

Chartered Banker

Academic Misconduct Policy

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For Internal & External use

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1. Introduction

Membership of the Chartered Banker Institute (“the Institute”) brings with it additional responsibilities. All members (including Fellows, Members, Associates, Certificated Members and Students) are expected to act as role models to others working in the banking industry, leading by example and displaying high standards of professionalism. This is outlined within the [Chartered Banker Code of Professional Conduct](#).

This document specifies the Academic Misconduct Policy for the Institute.

The Policy covers all students who are enrolled on Institute units, modules and qualifications and sets out expectations around Academic Misconduct. The Institute publishes guidance material to support its students (such as the [Rules and Regulations](#), [A Guide to Turnitin](#)¹ and [Turnitin FAQs](#)), to ensure they are aware of Academic Misconduct offences and how they can avoid these.

The Policy explains how the Institute investigates allegations of Academic Misconduct in relation to all types of assessment.

All investigations are carried out with reference to the Institute’s [Disciplinary Regulations](#) and the Institute’s [Rules and Regulations](#).

2. Definition of Academic Misconduct

Academic misconduct is defined by the Institute as the use of unfair means in any Institute assessment. Examples of misconduct include (but are not limited to) **plagiarism, collusion, falsification, cheating, deceit, and personation**. Definition of types of Academic Misconduct are, but not limited to:

- **Plagiarism** is where another person’s work, excerpts or ideas are presented without appropriate referencing, credit or acknowledgement. This definition encompasses all written content, whether already published or not, both in print and digital form. In addition to other media like graphs and drawings, text also has to acknowledge the ideas and works of others. The Institute’s guidance material, including the **Assignment Assessment Criteria** for the relevant programme of study, requires that sources of information are acknowledged and appropriately referenced.

For all Institute assignments, students should ensure they are referencing sources used in their research and submitted assignment. Guidance on acceptable referencing standards is made available for students registered on relevant Institute modules.

Referencing is important because it shows what has been read and acknowledges the sources used. If students reference their work adequately, their assignments will be of a higher academic quality and potentially gain higher marks. Most importantly, referencing will help students avoid plagiarising other people’s work. The following are considered to be forms of plagiarism:

- Word for word quotation without giving due credit.
- Copying material from the internet without giving due credit. References and a bibliography must be provided for any information taken from the internet.

¹ A Guide to Turnitin (also known as ‘Using Turnitin’) is made available for students registered on relevant Institute modules. It appears on both the module page of the website when the student logs in and also within the pathway for the module on the Institute’s Learning Management System (LMS).

- References to publicly available **open content** online sources like Wikipedia are judged improper for Institute assessments. These web sites can be accessed for research, but the submission needs to include a reference to the information's original source.
 - Using **Generative Artificial Intelligence (AI) Tools**, such as ChatGPT or others is also judged to be improper for Institute Assessments. Students should be aware that if they use AI tools (such as ChatGPT or others) to generate an assignment (or part of an assignment) and submit as if it were their own work, this will be regarded as Academic Misconduct and treated as such. ***Please note that the technology, ethics, and use of AI is a fast-moving area, therefore the Institute will review this as necessary.***
 - If due acknowledgement is not provided, paraphrasing (i.e., alteration or reordering of words, or closely following the structure of another's argument), is plagiarism.
 - Students must not use content written by professional agencies, 'essay mills' or other people, nor submit work that was written specifically for them, even with the author's consent.
- **Collusion** is when two or more individuals submit work which is so similar in terms of concept, content, wording and/or structure that the similarity extends beyond what could be regarded as mere coincidence.
 - **Falsification** is an attempt to present fictitious or distorted data, evidence, references, citations, or experimental results, and/or to knowingly make use of such material.
 - **Cheating** is any attempt to obtain or to give assistance in an examination or an assessment without due acknowledgement. This includes submitting work which is not one's own.
 - **Deceit** is dishonesty in order to achieve advantage.
 - **Personation** is impersonating another student or allowing another person to impersonate a student in an assessment.

