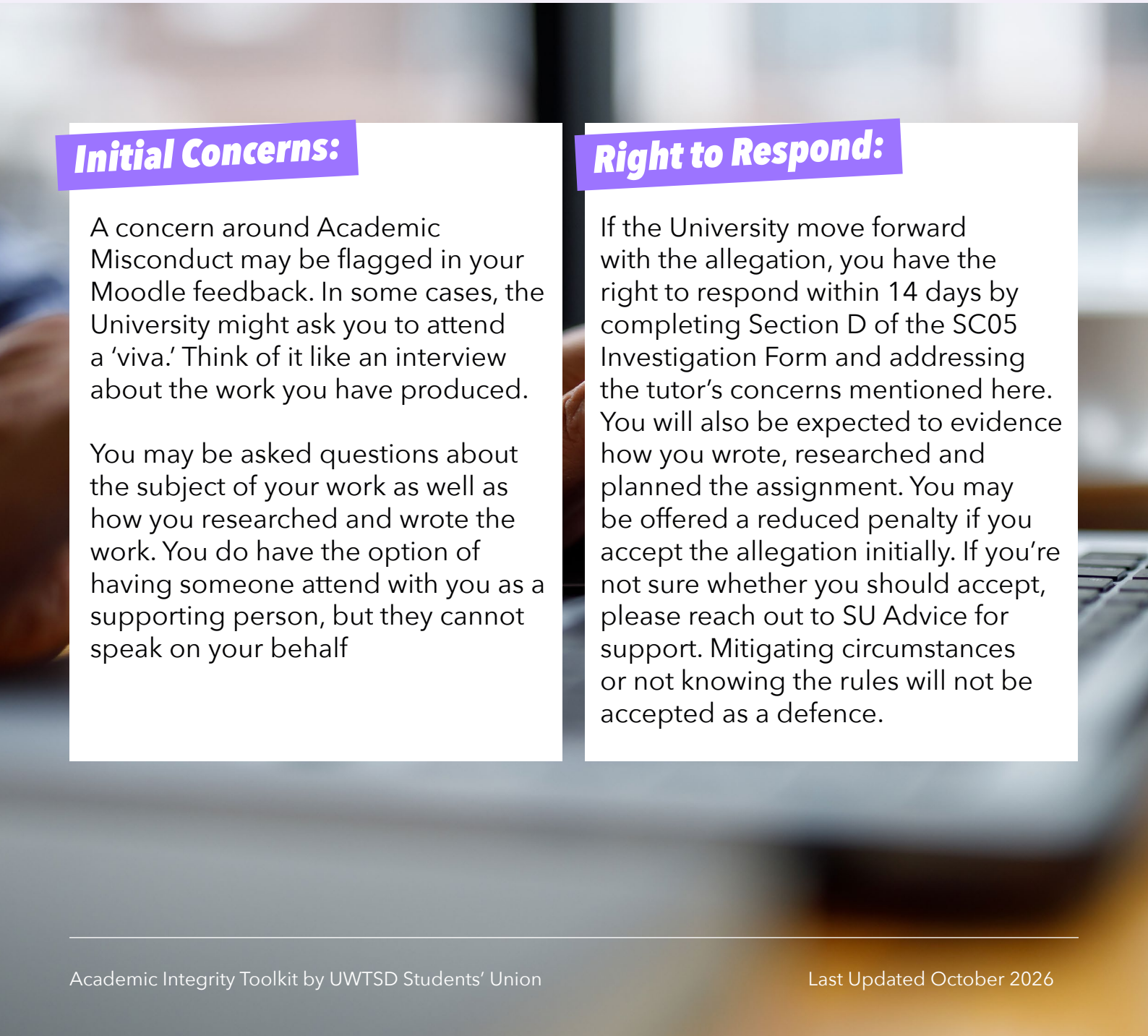
WHAT HAPPENS IF THERE ARE CONCERNS ABOUT YOUR WORK

In here includes:

- The stages of being contacted by the University about concerns around the authenticity of your work
  - Initial concerns
  - Right to respond
  - Initial outcome
  - Review of outcome
- Points calculation example
- How the University calculates points
- Further guidance

Concerns Raised About Your Work?

If you're contacted by the University about concerns around the authenticity of your work, this does not mean you've automatically been found to have committed Academic Misconduct. The University will follow its Academic Misconduct procedure to investigate the concern before reaching a final decision. It's important that you understand your rights here and you're aware of the wider implications if there is an allegation of Academic Misconduct.



Initial Concerns:

A concern around Academic Misconduct may be flagged in your Moodle feedback. In some cases, the University might ask you to attend a 'viva.' Think of it like an interview about the work you have produced.

