ACADEMY OF GLASGOW FOR CULTURE & SCIENCES

Academic Integrity and Appeals Policy

Version: 1.0
Status: Draft for Internal Review
Issue Date: To be determined upon internal approval

Chapter One: General Provisions

Article 1: Policy Title

This document shall be known as the **Academic Integrity and Appeals Policy**. It establishes the principles and procedures governing academic and research integrity, the handling of suspected violations, and students' rights to respond, seek review, and appeal decisions.

Article 2: Objectives

This Policy aims to:

1. Promote honesty, integrity, and responsibility in all academic and research activities.
2. Protect the credibility of assessment, academic results, and institutional records.
3. Establish fair and transparent procedures for addressing suspected violations.
4. Ensure that students have an appropriate opportunity to respond and submit evidence.
5. Regulate appeals and requests for review concerning academic integrity decisions.
6. Support a culture of learning, correction, and continuous improvement.

Article 3: Scope of Application

This Policy applies to students enrolled in the Academy's programmes and to academic and research activities undertaken within those programmes, including assignments, reports, examinations, projects, research papers, dissertations, and theses.

It may also apply, to the extent relevant, to other persons covered by the Academy's associated procedures, having regard to their roles and the applicable rules.

Article 4: Relationship with Other Regulations

This Policy shall be read together with the Postgraduate Regulations, Admission and Registration Policy, Academic Programmes and Levels Regulations, and Study, Assessment and Research Regulations.

Where a matter concerns only an academic mark or an assessment method, the Study, Assessment and Research Regulations shall apply. Suspected academic integrity violations and appeals against decisions concerning such violations shall be addressed under this Policy.

Article 5: Definitions

For the purposes of this Policy, the following terms shall have the meanings set out below:

1. **Academic Integrity:** Honesty, originality, proper acknowledgement of sources, and responsibility in academic and research work.
2. **Academic Misconduct:** Conduct that breaches academic integrity requirements, assessment instructions, or applicable research requirements.
3. **Student:** Any person enrolled in one of the Academy's programmes.
4. **Appeal or Request for Review:** A written request for reconsideration of a decision in accordance with the grounds and procedures established by this Policy.
5. **Competent Authority:** The person, committee, or administrative unit designated by the Academy to consider the matter concerned.

Chapter Two: Principles of Academic Integrity

Article 6: Fundamental Principles

Students shall uphold originality, honesty, transparency, accuracy, and respect for intellectual property rights. They shall be responsible for work submitted in their names, including the sources, data, and references used.

Article 7: Originality of Academic Work

Submitted work must reflect the student's actual contribution and comply with programme instructions concerning individual or collaborative work. Any substantial external contribution or assistance shall be acknowledged where disclosure is required.

Article 8: Referencing and Acknowledgement

Students shall appropriately acknowledge ideas, quotations, data, images, works, and sources used in their submissions, following the referencing style specified by the Academy or the relevant programme.

Ideas, text, or findings belonging to others must not be presented as the student's original work.

Article 9: Responsibility for Submitted Work

Students are responsible for reviewing their work before submission, checking its accuracy and completeness, ensuring compliance with instructions, and verifying the reliability of references, citations, and data.

Article 10: Collaboration and Assistance

Academic collaboration is permitted where the programme instructions allow it. Students must not exchange answers, share files, provide assistance, or receive assistance in a manner that breaches individual-work requirements, examination rules, or assessment instructions.

Chapter Three: Forms of Academic Misconduct

Article 11: Plagiarism

Plagiarism includes using another person's text, ideas, findings, or work without appropriate acknowledgement, whether through direct copying, paraphrasing, translation, or the use of published or unpublished materials.

It also includes concealing the true source of a substantial contribution to submitted work.

Article 12: Assessment Cheating

Any conduct intended to obtain an unfair academic advantage in an examination, assignment, project, or other assessment may constitute misconduct. This includes using unauthorised materials or methods, prohibited exchange of answers, or improper interference with assessment procedures.

Article 13: Submission of Another Person's Work or Purchased Academic Work

Students must not submit work produced by another person as their own, purchase academic work, or commission another party to prepare work for submission in their names. Nor may they permit another person to complete a substantial part of their work in breach of the applicable instructions.

This does not prohibit legitimate assistance, such as permitted language proofreading, where such assistance complies with programme instructions and does not replace the student's intellectual contribution.

Article 14: Resubmission of Previous Work

Students must not resubmit work previously assessed or submitted for another qualification or result, in whole or in part, without the required disclosure and authorisation where programme instructions require it.

Reuse of previous work is permitted where the programme expressly allows it and its conditions are satisfied.

Article 15: Fabrication or Falsification of Data

Misconduct includes inventing data, findings, or references; altering or omitting information in a misleading manner; or falsifying documents, approvals, certificates, or information submitted to the Academy.

