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INTRODUCTION

Plagiarism, the fraudulent submission of coursework, and academic malpractice represent serious breaches of the University’s regulations on academic integrity and may result in your permanent exclusion from the University and disqualification from being awarded a degree. It is very important therefore that from the outset you are familiar with what these offences involve. One purpose of this handbook is to help you gain that understanding.

Only a very small proportion of students fall foul of the University’s academic integrity regulations, and an even smaller proportion do so deliberately. The other, and main, purpose of this guide is to help you to develop good scholarly practice so that you can maintain academic integrity throughout your time at Leeds and avoid becoming one of that small number.

I hope that you will read what follows with care and find it helpful. Please let me know if you have any suggestions for improving this guide in the future.

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WHAT IS ACADEMIC INTEGRITY?

Plagiarism, Fraudulent Coursework, and Academic Malpractice Explained

A. **Plagiarism** is defined under the University’s regulations as "presenting someone else’s work, in whole or in part, as your own. Work means any intellectual output, and typically includes text, data, images, sound or performance".

You should note that intention is not a necessary element of plagiarism. In other words, when deciding whether a student has plagiarised, it is irrelevant whether or not the student intended to present another's work as her or his own. ‘Accidental’ plagiarism (i.e. plagiarism due to mistakes) is still plagiarism. This makes it all the more important that you understand how to reference properly and that you adopt adequate referencing in your notes as well as in work submitted for assessment.

B. **Fraudulent or fabricated coursework** is defined as "work, particularly reports of laboratory or practical work that is untrue and/or made up, submitted to satisfy the requirements of a University Assessment in whole or in part”.

C. **Academic malpractice** occurs when a student "attempts to mislead or deceive the examiners concerning the work submitted for assessment".

Examples include:

- Theft of the work of other students.
- Appropriating the work of other students without their consent.
- Misrepresenting or defaming the work or opinions of others
- Submitting for assessment work produced by others, whether within or without the University, including commercial providers.

The University considers the act of submitting work for assessment which you have not yourself written as a very serious offence and it is subject to the most severe penalties. Unless the assignment is specifically designated a group task your essays must be all your own work.

- Submitting the same work to satisfy the requirements of two assessments.
- Resubmitting one’s own work or part thereof when any of this has been submitted for marks or credits even if in a different module (within the School or outside), or for a different qualification, or completed prior to entry to the University, without specific written permission to do so from the University staff concerned.

This is self-plagiarism and it is not permitted. You cannot be given credit on more than one occasion for the same piece of work (this applies even if, for instance, the two essays are submitted on different modules during the same assessment period). For example, you should not incorporate in your dissertation material which you have included as part of work submitted for assessment in other modules. You must seek written permission from the module leader if you wish to reproduce work which you have already submitted for assessment.
• Making or causing to be made a fraudulent statement concerning the work submitted for assessment or the student’s candidature for assessment or examination.

This is also intended to address the false signing of a declaration of integrity.

• Knowingly aiding another student to copy one’s own work or the work of others.

• Colluding with others (including other students) in the preparation or submission of work.

What is collusion?

“Collusion is the act of collaborating with someone else on an assessment exercise which is intended to be wholly your own work, or the act of assisting someone else to commit plagiarism”. (Maguire C (2003) Guidance for BVC providers: a common approach to plagiarism and collusion, London: Bar Council).

We recognise that students may exchange lecture notes and discuss seminar questions with other students. We do not want to discourage students from the wholly desirable practice of discussing their studies with their peers. However, as soon as an assignment question is distributed (including the advance distribution of examination questions), you should not discuss that assignment with other students. All coursework you submit must be wholly your own work, and you must not exchange or discuss preparatory materials or research related to that assignment with other students.

• Acceptable: Discussing ideas, books, lectures

• Unacceptable: Discussing the structure or contents of your essay, writing essay-plans jointly, reading another student’s essay or essay plan, showing another student your essay or essay plan before the assignment is due.

You must work independently at all stages on your assessed work (unless you are specifically instructed to work in groups for the assignment). You must not work with other students whilst writing your assignments and you must not share work with other students at any stage. Do not let another student see, or copy, work which you have written or are in the process of writing for assessment.

If you are struggling with your essay ask your tutors for help. If your friend is struggling, encourage them to speak to their tutors.

Proof-reading

The University’s policy is that responsibility for all aspects of the work submitted for assessment remains with the student.

