

ACADEMIC CONDUCT REGULATION

Code of Academic Conduct

1. The university has a duty to ensure that all assessments are conducted fairly. To that end, it upholds the following [fundamental values](#) that underpin academic integrity. These are honesty, trust, fairness, respect, responsibility and courage. As a student, academic integrity is also an essential part of your studies, and of your professional development. It requires that:
 - You are honest about how your work has been created; you acknowledge what is your own work, and where ideas and contributions have come from others.
 - Others trust that your work is your own.
 - Collaboration with others in producing the work is appropriately attributed.
 - All of your findings, conclusions or data are based on ethical practice, and come from well-conducted research.
 - You understand the principles of academic integrity and apply them to your work.
 - You act fairly and are respectful of the academic community.
2. Any attempt to gain an unfair advantage in the completion of your assessments by submitting work which is not your own, or by assisting someone else to gain an unfair advantage, is a breach of the Code of Academic Conduct and will be investigated under this regulation.

Maintaining Academic Integrity

3. We advise all students to take particular care in respect of the following:
 - **Getting help from others/helping others:** we encourage you to discuss and share ideas and information with your peers. However, you are always personally responsible for ensuring that you develop the structure and content of your work, submit it yourself and protect the security of your work. We advise all students to refer to the [Skills for Study](#) guidance and the [Assessment 4 Students pages on Groupwork](#), for acceptable conventions of group working, prior to undertaking any such work.
 - **Referencing:** you need to ensure that you correctly acknowledge any sources produced by other people, that you have used to inform your assessed work. You will be provided with guidance on the correct referencing method by your Academic Department. Referencing sessions are run through [The Skills Centre](#) to assist you in using referencing tools and there are many other [online resources](#) available from the Library Gateway.
 - **Proofreading:** you are encouraged to proofread your own work prior to submission. If you need to use the services of a third party, you should take note of the [Guidelines on third-party proofreading for undergraduate and postgraduate taught students](#). A third-party proof-reader is not permitted to edit or change the meaning of your work. Where you have used digital editing tools, you should keep a record of the changes made to drafts.
 - **Use of readers/note takers:** if your learning contract entitles you to use the services of readers or note takers, you must use appropriately trained individuals. Further advice can be obtained from Disabled Student Support.

Student Responsibilities

4. It is your responsibility to:

- behave with integrity and encourage honesty in others.
- familiarise yourself with our procedures and any University/College or course-specific guidance on maintaining academic integrity.
- seek advice from your Academic Adviser or Module Tutor if you are unsure that you have correctly followed the guidance on topics such as group work, referencing or third-party proof reading.
- ensure that you are aware of the requirements outlined within the [Examination Conduct Policy](#) and adhere to all instructions issued by an invigilator within an examination venue.
- engage with any communications that we send you regarding an academic concern or a misconduct allegation, in particular to: respond in a timely manner to any written invitations to meetings or respond in writing to an allegation; attend any meeting to which you are invited to discuss concerns or allegations; seek independent advice (if required); be willing to discuss the concern or allegation; and bring evidence of how your work was prepared.

Definitions of Academic Misconduct

5. Acts of academic misconduct can take many forms. Depending on the nature of the allegation, you may be referred to an Academic Concern Meeting (ACM) to discuss allegations of poor academic practice, or an Academic Conduct Panel (ACP) for allegations of misconduct in coursework or examinations. Indicative definitions are given below, although these are not exhaustive and not intended to constrain or determine the findings of the Panels. There may be other acts or behaviours that are intended to deceive, which may result in you being penalised under this Regulation, or another Regulation such as the [Student Fitness to Practise Regulations](#) or the [Disciplinary Regulations for Students](#). Broad examples of unoriginal work have been defined by Turnitin as a [plagiarism spectrum](#).
6. **Poor academic practice** is the least serious type of academic misconduct. We acknowledge that you may need time to learn university expectations, requirements, and values. Poor academic practice is related to underdeveloped study and writing skills. This may arise from the following:
- lack of understanding of the standard methods of referencing and acknowledgement: e.g., attributing the source of words, ideas and diagrams in your work; acknowledging collaboration with another student; observing correct behaviour in an examination
 - where the extent can be considered so slight that it does not justify further investigation or a sanction, e.g., errors made through naivety or carelessness.
 - where you are new to studying in a) Higher Education, b) the University or c) are in your first year of study with us, and therefore unfamiliar with how to write and present work in accordance with our assessment requirements.

