



Teaching and Learning

Academic Integrity Policy

Background

Mayfield Education is dedicated to upholding academic integrity through the protection of high standards and honesty in its academic operations. Mayfield Education treasures its reputation and that of its graduates, therefore maintaining academic integrity is its priority.

Purpose

This Academic Integrity Policy ensures that the staff and students of Mayfield Education are aware of the significance of recognising the work of others. In addition, the policy ensures that Mayfield Education takes a consistent approach to its academic integrity. This Academic Integrity Policy is supported by the Student Misconduct Policy.

Audience

The Academic Integrity Policy applies to all staff and students at Mayfield Education, any work submitted for publication and assessment as well as any activity involving the use of the research materials, data or findings of other individuals.

Definitions

Plagiarism: refers to any paraphrasing, summarising and copying of another person's ideas, words or intellectual property without proper acknowledgement.

Academic Misconduct: refers to any conduct or action by a student connected to Mayfield Education that is detrimental to Mayfield Education or its members.

Collaboration: refers to any academic work that has been done jointly by two or more students with the full knowledge and permission of the teacher.

Collusion: refers to any considered or deliberate joint attempt by a student and another individual to convince the evaluator that the submitted work is exclusively the student's personal work. Collusion is another form of plagiarism and any student participating in this is in breach of academic integrity.

Paraphrasing: refers to the use of another person's work and ideas and presenting them in your own words, without referencing. Any presentation of another person's words or ideas must be acknowledged in an appropriate manner.

Bibliography: refers to a list of references that is made up of all the texts and websites that have been read or used for understanding or completion of an assignment as well as those that have been cited in an assignment or any piece of work.

Policy

Academic integrity and honesty are fundamental for Mayfield Education to achieve its mission and to maintain its academic standards as well as the reputation of its graduates. Mayfield Education is dedicated to the perpetuation of high standards of academic integrity.

Academic Integrity

Academic Integrity is the ethical foundation upon which academic work is produced. It is made up of important values that outline the work of Mayfield Education in research, teaching and learning. They include:

- Fairness through genuine assessment, prospects and clear standards that are applied regularly.
- Respect for the hands-on nature of learning and the perspective, ideas and work of others
- Honesty, which involves recognising the work and ideas of others
- Responsibility is the notion that every individual at Mayfield Education has a duty to uphold academic integrity.

Plagiarism

The following are examples of plagiarism:

- Word-to-word copying of words, sentences or paragraphs devoid of acknowledgement or inadequate, insufficient or improper acknowledgment
- Downloaded or purchased resources from the internet and submitted for assessment
- Handing in another person's work, ideas research data and results as your own personal work
- Use of Generative artificial intelligence (GenAI) tools, such as ChatGPT

Replication of parts of, or a whole work, or research data and results without the rightful acknowledgement of the source or owners. This may include:

- Diagrams
- Graphs
- Photographs
- Written text
- Formula
- Structures in texts
- Software codes
- Practical relics
- And any other work that is relevant

Any use of another person's concepts, experimental results and conclusion or any conclusion that is derived from the analysis of evidence or arguments, without acknowledging the owner who is the originator of the work, ideas or conclusion.

Plagiarism is differentiated from incomplete efforts to acknowledge the work, words, or ideas of another person, for instance when a student attempts to reference their work but lacks adequate referencing skills.

Detection of Plagiarism

There are several ways to detect plagiarism with relevance to the nature of the work that is undertaken by the students. These methods include but are not limited to the following;

- Plagiarism software
- The identification of the copied or paraphrased work, information, formulae, research data or software code by the originator, owner, creator or expert
- The evaluator recognising copied information, data or formulae in the work presented for evaluation.

Appropriate Acknowledgment

At any time when another person's ideas are presented in an assignment, it should be acknowledged.

It is mandatory and important that attribution is applied to all uses of other peoples' work, whether it was used as a direct quote, paraphrase of key ideas, data or findings to constitute an argument or integration of themes into one's own work or final product.

Citation is the main means of attribution, and there are numerous methods of citation or referencing that include:

- Footnotes
- Endnotes
- In-text citations
- Programs, and associated notes that accompany visual and practical pieces

- Procedures
- Responsibilities of Students

Students are encouraged to understand that academic integrity calls for accountability for the originality and authorship of the work that they present and the appropriate acknowledgment of other peoples' work.

During the orientation session for each intake, students are made aware that if they are quoting, paraphrasing or summarising material directly from an AI tool, cite this information as you would any other source. This includes an in-text citation or footnote. Generative artificial intelligence tools are not excellent sources. Depending on data given by artificial intelligence tools could think about ineffectively the nature of your scholarly work. Therefore, we recommend trying not to utilize a generative computer-based intelligence device like ChatGPT as a major source of verifiable data.

Students are to be given opportunities to clarify and understand what constitutes academic dishonesty and what is required for academic integrity and best practice, through seeking input from academic teaching staff or through engaging in workshops and seminars focused on these topics.

Students have to be accountable for the validity and originality of work submitted for assessment and are not to assist other students in any form of cheating or plagiarism.

It is necessary that all students:

- Observe all the rules and guidelines of the various assessments provided by their instructors.
- Not use other peoples' work without proper and full acknowledgement of the owners.

Any student who does not recognise the contribution of other peoples' work and scholarship will be in breach of the Academic Integrity Policy, either through cheating, plagiarism or copying.

Mayfield Education has provided on its Learning Management System (LMS) the referencing style guide i.e. APA (7th edition) to help students to appropriately acknowledge other people's work.

Responsibilities of Academics

Academic integrity plays a significant role in academic life at Mayfield Education and it is essential to scholarship and best practice teaching that academic staff have a profound respect for academic honesty and the truth. This value should mutually support and reinforce the value of academic freedom.

All teaching staff at Mayfield Education have a responsibility to help the students and promote the significance of academic integrity across all their teaching through:

- Constantly communicating and providing necessary resources to the students when they start their learning experience at Mayfield Education.
- Ensuring that staff have tools and processes to detect and avoid academic dishonesty
- Ensuring that students have clear guidelines on what plagiarism, collusion, and falsification encompass and techniques for avoiding these.

Managing Incidences of Plagiarism

Prior to the submission of any work for assessment, students are required to ascertain that they are the original and genuine author of the assignment or work. Mayfield Education will always utilise a variety of techniques to confirm the authenticity and originality of a work and use software to maintain academic integrity.

Where plagiarism or collusion are detected, the student will be asked to meet with their immediate teaching staff privately to discuss the matter. The student will have the opportunity to offer an explanation and staff acknowledge that students may be genuinely unaware of the requirements of academic integrity.

In the first instance of a student having misunderstood, the student will have an opportunity to resubmit the plagiarised work and will be required to consult with the academic skills advisor for individual instruction on the conventions of academic honesty.

Subsequent incidents of academic dishonesty may result in awarding a Fail for the subject, and the eventual Discontinuation of a course of study.

Students can appeal the decisions of academic staff members as per the Student Complaints and Appeals Policy.

Review

The Academic Integrity Policy will be reviewed a minimum of every two years to incorporate the relevant legislation and ongoing development of Mayfield Education.