

ACADEMIC INTEGRITY POLICY

SCOPE

1. The requirement for academic integrity applies to all work submitted by all students for both continuous and final assessment. It includes essays, dissertations, presentations, short written assignments and more. It is the student's responsibility to ensure the integrity of the work that they submit for continuous and final assessment.
2. Allegations of academic misconduct will be investigated using the procedures set out within the Code of Conduct and Disciplinary Procedure.

DEFINITIONS OF ACADEMIC MISCONDUCT

3. All students should ensure that they understand and familiarise themselves with the terms that are used to describe different forms of academic misconduct in continuous and final assessment, including practical assessment. These include (but are not limited to) the following.

PLAGIARISM

4. Plagiarism is the **unacknowledged** use of another's work or ideas, whether published or unpublished, submitted or presented by the student as their own. Such plagiarism may be from articles, books, essays, websites, papers, reports, performances, data, case studies, or any other material.
5. It is plagiarism whether the medium is literary (for example essays, reports), graphical (for example designs, graphics, diagrams), oral (for example presentations) or any other medium.

Examples of plagiarism include but are not limited to:

- a) copying another student's work;
- b) unacknowledged copying from a text book, article, web resource or other source;
- c) unacknowledged copying through the paraphrasing or summarising of another's work by altering word order, omitting words, phrases or sentences and inserting linking words or phrases over a paragraph or a number of paragraphs;
- d) using the creative ideas of others in written or visual work without appropriate acknowledgement;
- e) making significant use of unattributed quotations from sources.

COLLUSION

6. This is when work is produced by more than one person without prior authorisation and/or is presented for assessment as if it is the work of a single individual without acknowledging the contribution of others. BeeLeaf Institute encourages collaborative work both within and between different units of training. This is not collusion, as long as the work submitted for assessment is a clear and accurate reflection of a student's individual contribution to a collaborative project. Group work must explicitly and appropriately acknowledge the contribution of others or collusion may be deemed to have occurred.

COMMISSIONING

7. This is when a student asks another person to produce a piece of work on their behalf, whether for payment or not, which the student then submits as their own work. It may be appropriate in some instances for example in a portfolio project to utilize an element of an object, but this must be agreed in advance with the trainer/assessor and clearly indicated when the work is submitted for assessment.

DUPLICATION

8. This is when a student submits one piece of work for assessment on two occasions. It can also apply if a piece of work is substantially the same as one that the student has previously or simultaneously submitted for assessment either at BeeLeaf Institute or another place of study.

9. Exceptionally, a student may be required to re-submit for assessment a previous piece of work, reworked to demonstrate how they have improved it. It will be clear from the feedback given to the student from the Trainer/Assessor whether this is what is required, and in this instance, this will not constitute duplication.

10. This includes making false statements and the falsification of data. It is applied when data are presented in reports, case studies or any other form of submission that is based on work claimed to have been carried out by the student but which has actually been invented by the student, altered, copied or otherwise obtained by unfair means.

11. A false declaration in order to receive special consideration by Assessors/Trainers, to obtain extensions to deadlines, or exemption from work is also considered to be misrepresentation.