



ACADEMIC MISCONDUCT POLICY IN HIGHER EDUCATION

2025-2026

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1. Context

1.1 This policy is based on the fundamental expectations and practices of the Code Quality Framework for Higher Education in the United Kingdom (2018) and the Good Practices for Disciplinary Procedures of the Office of the Independent Adjudicator (OIA) (2018).

1.2 The College seeks to promote a solid understanding of integrity and academic practice by students. It is expected that all students apply academic conventions for citing and Recognizing the work of others.

1.3 Attempts to gain an unfair advantage or cheat are considered academic misconduct and are taken very seriously. A misconduct academic can be interpreted as an attempt to gain an advantage unfair, for example, passing off other people's work as one's own. In cases For serious cheating, the most severe penalty is withdrawal without a degree or scholarship. graduation.

2. Introduction

2.1 Dō University collaborates with various higher education institutions (IES). Each granting and validating entity has its own standards and specific guidelines for their courses, which are part of the agreements collaboration in the context of the QAA.

UK Quality Code. This policy specifically relates to Pearson Higher National qualifications.

2.2 Further guidance on the policies and procedures of granting institutions regarding academic misconduct in the next one on the WEB

3. Scope and objectives

Objective 1:

There are expectations clear integrity academic for the students and staff.

Objective 2:

Promote clear decision-making and behavior in an academic context and reflect acceptable academic practice.

Objective 3:

The academic misconduct process is clear, accessible and encouraged. actively.

Objective 4:

There is clear guidance on the different types of misconduct academic.

Objective 5:

Students receive clear guidance on the standards of expected conduct in the preparation of coursework and consequences of academic malpractice

Objective 6:

Students have clear guidance on appealing decisions regarding academic misconduct.

The expected impact is that all students have a clear and consistent guidance on what constitutes poor academic conduct and its consequences.

4. Monitoring provisions

- 4.1 The operation of the policy, including academic appeals, will be supervised by the Higher Education Management Committee and evaluated by the Higher Education Council.



4.2 When modifications to the policy are required, a document will be submitted to the Higher Education Council for consideration before the start of the following academic year.

5. Communication

5.1 The policy will be available on the Dō University website and to all staff, and a link to the policy will be included in all student handbooks and on Dō University's online course pages and the Higher Education Student Landing Page.

5.2 The student version of this policy will also be available on the page of Higher Education Policy, on the university intranets.

5.3 All students will be informed that the policy exists and the will discuss with their program leaders during the induction.

6. Academic malpractice

6.1 All evaluable elements must be the candidate's own work; otherwise, Otherwise, the Board of Examiners will treat the case as one of academic malpractice. All allegations of academic misconduct will be investigated, although the College will consider whether early incidents can be classified as academic malpractice and leveraged as a learning opportunity, taking into account the stage of study involved.

6.2 Academic malpractice is often due to a student's failure to adhere to academic conventions, as they are unfamiliar with the Faculty's assessment practices. Therefore, their work may include unattributed or incorrectly referenced material that closely resembles the original source. The procedure for addressing academic malpractice will include counseling for...

student on good academic practices, but the instances

Repeated violations will be considered academic misconduct.

7. Definitions of academic misconduct

7.1 Academic malpractice is cheating: it occurs when one person (or several) deceives, defrauds, or tempts another. This includes, but is not limited to, the following cases:

7.1.1 Collusion: When a student works fraudulently with another (or others) being independently evaluated (totally or partially) in the same module.

7.1.2 Plagiarism: "taking and using the thoughts, writings and inventions of another person as one's own" (Oxford English Dictionary). All citations must use the APA referencing system

7.1.3 Commissioning: Getting other person(s) to complete work that is later claimed as one's own work of the student.

7.1.4 Identity theft: when someone takes an exam or evaluation by impersonating someone else.

7.1.5 Syndication: The submission of substantially similar works by part of two or more students, either in the same institution or in several institutions, at the same time or at different times.

