

Regent European University

ACADEMIC INTEGRITY POLICY

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1. INTRODUCTION AND SCOPE

1.1 Purpose

This policy represents Regent European University's commitment to maintaining the highest standards of academic integrity and ensuring fair, transparent, and supportive procedures for all members of our academic community.

This Policy establishes the framework for maintaining the highest standards of academic integrity at Regent European University (REU). It defines expectations for academic conduct, outlines prohibited practices, and sets procedures for addressing breaches of academic integrity.

1.2 Scope

This Policy applies to all students enrolled at REU across all programs, levels of study, and modes of delivery, including:

- Undergraduate and postgraduate taught programs

- Research degrees (MPhil, PhD)
- Exchange and visiting students
- Students on placement or studying abroad under REU programs

1.3 Principles

REU is committed to fostering a culture of academic integrity based on:

- **Honesty** - Truthfulness in all academic work and communications
 - **Trust** - Reliability in academic relationships and processes
 - **Fairness** - Equitable treatment and assessment for all students
 - **Respect** - Recognition of intellectual property and others' contributions
 - **Responsibility** - Personal accountability for academic conduct
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2. DEFINITION OF ACADEMIC INTEGRITY

Academic integrity encompasses the ethical principles and standards that govern academic work.

It requires students to:

- Conduct their studies with honesty and transparency
 - Acknowledge all sources and influences in their work
 - Submit only original work unless collaboration is explicitly permitted
 - Respect examination regulations and assessment requirements
 - Take responsibility for understanding and following academic standards
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3. ACADEMIC MISCONDUCT: DEFINITIONS AND EXAMPLES

Academic misconduct is any action that compromises academic integrity. The following categories are prohibited:

3.1 Plagiarism

The presentation of another's ideas, words, or work as one's own without proper acknowledgment. **Examples include:**

- Copying text from sources without quotation marks or attribution
- Paraphrasing without citation
- Submitting work completed by another person
- Auto-plagiarism (resubmitting one's own previous work without permission)
- Inadequate or incorrect referencing
- Failure to acknowledge AI-generated content where applicable

3.2 Collusion and Unauthorized Collaboration

Working with others when individual work is required, or exceeding permitted collaboration boundaries. **Examples include:**

- Sharing answers during individual assignments
- Allowing another student to copy work
- Group submission of individual assignments
- Unauthorized sharing of assessment materials
- Joint preparation where individual work is required

3.3 Cheating in Examinations

Any attempt to gain unfair advantage during formal assessments.

Examples include:

- Bringing unauthorized materials into examinations
- Communicating with others during exams
- Accessing prohibited devices or information
- Impersonation or having another person take an exam
- Continuing to write after time has been called

3.4 Fabrication and Falsification

Creating false information or altering legitimate data.

Examples include:

- Inventing research data or results
- Manipulating images or data inappropriately
- Creating fake references or citations
- Falsifying laboratory results or fieldwork data
- Misrepresenting research methodology

3.5 Contract Cheating

Commissioning or purchasing academic work from third parties.

Examples include:

- Using essay mills or assignment writing services
- Purchasing completed assignments online
- Having someone else complete coursework
- Commissioning bespoke academic work

3.6 Other Forms of Academic Misconduct

- Unauthorized multiple submission of the same work
- Bribery or attempted bribery of academic staff
- Theft or unauthorized access to examination materials
- Sabotage of other students' work
- Misuse of academic facilities or resources

4. USE OF ARTIFICIAL INTELLIGENCE (AI) TOOLS

4.1 General Principles

The use of AI tools in academic work must be transparent, appropriate, and explicitly permitted by the assessment guidelines.

4.2 Permitted Uses

- Research assistance and information gathering (with proper acknowledgment)
- Grammar and language checking tools
- Translation assistance (where permitted)
- Data analysis tools (where appropriate to the discipline)

4.3 Prohibited Uses

- Generating substantial portions of assessed work
- Using AI for work that must demonstrate personal understanding
- Failing to acknowledge AI assistance where used
- Circumventing assessment objectives through AI use

4.4 Declaration Requirements

Students must declare any use of AI tools in their academic work, specifying:

- Which tools were used
 - How they were used
 - What content was generated or influenced
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5. PREVENTION AND EDUCATION

5.1 Student Education

REU commits to providing comprehensive academic integrity education through:

- Mandatory academic integrity modules for all new students
- Discipline-specific guidance on citation and referencing
- Regular workshops on research ethics and good practice
- Online resources and self-assessment tools
- Clear assessment guidance from faculty

5.2 Academic Staff Responsibilities

Academic staff must:

- Clearly communicate assessment requirements and integrity expectations
- Design assessments that promote original thinking and reduce misconduct opportunities
- Provide adequate guidance on referencing and citation standards
- Model good academic practice in their own work
- Report suspected academic misconduct promptly

5.3 Institutional Support

REU provides:

- Academic writing support services
 - Library guidance on information literacy
 - Research methods training
 - Plagiarism detection software training
 - Regular policy updates and guidance
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6. DETECTION AND REPORTING

6.1 Detection Methods

REU employs multiple methods to detect academic misconduct:

- Plagiarism detection software (e.g., Turnitin)
- Academic staff expertise and vigilance

- Peer reporting mechanisms
- Statistical analysis of assessment patterns
- External examiner scrutiny

6.2 Reporting Procedures

Suspected academic misconduct must be reported to:

- **First instance:** Module coordinator or supervising academic
- **Formal reporting:** Academic Integrity Officer
- **Anonymous reporting:** Available through student portal

6.3 Confidentiality

All reports and investigations are handled with appropriate confidentiality, with information shared only on a need-to-know basis.