We would not consider a case as poor academic practice where there is an indication that you intended to gain an unfair advantage by your actions, or if you have been warned previously about poor academic practice.

7. **Plagiarism:** using the ideas or work of another person (including experts and fellow or former students), with or without their consent, incorporating them into your own work, and submitting the assessment piece as if it was your own original work. Plagiarism may take the form of direct copying and pasting from existing published sources, reproducing or paraphrasing ideas, sentences, drawings, graphs or other graphical material from printed matter, internet sites or any other source and submitting them for assessment without appropriate acknowledgement. Plagiarism also includes using the work of another that has been written in one language and

then translated and submitted under your name. Translation includes direct verbatim copying of translated material, copying and re-arranging material, as well as taking the ideas and findings of the material without attribution. It is also an act of plagiarism to use paraphrasing software to reword the work of others without clear attribution of the original source.

8. **Self-plagiarism:** submission of work that is the same as, or broadly like, assessments you have submitted previously for academic credit, but without proper acknowledgement or the prior consent of the module leader for subsequent assessments. This may have been work submitted to this University or another institution for awarded credit. For clarity, this would not normally include work submitted for reassessment within the same module. It is not our intention to prevent you from developing an academic idea over the period of your study or within preparatory modules. Rather, it is to ensure that you do not receive credit twice for the same piece of work.
9. **Contract cheating/concerns over authorship:** This form of misconduct involves another person (or artificial intelligence) creating the assignment which you then submit as your own. Examples of this sort of misconduct include: buying an assignment from an 'essay mill'/professional writer; submitting an assignment which you have downloaded from a file-sharing site; acquiring an essay from another student or family member and submitting it as your own; attempting to pass off work created by artificial intelligence as your own. These activities show a clear intention to deceive the marker and are treated as misconduct.
10. **Trading material or writing for others:** It is misconduct to sell, trade or create work for another student to submit under their own name. This includes exchanging work with current students at this University; supplying your work to an agency, file-sharing service, or essay mill; promoting the services of an essay supply service to students for commission.
11. **Collusion:** the *unauthorised* collaboration between two or more students, which may involve third parties, in the preparation and production of an assessment, which is then submitted individually by each student as their own work. This can occur in coursework and exam tasks. It is not collusion if the assignment rubric permits the submission of a single piece of work with several student authors. If collusion is suspected, and following investigation it cannot be established who is responsible, all students involved will be deemed responsible.
12. **Cheating:** unfair behaviour in an in-person or online exam, and any behaviours which contravene the Examination Conduct Policy. This may include, but is not limited to, actions such as:
 - continuing to write after the invigilator has announced the end of the examination.
 - copying, or attempting to copy, from any other candidate during an examination or reading other candidates' examination scripts.
 - communicating, or trying to communicate, with any other person other than an authorised invigilator or another member of staff during an examination.
 - possession of any written, printed, or electronic materials in the examination room unless expressly permitted by the rubric.
 - writing on any part of your body or clothing.
 - disruptive behaviour in an examination.
 - assuming the identity of someone else. by sitting or attempting to sit an examination in the place of the student who should be sitting it. Impersonation can be applied to both the student and the impersonator.
 - seeking and engaging in tutoring or third-party assistance during an online exam.
13. **Fabrication or falsification of data:** submitting work containing data measured in the field, in the laboratory or other setting, any part of which is falsified in any way. This includes the presentation of data in reports, projects, theses etc. based on experimental work falsely

purported to have been carried out by you or data obtained by unfair means. It is misconduct to submit data for assessment which you know to be false. Examples include:

- figures which have been manipulated to produce a particular result.
- questionnaire data which has been adjusted or which you have created yourself.
- experiments that have been conducted by others which you claim as your own.
- other people's data which you have imported without acknowledgement.
- reflections on placements or experiences which are false.

14. **Breaches of confidentiality and/or unethical practice:** failure to follow confidentiality, anonymity, or research ethics protocols which can include:

- non-compliance with university ethics procedures.
- failure to gain ethics approval prior to undertaking research.
- conducting research in a way that could threaten national or international security.
- direct naming of an individual or organisation (where local protocols prohibit).
- inclusion of documentation that links to privileged information.
- provision of information that could lead to the identification of a service user or organisation, e.g., dates of birth, hospital record numbers, addresses, or reference to unusual circumstances which could lead to identification of individuals or organisations.