Article 16: Impersonation or Improper Representation

Students must not impersonate another student, allow another person to undertake an examination or academic task in their name, or use another person's account or login credentials to obtain an unfair academic advantage.

Article 17: Unauthorised Interference

Unauthorised interference with application systems, assessment systems, or academic records is prohibited. This includes improper access to examination materials, students' work or personal data, and attempts to alter results or influence assessment outcomes outside approved procedures.

Article 18: Other Forms of Misconduct

Other conduct that materially undermines academic integrity may be considered under this Policy, provided that the conduct and relevant rules or instructions are identified and the student is given an opportunity to respond.

Chapter Four: Use of Artificial Intelligence Tools

Article 19: Responsible Use

Artificial intelligence tools may be used within the limits permitted by programme or task-specific instructions. Depending on the nature of the task and applicable restrictions, permitted uses may include language support, organisation of ideas, research assistance, or analytical support.

Article 20: Student Responsibility

Students remain responsible for the content submitted in their names and for its accuracy, originality, and suitability for the academic purpose. They must verify information, references, quotations, and findings generated by artificial intelligence tools before relying on them.

Article 21: Disclosure of Artificial Intelligence Use

Students must disclose the use of artificial intelligence tools where programme or task instructions require disclosure, following the specified method.

The use of such tools does not, by itself, constitute misconduct where it is permitted and the applicable conditions and disclosure requirements are satisfied.

Article 22: Unacceptable Use

The use of artificial intelligence tools may constitute misconduct where it results in submitting generated or completed work contrary to instructions, fabricating data or references, misleadingly concealing the source of a contribution, or breaching confidentiality or the rights of others.

Each case shall be assessed in light of the published instructions, the nature of the task, and the available evidence.

Chapter Five: Research Integrity

Article 23: Research Design and Methodology

Researchers shall describe their research methods, procedures, and limitations accurately and must not distort findings or conceal material information that affects their interpretation.

Article 24: Data and Sources

Data shall be collected, used, and analysed in accordance with the stated methodology and applicable requirements. Researchers shall distinguish original data from transferred or modified data and document their sources where appropriate.

Article 25: Ethical Approval

Where a research topic or methodology requires ethical approval or permission from a competent body, the necessary requirements must be fulfilled before undertaking activities for which approval is required.

The need for such approval shall be determined with reference to the nature and design of the research and any programme-specific instructions.

Article 26: Participants and Personal Data

Researchers shall respect participants' rights and privacy, handle personal or confidential data responsibly, and use such data only within the authorised scope and for the specified research purposes.

Article 27: Data Retention and Verifiability

Research records, data, and relevant documents shall be retained for an appropriate period and to an extent suitable for the nature of the research and its requirements. This should allow research procedures and findings to be verified when necessary, subject to confidentiality and data-protection requirements.

Article 28: Conflicts of Interest and Acknowledgement of Contributions

Researchers shall disclose actual or potential conflicts of interest where these may affect the research or its assessment. Substantial contributions made by participants or collaborators shall be acknowledged in accordance with applicable academic requirements.

Chapter Six: Reporting and Preliminary Review

Article 29: Reporting Suspected Misconduct

Students, supervisors, assessors, or other persons with relevant information may submit a good-faith report of suspected academic misconduct to the body designated by the Academy.

Where possible, the report should provide a clear description of the incident and the available supporting information or evidence.

Article 30: Receipt and Recording of Reports

The competent authority shall record relevant reports and retain associated information and documents appropriately. Access shall be restricted to persons whose responsibilities require it.

Article 31: Preliminary Review

A preliminary review shall determine whether the available information warrants further examination, may be addressed through guidance or correction, or provides insufficient grounds for further action.

A preliminary review alone shall not constitute a final finding that misconduct has occurred.

Article 32: Notification of the Student

Where a formal examination of the matter is initiated, the student shall be informed of the nature of the suspected misconduct, the available details, and the relevant provisions, to the extent necessary to understand and respond to the allegation.

Specific information may be withheld where there is a legitimate reason relating to confidentiality or the protection of individuals, provided that doing so does not materially undermine procedural fairness.

Article 33: Right to Respond and Submit Evidence

The student shall be given a reasonable opportunity to respond to the allegations and submit relevant documents or explanations within the period specified in the notification or under the applicable procedures.

A final decision shall not be made before this opportunity has been provided, except to the extent permitted by applicable rules and following appropriate measures to safeguard fairness.

Chapter Seven: Examination and Decision-Making

Article 34: Impartial Examination

The matter shall be examined objectively by a competent authority, with appropriate measures taken to avoid conflicts of interest. Where practicable and appropriate, a review shall be conducted by a person or committee that did not make the original decision.

Article 35: Evaluation of Evidence

Relevant evidence shall be assessed objectively, taking into account the nature of the suspected misconduct, the applicable programme or task instructions, the student's explanation, the surrounding circumstances, and the reliability of the available information.

