



Hull York Medical School

Code of Practice on Academic Integrity and Conduct

Approval Process:	
Committee	Outcome/Date of approval
HYMS Board of Studies	2 December 2015 at full meeting; and 5 February 2016 via Chair's Action following minor amendments required by HJSC.
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To obtain this document in an alternative format or if you have any queries regarding any aspect of this Code, please contact: governance@hyms.ac.uk

Definition of terms

The following terms will apply throughout this Code of Practice:

Case Management Group: an experienced core group of senior staff responsible for considering all student cases brought to its attention by Phase Leads/Programme Directors and/or HYMS Student Support Office. This group will determine what action and/or escalation is most appropriate for individual students based on all of the information that is available at that time. If required this group will initiate an investigation into any concerns about a student's health, conduct, progress or fitness to practise medicine.

Day: means a calendar day.

Investigating Officer: this can be any member of HYMS staff, including academic, senior administrator, member of Student Fitness to Practise Committee or honorary appointments within the NHS. The investigating officer should not be the student's current tutor, mentor or supervisor.

All investigating officers follow the HYMS Guidance Notes for Investigating Officers. Details of this guidance can be found at: <http://www.hyms.ac.uk/about-us/regulations-policies-and-codes-of-practice/codes-of-practice>

Programme: means any academic activity, and/or clinical placement or experience, undertaken by a student for the purpose of achieving the award of credits, a certificate, diploma or degree, or for the purpose of achieving progression within training and meeting requirements for registration as a doctor with the General Medical Council, as prescribed in the relevant regulations.

Supporter: means a friend, fellow student, Students' Union representative or member of HYMS staff who may assist the student with their case. Legal representation is not permitted.

Abbreviations

CMG	Case Management Group
HYMS	Hull York Medical School
HJSC	HYMS Joint Senate Committee
NHS	National Health Service
ROA	Record of Achievement
UKFPO	United Kingdom Foundation Programme Office

Please note:

Advice on plagiarism and the proper use of sources is provided by HYMS and the Universities through several mechanisms including direct instruction where appropriate, in course handbooks and via internet resources.

Students will be considered liable for the use of plagiarised material whether or not they intended to behave dishonestly.

Students are required to successfully complete the online Academic Integrity Tutorial as early into their studies as possible and this should be before the first summative assessment.

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I. Introduction and Scope of the Code

I.1. Learning in an academic environment requires mutual trust and responsibility from everyone involved. Underlying this is acceptance of a common set of values, often referred to as academic integrity. The elements of academic integrity include:

I.1.1. *Honesty*. Students must be open and honest about the work they are being assessed on. This includes following the accepted referencing conventions to acknowledge when a piece of work uses or quotes the work of others.

I.1.2. *Responsibility*. Students have responsibilities to meet the requirements of their course and to engage fully with the learning opportunities provided, including meeting specified deadlines and attendance requirements.

I.1.3. *Fairness*. Students must not use unfair means to gain an advantage. HYMS will ensure its academic processes and procedures are fair, and enable all students to be considered fairly.

I.1.4. *Respect*. Effective learning is that conducted in an environment of mutual respect between students and staff. Students should know that their efforts, even if imperfect, will be respected by staff. Staff should know that students will respect them and learn from honest criticism. There is no place for discriminatory attitudes or harassment.

I.1.5. *Trust*. These elements of academic integrity combine to ensure there is general trust in the educational provision by HYMS and the standards demonstrated by students. It is important that degrees awarded by HYMS are trusted internally and externally as representing a mark of a student's academic and professional achievement.

I.2. This Code of Practice sets out the expectations of HYMS students and HYMS itself, and the processes by which academic integrity is upheld. It deals with the way in which HYMS identifies how students meet the requirements of their programme in terms of attendance and engagement, and how plagiarism and other forms of academic misconduct are identified and investigated. These programme requirements are further specified in the regulations, Codes of Practice and guidance for each individual programme.