You must not engage third parties to act as proof-readers of any academic work that you submit for assessment. This prohibition applies equally to offers of proof-reading as a commercial service for which a fee is charged, and to proof-reading on an informal basis by fellow students, friends and family.

( Assistance by a third-party may be expressly sanctioned as a result of an assessment of need in instances where students have a disability or learning difficulty. Such assistance most frequently takes the form of support through a Disability Strategy Tutor to enable students to develop their own individual proof-reading strategies. The use of assistive software may also be recommended to support students in carrying out their own proof-reading. A minority of students may also make legitimate use of third-party proof-readers, but only where this is explicitly recommended in their needs assessment.)
You may use online tools such as a dictionary, thesaurus, or spelling- and grammar-checking software to help identify and correct typographical and spelling mistakes or errors. However, you should be aware of the limitations of such software.

You should view the proof-reading of your own work as an integral part of the writing process. The Library offers support to help students develop their editing and proofreading skills: 
https://library.leeds.ac.uk/info/14011/writing/111/revising_editing_and_proofreading

The University’s proof-reading policy is available here:
https://www.leeds.ac.uk/secretariat/documents/proof_reading_policy.pdf

What happens if a plagiarism or other academic malpractice is suspected?

If an examiner suspects that plagiarism or other academic malpractice has occurred, the work will be forwarded to the Student Support Officer for investigation. If, following such investigation, the Academic Integrity Officer concludes that there is a prima facie case to answer, the student concerned will be required to attend a formal hearing. At the hearing the student will have the opportunity to respond to the allegations raised. For further details of the procedure see:
http://www.leeds.ac.uk/secretariat/documents/cpffm_procedure.pdf

What penalties are attached to plagiarism and academic malpractice?

Penalties range from a formal written warning to permanent exclusion from the University and disqualification from being awarded a degree. Details are set out in the University regulations, available online at: http://www.leeds.ac.uk/secretariat/documents/cpffm_penalties.pdf

In addition to the immediate sanction which the School or University may impose, being found guilty of an academic integrity offence may have further adverse consequences. For example, a prospective employer may regard a finding of academic malpractice as bringing your honesty and integrity into question. As such you may find it more difficult to obtain employment.

Plagiarism and Academic Malpractice within the School of Law

Over the last three years more than 100 students have been found guilty of plagiarism or academic misconduct within the School. In the majority of these cases, commission of the offence was unintentional and might have been avoided by proper referencing and/or paraphrasing.

The number of cases also demonstrates that the School is committed to upholding academic integrity and that it operates an effective detection and investigation policy.
HELPING YOU TO MAINTAIN ACADEMIC INTEGRITY

The Academic Integrity Tutorial and Test

All students in their first year are required to take and pass an online Academic Integrity Tutorial. This is to ensure that you understand the university's regulations concerning academic integrity. You can take the tutorial more than once. You will be considered to have passed only when you have answered all questions correctly. For information on accessing the tutorial and quiz via the VLE see: http://www.leeds.ac.uk/vle/students/assess/academicintegrity/

How do I avoid plagiarism?

Avoiding plagiarism is about ensuring that work which is not your own is not presented as being your own. The most common form of plagiarism is where a student reproduces another's words – be it a phrase, a sentence, a paragraph or more – without proper attribution. But plagiarism extends beyond copying someone else's words. Plagiarism also covers presenting someone else's ideas or arguments as your own.

⇒ So, when we refer to someone else's work, we mean both the actual words they use and the ideas or arguments which those words express. It follows that whenever we are using either someone else's words or someone else's ideas or arguments we must take care to ensure that we do not present them as our own.

When we are using someone else's words, we ensure that we do not present them as our own by using quotation marks at the beginning and at the end of the wording (we also cite the source, either in the text or in a footnote, so that the reader knows whose words they are).

⇒ It is important to note that someone else's words means anyone else's words: the identity of the author (be it a friend, a lecturer or a judge) or the source (be it a textbook, a lecture handout, or a headnote in a law report) does not matter. If you are not the original author of the words, you MUST use quotation marks (and cite the author and source).

Generally, the reason why you will want to use someone else's words is because you want to make use of the ideas or arguments which those words express. An alternative method is to put the other person's ideas or arguments in your own words: this is called paraphrasing. This involves expressing someone else's idea or argument in your own (different) words. When you are using your own words, there is no need to use quotation marks. But because you are still making use of someone else's work (i.e. their ideas or arguments) you must cite the author and source (either in the text or in a footnote).