7.1.6 Falsification of data: when the data has been invented, altered, copied or obtained by unfair means.

7.1.7 Complicity and instigation: when one student helps another student in any form of academic practice dishonest.



- 7.1.8 Duplication: When a student submits work for evaluation that is the same or very similar to a submitted work previously to obtain academic credit, without recognizing the previous shipment.
- 7.1.9 Cheating on a proctored exam: When a student copies unauthorized material or another student's exam within a exam room, communicates with another person during an exam, consult information or people while absent from the meeting room exam or try to get a higher grade by means fraudulent.
- 7.1.10 Ghosting: When a student presents as his own work that has been carried out in whole or in part by another person on your behalf, or knowingly makes or attempts to make material available to another student with the intention that said material be used by said student to commit academic misconduct.
- 7.1.11 Unethical conduct: Conduct that deviates from the behavior accepted ethical standards, including lack of obtaining ethical approval, coercion or bribery of project participants, breach of confidentiality or mishandling improper use of privileged or private information about persons gathered during data collection.
- 7.1.12 Professional misconduct: when, in the course of one's work evaluated, students of professional courses act in a in a manner that violates the relevant Code of Professional Conduct.

8. Duties for misconduct

8.1 In all cases of academic misconduct or any other form of

attempt to gain an unfair advantage. Dō University confirms that

A member of the Higher Education Quality Team will be responsible

of the initial investigations of alleged academic misconduct by

part of any student taking a Pearson Higher module

National. All cases must be investigated and handled formally.

8.2 General considerations:

8.2.1 Students may be found guilty of misconduct

academic regardless of whether there was intention or not

to deceive; that is, a judgment that there has been negligence is

sufficient to determine guilt.

8.2.2 Students have a duty to inform themselves about the Assessment Policy and

Procedures, as well as about the academic conventions used in the College to

cite and recognize

correctly the work of others, including the correct use of

quotation marks, and the examination regulations. For information

For correct bibliographical reference, please consult the manuals of the

program, information on bibliographic references and sites

relevant websites.

8.2.3 Depending on its nature and severity, the alleged malpractice

Academic conduct will be addressed by the Higher Education Team.

8.2.4 When academic misconduct is alleged, the student must

attend a meeting called to discuss the alleged misconduct

member of the Higher Education Team or, if you do not wish to attend,



Submit a written response to the complaint 48 hours before the meeting date. If the student attends the meeting, they may be accompanied by a member of the Student Union Board to assist them in presenting their case. The meeting may be held in the absence of the student (and their representative), provided the relevant Higher Education Quality Team member is satisfied that they have been duly notified.

8.2.5 In some cases, such as accusations related to collusion or group presentations, it may be necessary and appropriate for a member of the Higher Education Quality Team see more than one student at a time.

8.2.6 If an allegation of academic misconduct is proven, you will be invited the student to reveal any other cases he wishes to be considered as part of the same offense. Students are warned that any undisclosed fault that comes to light will be considered a fault later and could lead to more severe penalties.

8.2.7 To determine the sanction for academic misconduct, the following will be taken into account: any previous confirmed academic absence. When it is considered more than one foul at the same time will normally be considered all like the first.

Misconduct if the student has not been found guilty previously of academic misconduct. A misconduct subsequent academic can occur from the moment a student is found guilty of first misconduct.

8.2.8 If a student is given the opportunity to resubmit a work after being found guilty of misconduct academic conduct, any other accusations made about the Resubmitted work will be treated as subsequent misconduct.

8.2.9 Students are reminded that penalties for misconduct

academic can be very severe, especially those arising from any subsequent misconduct (i.e., misconduct detected after a previous one has been confirmed), including the obligation to withdraw or the impossibility of granting a qualification. If necessary, the College will also be informed Corresponding professional.

8.2.10 If a student receives a penalized grade for an assignment

Due to an academic offense, the penalty will not be applied if the course is repeated. However, the record of the offense is kept in the file of the student and in the database of academic infractions, and any other fault will be classified as a subsequent fault. If necessary, will inform the corresponding Professional Associations.

8.2.11 When the alleged misconduct involves an alleged violation

of the College's conduct policy, the case must be referred to the Head of Student Services.

