Academic Integrity Statement and Procedures(V30924)

We expect and encourage high standards of academic integrity; that tutors and learners act with honesty, trust, fairness, respect, and responsibility. Breaching academic integrity is academic misconduct. Academic misconduct is any action which gains, attempts to gain, or assists others in gaining or attempting to gain an unfair academic advantage in assessment.

We are committed to ensuring that the qualifications our learners receive are an accurate reflection of their work, and that their portfolios are true evidence of the knowledge and skills that they have attained during our courses, and we take breaches of academic integrity seriously.

Through this document we endeavour to;

- ✓ Educate and inform learners and tutor in what constitutes academic misconduct and the steps that are taken in there is a suspected breach.
- ✓ Ensure a consistent approach to dealing with breaches/suspected breaches.
- ✓ Promote a culture of academic integrity and best practice.

Examples of academic misconduct include, but are not limited to;

Plagiarism**:** presenting someone else's thoughts or work as your own and can include:

- ✓ Copying from a website or Gen AI*.
- ✓ Copying a classmate's work.
- ✓ Copying notes from a tutor's PowerPoint or notes.
- ✓ Self-plagiarising by re-submitting the same piece of work for assessment.
- ✓ Failure to credit the original author.
- ✓ Submitting collaborative work as your own.

Collusion: two or more learners working on a piece of work which will be submitted for individual assessment.

Contract cheating**:** paying a third party to complete a piece of assessed work.

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How 'artificial intelligence' can and must not be used as part of an ECO-UNESCO programme or accredited course:

We recognize that Artificial Intelligence can be useful for learners as part of their studies and permit the use of GenAI and other types of Artificial Intelligence for teaching and learning activities in specific circumstances. These are clearly stated below.
We acknowledge that this is a rapidly changing area, and that this guidance will need to be updated going forward.

***** *Generative Artificial Intelligence tools such as ChatGPT.*

Participants on ECO-UNESCO Programmes **can**:

- ✓ Use GenAI to search for ideas for a project or workshop etc. (e.g. 'What are some popular warm-up activities' or 'What are some ways I can help my community?'), but an acknowledgement of this must be noted in the work submitted.
- ✓ Use spelling/grammar checkers that are built into Microsoft Word or Apple Pages to help with a Learner Record, Project, Assignment etc.

Participants on ECO-UNESCO Programmes **MUST NOT…**

- × Use GenAI, such as Chat GPT, to suggest draft answers for any part of written work (including learner journals, reports, submission forms, or essays)
- × Use GenAI, such as Chat GPT, to suggest answers for any part of written work (including submission forms, learner journals, reports, or essays).
- × Use AI of any kind in an examination (unless the Education and Training Coordinator has approved this in writing).

• Dealing With Suspected Academic Misconduct

If a tutor suspects that a learner has committed academic misconduct, the steps below are followed;

The tutor informs the Education and Training Coordinator in writing [via email] and include pictures/screenshots of the learner(s)'s work, links to relevant websites and/or any other relevant evidence.

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The Education and Training Coordinator makes a judgement on whether further investigation is warranted. If it is, the Education and Training Coordinator informs the tutor, and the learner is informed by email. The learner may continue their studies while the investigation is ongoing.

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The Education and Training Coordinator carries out an investigation which may involve an interview with the learner and the tutor.

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The Education and Training Coordinator makes a decision as to whether or not academic misconduct has occurred and whether or not this was intentional. She notifies the tutor and the learner of the outcome in writing within ten working days

If a learner is found not to have committed academic misconduct, no further action is taken.

or

If the breach is considered minor, a verbal warning is given, and the learner must resubmit the work.

or

If the breach is considered significant, they will not be put forward for certification.

or

If the breach is significant and repeated, they will not be put forward for certification and they will no longer be able to attend ECO-UNESCO courses.

A learner can appeal the decision to the Education and Training Coordinator who refers it to an external member of the Education and Training Committee who has relevant expertise. They investigate the case and inform the Education and Training Coordinator of the outcome. The Education and Training Coordinator then informs the learner, and this decision is final.