A practical example:

Hugh Collins suggests in his textbook (The Law of Contract 4th edn (Butterworths, 2003) 173) that the decision of the Court of Appeal in the case of Pharmaceutical Society v Boots may have been motivated by a desire not to entrench the restrictive practices which he says the Pharmaceutical Society were trying to protect. What he actually says is this:

‘The reason given by the court for its decision was simply one of permitting customers to inspect the goods and change their minds in the shop. But one wonders also how impressed the court was by the desire of the pharmacists to retain their restrictive practices, although this consideration was not explicitly acknowledged’.
Now, I think (although you may disagree) that this is an interesting point and an original idea, and I want to make use of it in my essay. But it is Collins's point and Collins's idea. I would be guilty of plagiarism were I to make use of it in my essay unless I make clear that I have borrowed from Collins.

To avoid plagiarism, I have two main options:

**Option 1: USE COLLINS’S WORDS WITH QUOTATION MARKS AND A CITATION/FOOTNOTE**

≥ 'The reason given by the court for its decision was simply one of permitting customers to inspect the goods and change their minds in the shop. But one wonders also how impressed the court was by the desire of the pharmacists to retain their restrictive practices, although this consideration was not explicitly acknowledged'.


**Option 2: PARAPHRASE COLLINS’S IDEA WITH A FOOTNOTE**

≥ Hugh Collins suggests that the decision in *Boots* may have been motivated by a desire on the part of the Court not to entrench the restrictive practices which he says the Pharmaceutical Society were trying to protect.


Of these, option 2 is the better. This is because (i) it contains some of my own work - the work of putting his idea into my own words; (ii) it is shorter; and (iii) while the idea is a good one, there is nothing particularly valuable about the specific words Collins has chosen.

**ATTENTION! What I must NOT do is to write the following:**

The reason given by the court for its decision was simply one of allowing customers to inspect the goods and change their minds in the shop. But one wonders also how impressed the court was by the desire of the pharmacists to hold on to their restrictive practices, although this consideration was not expressly acknowledged.


If you read this carefully you will see that I have changed a handful of words. But this is plagiarism, not paraphrasing. Incorporating a reference to Collins in a footnote is not sufficient, because by omitting quotation marks I am presenting the words as my own when they are not my own: save for a handful of words, the two sentences contain Collins's words.

**Changing a couple of words is NOT paraphrasing.**

**Other uses of references**

References are also important for other reasons. First, referencing is a form of acknowledgement to those whose work you have drawn on in the production of your own work. At the very least, it is thus a courtesy. Second, referencing enables the tutor marking your essay to credit you for the books and articles you have read and used to put together an argument. One of the best ways to learn about how referencing is used is simply to pick up a legal text and work out for yourself the system that the author has used.
We all learn through reading others’ work, and you will want to make use of the ideas of the authors and researchers whose work you read during your research. Referencing appropriately simply indicates that you acknowledge this process, and that you are developing others’ work. Do not assume that including references is a weakness or suggests you have no ideas of your own. At this level it would be almost impossible to write an essay without references, as this would mean you have not taken any ideas from those who have previously written on the topic, which would suggest that you were not engaging with the relevant literature.

However, while references can demonstrate the breadth of reading you have done around a topic, you should remember that an essay is about your ideas and conclusions, not someone else’s. You need to critically engage with the literature and not just describe or repeat what other sources have said, but analyse and evaluate them.

**Note-taking when researching**

Poor note-taking when researching an essay is one of the main causes of plagiarism. If you have not made explicit which sources you have accessed when taking notes, you could find that when you come to write up your essay from your notes you cannot tell which bits of text were taken from which source. Or you might not be able to tell whether the notes you have taken are direct quotes or a summary in your own words. If you get this wrong you could find yourself inadvertently plagiarising.

Taking a bit of time and care with your note taking can save you a whole lot of time when you come to write up your essay.

- Keep track of your sources by keeping a complete, detailed record (including page numbers) of exactly where you found your materials.
- When making notes from sources put any direct quotations in quotation marks to ensure you do not accidentally plagiarise.
- Write down every source you access (including page numbers and publisher information) as this will help when compiling your bibliography.