8.1.12 When an academic offense is alleged and a student withdraws or must withdraw from the University for reasons unrelated to the complaint, Academic Misconduct Procedures will be completed. If it is determined that the student has committed an academic offense, a penalty will be imposed fictitious sanction and the consequences will be recorded. These will be will communicate in writing.

9. Artificial intelligence and academic integrity

9.1 Academic integrity is a fundamental principle of research and

academic practice. Students are expected to demonstrate their development as independent learners, researchers, and thinkers critical, which includes maintaining good academic practices. This implies complete their studies with honesty and ethics, respect the work of others others and recognize their responsibility to ensure a fair assessment.



9.2 The main objective of the assessment is for students to demonstrate their understanding and ability to analyze and apply knowledge acquired from their evaluators. Passing off someone's or something's work as own, such as claiming authorship of machine-generated content (including text, code and creative works), implies that they are not demonstrating their own skills or their learning. In addition to limiting the development opportunities as students, is highly immoral.

9.3 By using AI tools to support learning and development student work, students must maintain good practices academic. This includes:

- Recognizing AI sources through appropriate references where students have used content as a source of information alongside other readings and recognizing how and when AI has been used to inform the assessment approach or as part of the writing process.
- Being clear about how AI has informed or supported their work will allow students to demonstrate their learning progress while also preventing academic misconduct.

9.4 Students may have used AI tools in many ways.

different ways in preparing an assessment, including help to create a basic writing structure or generating initial ideas on a topic. While they may not have used the content directly as a source of information in a citation or reference, applying AI in these ways means that they have used it as tool in the creation of the assessed work. To maintain a good academic practice and the impartiality of assessment, students must recognize this contribution.



9.5 When AI has been used, students should:

9.5.1 Name the AI technologies used and summarize how they have been used.

For example:

- I acknowledge the use of <insert name(s) and URL> to generate information for background research and in the drafting stage of the writing process with the creation of an outline structure for this essay.
- I acknowledge the use of <insert name(s) and URL> to identify improvements in writing style.
- I acknowledge the use of <insert name(s) and URL> as a source of information to generate materials that were included in my final evaluation in my own words.
- I acknowledge the use of <insert name(s) and URL> to create the images included in this presentation.
- No content generated by AI technologies has been presented as one's own work.
- Describe how the information or materials were generated
- Provide a description of what was used, the indication or question generated, and how you modified the material how it looks in your assessment.

9.5.2 Students must also include the generated material in an appendix at the end of their work.

For example:

- Indications used with <AI name>: list of indications
- Generated Output: Provide a copy of the created output
- The output was modified as follows: briefly explain the changes made
- Provide a reference

9.6 When a student is suspected of committing academic misconduct

When using AI to create all or part of an assessment, you are will ask the student to demonstrate their understanding of the topic through a professional conversation, an oral test or a presentation.

10. Academic malpractice procedure

10.1 The Higher Education Quality Manager acting on behalf of Dō University shall have the authority, taking into account the circumstances of the case, to conduct a full investigation and, where necessary, hold investigative meetings to uncover all related facts in order to:

- Determine that no fault has been committed
- Determine that misconduct has occurred and issue sanctions

10.2 The Higher Education Quality Manager will be responsible for:

- Inform the student whose case has been referred in writing about the nature of the alleged misconduct.
- Check if there has been any previous incident that will be taken into account
- Hold fact-finding meetings when necessary to fully understand the circumstances and support decisions made.
- Inform the student of the outcome within 10 business days and of the student's right to appeal the decision within 5 days. Confirm the decision in writing regarding any case and the reasons for the decision (a copy must be given to the student).
- and a copy must be kept in the Course Managers File) of in accordance with the standard letter of closure of proceedings.
- Report annually to Pearsons on the number of cases handled

10.3 Research meetings:

The research meeting must be fully recorded in minutes and, when students witness the events, the investigation will allow the student under investigation to question witnesses to support his defense.



10.4 Retrospective Misconduct:

Misconduct identified after completion of grading
that has led to the former student having an unfair advantage
over your teammates can lead to elimination
full retroactive rating.