I.3. There are additional expectations of personal integrity in terms of professional behaviour of those studying for a medical degree, and in terms of collecting analysing and reporting research data for those studying for a research degree. These and the corresponding investigatory processes are laid out in the:

- HYMS Code of Practice on Student Fitness to Practise Medicine (<http://www.hyms.ac.uk/docs/default-source/codes-of-practice/code-of-practice-on-fitness-to-practise-medicine.pdf?sfvrsn=10>)
- HYMS Code of Practice on Research Misconduct (<http://www.hyms.ac.uk/docs/default-source/codes-of-practice/code-of-practice-on-student-research-misconduct.pdf?sfvrsn=2>)

2. Attendance and Engagement

2.1. The attendance and engagement requirements for all students registered on HYMS programmes are laid out in the appropriate regulation, Code of Practice, handbook or programme and module specifications governing each specific programmes.

- 2.2. For those students registered on the MBBS medical degree, the following apply:
- 2.2.1. Students are required to demonstrate professional standards of punctuality and attendance at all sessions, and to actively engage with the entire academic programme including during clinical placements and as stipulated in the MBBS Conditions of Training. The Academic Phase Lead will regularly analyse and consider the Record of Achievement (RoA) of all MBBS students to gain information concerning student attendance, engagement and professional behaviour.
 - 2.2.2. Any concerns regarding a student's level of attendance or engagement will be raised by the Academic Phase Lead to the HYMS Case Management Group (CMG). If a student case is brought to the attention of the CMG that group will also draw on information from a range of other sources to consider each student profile on a case by case basis.
 - 2.2.3. If the CMG make a decision that a student's problems with attendance and engagement have not been resolved, and there is evidence the student has not met or will be unable to meet the requirements of the MBBS programme in terms of attendance and engagement, this can be escalated using a number of different referral routes. These are as outlined in Stage 2 of the flow diagram illustrated in Appendix One of this Code.
 - 2.2.4. In addition, MBBS students are required to show the expected levels of professional behaviour for a future doctor. Where there are concerns about professional behaviour arising from the review of the student's Record of Achievement, or received from other sources, the CMG will have a number of referral options available as outlined in Stage 2 of Appendix One.
- 2.3. For those students registered on other taught programmes, both undergraduate and postgraduate:
- 2.3.1. Students are required to meet levels of attendance and engagement as specified in the appropriate regulation, Code of Practice, handbook or programme and module specifications. These will also specify the means by which attendance and engagement are monitored. In cases where problems are identified efforts will be made to resolve these with the student by supportive means, but if they cannot be resolved a report will be made to the Case Management Group and if necessary the appropriate Board of Examiners which has the powers to determine that the student not be permitted to undergo examination, or not be permitted to progress to the next stage of the programme.
- 2.4. For those students registered for postgraduate research degrees:
- 2.4.1. Students are required to meet levels of attendance and engagement as specified in the appropriate regulation, Codes of Practice and handbooks. Progress is monitored through the Thesis Advisory Panel (TAP) who regularly receives reports of progress and future plans. In cases where problems with attendance and engagement are identified efforts will be made to resolve these with the student through the supervisor and other TAP members, or members of the wider postgraduate team where appropriate.
 - 2.4.2. In cases where problems cannot be resolved, and there is evidence that the student will be unable to meet the requirements in terms of attendance and engagement, the TAP will report to the Postgraduate Programme Board which has the powers to determine that the student not be permitted to progress to the next year of the

programme, or not be permitted to submit a thesis for examination.

2.5. For those students requiring additional monitoring to comply with visa requirements:

2.5.1. In addition to the requirements indicated above, students who require a visa to study at HYMS may have additional requirements in terms of attendance applied as a condition of the visa, for example Tier 4 regulatory requirements. HYMS will follow the procedures for monitoring laid down by the University of registration, and in the case of a student whose attendance fails to reach requirements HYMS will report this to the University who in turn have reporting obligations to the UK border and immigration authorities.

3. Academic misconduct

3.1. This section explains what constitutes academic misconduct, and indicates how it will be dealt with in the Hull York Medical School. There is a separate HYMS Code of Practice on Student Research Misconduct. (<http://www.hyms.ac.uk/docs/default-source/codes-of-practice/code-of-practice-on-student-research-misconduct.pdf?sfvrsn=2>)

3.2. Students at HYMS must not, in relation to assessed work at any stage of their course¹:

3.2.1. *cheat* i.e. fail to comply with rules governing assessment including gaining or providing or attempting to gain or provide access to any unauthorized resources in any academic exercise, examination or assignment.