As previously mentioned, all investigations are carried out with reference to the Institute's [Disciplinary Regulations](#).

3. Checks Undertaken

Examiners, Verifiers and Invigilators are asked to look out for evidence of any form of Academic Misconduct, which is treated extremely seriously.

Students should note that all assignments and other written forms of assessment will be subject to checks for plagiarism and collusion using plagiarism detection software (Turnitin²). Students suspected of committing Academic Misconduct may have their work returned unmarked and may be subject to the Institute's disciplinary procedures, referring to the Institute's [Disciplinary Regulations](#).

For assessments conducted by examination, please note that our examinations are run with our delivery partner, Pearson VUE. There are guidelines available about the examination conditions and requirements, within the 'Examinations' section of the [FAQs](#). Within this section there is specific guidance as to what is and what is not allowed to be taken into the examination area, for both examinations held at a centre and for examinations held via remote invigilation. Students suspected

² Turnitin has been updated during 2023 to now be capable of detecting suspected use of Generative AI sources.

of committing Academic Misconduct within an examination may be subject to the Institute's disciplinary procedures, referring to the Institute's [Disciplinary Regulations](#).

All investigations are carried out with reference to the Institute's [Disciplinary Regulations](#).

An Investigating Officer³ will be appointed to investigate any allegations of Academic Misconduct and decide whether there is a case to answer. The Investigating Officer will make a decision based on the balance of probabilities. This means that they will be satisfied that an Academic Misconduct offence has been committed if they consider that, on the evidence available, it is more likely than not that an offence has been committed.

If the Investigating Officer decides that there is a case to answer, they will determine whether they are able to deal with the case or whether it needs to be referred to a Disciplinary Panel.

For further details as to how cases will be investigated, please refer to the Institute's [Disciplinary Regulations](#).

Note: Students are advised that they must not contact Examiners, Verifiers and Invigilators directly, unless permission has been given by the Institute in writing. Should any Examiner, Verifier or Invigilator be approached by a student or group of students with a request to discuss particular issues about a programme or module, they have been advised to refer the student(s) to the Institute.

4. Support for our Students

The assessment method for each qualification can be found in the '[Our Qualifications](#)' section of the website, within the relevant programme information.

Students will be given further information and guidance about their assessment as appropriate for the module/qualification and the type of assessment they are completing, for example, either upon enrolment, or within study guides or guidance material available for download from their personal home page ('My Member Area').

All assessments will be conducted in English.

Specific support available for our Students submitting Assignments

Students should refer to **A Guide to Turnitin**, available for download from their personal home page ('My Member Area'), where applicable.

Students should make sure that submissions are all their own work, and that their sources are acknowledged and adequately referenced.

³ "Investigating Officer" means (i) the Chief Executive or (ii) any other person (whether or not being an employee of the Institute) nominated by the Chief Executive to investigate and assess (and if appropriate to prosecute) Relevant Complaints or to investigate and assess (and if appropriate to prosecute) any specific Relevant Complaint.

For all Institute assignments, students should ensure they are referencing sources used in their research and submitted assignment. Guidance on acceptable referencing standards is made available for students registered on relevant Institute modules.

In addition to this, content accessed for reference purposes should be current, ideally created within the last two years.

Specific support available for our Students sitting Examinations

For assessments conducted by examination, please note that our examinations are run with our delivery partner, Pearson VUE. There are guidelines available about the examination conditions and requirements, within the 'Examinations' section of the [FAQs](#). Within this section there is specific guidance as to what is and what is not allowed to be taken into the examination area, for both examinations held at a centre and for examinations held via remote invigilation.

5. Appeals

Where a student is subject to the Institute's disciplinary procedures, they have the right to appeal decisions made by either the Investigating Officer or by the Disciplinary Committee.

Details of the Appeals Process are within the Institute's [Disciplinary Regulations](#).