When you are researching you should not just copy and paste text from internet sources. When compiling notes from sources you are reading it is much better to summarise in your own words what the source says; as well as removing the risk of inadvertently plagiarising from the source this will give you valuable practice at expressing in your own words the ideas being discussed.

**Some words of caution about using internet sources**

The Internet is a fantastic resource, but you must exercise caution as a lot of the content you will come across will be of questionable value. Anyone can create a personal web page or a blog, and anyone can claim to be an expert in their field. You must therefore critically assess any web source you access – how reliable does it appear? What are the author’s credentials? Does it clearly reference its sources? Are you able to access these sources for yourself?

If not, you could get into trouble. For instance, you could quote from a web page which itself has lifted a lot of material from other sources without providing any references. You would then inadvertently be plagiarising from those sources.

There would be nothing to stop someone posing as a legal expert creating a blog which gets all the facts wrong, or plagiarises from a variety of legal texts. By contrast, scholarly sources – academic and peer-reviewed publications, journals, textbooks, and other books by reputable publishers – will have a professional structure in place to check the facts and ensure their accuracy before publication. These sources have therefore been subjected to a level of editorial scrutiny which web sources often do not receive, so you can rely on them with confidence.
TIPS FOR AVOIDING PLAGIARISM

1) Wherever you don’t include a reference the marker is expected to assume what you have written is your own words and ideas.

2) Everything outside of quotation marks should be your own words.

3) Treat web pages like any other published resource. Make notes from these in your own words. Don’t just copy and paste from the internet.

4) Practise good note-taking when researching your essay. Make sure to keep track of where you have accessed sources, writing down the full publishing information so that your bibliography is easy to compile.

5) When taking notes, make it clear where you have taken text from a source word-for-word, and where you have made notes in your own words, so that you do not accidentally pass off someone else’s words as your own.

6) Don’t put anything in your bibliography that you haven’t read.

7) Don’t leave your referencing to the last minute. Proper referencing takes time and good note-taking is the best way to make the process quick and efficient.

8) Try to plan your time effectively, particularly if you have a number of assignments due together. Time pressure is another of the main causes of plagiarism (whether intentional or not). The Library runs workshops to help with time management.

9) If you are having problems (personal or medical) you can see the Student Support Officer (James Johnston) about requesting an extension to the deadline.

10) If you are unsure, ask: your lecturers and tutors will be happy to help if you are in doubt about any aspect of referencing or plagiarism.
FURTHER HELP

Your tutors and/or lecturers will provide guidance on avoiding plagiarism during your programme, and if in doubt at any time about any aspect of referencing and avoiding plagiarism you should ask your tutor or another member of academic staff.

Remember that you can see academic staff without an appointment during their academic support hours. Times of academic support hours are advertised on the VLE and the contact board which is located next to the lift on the ground floor of the Liberty building.

The Skills@Library website gives you help and advice on how to reference using each of the School’s referencing styles: https://library.leeds.ac.uk/info/1402/referencing

This site also has a lot of useful information, advice and activities on what to do to avoid plagiarising: https://library.leeds.ac.uk/info/1401/academic_skills/46/academic_integrity_and_plagiarism

For more detailed guidelines on how to reference legal sources, see French, D., How to Cite Legal Authorities (London, Blackstone, 1996) or The Oxford Standard for Citation of Legal Authorities (OSCOLA) which can be found at: http://www.law.ox.ac.uk/publications/oscola.php

Endnote

Endnote is a useful bibliographic tool which can help keep track of the books, journals and other sources you use for your essay. Endnote not only stores and manages the references but it can be used to create automatic bibliographies in Microsoft Word documents. The Library offers support resources and training videos: https://library.leeds.ac.uk/info/1403/endnote/43/endnote_support

KEY CONTACTS

Dr Ilaria Zavoli (I.Zavoli@leeds.ac.uk) (Room 1.20) is the School's Academic Integrity Officer, and has responsibility for the implementation within the School of Law of the University's regulations concerning academic integrity. This includes the chairing of hearings into cases of suspected plagiarism and other academic malpractice.

Professor Nick Taylor (N.W.Taylor@leeds.ac.uk) (Room 2.23) is the School's Director of Student Education, and has responsibility for all student education matters in the School.

