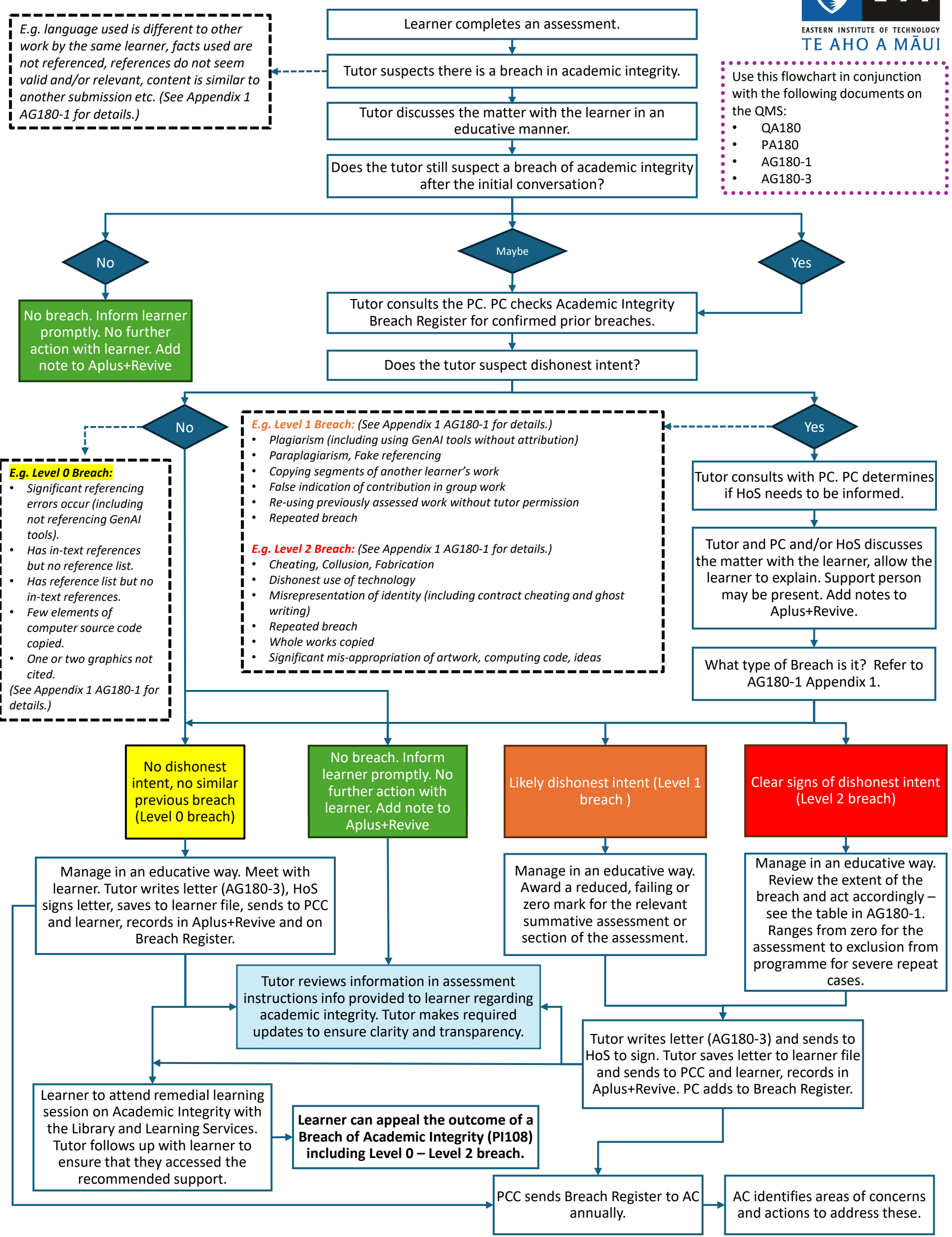


# Academic Integrity Process Flowchart – AG180-2

*E.g. language used is different to other work by the same learner, facts used are not referenced, references do not seem valid and/or relevant, content is similar to another submission etc. (See Appendix 1 AG180-1 for details.)*

Use this flowchart in conjunction with the following documents on the QMS:

- QA180
- PA180
- AG180-1
- AG180-3



**E.g. Level 1 Breach:** (See Appendix 1 AG180-1 for details.)

- Plagiarism (including using GenAI tools without attribution)
- Paraphrasing, Fake referencing
- Copying segments of another learner's work
- False indication of contribution in group work
- Re-using previously assessed work without tutor permission
- Repeated breach

**E.g. Level 2 Breach:** (See Appendix 1 AG180-1 for details.)

- Cheating, Collusion, Fabrication
- Dishonest use of technology
- Misrepresentation of identity (including contract cheating and ghost writing)
- Repeated breach
- Whole works copied
- Significant mis-appropriation of artwork, computing code, ideas

**E.g. Level 0 Breach:**

- Significant referencing errors occur (including not referencing GenAI tools).
- Has in-text references but no reference list.
- Has reference list but no in-text references.
- Few elements of computer source code copied.
- One or two graphics not cited.

(See Appendix 1 AG180-1 for details.)

No dishonest intent, no similar previous breach (Level 0 breach)

No breach. Inform learner promptly. No further action with learner. Add note to Aplus+Revive

Likely dishonest intent (Level 1 breach)

Clear signs of dishonest intent (Level 2 breach)

Manage in an educative way. Meet with learner. Tutor writes letter (AG180-3), HoS signs letter, saves to learner file, sends to PCC and learner, records in Aplus+Revive and on Breach Register.

Manage in an educative way. Award a reduced, failing or zero mark for the relevant summative assessment or section of the assessment.

Manage in an educative way. Review the extent of the breach and act accordingly – see the table in AG180-1. Ranges from zero for the assessment to exclusion from programme for severe repeat cases.

Tutor reviews information in assessment instructions info provided to learner regarding academic integrity. Tutor makes required updates to ensure clarity and transparency.

Tutor writes letter (AG180-3) and sends to HoS to sign. Tutor saves letter to learner file and sends to PCC and learner, records in Aplus+Revive. PC adds to Breach Register.

Learner to attend remedial learning session on Academic Integrity with the Library and Learning Services. Tutor follows up with learner to ensure that they accessed the recommended support.

Learner can appeal the outcome of a Breach of Academic Integrity (PI108) including Level 0 – Level 2 breach.

PCC sends Breach Register to AC annually.

AC identifies areas of concerns and actions to address these.