



The Hull York Medical School

Code of Practice on Academic Misconduct

Updated: 26th September 2006

Frequency of Update: As required

Responsibility to Update: The Secretary of HYMS (Head of Administration)

The universities of Hull and York and the Hull York Medical School regard any form of academic misconduct as an extremely serious matter. This Code of Practice explains what constitutes academic misconduct, and indicates how it will be dealt with.

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

1.1. **cheat** i.e. fail to comply with the rules governing assessment e.g. by making arrangements to have unauthorised access to information

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

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

1.4. **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

1.5. **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purports to be a candidate's own but which is taken without proper and clear acknowledgement from the published or unpublished work of another.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 taking is plagiarism, whether from articles, books, computer programs, data, essays, papers, reports, or any other material originated by another person, whether obtained from written, printed or electronic sources, including via the Internet, the World Wide Web (WWW) or any other computer-based or networked system. It is plagiarism whether the medium is literary (essays and reports), graphical (designs, diagrams, graphics), electronic (computer programs) or mathematical (proofs). Advice on plagiarism and the proper use of sources is provided both in a plenary lecture in term 1 and in the SSC handbook. Students will be considered liable for the use of plagiarised material whether or not they behaved (or intended to behave) dishonestly

1.6. **self-plagiarise** i.e. incorporate within their work material previously completed and submitted by themselves for another assessment, without appropriate reference.

2. 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. 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. Prima facie evidence of academic misconduct will be considered and determined by the Academic Progress Committee.

5. Where academic misconduct has been determined, Academic Progress Committee may, following consideration of the nature, severity and circumstances of the case, recommend either to the Board of Examiners or the HYMS Board of Studies:

5.1 that a mark of borderline be awarded for the work affected by academic misconduct, or

5.2 that a mark of unsatisfactory be awarded for the work affected by academic misconduct, or

5.3 that the student's programme of study is terminated.

Academic Progress Committee may also refer the student to the Fitness to Practise Committee.

6. Alleged misconduct under the terms of clauses 1 to 3 above may also give rise to serious concern about a student's fitness to practise and thus be subject to procedures as laid down in the HYMS Code of Practice on Fitness to Practise Medicine.