Max Broady (M.E.Broady@leeds.ac.uk) (Room G.27) is the School's Student Support Officer, and is responsible for the administration of suspected academic integrity cases and for their initial investigation.
APPENDIX 1

HOW DO I REFERENCE?

As Law or Criminal Justice students you will be working with materials from a variety of intellectual disciplines, and you will see that different disciplines have, to an extent, their own referencing traditions and practices. In this context, what is most important for the production of your written work is that you use references in a manner that is clear and consistent. When producing pieces of work always take care to check that your referencing is of a suitable standard. Referencing matters! Poorly referenced pieces of work receive reduced marks, and this is easily avoided by being conscientious.

Referencing styles – Harvard and OSCOLA

There are a number of standard systems referencing. In the School of Law two systems are preferred:

- **Harvard** (for students studying Criminal Justice and Criminology programmes);
- **OSCOLA** (for students on Law programmes), as this system has been developed specifically for use within law.

**Harvard**

The Harvard system is very simple to use. The School of Law and the wider University has adopted the “British Standard” and the University Library has produced guidance explaining how to cite and reference a range of resources in your work using the Harvard system. Further information can be found at the Library webpages on Harvard referencing: https://library.leeds.ac.uk/info/1402/referencing/50/leeds_harvard_introduction

**OSCOLA**

Further information on OSCOLA (including the guidance booklet produced by the Faculty of Law in the University of Oxford, a quick reference guide and a list of frequently asked questions) can be found at: http://www.law.ox.ac.uk/publications/oscola.php

The Library also provides advice, including an online tutorial designed by the University of Cardiff: https://library.leeds.ac.uk/info/1402/referencing/132/other_referencing_styles

**Skills@Library**

The Skills@Library website gives you help and advice on how to reference using each of the above referencing styles: https://library.leeds.ac.uk/info/1402/referencing

It also contains helpful online tutorials on referencing and avoiding plagiarism.

We strongly recommend that you familiarise yourself with the Skills@Library website as it is a great resource for referencing advice.
Quoting from cases and statutes

Similar principles apply to quotations from cases. Where you are using the words of a judge to justify your argument, make it clear that they are his/her words not your own. Direct quotation is the normal method used by lawyers in court, and should be adopted. In written work, this should be signalled by the use of quotation marks. For example:

As Lord Atkin stated in Donoghue v Stevenson [1932] AC 562 at p 580,
"The rule that you are to love your neighbour becomes in law, you must not injure your neighbour; and the lawyer's question, Who is my neighbour? receives a restricted reply. You must take reasonable care to avoid acts or omissions which you can reasonably foresee would be likely to injure your neighbour".

Alternatively, indirect quotation, as with books and journals may be adopted (see below).

When referring to statutes, it is good practice to indicate when you are quoting the express words of the statute. For example,

Under s 1 (8) of the Occupiers' Liability Act 1984 'injury' is defined as "anything resulting in death or personal injury, including any disease and any impairment of physical or mental condition". This definition thus excludes injury to property.

Citing material from the internet

Increasingly material is available in electronic format and sometimes only in electronic format. Where hard copy is also available, you should cite that. For example, recent Acts of Parliament and judicial decisions are available on the web. However, if you use the electronic version for your work you should still look up the library copies and give references in the usual way, as described above, in your final essay. You obviously cannot do this if the only version is electronic but where you have taken material from the web you must still acknowledge it. Direct quotations must be clearly shown, using quotation marks. It is most important if you cut and paste material into your own files that you make it absolutely clear that you are using someone else’s words. If you do not you are just as guilty of plagiarism as if you copied out someone else’s words from a book.

Whether you are quoting directly or using material as the basis for your own arguments, you must give the URL of the site where you found the material. It is also a good idea to give the date when you made use of the material, as web sites may change. It is vital to keep a note of the URL for any site you are using for your work. Do not leave referencing until later, when you are finishing off your essay. You may not be able to find the site again or it may have disappeared. Should you make this mistake however, you must still say that you are quoting directly or making use of material from a web site, even though you cannot find the URL. If you do not say this you will be guilty of plagiarism and it will be no excuse that you tried to find the site but failed.

