



POINT BLANK

MUSIC SCHOOL

POLICY 003

Academic Integrity and Misconduct Policy

DOCUMENT CONTROL BOX

People in scope:					
All students	HE Students	Professional Students	All staff and students	Staff only	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sites in scope:			Publication:		
All	London	Online	Internal	Public	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Version:	1	Date Approved / Committee:	25 th November 2024 Academic Board	Date of next review:	August 2025

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Document Revision History

Version Log

Committee / Approval Date	Author	Version	Publication Date	Page Reference & Summary
Academic Board 25 th November 2024	Assessments Manager / Registrar	1	9 th December 2024	Renamed from 'Academic Misconduct Policy' to 'Academic Integrity and Misconduct Policy.' Re-written to encapsulate changes in Middlesex University Policy and include Viva Voce process.

Related Documentation

Document Reference No. (Policy version / Supporting doc. #)	Document Type	Link or Dept. Owner	Document Title
PRO_003b	Procedure	Registry	Academic Misconduct Procedure and Flow Chart

1. PURPOSE

1.1. This policy is designed to support staff and students to embed good practice and develop methods for enhancing Academic Integrity and its aims are to:

- Ensure fair and equal treatment of all students when considering whether academic integrity has been breached.
- Make clear the types of behaviours that are considered to be academic misconduct.
- Create a culture of enhancement seeking to learn from cases of academic misconduct and improve the student experience including through appropriate detection training for decisionmakers.
- Ensure clarity in language and process.
- Uphold fairness, consistency and natural justice in the treatment of the student body as a whole.
- Maintain awareness through collaboration with support services (academic and welfare), targeted local campaigns, and visible and accessible central information highlighted to students at relevant key points in the academic year.

2. POLICY DETAILS

General Principles

- 2.1. This policy is underpinned by the Middlesex University assessment regulations, namely, section F (Academic Integrity). As the validating body, Middlesex University set the minimum requirements for maintaining academic integrity.
- 2.2. Point Blank Music School shares Middlesex University's belief that being able to work in a professional and ethical way is highly valued. As part of this development, Point Blank intends for our students to obtain skills in knowing how to learn from and acknowledging others' work in the process of creating their own unique pieces of academic work – and to be truthful about their own contribution.

Academic Support for Academic Skills / Academic Integrity

- 2.3. Point Blank Music School recognises that academic integrity is a set of learned skills, with honesty, fairness and respect for others and their work at the core. Point Blank will support and guide students to learn the necessary skills through education and reinforcement of learning, the promotion of core values, enabling policies and the appropriate use of technology.
- 2.4. To demonstrate academic integrity, students will be informed that they must produce their own work, acknowledging explicitly any material that has been included from other sources or legitimate collaboration. Students must also present their own findings, conclusions or data based on appropriate and ethical practice.

Academic Misconduct

- 2.5. Point Blank adopts the principle that academic misconduct in assessments is where a student gains, seeks, attempts or intends to gain advantage in relation to assessments or to aid another to gain such an advantage by unfair or improper means. Academic misconduct is a breach of the values of academic integrity and can occur when a student cheats in an assessment or attempts to deliberately mislead an examiner that the work presented is their own when it is not. It includes, but is not limited to, plagiarism, commissioning or buying work from a third party, unauthorised use of A.I., or copying the work of others.
- 2.6. Point Blank recognises that undergraduate students (Levels 3 & 4) who are new to higher education may need some time to learn how to acknowledge sources properly, in line with Middlesex University policy. Therefore, it operates an academic writing induction period at level 4, during which the focus of the response to signs of academic misconduct will be to educate students in regard to appropriate academic practice and academic integrity rather than to penalise unacceptable academic practice. It does not apply to other forms of academic misconduct where penalties will immediately apply. The academic induction period does not apply to any reassessment.
- 2.7. If academic misconduct is suspected in relation to work submitted by a student, in the interest of helping students to avoid continued acts, cases should be investigated as soon as possible.
- 2.8. Cases of suspected academic misconduct should be evidenced and documented before the appropriate procedure is instigated. Where appropriate a Viva Voce should be conducted to demonstrate the student's understanding of the subject matter.
- 2.9. In place of a provisional grade for the work submitted the students will receive notification from the marker that their work is under investigation for Academic Misconduct. A Holding Grade of U will be recorded in the student record.