11. Appeal procedure

11.1 The student has the right to appeal to the next level of review at each stage of the procedure.

In case of appeal, you may choose to be accompanied by a friend, a responsible partner or a student advocate. The appeal must be submitted within 5 business days of notification of the result to the student and must be attended to within 5 business days following receipt. The appeal must state the reasons for disagreement with the school's decision. The deputy headmaster will address the appeals against the outcome of an infringement considered to be bad serious praxis.

11.2 Students of programs validated by universities

Associates must follow the appeal procedures established by the corresponding universities. To obtain More information about appeals at universities validating.

11.3 Grounds for appeal

The appeal stage may involve a review of the formal stage or a full rehearing of the case. It's a good idea to explain the reasons why a student may appeal.

- That the procedures were not followed properly
- That the decision-makers reached an unreasonable decision
- That the student has new material evidence that does not could, for valid reasons, provide earlier in the process.
- That there is bias or reasonable perception of bias during the procedure
- That the sanction imposed was disproportionate or not permitted by the procedures.

11.4 Appeal results

11.4.1 If the student successfully appeals the outcome of an academic misconduct process, his or her case may have to be reconsidered. by an examining board. You will be given a written result which explains the actions taken as a result of the appeal. You will also be sent a letter of completion of the procedures. issued.

11.4.2 If the appeal is rejected or not allowed to proceed based on the grounds for the appeal, the student must be sent a Completion of Procedures Letter within 28 days. This must include, or be accompanied by, an explanation of the decision and its reasons, in plain language. This will help the student decide whether to pursue the matter further.

The letter must indicate:

- Your right to file a complaint with the OIA for review
- The deadline to do so
- Where and how to access advice and support.

12. Status of this policy

12.1 The policy was approved by the Board of Higher Education and replaces all previous documentation.

12.2 The operation of this policy will be constantly reviewed by the Education Quality Manager Superior.

12.3 The Higher Education Board may review and modify it periodically.

10.4 This policy has been assessed in terms of impact to ensure that does not negatively affect staff due to disability, gender or race.

Policy Review Area	Higher education
Senior Manager/Owner	Deputy Director – Higher Education
Approval level	Group/Corporate Leadership Team
Approval date	September 2025
Review cycle	Annually
Next review	September 2026



Appendix A - Useful links to avoid academic misconduct

- [UAL guide to avoid bad c academic conduct](#)
- Academic misconduct
- www.citethemrightonline.com
- [Harva's Free Referral Generator rd \[Updated for 2024\]](#)
- [Plagiarism Prevention - Plagiarize ism.org](#)
- [University of Portsmouth Library - Ref References @ Portsmouth](#)



Appendix B - Policy for the use of ChatGPT and AI chatbots

Aim

The purpose of this policy is to provide guidelines for the appropriate use of ChatGPT and AI chatbots to enhance learning of students and academic performance.

Definition

ChatGPT and AI chatbots are AI language models that can help students to expand their knowledge and improve their performance academically and improve their writing skills.

Eligibility

ChatGPT and AI chatbots can be used by students, university students and university staff members for the purposes of educational research as a research tool.

Guidelines

- ChatGPT and AI chatbots can be used to ask questions and get information on topics relevant to any course of academic research.
- ChatGPT and AI chatbots should not be used to complete assignments or coursework on behalf of the student or used in place of
- ChatGPT and AI chatbots should not be used for cheating, plagiarism, or other purposes, or engage in any form of academic misconduct.
- Students and staff members should use their own judgment when relying on ChatGPT and chatbots.
AI, as they are AI language models and not a substitute for professional advice or human interaction.
- Students and staff members should cite/reference any information obtained from ChatGPT and AI chatbots in a manner adequate in their work.



As with all research tools, one should always consider in the integrity of the information and the student must evaluate its solidity and validity by use it in conjunction with other sources.

Support

The university will provide support and resources to students and staff so that use ChatGPT and AI chatbots appropriately and effectively in their learning and teaching. This includes providing guidance on how to use ChatGPT and artificial intelligence chatbots, in addition to promoting academic integrity and proper citation practices.

Review

This policy will be reviewed periodically to ensure that it is maintained.

updated and relevant to the needs of students and

staff members using ChatGPT and intelligence chatbots

artificial at the university.