15. **Dishonest or unfair practice:** the use of any form of dishonest academic practice not specifically categorised above. This may include, but is not limited to:

- actual or attempted bribery: you must not offer or give any member of academic, technical or professional services staff money, gifts or any other advantage which is intended to induce or reward impropriety in the marking and/or processing of your assessments.
- gaining access to, and using, unauthorised tools (such as algebra and maths solutions products), or any unauthorised material relating to an assessment prior to the release date of such information.
- Fraudulent placement activities, such as paying an agency to provide details of a placement to the University which are false; providing false certification for attendance at a placement setting; gaining false signatures for placement attendance etc.

Sanctions

16. Allegations of poor academic practice are managed through an Academic Concern Meeting, where the possible outcomes are:

- a) no case to answer,
- b) a Notice to Improve where you must engage with online academic integrity training, or
- c) referral to Academic Conduct Panel where the allegation is deemed more serious and may warrant a sanction.

17. An Academic Conduct Panel will make decisions based on documentary evidence. You will be able to review this evidence. If the panel decides to dismiss an allegation, then no action will be taken. If the allegation is upheld, the panel will also reach a decision regarding the most appropriate sanction. The following points will be considered when determining the most appropriate sanction:

- the evidence that you intended to gain an unfair advantage by your actions.
- your previous experience of academic study in a UK higher education institution, or for a UK higher education award.
- the extent of the misconduct in relation to the assessment in question, i.e., whether this relates to a small section or a whole assessment.

- mitigating circumstances, which you must present with evidence (where appropriate).
- any prior upheld allegations of a breach to the Code of Academic Conduct.
- whether you have understood the allegation and accepted responsibility for breaching the Code of Academic Conduct.

18. The ACP will issue a sanction from the list below. The Panel is also permitted to issue a Notice to Improve, where it feels that the matter constitutes poor academic practice in coursework, but only if you have not received one previously. If previously issued with a Notice to Improve, a panel will set a sanction for a second proven allegation.

#	Sanction	Indicative Type of Misconduct	Outcome	Impact
	Notice to improve	Poor academic practice – not following standard referencing to a low extent and no intent to gain unfair advantage.	<ul style="list-style-type: none"> You must complete the online Academic Integrity Training module. Original mark awarded stands 	<ul style="list-style-type: none"> The work will be marked, and the mark awarded will stand. Any future proven allegations will incur a more serious sanction.
1.	A formal warning	Any further instances of poor academic practice after being issued with a Notice to Improve. Low extent of plagiarism or self-plagiarism.	<ul style="list-style-type: none"> Warning letter kept on file. Original mark awarded stands 	<ul style="list-style-type: none"> The work will be marked, and the mark awarded will stand. Any future proven allegations of academic misconduct will incur a more serious sanction.
2.	Reassessment in the task(s) concerned	Low extent of plagiarism or self-plagiarism. Minor instances of cheating in an examination. . Low extent of collusion.	<ul style="list-style-type: none"> You have lost an assessment attempt in the task(s) concerned 	<ul style="list-style-type: none"> If it was a first attempt in the task, a reassessment will be offered, and the result will be capped at the minimum pass mark. If it was a reassessment task, and results in you failing the module, you might be given the option to repeat in the next academic year. Any repeat modules will be subject to a fee and are capped at the minimum pass mark. If you are not entitled to repeat, you may fail the module which will result in your being required to leave the course.
3.	Reassessment in all tasks in the module concerned	Significant extent of plagiarism or self-plagiarism. Further instances of proven Academic Misconduct. Deliberate falsification of references. Minor deviation from approved ethics agreement.	<ul style="list-style-type: none"> You have lost an assessment attempt in all the tasks in the module irrespective of the fact that the misconduct was only in one task. 	<ul style="list-style-type: none"> If it was your first attempt at the module, you will be offered a reassessment attempt for all the tasks in the module. Results of the reassessment are capped at the minimum pass mark. If this was a reassessment task, you will have failed the module. If your course permits, you may be eligible to repeat the module in the next academic year. Any repeat modules will be subject to a fee and are capped at the minimum pass mark. If you are not entitled to repeat, you may fail the module which will result in your being required to leave the course.
4.	Reassessment in all assessment tasks in the module concerned and a	Contract cheating/concerns over authorship. Serious breaches from approved ethics agreement.	<ul style="list-style-type: none"> You have lost an assessment attempt in all the tasks in the module irrespective of the fact that 	<ul style="list-style-type: none"> If it was your first attempt at the module, you will be offered a reassessment attempt for all the tasks in the module. Results of the reassessment are capped at the minimum pass mark.

