

Definitions of Cheating

- 1 All assessments are intended to determine the skills, abilities, understanding and knowledge of each of the individual students undertaking the assessment. Cheating is defined as conduct (whether successful or not) aimed at deceiving the University into acknowledging a false level of attainment by a student. Cheating including assisting (or attempting to assist) someone else to cheat may be subject to disciplinary action in accordance with the University's [Student Conduct](#) procedure. The University takes academic integrity very seriously, and has signed up to the [Academic Integrity Charter for UK Higher Education](#) to indicate its commitment to protecting the standards and reputation of UK degree awards. Students have been expelled, or had their degrees withheld, for cheating in assessments. It is therefore important that students having difficulties with their work should seek help from their lecturers and the central University support services available, rather than be tempted to use unfair means to gain marks. *Please do not risk losing your degree and undermining all the work you have done towards it.*

- 2 Any form of cheating is strictly forbidden under the University regulations but, in order to assist understanding of what is meant by 'cheating', a number of specific forms are described here. Cheating includes, but is not limited to, the following examples:
 - i. **Submitting other people's work as your own** – either with or without their knowledge. This includes copying in examinations; using notes or unauthorised materials in examinations; submitting work you have paid for as your own; impersonation – taking an assessment on behalf of or pretending to be another student, or allowing another person to take an assessment on your behalf or pretend to be you.
 - ii. **Plagiarism** – taking or using the words, ideas or work of others as your own. To avoid plagiarism you must make sure that quotations from whatever source are clearly identified and attributed at the point where they occur in the text of your work by using one of the standard conventions for referencing. The Library has a leaflet about how to reference your work correctly and your tutor can also help you. It is not enough just to list sources in a bibliography at the end of your essay or dissertation if you do not acknowledge the actual quotations in the text. Neither is it acceptable to change some of the words or the order of sentences if, by failing to acknowledge the source properly, you give the impression that it is your own work.
 - iii. **Collusion** – except where written instructions specify that work for assessment may be produced jointly and submitted as the work of more than one student, you must not collude with others to produce a piece of work jointly, copy or share another student's work or lend your work to another student when it is likely that some or all of it will be copied.
 - iv. **Duplication** – submitting work for assessment that is the same as, or broadly similar to, work submitted earlier that has been awarded academic credit, i.e. fraudulently attempting to gain credit more than once for the same piece of work. This may, for example, involve submitting the same piece of coursework for two different modules, but there is no minimum acceptable level of duplication.
 - v. **Falsification** – the invention of data, its alteration, its copying from any other source, or otherwise obtaining it by unfair means, or inventing quotations and/or references.

- vi. **Custom writing services** – this includes the use of any service which produces custom materials by students requesting, sharing or producing work. It also includes the use of online exam assistance for cheating in assessment. The University may consider any request placed with any form of custom writing service to be a form of cheating, whatever use is then made of the material produced, and therefore to be an offence under the Student Conduct Regulations. This extends to include any request for any piece of work (either formative or summative assessment or work which is not linked to any form of assessment or credit-bearing element of your programme) including, but not limited to, essays and dissertations (including outlines and guides), reports, exam notes, proposals, posters, presentations, the editing or improvement of existing work, statistical services and computing services including programme and code development.
- vii. **Assisting others to cheat** – The University considers assisting others to cheat (including attempting to assist someone else to cheat) as a form of cheating for which the individual student providing assistance is culpable.
- viii. **Impersonation** – using another person’s identity in order to gain an academic advantage.

Approved as regulation A3.13 by Academic Board in July 2012

Last updated:

July 2018 (amendment to section 2.iv on duplication)

March 2021 (amendments to sections 2.ii on plagiarism and 2.vi on custom writing services)