3.2.2. *collude* i.e. assist another candidate to gain an advantage by unfair means, or receive such assistance.

3.2.3. *fabricate* i.e. mislead the examiners by presenting work for assessment in a way which intentionally or recklessly suggests that information has been collected which has not in fact been collected, or falsify factual information.

3.2.4. *personate* i.e. act, appear, or produce work on behalf of another candidate in order to deceive the examiners, or solicit another individual to act, appear or produce work on their own behalf.

3.2.5. *plagiarise* i.e. submit work which purports to be a candidate's own but which is taken without proper and clear acknowledgement from the published or unpublished work of another. Such acknowledgement, by using appropriate standard referencing systems, must indicate the extent of use of another's material. Any unattributed use of material is plagiarism:

3.2.5.1. whether from articles, books, computer programs, data, essays, papers, reports, presentations, or any other material originated by another person;

3.2.5.2. whether obtained from written, printed or electronic sources, including via the internet or any other computer-based or networked system;

3.2.5.3. whether the medium of reproduction is literary (essays and reports), graphical (designs, diagrams, graphics), electronic (computer programs) or

¹ Section 3.2. is derived (but modified) from the Univeristy of York Academic Misconduct Policy (September 2014).

mathematical (proofs).

- 3.2.6. *self-plagiarise* i.e. incorporate within their work material previously completed and submitted by themselves for another assessment, without appropriate reference.
- 3.3. Candidates may not bring written or printed material or equipment, including dictionaries, calculators, mobile telephones or other electronic data storage units, into the examination room for an invigilated written examination unless provision has been made for this and the items in question have been approved by the examiners.
- 3.4. Candidates must not communicate with anyone except the invigilator during an invigilated examination/assessment, unless the assessment specifically requires it and candidates have been so notified in writing.

4. Allegations of academic misconduct

- 4.1. The CMG will receive notification of all allegations of academic misconduct. This may come from various sources, for example Phase Leads, Programme Director, and Chair of Board of Examiners. This central point for all allegations is to ensure consistency of decision making and judgement across all HYMS programmes.
 - 4.1.1. In all cases where there is a case to be answered, the CMG will appoint an Investigating Officer to assemble evidence to confirm the factual accuracy of the allegation. The investigating officer should not be a current tutor, mentor, or supervisor of the student under investigation. The Investigating Officer's report will be submitted to the CMG for its consideration.
 - 4.1.2. If the recommendations are not for serious outcomes then the Case Management Group has the option of accepting them directly and following up the matter with referral as outlined in Stage 2 of the flow diagram in Appendix One. For example this may be by referring the case back to the Programme Director to resolve the matter informally through programme management.
 - 4.1.3. If the recommendation of the Investigating Officer is that there is evidence which may justify serious outcomes being considered, then the CMG will escalate the matter to a Hearing Panel. CMG will also determine whether it is appropriate to make a Student Fitness to Practise disclosure.
- 4.2. In cases where the alleged academic misconduct relates to a piece of research carried out by a postgraduate student, the Chair of the Postgraduate Programme Board and the Chair of the Case Management Group will determine whether the allegation is to be investigated under this Code or under the HYMS Code of Practice on Student Research Misconduct.

5. Case Management Group Referral to Investigating Officer

- 5.1. The CMG will notify the student of:
 - 5.1.1. The details of the allegations against them;
 - 5.1.2. The identity of the Investigating Officer;
 - 5.1.3. Any suspension or limitation placed upon the continuation of studies and/or clinical attachment during the period of the investigation.

- 5.2. The Investigating Officer may interview the student, and other relevant individuals as appropriate, and may require that these individuals submit written comments. At such an interview, the student may bring a supporter who may be a friend, fellow student, Students' Union, Graduate Student Association (GSA) representative or member of HYMS staff. The Investigating Officer should use an independent note-taker to prepare a written record of the meeting.
- 5.3. Within five working days of receipt of the written report from the Investigating Officer, the CMG will consider the report and decide whether to accept recommendations at this stage or if the case should be referred to a panel established by CMG for that purpose.