⇒ IMPORTANT

You should not have separate lists of internet sites in your bibliography. Internet sites should be incorporated into one alphabetical list of references. You do not give the www address (the URL) as your citation in the text of your work. You must give the author or the source organisation as you would for printed material.
Citing secondary sources

Problems with referencing secondarily often arise in undergraduate work, where it is quite legitimate to be using texts. If you are discussing an author’s ideas but are not reading the original work or study, but someone else’s book or article that is citing the original work, make sure that you reference the source you are actually using. To do otherwise – e.g. to indicate that you have been reading Cesare Lombroso’s 1876 edition of *L’uomo Delinquente* when you have read a summary of the book in a textbook, is a form of plagiarism. It is also very easy to spot (especially when the book has long been out of print, and the 1876 edition was only ever published in Italian).

- When a secondary source refers to another author DON’T just put this directly in your work
- Go to the original source referred to and look for yourself whether you agree with this opinion

So you should always cite the text from which you extracted the reference. For example (using the Harvard system in this case):

Karl Marx said very little about criminal behaviour (Schwartz and Hatty, 2003, cited in DeKeseredy, 2011).

Then you would not need to put Schwartz and Hatty’s work in your bibliography, only the text that you have actually read:

APPENDIX 2:
CHEATING IN UNIVERSITY EXAMINATIONS

Definition

Cheating in University Examinations occurs when a candidate transgresses any of the following University rules governing the conduct of University Examinations.

Specifically, candidates shall not:

- copy from other candidates or from notes;
- introduce specified items (e.g. pencil cases), notes or other unauthorised material (including blank paper) into the examination room;
- communicate in any way with other candidates or person(s) except the invigilators;
- access or copy from sources of information (except as allowed by examiners or the Exams Officer) or annotate or mark this authorised information (except as authorised by the examiner);
- remove script books (blank or otherwise) from the examination room;
- bring mobile telephones or pagers into the examination room;
- disobey the regulations relating to the use of calculators.

Penalties

Cheating in University Examinations is treated as an absolute offence. Only one of two penalties will be applied unless the circumstances are wholly exceptional:

- Repeat to pass standard, as an external or internal candidate, the examination or some or all of the examinations in the Semester where the incident of cheating has occurred. The mark awarded for the whole module or series of modules will be zero and this will be retained after the requirement to repeat has been successfully completed. Where successfully repeated the credits will be awarded but the retained zero marks will contribute to the classification calculation where this applies.

  The requirement to pass is an absolute condition of graduation from the University irrespective of the status of the assessment in the programme of study. Unless specified by the Committee, the student will be given a single opportunity to take and pass the examination, the timing of which will be at the convenience of the School concerned. Where the examination is failed a report will be made to the Committee where it will be decided whether or not a further opportunity is to be given and, therefore, whether or not the student will be eligible to graduate from the University.

- Withdraw permanently from the University with no award.
APPENDIX 3

DECLARATION OF ACADEMIC INTEGRITY

The standard declaration of academic integrity to be signed on submission of coursework is set out below.

To be signed and receipted with all submitted coursework:

The Declaration, in two forms, given below has been approved by the University. Schools may elect to add to this declaration as they see fit provided that the provisions of the University's Declaration are included.

1. For Individual pieces of work
I am aware that the University defines plagiarism as presenting someone else's work, in whole or in part, as your own. Work means any intellectual output, and typically includes text, data, images, sound or performance.

I promise that in the attached submission I have not presented anyone else's work, in whole or in part, as my own and I have not colluded with others in the preparation of this work. Where I have taken advantage of the work of others, I have given full acknowledgement. I have not resubmitted my own work or part thereof without specific written permission to do so from the University staff concerned when any of this work has been or is being submitted for marks or credits even if in a different module or for a different qualification or completed prior to entry to the University. I have read and understood the University's published rules on plagiarism and also any more detailed rules specified at School or module level. I know that if I commit plagiarism I can be expelled from the University and that it is my responsibility to be aware of the University's regulations on plagiarism and their importance.

I re-confirm my consent to the University copying and distributing any or all of my work in any form and using third parties (who may be based outside the EU/EEA) to monitor breaches of regulations, to verify whether my work contains plagiarised material, and for quality assurance purposes.

I confirm that I have declared all mitigating circumstances that may be relevant to the assessment of this piece of work and that I wish to have taken into account. I am aware of the University's policy on mitigation and the School's procedures for the submission of statements and evidence of mitigation. I am aware of the penalties imposed for the late submission of coursework.

2. For Group Work
On the understanding that other members of the group have made contributions to the attached submission, I promise ............. (as in 1 above).