Suspicion or assumption alone shall not be sufficient to establish misconduct.

Article 36: Recording of Procedures

The principal procedural steps, evidence considered, student's response, reasons for the decision, and any measures imposed shall be documented in accordance with applicable recordkeeping requirements.

Article 37: Decision and Notification

The student shall be notified of the decision in writing, together with a summary of the reasons, any measures imposed, the method of requesting review or appealing, and the applicable deadline and procedures.

Article 38: Proportionate Measures

Measures shall be determined according to the nature and seriousness of the misconduct, its impact, and the relevant circumstances, subject to applicable regulations. Depending on the case, measures may include:

1. Academic guidance or a warning.
2. A requirement to correct, redo, or complete specified work.
3. An effect on the work or assessment concerned, where permitted by the applicable regulations.

4. Cancellation or reassessment of a result associated with the misconduct, in accordance with approved rules.
5. Suspension of an academic process or more serious measures in substantial cases, within the applicable authority and procedures.

No single measure shall automatically apply to every case. No measure may be imposed outside the relevant authority or contrary to the Academy's regulations.

Article 39: Circumstances and Previous Findings

Where relevant, consideration may be given to whether the conduct was intentional, the nature and impact of the misconduct, the student's cooperation, mitigating or aggravating circumstances, and established previous findings, where appropriate. Such considerations shall not undermine fair and consistent treatment.

Chapter Eight: Appeals and Requests for Review

Article 40: Right to Appeal or Request Review

A student may request a review of a decision concerning academic misconduct in accordance with the procedures and deadlines stated in the decision notification or the Academy's approved procedures.

The request must be in writing and identify the decision challenged, the grounds for the request, and any supporting documents, where available.

Article 41: Grounds for Appeal

A request for review may be based on one or more of the following grounds:

1. A material procedural error that may have affected the decision.
2. New relevant evidence that could not reasonably have been available when the decision was made.
3. Failure to apply the relevant rules or instructions correctly.
4. Disproportionality between the measure imposed and the nature or circumstances of the misconduct.
5. A conflict of interest or material lack of impartiality, where this may have affected the outcome.

Mere dissatisfaction with a decision, without identifying a relevant ground, shall not in itself require the Academy to reconsider it.

Article 42: Consideration of Appeals

The competent authority shall review the request, its grounds, and the relevant evidence. Where practicable, the review shall be undertaken by a person or committee that did not participate in the original decision.

Additional information may be requested from the student or the authority that made the original decision where necessary to complete the review.

Article 43: Outcome of Review

Depending on the findings and the authority granted, the review may uphold, amend, or overturn the original decision, or refer the matter back to the competent authority for a specified procedural step.

The student shall be notified of the outcome in writing, including the principal reasons and any further steps available under the applicable rules.

Article 44: Challenges to Academic Assessment

Where an objection concerns an academic mark, assessment method, or application of academic grading criteria without an allegation of academic integrity misconduct, it shall be handled under the Study, Assessment and Research Regulations and the procedures designated for that purpose.

This Policy does not replace academic assessment review procedures, except to the extent that the matter directly concerns an academic integrity decision.

Chapter Nine: Confidentiality, Protection, and Recordkeeping

Article 45: Confidentiality and Information Protection

Reports, examinations, and appeals shall be handled with appropriate confidentiality. Information shall be disclosed only to persons whose responsibilities require access, or where disclosure is necessary for a fair process or required under applicable obligations.

Article 46: Protection of Reporting Persons and Witnesses

No person shall be subjected to retaliation for making a good-faith report or cooperating in the examination of an incident. Appropriate action may be taken to address substantiated retaliation.

This protection does not extend to deliberately malicious reports or information knowingly presented as false. Such cases shall be considered separately and fairly.

Article 47: Records and Data Protection

Records of reports, decisions, appeals, and associated documents shall be retained in accordance with the Academy's applicable recordkeeping and data-protection rules, taking into account appropriate retention periods, access controls, and relevant legal or institutional obligations.

Chapter Ten: Final Provisions

Article 48: Awareness and Support

The Academy shall, subject to its resources and approved procedures, clarify academic integrity, referencing, and responsible use of artificial intelligence requirements and provide guidance to help students understand their responsibilities.

Article 49: Periodic Review

This Policy shall be reviewed periodically or as necessary to ensure consistency with the Academy's other regulations, developments in academic and research practices, and institutional requirements.

Article 50: Interpretation and Implementation

The competent authority of the Academy shall interpret and implement this Policy within its delegated powers, with due regard to fairness, consistency, transparency, and compatibility with other applicable regulations.

Article 51: Commencement

This Policy shall take effect from the date determined by the Academy upon internal approval. It shall apply to matters within its scope in accordance with its provisions and the relevant procedures.

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Academy of Glasgow for Culture & Sciences
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