6. Panel Hearing

- 6.1. Following a formal investigation, the student may be requested to appear before a panel established by CMG; students may also request to make their own case in this way. The panel should comprise no fewer than three members and no more than five members of HYMS or University staff, including a member of the Case Management Group as Chair. No Panel member shall be a current tutor, mentor, or supervisor of the student under consideration. The Chair is responsible for ensuring all panel members have been fully briefed on current regulations and guidance relevant to the student's programme of studies and the allegation being considered.
- 6.2. Pre Hearing Process, the Chair of the Panel will:
 - 6.2.1. Set a date for a formal hearing of the case by a Panel. This must be at least 21 days later to allow the student at least 15 days to prepare a case and submit any supporting information for that case in advance of the Hearing for circulation to members of the Panel.
 - 6.2.2. Appoint a secretary for the Hearing who will be responsible for taking formal minutes and ensuring their safe keeping.
 - 6.2.3. Inform the student of any change to conditions in relation to suspension or limitation placed at the beginning of the formal investigation.
 - 6.2.4. Ensure that all documents circulated to members of the panel relating to the case are also circulated to the student.
 - 6.2.5. Ensure that any HYMS staff who may have relevant information to the case, and any other person(s) who may be able to provide expert advice on specific aspects of the case, are invited to attend.
- 6.3. To conduct the meeting, the Chair of the Panel will:
 - 6.3.1. Bear responsibility to ensure that the proceedings are fair; this includes proceedings where the student is not in attendance.
 - 6.3.2. Conduct introductions of panel members and all other persons present, and explain the functions and powers of the panel
 - 6.3.3. Confirm that all documents circulated to members of the panel have also been circulated to the student.
 - 6.3.4. Invite the student, the investigating officer, and all witnesses to join the meeting. The student may be accompanied by a supporter who may speak at the discretion of the Chair. The supporter may be a friend, fellow student, Students' Union,

Graduate Student Association (GSA) representative or member of HYMS staff

- 6.3.5. Ensure that if the student is not in attendance, the Panel satisfies itself that all reasonable attempts have been made to inform the student of the panel meeting, that the student has been given adequate opportunity to attend and that, as far as can reasonably be ascertained, the student has declined to attend. Once the Panel has been satisfied on these points, the meeting may proceed in the student's absence.
- 6.3.6. Point out that if at any time during the panel meeting, the prospect of informal resolution emerges and is appropriate, the consent of the student will be sought for that process to be re-opened.
- 6.3.7. Invite the investigating officer, and any other staff required to attend, to make statements, allowing members of the panel to ask questions after each statement. The chair will allow reciprocal questioning by the various parties.
- 6.3.8. Invite the student, and if applicable, the student's supporter, to make a statement in their own words, and allow members of the panel to ask questions of the student.
- 6.3.9. Once satisfied that all parties have had a full opportunity to make statements and ask questions, invite all but the members of the panel to withdraw but remain in waiting.
- 6.3.10. Chair to lead discussion of the case, if necessary seeking clarification by recall of all parties.
- 6.3.11. Advise all parties when they can disperse.
- 6.3.12. Confirm the recommendation of the panel, along with any findings of fact, to the student in writing as soon as reasonably practicable and normally within seven working days of the decision being reached.
- 6.3.13. Prepare a formal report to HYMS Board of Studies of the outcome. This may also require disclosure /referral to the HYMS Student Fitness to Practise Committee.
- 6.3.14. The report may also be passed to other relevant HYMS committees for consideration and possible action in the appropriate area of responsibility.

