



Academic Integrity

1. Introduction

- 1.1. Academic Integrity refers to honesty and responsibility in academic practice and scholarship. It “reflects a commitment to ethical behaviours and practices which support learning, and assessment of this learning” (NAIN 2021, 10). It values ethical academic behaviour and the avoidance of practices such as, but not limited to, plagiarism, cheating and fraudulent representations of academic work. Academic integrity is a central pillar of the work conducted at Mary Immaculate College (MIC). Aligned with the National Academic Integrity Network (NAIN 2021, 10), MIC affirms its belief that “upholding academic integrity within an institution is dependent on all stakeholders working together in partnership to enable and embed it as an inherent part of the institutional culture.” Academic Integrity is embodied by the College Community when academic activities are completed honestly, with students undertaking their own work and properly accrediting sources and resources used in the completion of academic tasks. This policy supports Academic Integrity by outlining how it is upheld and by detailing the commitments and responsibilities of MIC and the College Community to Academic Integrity.
- 1.2. This policy applies to the College Community (all students and staff that study and/or work within the College), as outlined below. It details how Academic Integrity is upheld at MIC, as well as the principles, procedures and rules in place to identify and address any violations of the *Academic Integrity Policy* through Errors Contributing to Poor Academic Integrity Practice or Academic Integrity Misconduct (Minor and Major).

2. Important Terms

- 2.1. **Mary Immaculate College (MIC):** Mary Immaculate College (sometimes referred to as ‘the College’ throughout this policy) as an entity, refers to those responsible for the academic governance of the College, including those who oversee the academic policies and standards at Mary Immaculate College.
- 2.2. **College Community:** All staff and students at MIC, including those who are studying, those who are teaching, those who are supporting teaching and research, those involved in administrative processes associated with teaching (such as assessment and the awarding of degrees), those involved in the completion or evaluation of assessments, and those responsible for awarding degrees.
- 2.3. **Academic Integrity:** The act of behaving honestly and responsibly in academic practice and scholarship by completing one’s own work, by accurately representing data/findings, and by referencing the work of others.
- 2.4. **Errors Contributing to Poor Academic Integrity Practice:** Errors Contributing to Poor Academic Integrity Practice take place when a poor approach to referencing or academic conduct, falling short of Academic Integrity Misconduct, occurs. These errors typically include careless, incomplete, or inconsistent referencing; paraphrasing that too closely mirrors the original, despite some effort to reference the source; and the limited use of material without the inclusion of quotation marks and/or citation.

- 2.5. **Academic Integrity Misconduct:** The act of behaving dishonestly or irresponsibly in academic practice by not completing one's own work; by not referencing the work of others; by engaging in self-plagiarism, falsification, cheating, collusion/bribery; using unauthorised co-authoring and/or misappropriating intellectual property. For more information on these specific forms of Academic Integrity Misconduct, please refer to the Glossary of Terms.
- 2.6. **Computer-Generated Assistance (ex. Generative AI):** The use of technology, including but not limited to AI and Generative AI, that aids (an) individual(s) in the completion of specific tasks or activities. This can include co-authoring assistance as well as technical assistance.
- 2.7. **Computer-Generated Content (ex. Generative AI):** Content that has been generated by a computer, including but not limited to AI or Generative AI.
- 2.8. **Educative Response:** An approach taken by the College, and in line with NAIN guidelines (2021), to support students by giving them opportunities to learn about academic integrity and academic integrity misconduct.

3. Responsibilities for Upholding a Culture of Academic Integrity

- 3.1. The College Community must uphold Academic Integrity as outlined by this policy. The College Community must not engage in Academic Integrity Misconduct.
- 3.2. The College Community is collectively responsible for:
- 1) Embodying and upholding Academic Integrity;
 - 2) Supporting those within the College Community in relation to Academic Integrity;
 - 3) Taking an educative response by helping students to learn from mistakes when seeking to uphold Academic Integrity.
- 3.3. Members of the College Community should not knowingly:
- 1) Engage in any Academic Integrity Misconduct;
 - 2) Advise, assist or conspire with others in the violation of the *Academic Integrity Policy*.
- 3.4. The College is responsible for:
- 1) Upholding the Equal Status Acts 2000-2018;
 - 2) Providing an accessible policy and guidelines on Academic Integrity to staff and students;
 - 3) Maintaining transparency in all processes and procedures in place to manage Academic Integrity Misconduct;
 - 4) Facilitating an educative response to violations of the *Academic Integrity Policy*;
 - 5) Maintaining fair, ethical and compassionate processes for dealing with allegations of Academic Integrity Misconduct;
 - 6) Upholding the quality of the degrees awarded;
 - 7) Promoting a culture of Academic Integrity by providing resources and/or upskilling to staff and students on best practice and appropriate academic conduct;
 - 8) Supporting staff and students to ethically engage in academic work;