You may be asked questions about the subject of your work as well as how you researched and wrote the work. You do have the option of having someone attend with you as a supporting person, but they cannot speak on your behalf

Right to Respond:

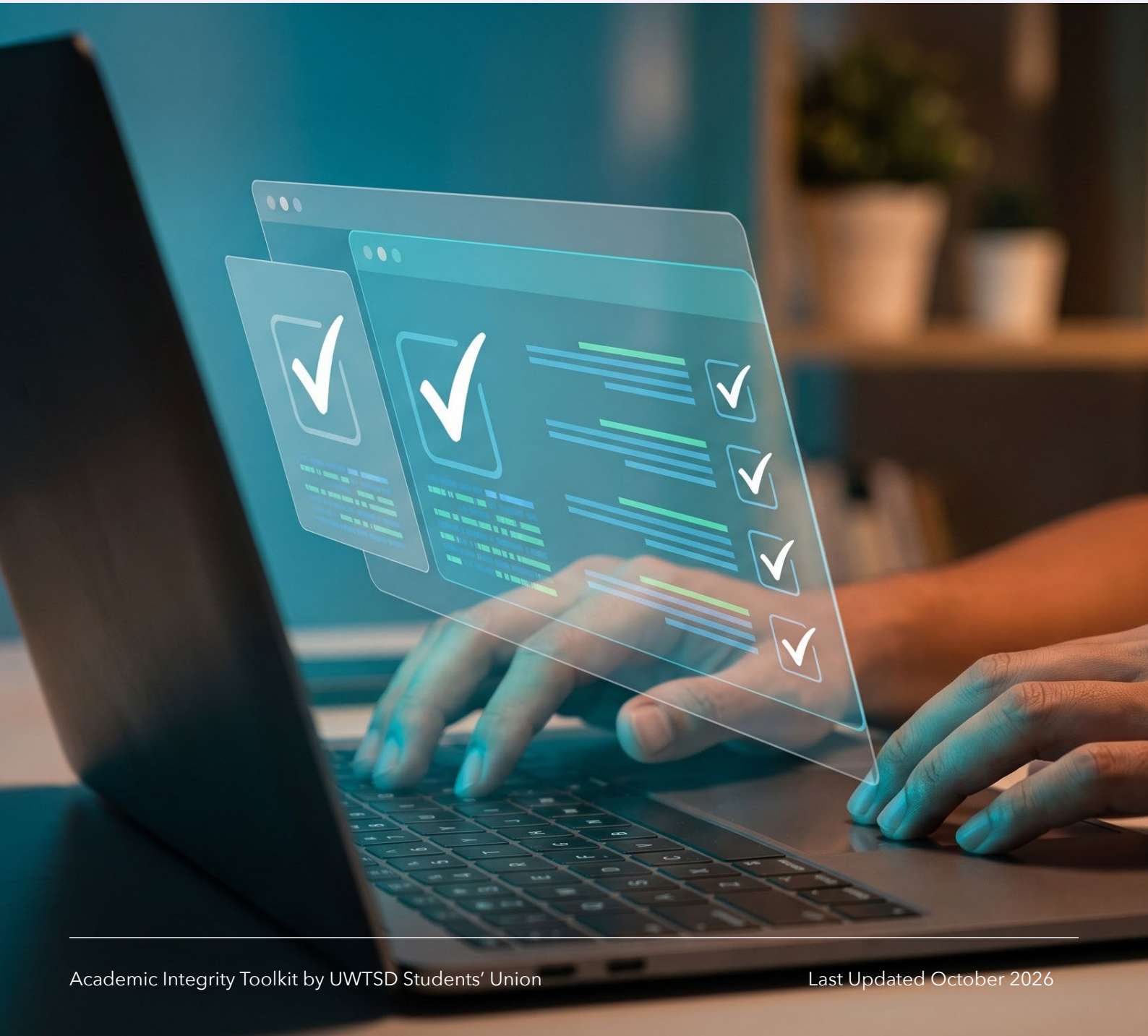
If the University move forward with the allegation, you have the right to respond within 14 days by completing Section D of the SC05 Investigation Form and addressing the tutor's concerns mentioned here. You will also be expected to evidence how you wrote, researched and planned the assignment. You may be offered a reduced penalty if you accept the allegation initially. If you're not sure whether you should accept, please reach out to SU Advice for support. Mitigating circumstances or not knowing the rules will not be accepted as a defence.

Initial Outcome:

Once the Academic Misconduct Investigation Panel has reviewed the evidence you have provided, they will confirm the penalty via email. In some cases, you may be asked to attend a Formal Panel. If the University have continued to disagree with you, you may end up getting a harsher penalty per the points system explained in the SC06 Penalties Form.

Review of Outcome:

Once the University email you with a decision, you can request a review of the decision within 14 days using the SC11 form, but you do need to meet certain grounds. If successful, the case will be referred back to the Investigation Panel.





