



Policy:	Academic Integrity Policy Statement
Date of approval:	March 2026
Effective date:	April 2026
Next review date:	March 2027

1. Purpose

Kingsford Education Group (KEG) is committed to upholding the highest standards of academic integrity across all its provision. Academic integrity is fundamental to maintaining academic standards, ensuring the credibility of qualifications, and promoting a culture of honesty, trust, and responsibility among students and staff.

This policy establishes a comprehensive framework for promoting good academic practice, preventing academic misconduct, and ensuring that breaches are addressed in a fair, consistent, and transparent manner. The policy reflects sector expectations and aligns with the requirements of the Office for Students (OfS).

2. Scope

This policy applies to all students enrolled at KEG, regardless of programme, level, or mode of study. It applies to all forms of academic work, including coursework, examinations, presentations, research, and any other assessed or non-assessed academic activity.

The policy applies to both formative and summative assessment and to individual and group work, where relevant.

3. Definition of Academic Integrity

Academic integrity refers to the ethical principles that underpin all academic activity. These include honesty, fairness, respect for others' work, and responsibility for one's own learning. Students are expected to produce work that is their own, acknowledge all sources accurately, and adhere to all assessment and examination regulations. Academic integrity is a shared responsibility between students, staff, and the institution.

4. Principles

KEG is committed to ensuring that academic standards are protected and upheld across all provision. Assessment processes will be robust, secure, and transparent, and students will be supported in developing good academic practice.

Academic misconduct will be addressed in a manner that is fair, proportionate, and consistent. Decisions will be based on clear evidence and appropriately documented. KEG recognises the importance of supporting students in understanding academic conventions and will take an educational approach where appropriate, particularly for first or minor offences.

5. Types of Academic Misconduct

5.1 Cheating

Cheating refers to any attempt to gain an unfair advantage in an assessment or examination. This includes submitting work that is not entirely the student's own, using unauthorised materials or devices during an examination, communicating with other students during an examination, copying from another student, or impersonation.

Students are required to adhere strictly to all examination and assessment regulations and must not engage in any behaviour that could compromise the fairness of assessment.

5.2 Plagiarism

Plagiarism is the presentation of another person's work, ideas, or expressions as one's own without appropriate acknowledgement. This includes copying text directly without citation, paraphrasing without referencing, or failing to provide accurate and complete references.

Students must ensure that all sources are properly acknowledged and that referencing conventions appropriate to their programme are followed.

5.3 Collusion

Collusion occurs when students collaborate inappropriately on work that is intended to be completed independently. This includes sharing work, copying from others, or submitting jointly prepared work as individual work where this is not permitted.

5.4 Contract Cheating

Contract cheating involves obtaining academic work from a third party and submitting it as one's own. This includes purchasing assignments, using essay-writing services, or asking another individual to complete work on the student's behalf. This is considered a serious breach of academic integrity.

5.5 Misuse of Artificial Intelligence (AI)

KEG recognises that AI tools may be used as part of learning. However, misuse of AI constitutes academic misconduct. This includes submitting AI-generated content as original work, failing to declare permitted use of AI, or using AI tools in assessments where their use is prohibited.

Students must follow KEG guidance on the acceptable use of AI and must clearly acknowledge any permitted use.

5.6 Other Forms of Misconduct

Other forms of academic misconduct include fabrication or falsification of data, unauthorised alteration of academic records, failure to comply with assessment regulations, and assisting or encouraging another student to commit misconduct.

6. Responsibilities

6.1 Students

Students are responsible for ensuring that all work submitted is their own and that all sources are appropriately acknowledged. They must comply with all assessment regulations, seek clarification where necessary, and act honestly in all academic activities.

6.2 Staff

Staff are responsible for providing clear guidance on academic integrity, designing assessments that minimise opportunities for misconduct, identifying and reporting suspected breaches, and applying procedures consistently and fairly.

6.3 Kingsford Education Group (KEG)

KEG is responsible for maintaining academic standards, providing guidance and training, ensuring fair and transparent procedures, and monitoring academic integrity across all provision.

7. Prevention and Support

KEG adopts a proactive approach to academic integrity. This includes providing guidance on referencing and academic writing, offering academic skills support, and ensuring that assessment requirements are clearly communicated.

KEG recognises that some breaches may result from lack of understanding and will provide appropriate support to students to develop their academic skills.

8. Reporting Academic Misconduct

Suspected academic misconduct may be reported by academic staff, invigilators, or students.

All allegations will be documented and investigated in accordance with KEG procedures.

Students will be informed of any allegations made against them and will be given the opportunity to respond.

9. Investigation Procedure

All cases of suspected academic misconduct will be investigated in accordance with KEG's Academic Misconduct or Disciplinary Procedure. Investigations will be conducted fairly, impartially, and based on evidence.

Students will have the opportunity to present their case, and decisions will be made within reasonable and clearly defined timescales.

10. Outcomes and Sanctions

Where academic misconduct is confirmed, sanctions will be applied in a proportionate and consistent manner. Outcomes may include a formal warning, requirement to resubmit work, capped marks, failure of assessment or module, suspension, or exclusion in serious cases.

The severity of the sanction will depend on the nature of the misconduct, the level of study, and whether it is a repeat offence.

11. Appeals

Students have the right to appeal decisions relating to academic misconduct in accordance with the Academic Appeals Policy.

12. Record Keeping

KEG will maintain accurate records of all academic misconduct cases for quality assurance, monitoring, and regulatory compliance purposes.

13. Equality and Fairness

KEG will ensure that all cases are handled fairly and without discrimination. Reasonable adjustments will be made where required to ensure accessibility and fairness.