- 9) Mitigating foreseeable risks to Academic Integrity by seeking to offer guidance, support and/or resources to staff and students;
- 10) Creating a supportive environment where students have the opportunity to learn from their academic mistakes;
- 11) Providing students with access to an appropriate appeals process for those found in breach of Academic Integrity (see section 10.0 Appeals);
- 12) Supporting staff to address cases of Academic Integrity Misconduct;
- 13) Assisting staff to embed Academic Integrity in their programme and module design, including assessment.

3.5. Staff are responsible for:

- 1) Keeping up to date on the policies and procedures that concern Academic Integrity and Academic Integrity Misconduct;
- 2) Championing academic integrity by modelling ethical academic behaviour to students;
- 3) Engaging in upskilling around Academic Integrity, assessment and module design, where appropriate;
- 4) Indicating the requirements for Academic Integrity within the module's teaching documentation (e.g. In the module handbook and/or on the module's Moodle page);
- 5) Supporting an educative response to violations of the *Academic Integrity Policy*;
- 6) Directing students to relevant supports and resources when they request help about Academic Integrity;
- 7) Assisting, where needed, the Assistant Deans, Vice Dean and Assistant Registrar in their role in maintaining oversight of violations of academic integrity;
- 8) Assisting, where appropriate, the Assistant Registrar when investigating major violations of Academic Integrity.

3.6. Students are responsible for:

- 1) Familiarising themselves with the College's *Academic Integrity Policy*;
- 2) Ensuring that they understand the Academic Integrity Policy and can apply the principles of Academic Integrity to their work;
- 3) Seeking appropriate help and guidance from academic staff, Library Services and/or the Academic Learning Centre at the College when they are unsure about any of the resources for, principles or procedures of Academic Integrity;
- 4) Submitting work that aligns with the expectations set out in the *Academic Integrity Policy*;
- 5) Upholding Academic Integrity as outlined by the policy in all forms of academic assessment;
- 6) Submitting assignments that use referenced sources including content by generative technologies, such as Generative AI, and giving appropriate credit for any work that was not produced by the student;
- 7) Ensuring that any assignment submitted is the work on which the student wishes to be assessed;
- 8) Cooperating with investigations that relate to Errors Contributing to Poor Academic Integrity Practice or Academic Integrity Misconduct (Minor and Major).

3.7. The Students' Union will support academic integrity by:

- 1) Offering help, guidance and support to students where there is an investigation that relates to Errors Contributing to Poor Academic Integrity Practice or Academic Integrity Misconduct (Minor and Major);
- 2) Ensuring that the Student Learning Partnership and Dialogue Charter is upheld and adhered to.

4. Supports

- 4.1. Students will be appropriately supported to uphold Academic Integrity whilst studying at the College. Educational guides, resources, training and/or information about Academic Integrity will be provided by Faculties, Library Services and/or Academic Support Services to students.
- 4.2. Students found to be in violation of the Academic Integrity Policy will be offered the opportunity for educational support to help them learn from their mistakes and to prevent future violation(s) of the policy.
- 4.3. MIC is committed to developing the capacity of staff to support students to follow good academic integrity practices and provide formal opportunities for staff to engage in developmental conversations on academic integrity.
- 4.4. Staff will be supported when addressing Academic Integrity issues.

5. Plagiarism

- 5.1. Plagiarism is the most common form of Academic Integrity Misconduct. It is defined as the use of either published or unpublished writing, ideas or works without appropriate credit being given to the source.
- 5.2. Plagiarism is a form of dishonesty in academic practice where, either intentionally or unintentionally, ideas or works of another are falsely presented as being those of the author. It can include:
 - 1) The use of a part of a text without quotation marks and citation;
 - 2) Paraphrasing without a citation;
 - 3) The use of media content, including but not limited to images, videos and music, without citation;
 - 4) The use of computer-generated content (including but not limited to content produced by AI or Generative AI) without citation;
 - 5) The use of computer code, mathematical work, research results and data without citation;
 - 6) The re-use of one's own work from a previous assignment without citation, known as self-plagiarism.
- 5.3. All writing, ideas or works quoted or paraphrased in an academic assignment in Mary Immaculate College must be acknowledged and appropriate credit given to the source through the use of quotation marks for quoted content and complete citations for both quoted and paraphrased content.