#	Sanction	Indicative Type of Misconduct	Outcome	Impact
	capped mark applied to all other modules in the level.	Falsification or fabrication of data. Unauthorised use of prohibited tools or materials.	the misconduct was only in one task. All marks at the level are capped at the minimum pass mark.	<ul style="list-style-type: none"> • If this was a reassessment task, you will have failed the module. • If your course permits, you may be eligible to repeat the module in the next academic year. • Any repeat modules will be subject to a fee and are capped at the minimum pass mark. • If you are not entitled to repeat, you may fail the module which will result in your being required to leave the course. • All other modules will be capped at the minimum pass mark. You must still complete work for any outstanding assessments in these other modules. • Your overall award classification will be lower as a result of this capping.
5.	Fail in the module(s) concerned with no option for reassessment, repeat, replacement or substitution. A capped mark is applied to all other modules in the level.	Contract cheating/concerns over authorship. Multiple or repeat instances of proven Academic Misconduct. Misconduct where there is a severe impact on another student. Coercion of another student or tutor.	<ul style="list-style-type: none"> • You have lost any further assessment attempts. 	<ul style="list-style-type: none"> • You will be excluded from your course with immediate effect. • You will not be eligible for an award at the level you were on. • You may be eligible for an intermediate award, but this will depend on the number of credits you have been awarded prior to the academic misconduct sanction.

19. You should discuss any queries about the impact of the sanction on your assessments and/or progression with College Student Services staff.

Guiding Principles

20. In this document 'we', 'our' and 'us' refer to Sheffield Hallam University. 'You' and 'your' refer to all taught students at Sheffield Hallam University who are studying for a Sheffield Hallam academic award either at the University or at a partner organisation.
21. This Regulation applies in full to all undergraduate, Integrated Masters' and taught postgraduate programmes offered by the University where the module or course leads to Sheffield Hallam award or credit at all levels from foundation year to postgraduate, including pre-sessional English courses and higher degree apprenticeships. The Regulation does not cover alleged academic misconduct by students undertaking research degrees who are covered by separate procedures (see the [Policy and procedures for dealing with allegations of research misconduct against doctoral research students](#)).
22. The University reserves the right to make reasonable changes to this Regulation where it will assist in the proper delivery of education. These changes will normally come into effect at the beginning of an academic year. The University may introduce changes during the academic year when it reasonably considers these to be in the interests of students, or where this is required by law.
23. Assessment in any form is how we evaluate your academic achievement against the learning outcomes and any other requirements of your course. It is a fundamental principle that students are assessed fairly and on equal terms. We have a duty to ensure that the highest academic standards are maintained in the conduct of assessment.
24. Academic misconduct is a serious matter. It has the potential to result in a number of sanctions, the impact of which may mean that you lose an assessment attempt and are referred in the task or module concerned. This may have serious implications on your ability to academically progress, and therefore your continued enrolment.
25. In order to emphasise the seriousness of academic misconduct, you are required to accept our enrolment conditions, which confirm that you will comply with our regulations and procedures. You are required to re-enrol on your course on an annual basis to accept your student responsibilities. Upon submission of coursework, you are also required to confirm that the submitted work is your own including physical submissions.
26. The University's Academic Board delegates an ACP to consider cases of alleged academic misconduct in coursework and examinations respectively. These Panels have the authority to impose sanctions on students who have an allegation of academic misconduct upheld in any form of assessment. Sanctions will be applied in accordance with those specified in points 17 and 18 above. Decisions reached by an ACP cannot be changed by a Departmental Assessment Board.
27. You will have a right of appeal any decision reached by an ACP under the [Appeals Policy and Procedure](#). There will be no appeal stage for a decision reached following an Academic Concern meeting for poor academic practice in coursework.