7. INVESTIGATION PROCEDURES

7.1 Preliminary Assessment

Upon receiving a report, the Academic Integrity Officer will:

- Conduct initial assessment of the allegation
- Gather relevant evidence and documentation
- Determine if formal investigation is warranted
- Notify the student in writing of the allegation

7.2 Formal Investigation

The investigation process includes:

- Appointment of Investigation Panel (minimum 2 academic staff)
- Written notification to student with full details of allegation
- Opportunity for student response (written and/or oral)
- Evidence gathering and witness interviews where necessary
- Decision on whether misconduct has occurred

7.3 Student Rights During Investigation

Students have the right to:

- Receive clear information about the allegations
 - Reasonable time to prepare a response
 - Be accompanied by a student representative or advisor
 - Access relevant evidence and documentation
 - Present their case fairly and fully
 - Appeal any decision made
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8. PENALTIES AND SANCTIONS

8.1 Factors Considered in Determining Penalties

- Severity and extent of misconduct
- Level of study and experience of student • Previous misconduct record
- Student's cooperation with investigation
- Mitigating circumstances
- Academic and professional context

8.2 Range of Penalties

Minor Misconduct

- **Formal warning** with academic integrity re-education
- **Resubmission** of work with penalty (maximum mark capped)
- **Reduction in marks** for specific assessment

Moderate Misconduct

- **Zero mark** for affected assessment with opportunity to resubmit
- **Module failure** requiring retake
- **Academic probation** with monitoring • **Mandatory academic skills training**

Serious Misconduct

- **Zero mark** for assessment with no resubmission opportunity
- **Module failure** with no retake permitted
- **Suspension** from studies for specified period
- **Exclusion from specific opportunities** (e.g., study abroad, prizes)

Very Serious Misconduct • **Failure of academic year** requiring repeat • **Permanent exclusion** from the University

- **Withdrawal of degree** (if misconduct discovered post-graduation)
- **Public notation** on academic transcript

8.3 Repeat Offenses

Subsequent instances of academic misconduct will result in progressively more severe penalties, potentially including permanent exclusion regardless of the severity of the individual incident.

9. APPEALS PROCESS

9.1 Grounds for Appeal

Students may appeal academic integrity decisions on the following grounds:

- Procedural irregularities in the investigation
- New evidence not available during original investigation
- Penalty is disproportionate to the misconduct
- Bias or conflict of interest in the investigation

9.2 Appeals Procedure

- **Timeline:** Appeals must be submitted within 20 working days of decision
 - **Format:** Written appeal with supporting evidence
 - **Review:** Independent Academic Appeals Panel
 - **Outcome:** Appeal may be upheld, dismissed, or penalty modified
 - **Final Appeal:** External review available in exceptional circumstances
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10. SUPPORT FOR STUDENTS

10.1 Preventive Support

- Academic writing workshops and tutorials
- Research methods and ethics training
- One-to-one academic skills consultations
- Library and information literacy support
- Language support for international students

10.2 Support During Proceedings

- Student Advisory Service guidance
- Mental health and wellbeing support
- Academic appeals assistance
- Representation during hearings
- Pastoral care from personal tutors

10.3 Post-Investigation Support

- Academic skills development plans
 - Monitoring and mentoring programs
 - Counseling and support services
 - Reintegration support following suspension
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11. RECORD KEEPING AND DATA PROTECTION

11.1 Record Management

- All academic integrity cases are recorded centrally
- Records maintained for minimum of 6 years post-graduation
- Statistical reporting for quality assurance purposes
- Anonymized data used for policy development

11.2 Data Protection

All personal data is processed in accordance with:

- UK Data Protection Act 2018
- General Data Protection Regulation (GDPR)
- University Data Protection Policy

- Relevant national privacy legislation
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12. ROLES AND RESPONSIBILITIES

12.1 Students

- Understand and comply with academic integrity requirements
- Seek clarification when uncertain about expectations
- Report suspected misconduct appropriately
- Take responsibility for their academic conduct

12.2 Academic Staff

- Model good academic practice
- Provide clear guidance on integrity expectations
- Design assessments that promote integrity
- Report suspected misconduct promptly
- Participate in investigation procedures as required

12.3 Academic Integrity Officer

- Oversee policy implementation and compliance
- Coordinate investigations and proceedings
- Maintain central records and statistics
- Provide training and guidance to staff and students
- Review and develop policy and procedures

12.4 Senior Management

- Ensure institutional commitment to academic integrity
 - Provide adequate resources for policy implementation
 - Monitor effectiveness of integrity measures
 - Report to governing bodies and external agencies
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13. POLICY REVIEW AND DEVELOPMENT

13.1 Regular Review

This Policy is reviewed annually and updated as necessary to reflect:

- Changes in legislation and regulation
- Developments in technology and assessment methods
- Best practice from other institutions
- Internal evaluation and feedback
- External examiner and accreditor recommendations

13.2 Stakeholder Involvement

Policy development involves consultation with:

- Student representatives
- Academic staff and departments

- Professional and regulatory bodies
 - External academic integrity experts
 - Legal and compliance advisors
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14. RELATED POLICIES AND PROCEDURES

This Policy should be read in conjunction with:

- Student Code of Conduct
 - Assessment Regulations
 - Research Ethics Policy
 - Data Protection Policy
 - Student Complaints and Appeals Procedures
 - Examination Regulations
 - Postgraduate Research Student Handbook
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15. POLICY INFORMATION

Policy Owner: Academic Senate

Approved by: Academic Senate

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