6. Referencing

- 6.1. Referencing is the act of giving appropriate credit to the source of information used within an author's/student's piece of work.
- 6.2. To avoid plagiarism when quoting or paraphrasing, ideas, text or works must be referenced, using the referencing system specified in module documentation.
- 6.3. Where no specification is made by either the module or the department, the College's referencing system, [Harvard Referencing Style](#) shall be used.
- 6.4. The Library will provide guidance to students on how to properly use the UL (2016) *Cite it Right Harvard Referencing Style*.
- 6.5. Where a module or programme specifies the use of an alternative referencing system, Module and Programme Coordinators will provide guidance to students on how to use the required referencing system.

7. Assignment Submission

- 7.1. Students are provided with access to the Similarity Reporting Self-Check Facility, which is independent of any module assignment, for the purpose of performing a review of their written work prior to submission.
- 7.2. Students may upload draft assignments to the Similarity Reporting Self-Check Facility at any time, and multiple times if they wish, prior to submitting their final assignment to any module. The Similarity Reporting Self-Check Facility uploads are not retained. They do not count as assignment submissions.
- 7.3. A Similarity Report from the Self-Check Facility is not in itself a determinant as to whether or not the assignment adheres to the *Academic Integrity Policy*.
- 7.4. Written assignments submitted to the MIC Turnitin will be checked against and stored in the standard repository of the software.
- 7.5. Final assignment submissions to a module may only be submitted to the MIC Turnitin once for grading, unless otherwise stipulated by the Module Coordinator.
- 7.6. When submitting an assignment in Moodle or in person, a statement of integrity must be included as part of the assignment submission.
 - 7.6.1. When submitting a physical assignment, students are required to submit a *Declaration of Academic Integrity* through the physical completion of a declaration form attached to each of their assignments.
 - 7.6.2. When submitting via Moodle, students will be asked to confirm that the work aligns with the *Academic Integrity Policy* before submitting their assignment.

- 7.7. Students should ensure that the assignment they are submitting for assessment is the completed and correct assignment for the module or task concerned. Online submissions should be reviewed on upload, to confirm submission and access. If upon review, the student finds an error in submission, they should immediately notify the lecturer or module leader.
- 7.8. The assignment must be submitted in accordance with any guidance and deadlines provided.

8. Assessing Errors Contributing to Poor Academic Integrity Practice and Academic Integrity Misconduct

- 8.1. In line with the National Academic Integrity Network, this policy uses three levels to assess misconduct and errors in practice.
- 8.2. Violations of academic integrity are classified into three levels:
- Level 1: Errors Contributing to Poor Academic Integrity Practice
 - Level 2: Academic Integrity Misconduct (Minor)
 - Level 3: Academic Integrity Misconduct (Major)
- 8.3. The level of the offense will be adjudicated based on:
- The nature of the offence;
 - The nature of the assessment;
 - The academic weighting of the assessment;
 - The stage that the student is at in the programme;
 - Whether the student is a transfer student or international student;
 - Whether it is a first time or repeat offence;
 - Any extenuating circumstances.
- 8.4. **Level 1:** Errors Contributing to Poor Academic Integrity Practice is defined as a poor approach to referencing or academic conduct, falling short of Academic Integrity Misconduct. This poor approach may include but is not limited to:
- 1) Careless, incomplete, or inconsistent referencing;
 - 2) Paraphrasing that too closely resembles the original, but which makes some effort to reference the source;
 - 3) The limited use of material without the inclusion of quotation marks and/or citation.
- 8.5. **Level 2:** Academic Integrity Misconduct (Minor) is defined as work that includes plagiarised content.
- 8.6. **Level 3:** Academic Integrity Misconduct (Major) is defined as work that includes persistent misconduct, extensive plagiarism and/or seeks to explicitly deceive, such as using contracted work or fabricated data, unauthorised co-authoring, cheating, collusion, bribery and the misappropriation of intellectual property. For more information on the forms of Academic Integrity Misconduct, please refer to the Glossary of Terms.

- 8.7. Academic judgement, alongside clear evidence, will be used to determine whether a submission falls under one of these three categories.

9. Procedures for Addressing Violations of the Academic Integrity Policy

9.1 Initial Review

9.1.1. If the student is suspected of Errors Contributing to Poor Academic Integrity Practice, Academic Integrity Misconduct (Minor) or Academic Integrity Misconduct (Major), the Internal Examiners will use, but are not limited to, the following detection strategies:

- 1) Institutionally approved similarity reporting tools or systems such as Turnitin;
- 2) Search engines;
- 3) Reference to academic material or sources;
- 4) Reference to open-source websites;
- 5) Metadata.