7. Powers of the Panel Hearing

- 7.1. Direct action, a panel established by CMG has the authority to agree or enforce the sanctions detailed below:-
 - 7.1.1. No further action
 - 7.1.2. Consensual or agreed resolutions:
 - a) Accept undertakings from student.
 - 7.1.3. Imposed resolutions arising from formal investigations:
 - a) Impose conditions in relation to future study and assessment;
 - b) Require remedial or additional work;
 - c) Place under observation / on report.
- 7.2. Reports/recommendations

- 7.2.1. A panel established by CMG may make reports and/or recommendations to the relevant Board of Examiners or equivalent and/or the Board of Studies.
- 7.2.2. Any work, or part of a piece of work, submitted by a student at HYMS which is found to have been plagiarised or otherwise resulted from academic misconduct will be subject to a score of zero. It is for the relevant Board of Examiners or equivalent to determine, based on advice from the panel, whether any section of the piece of work unaffected by the identified academic misconduct meets requirements for approving progression through a course or award of a qualification and if so what grade of achievement may be awarded.
- 7.2.3. If the piece of work is found not to meet requirements for progression or award, the Board of Examiners or equivalent must recommend to Board of Studies whether the student has available the possibility of repeating the affected assessment and any conditions for doing so. If no repeat is to be permitted the Board of Examiners or equivalent must recommend to the Board of Studies that the student is unable to meet the requirements of the course and that their course of studies should be terminated. In such cases the Board of Examiners and Board of Studies will have the right to request all of same information that is available and accessible to the Case Management Group to ensure consistency and transparency of decision-making.
- 7.2.4. For HYMS students registered for the MBBS degree, a panel established by CMG may make a disclosure to the Student Fitness to Practise Committee in respect of the implications of the identified academic misconduct for the student's professional behaviour; for HYMS students who are current registered health professionals, or who are studying outside HYMS for a regulated health profession, a panel established by CMG may make a disclosure to the student's training providers, employers or professional regulatory organisations.

8. Privacy, Confidentiality and Data Protection

- 8.1. Any case will be treated with the highest level of confidentiality that can be maintained. HYMS, the Universities of Hull and York and any other relevant body will only disclose confidential information to members of staff who are directly involved in the administration of the case and as necessary to allow an open and fair investigation and for the outcome of the investigation to be reported appropriately. This is in order both to protect the privacy of the student and to protect members of staff from unsubstantiated public allegations.
- 8.2. Depending on the nature of the case, the information gathered may include third party data, opinion and information which was provided in confidence. This information needs to be handled consistently and fairly and in accordance with common data protection principles making it clear to all parties that the sharing of this information is agreed for the purposes of reaching an informed and fair decision.
- 8.3. HYMS may on occasion be required to share information related to a student's case with 3rd parties, for example, on Transfer of Information paperwork and UKFPO references.

9. Appeals

- 9.1. When the HYMS Board of Studies has confirmed the outcome of a Panel Hearing the student concerned may appeal against any decision which is in accordance with the terms of

the HYMS Code of Practice on Academic and Fitness to Practise Appeals:
<http://www.hyms.ac.uk/about-us/regulations-policies-and-codes-of-practice>

Appendix One: Flow diagram of referral routes involving Case Management Group

Stage 1: Receiving concerns regarding a student

MB BS Academic Phase Leads
receives concerns from any member of staff or students and determines if the case needs to be referred to the Case Management Group

Stage 2: Review of student case by the Case Management Group (regular meeting):

Case Management Group
receives and reviews the student case, and makes appropriate referral:

Phase Lead/
Programme
Director

HYMS Student
Support Office/
Academic Lead
for Students

University
extensive
network of
support

Occupational
Health

Appointment of
an Investigating
Officer to
report on
factual accuracy
of concern

Stage 3: Consideration of Investigator's Report

Case Management Group
Considers the Investigating Officer's Report and if there is evidence to justify serious outcomes, the matter is escalated to a Hearing Panel. CMG can also consider a Student Fitness to Practise Referral

Stage 4: Formal Panel Hearing by a Case Management Group Panel

Formal Hearing by Case Management Group Panel
Arranged and conducted in accordance with the Code of Practice

Consensual or
agreed resolutions –
accept undertakings
from student

Impose conditions in
relation to future
study

Require remedial or additional work

Stage 5: Notification of Hearing outcome

Student is informed of the outcome of the Panel Hearing and the matter is reported to the HYMS Board of Studies

Stage 6: Reporting and opportunity to appeal

Student may appeal any decision which is in accordance with the HYMS Code of Practice on Academic and Fitness to Practise Appeals

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