Definitions of Types of Academic Misconduct

- 2.10. Academic misconduct (cheating) in assessments is where a student gains, seeks, attempts or intends to gain advantage in relation to assessments or to aid another to gain such an advantage by unfair or improper means. The following definitions are not exclusive or limiting examples of academic misconduct:
- 2.11. **Cheating in examinations or tests** - Breaching the Examination Room Rules for Candidates (Section K). This includes assessments that are taken 'in-class', on-line or any other form of summative examination.
- 2.12. **Minor Errors** - Minor errors arise when a student has attempted to adopt academically acceptable practices but has failed to do so accurately or fully. Examples include forgetting to insert quotation marks, minor mistakes in referencing or citation, gaps in the bibliography or reference list, non-compliance with some aspects of presentation guidelines.
- 2.13. **Collusion** - Collusion occurs when, unless with official approval (e.g. in the case of group projects), two or more students consciously collaborate in the preparation and production of work which is ultimately submitted by each in an identical or substantially similar form and/or is represented by each to be the product of his or

her individual efforts. Collusion also occurs where there is unauthorised cooperation between a student and another person in the preparation and production of work which is presented as the student's own. Collusion can also be the act of one student presenting a piece of work as their own independent work when the work was undertaken by a group. With group work, where individual members submit parts of the total assignment, each member of a group must take responsibility for checking the legitimacy of the work submitted in his/her name. If even part of the work is found to contain academic misconduct, penalties will normally be imposed on all group members equally.

- 2.14. **Copying** - Copying occurs when a student consciously presents as their own work material copied directly from a fellow student or other person without their knowledge. It includes the passing off of another's intellectual property, not in the public domain, as one's own. It differs from collusion in that the originator of the copied work is not aware of or party to the copying. Copying of work from published sources would be dealt with as plagiarism.
- 2.15. **Dishonest Use of Data: Fabricating or falsifying data or using without permission another person's work** - Fabricating or falsifying data to include presenting work that has not taken place. This includes laboratory reports or projects based on experimental or field work. It may also include falsifying attendance sheets for placements where this is part of the assessment requirements.
- 2.16. **Plagiarism - Passing off someone else's work, whether intentionally or unintentionally, as your own** - Plagiarism occurs when a student misrepresents, as his/her own work, work in the public domain, written or otherwise, of any other person (including another student) or of any institution. Examples of forms of plagiarism include:
- the verbatim (word for word) copying of another's work without appropriate and correctly presented acknowledgement and citation of the source
 - the close paraphrasing of another's work by simply changing a few words or altering the order of presentation, without appropriate and correctly presented acknowledgement and citation of the source;
 - failure to reference appropriately or to adequately identify the source of material used;
 - unacknowledged quotation of phrases from another's work;
 - the deliberate and detailed presentation of another's concept as one's own.
- 2.17. **Self-Plagiarism** - Self plagiarism is when a student submits the same piece of work, or substantial part thereof, for assessment more than once for graded credit. It will be regarded as Self-plagiarism unless the original piece of work is appropriately referenced.
- 2.18. **Purchasing or Commissioning** - Purchasing or commissioning is either attempting to purchase or purchasing work for an assessment including, for example from the internet, or attempting to commission, or commissioning someone else to complete an assessment. For courses at all levels, the commissioning of proof-reading where this substantially alters the content of the original work, whether this is from a commercial provider or a personal contact, falls under this definition and is considered academic misconduct.
- 2.19. **Unauthorised use of A.I.** - Unauthorised use of A.I. is using online tools for an assessment in a manner that is not authorised under Point Blank or Middlesex

University, falls under this definition and is considered academic misconduct.

3. POLICY SCOPE

3.1 This policy applies to all students on Middlesex-validated programmes at Point Blank London and Point Blank Online.

3.2 This policy does not apply to students on Point Blank Short Courses (formerly known as professional courses).

4. RELATED POLICIES

- *Student Attendance and Engagement Policy*
- *Requests for Additional Consideration Policy (extenuating circumstances)*
- *Academic Appeals Policy*

5. POLICY OWNER

5.1 This policy is under the responsibility of the Academic Board. The responsible committee will ensure the cyclical review of this policy is carried out in line with Point Blank's Quality Assurance Framework.

5.2 The Academic Board delegates the operational responsibility of this policy to the following staff:

- Registrar
- Assessment Manager
- Programme and Assessment Officers

6. PROCEDURES

6.1 The relevant procedure(s) to accompany this policy is/are titled [Academic Misconduct Procedure and Flow Chart] and can be found at www.pointblankmusicschool.com/legal/public-policies/.

7. EXHIBITS, APPENDICES AND FORMS

7.1 There are no further relevant exhibits, appendices or forms.

8. REFERENCES AND SUPPORTING INFORMATION

8.1 Internal

- Learning, teaching and assessment strategy

8.2 External

- Middlesex University Regulations for Taught Undergraduate Programmes
- OIA good practice framework