9.1.2. All allegations of a breach of academic integrity will be assessed based on available evidence and the information provided to students about expectations for academic integrity within the module and/or programme of study.

9.2 Positive Outcome of Initial Review

9.2.1. If upon review of the evidence, the Internal Examiner determines that Errors Contributing to Poor Academic Integrity Practice or Academic Integrity Misconduct has not occurred, no action shall be taken.

9.3 Negative Outcome of Initial Review: Level One Errors Contributing to Poor Academic Integrity Practice

9.3.1. In the event that a student has been found to have Errors Contributing to Poor Academic Integrity Practice, the Internal Examiner will issue the student with a notification explaining the student's error. The student shall be directed to educational guides on Academic Integrity and informed of academic supports available to them, such as the Academic Learning Centre.

9.4 Negative Outcome of Initial Review: Level Two -- Academic Integrity Misconduct (Minor)

9.4.1. If the Internal Examiner suspects that Academic Integrity Misconduct (Minor) has occurred, they shall consult with the Head of Department, or nominated person within the faculty, before putting forward an allegation.

9.4.2. If, upon consultation with the Head of Department, it is agreed that an allegation should be put forward, the Internal Examiner should consult with the Assistant Dean/Vice Dean who will consult with the Assistant Registrar.

9.4.3. Once an allegation of Academic Integrity Misconduct (Minor) is submitted to the Assistant Registrar, '[a]ll allegations and complaints are considered by procedures as stipulated under the College's *Code of Student Conduct (MIC Handbook of Academic Regulations and Procedures, 4.1.4 Academic Cheating)*, see sections 2 - 6 in the College's *Code of Student Conduct*.

9.4.4. Once the matter is being considered by the Assistant Registrar, the Internal Examiner or Assistant Dean/Vice Dean should notify the student(s) of an academic integrity investigation. They should also inform the student of the supports available to them such as:

- Counselling;
- Educational support via the Academic Learning Centre;
- Student Union Representation (See policy on Delivering our Advocacy and Support Service).

9.4.5. Breaches to academic integrity that occur during the examination period will follow the procedures outlined for examinations in *MIC Handbook of Academic Regulations and Procedures*, and in the *Code of Student Conduct*, sections 2-6.

9.5 Negative Outcome of Initial Review: Level Three -- Academic Integrity Misconduct (Major)

9.5.1. If the Internal Examiner suspects that Academic Integrity Misconduct (Major) has occurred, they shall consult with the Head of Department and the Assistant Dean/Vice Dean or nominated person within the faculty, before putting forward an allegation.

9.5.2. If, upon consultation with the Head of Department and Assistant Dean/Vice Dean or nominated person within the faculty, it is agreed that an allegation should be put forward, the Assistant Registrar should be consulted.

9.5.3. Once an allegation of Academic Integrity Misconduct (Major) is submitted to the Assistant Registrar, '[a]ll allegations and complaints are considered by procedures as stipulated under the College's *Code of Student Conduct (MIC Handbook of Academic Regulations and Procedures, section on Academic Cheating)*, see sections 2 - 6 in the College's *Code of Student Conduct*.

9.5.4. Once the matter is being considering by the Assistant Registrar, the Internal Examiner or Assistant Dean/Vice Dean should notify the student(s) of an academic integrity investigation. They should also inform the student of the supports available to them such as:

- Counselling;
- Educational support via the Academic Learning Centre;
- Student Union Representation (See policy on Delivering our Advocacy and Support Service).

9.5.5. Breaches to academic integrity that occur during the examination period will follow the procedures outlined for examinations in *MIC Handbook of Academic Regulations and Procedures*, and in the *Code of Student Conduct*, sections 2-6.

10. Appeals

10.1. When appealing the reduction of a grade resulting from Errors Contributing to Poor Academic Integrity Practice, please refer to *Grade Recheck and Grade Appeal* sections in the *MIC Handbook Academic Regulations and Procedures*.

10.2. To appeal a decision on Academic Integrity Misconduct (Minor or Major), please refer to Appeals section in MIC's *Code of Student Conduct*.

11. Confidentiality

- 11.1. Any information regarding Errors Contributing to Poor Academic Integrity Practice and the referral of any Academic Integrity Misconduct (Minor) or Academic Integrity Misconduct (Major) case will be dealt with confidentially and in line with MIC's *Data Protection Policy*.

12. Registration of Errors Contributing to Poor Academic Integrity Practice and Academic Integrity Misconduct

- 12.1. Oversight of violations of academic integrity will be dealt by Assistant Deans/Vice Dean in consultation with the Assistant Registrar.
- 12.2. Only the Assistant Registrar and the College Discipline Committee will have access to these records.
- 12.3. Each Faculty will also retain a record of Errors Contributing to Poor Academic Integrity Practice at the level of Assistant Dean.