Points Calculations Example:

Sarah is a Level 7 student and only one allegation is being considered for a 20 credit module. Sarah has not committed Academic Misconduct before. The extent of Academic Misconduct is severe.

ACCEPT = 490 - All components in module awarded mark of 0% (fail)

DENY = 530 – Sarah is expelled from university and is disqualified from any further study at the University (retains credit previously gained)

How Do The University Calculate The Points?

The point system considers level of study, history of Academic Misconduct, number of allegations being considered, credit value of the work, whether you accept or deny, and the extent of the misconduct.

Please see for further guidance on University Forms and Procedures: https://www.uwtsd.ac.uk/procedures-academic-appeals-complaints-and-other-student-cases

SECTION 6.

WHAT SUPPORT IS AVAILABLE

In here includes:

- What do different departments do and how to contact them

Need Support?

There are lots of teams are on hand to support you and often it's a case of figuring out which team can offer you the support that is right for you. Below you'll find a mix of academic and non-academic departments that can help to build your skills as well as support you on your journey at UWTSD.

Experiencing Unexpected Circumstances?

If illness, personal circumstances or another unexpected event is impacting your assessment, you may wish to apply for 'Extenuating Circumstances.' You can do so within 21 days of your assessment deadline. You'll usually need to provide independent evidence to support your request.

Digital Learning and Library Skills

- Using the online library.
- Referencing support.
- Research support

Email: ***skills@uwtsd.ac.uk***

Disability

- Reasonable adjustments
- Compensatory measures
- Disability Students' allowance guidance

Email: ***disability@uwtsd.ac.uk***

Wellbeing

- Wellbeing advice
- Counselling support
- 24/7 Student Assistance Helpline

Support Request Form: UWTSD Wellbeing Service

International Students

If you are an international student going through an Academic Misconduct process, it's important you reach out to us for advice as early as possible as well as reaching out to immigrationcompliance@uwtsd.ac.uk

If allegations of Academic Misconduct are substantiated, this may impact the end date of your course and your visa.

For independent external advice you can contact UKCISA: Charity Supporting International Students in the UK: www.ukcisa.org.uk

Students' Union Opportunities

As part of Skills Week, the SU Opportunities team put on a range of sessions free of charge including:

- LinkedIn Headshots
- Building Soft Skills
- Job Interview Fundamentals

Email:* *su.opps@uwtsd.ac.uk

Moodle Library Academic Skills

You can also access an Academic Skills and InfoSkills Module on Moodle which contains helpful guidance around referencing, plagiarism, and AI.

Scan the QR code to self-enrol!

CONTACTING THE ADVICE TEAM

Remember if you have any questions about your rights or support available if you're going through an Academic Misconduct process, you can contact our Advice Service for free, independent and confidential guidance.

Email:* *su.advice@uwtsd.ac.uk

SECTION 7

GLOSSARY

In here includes:

- Glossary - phrases you may encounter through this toolkit and while studying at UWTSD

Academic Integrity

Compliance with ethical and professional principles, standards, practices, and consistent system of values, that serves as guidance for making decisions and taking actions in education, research, and scholarship.

Artificial Intelligence (AI)

Technology that enables computers to perform tasks such as learning, reasoning, recognising patterns, and making decisions – for example, Netflix or Spotify recommending content.

Academic Misconduct (AM)

Any action by a student which gives or has the potential to give an unfair advantage in an examination or assessment or might assist someone else to gain an unfair advantage, or any activity likely to undermine the integrity essential to scholarship and research.

Bibliography (Often called a Reference List)

A list of sources that inform and/or support the claims made in the work.

Citation

A note in the text using a recognised referencing style which identifies the source of an idea or fact and acts as a link to a more detailed reference in the Bibliography or References section of the work.

Collusion

Working with someone else on an assessment which is intended to be your own work and leads to the work being submitted that is substantially different from what you originally wrote.

False Authorship

Where someone completes work for a student who then submits it as their own – for example, use of an essay writing service.

Generative AI

A type of AI that creates new content. For example, asking AI to generate an image from a prompt.

Panel

Formal procedure in relation to Appeals Policy, Complaints Policy, Academic Misconduct Policy, Non-Academic Misconduct Policy, Support for Study and Fitness for Practice, whereby participants discuss complex matters of a student's case.

Plagiarism (PI)

Presenting someone else's work or ideas as your own. This can include using another author's work or using automated paraphrasing software.

Poor Academic Practice

A minor breach of standard academic conventions, such as poorly attributed or incorrect referencing to a limited extent, or over-reliance on referenced material. This also includes failure to adequately understand and follow assessment instructions.

Review Of Outcome

A process students can request after receiving an initial decision from the Academic Office, whereby a new case officer is asked to investigate.

Self-Plagiarism

Where a student submits work that they have already submitted for another assessment when this is not permitted.

Viva

An oral presentation to determine whether there is sufficient evidence to support an allegation of academic misconduct.