28. This Regulation applies to all students equally. We do not accept disability alone as a reason for your misconduct. However, we may adjust the process to take account of any disability you have disclosed if you contact the Secretary in advance of the meeting to discuss your requirements.
29. While cases are under consideration, you can continue to study following the usual regulations on progression, with the understanding that your enrolment status may change if impacted by a sanction following an upheld allegation.
30. If an allegation is made after the award of a qualification, we may investigate, and could consider withdrawal of credit or an award. If appropriate, the relevant professional body may also need to be informed. Should you withdraw from the University prior to any final outcome, then the University reserves the right to continue to investigate any allegation, including the consideration of an appropriate sanction.
31. It is our responsibility to investigate the allegation against you. We will accept the explanation that is most likely to be true. This is known as the balance of probabilities. All cases will be investigated using the guiding principles of transparency, equity and fairness.
32. We may make use of digital systems to identify potential academic misconduct. The originality reports provided when your work is text-matched against other sources may be used as evidence to support an allegation.
33. We will raise concerns that relate to your academic conduct as soon as possible so that you can take action to correct it. We aim to complete this process, including any final stage meeting, within 40 working days of the date we formally notify you of a concern or allegation. To help us achieve this you must meet any deadlines set for providing further information and/or documents and attend any scheduled meetings. There will occasionally be circumstances when we need to extend the timeframe for different stages. If this is the case, you will be informed of the reasons for the delay and the new timescales. You will be contacted every 15 working days to keep you informed of progress.
34. All correspondence will take place via email to your Sheffield Hallam email account, unless you have graduated or withdrawn from the University, in which case your personal email address (if provided) will be used.
35. Previous upheld allegations of academic misconduct will not be considered a factor in whether an allegation should be upheld but may be used in deciding upon a sanction once it has been established that the Code of Academic Conduct has been breached. Further breaches of the Code of Academic Conduct may be sanctioned more severely than a first upheld allegation. A second upheld allegation will only be described as such when a previous case has been considered, a formal outcome notified and (if applicable) remedial action has been completed, prior to the submission of another piece of work. Where this is not the case, such a concern or allegation should be considered as a possible concurrent case, i.e., the submission of two assignments at the same time with no prior upheld allegations.
36. Information of upheld allegations will be kept on file in line with the University's document retention policy. Instances of academic misconduct and any sanction applied, may be referred to in character references or notified to an accrediting body. If we are notified of an allegation by another academic institution, we may disclose information about your assessments conducted at Sheffield Hallam to them.

Additional Information

37. This Regulation forms part of the [University's Regulatory Framework](#). Other institutional Policies and Procedures that relate to assessment include:
- Standard Assessment Regulations
 - Extenuating Circumstances Policy and Procedure
 - Student Academic Appeals
 - Student Complaints Procedure
 - Student Fitness to Practise
 - Disciplinary Regulation for Students
38. There may also be suitability criteria set by Professional, Statutory or Regulatory Bodies (PSRBs) for students undertaking professional courses of study. Further information regarding this will be provided within your Course Handbook.

Support and Guidance

39. Further support and guidance in relation to this Regulation is available from the Students' Union Advice Centre.
 Web page: www.hallamstudentsunion.com/advice_help/
 Email: advicecentre@shu.ac.uk
 Telephone: 0114 225 4148.

Version:	1.4		
Original Version Approved by and date:	Academic Board, June 2017 (AB/1/17/7)		
Owner:	Student Policy and Compliance, Student and Academic Services		
Date for Review:	March 2022 (deferred to March 2023)		
Amendments since Approval:	Detail of Revision:	Date of Revision:	Revision Approved by:
	Clarification to the impact of sanction 5. Amendment to Annex A 8b) to rename informal warning as Notice to Improve.	September 2017	Assistant Registrar (Assessment, Awards and Regulations)
	Revised wording in sanction 5.	July 2018	Assessment, Awards and Regulations Manager
	<ul style="list-style-type: none"> • Expanded section 6 to include 'authorship' concerns with plagiarism. • Expanded point 19 to confirm that the regulation applies to students on all taught courses including pre-sessional English, foundation, and higher degree apprenticeships 	July 2020	Head of Student Policy and Compliance
	<ul style="list-style-type: none"> • Annex A – addition of point 14 • The addition of mandatory Academic Integrity training to sanctions 1-4. 	July 2021	Teaching and Learning Leadership Group
	<ul style="list-style-type: none"> • Section 1 - the Student Code of Academic Conduct has been redrafted to focus on integrity, and to clearly outline the importance of students submitting their own work. • Section 7 – the plagiarism definition includes the use of paraphrasing software. Concerns over authorship has been realigned to section 9, as below. • Section 9 – contract cheating includes concerns over authorship and the use of artificial intelligence tools. 	May 2023	

	<ul style="list-style-type: none"> • Section 10 – a new category to cover trading and writing for others. • Section 12 - Cheating, includes the use of tutoring during online exams. • Section 15 – Dishonest or unfair practice includes using unauthorised tools/products. • Section 18 – sanction 5, now aligns with sanction 4 to cap all modules across the level. 		
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