13. Reporting

- 13.1. The Assistant Dean/Vice Dean, or nominated representative, will report at the relevant MIC Faculty Examination Board the number of Academic Integrity Misconduct and Errors Contributing to Poor Academic Integrity Practice recorded in the previous semester.
- 13.2. Subsequently, a report will be made to Teaching and Learning Directorate.

14. Related Documents

- MIC Handbook of Academic Regulations and Procedures
- MIC Student Code of Conduct
- MIC Student Handbook
- MIC Research Integrity Policy
- MIC Data Protection Policy
- MIC Fitness to Study Policy
- MIC Student Learning Partnership and Dialogue Charter
- MISU Policy on Delivering our Advocacy and Support Service

External Associated Resources

- [International Center for Academic Integrity \(ICAI\). \(2021\). The Fundamental Values of Academic Integrity. Third Edition.](#)
- [National Academic Integrity Network: Academic Integrity \(NAIN\). \(2021\). National Principles and Lexicon of Common Terms. Quality and Qualifications Ireland.](#)
- [National Academic Integrity Network: Academic Integrity \(NAIN\). Academic Integrity \(NAIN\). \(2021\). Academic Integrity Guidelines. Quality and Qualifications Ireland. Ireland.](#)
- [National Academic Integrity Network: Academic Integrity \(NAIN\). \(2023\). Framework for Academic Misconduct Investigation and Case Management. Quality and Qualifications Ireland.](#)

- [National Academic Integrity Network: Academic Integrity \(NAIN\). \(2023\). Generative Artificial Intelligence: Guidelines for Educators. Quality and Qualifications Ireland.](#)
- [Qualifications and Quality Assurance \(Education and Training\) \(Amendment\) Act](#)

15. Glossary of Terms

15.1. **Plagiarism**

- 1) The use of a part of a text without quotation marks and citation.
- 2) The use of a part of a text, with minor paraphrasing, without quotations for any copied text or a citation for either the copied text or the paraphrasing.
- 3) Paraphrasing without a citation.
- 4) The use of media content, including but not limited to images, videos and music, without citation.
- 5) The use of computer-generated content (including but not limited to content produced by AI or Generative AI) without citation.
- 6) The use of computer code, mathematical work, research results and spreadsheets without citation.
- 7) The re-use of one's own work from a previous assignment without citation, known as self-plagiarism.
- 8) The repeated use of an assignment across multiple modules for the purpose of obtaining credit, known as self-plagiarism.

15.2. **Self-Plagiarism**

- 1) Resubmitting part or all of your own work from a previous assignment without referencing and/or without consultation with the module leader.
- 2) Submitting the same work or part of the same work to multiple modules where credit is being sought.
- 3) Resubmitting part or all of your own work from a previous assignment without referencing and/or without consultation with your supervisor within dissertations, theses, and/or viva voce examinations.

15.3. **Falsification**

- 1) Falsely representing, in whole or part, the work of others, human or computer-generated, as one's own work in an assignment, examination, in-class participation, dissertation, thesis or viva voce examination.
- 2) Where associated with grading, signing or completing physical or digital attendance records on behalf of a fellow student.
- 3) Fabricating or using fabricated data, references, documentation, results or research findings.
- 4) Falsification of data, references, documentation, results or research findings.
- 5) Misrepresenting achievements on application forms.

15.4. **Unauthorised (Co-)Authoring**

- 1) Using human or computer-generated co-authoring assistance or authoring assistance in individual academic work or coursework, including, using the work of a peer or a family member, the commissioning or purchasing of essay writing services, substantive editing

and revision services, unauthorised generative technologies including but not limited to Generative AI.

- 2) Using human or computer-generated technical assistance in assignments where it has not been authorised, e.g. using translation software in a translation assignment.
- 3) Doing all or some of a peer's work for them.

15.5. **Collusion/Bribery**

- 1) Seeking to bribe or bribing staff to give a better grade.
- 2) Seeking to bribe or bribing another person to complete an assignment/task on behalf of oneself or another person.
- 3) Seeking to bribe or bribing another student or staff member to engage in or support falsification.
- 4) Seeking to blackmail or blackmailing staff to give a better grade.
- 5) Seeking to blackmail or blackmailing another person to complete an assignment/task on behalf of oneself or another person.
- 6) Seeking to blackmail or blackmailing another student or staff member to engage in or support falsification.
- 7) Pressurising a member of staff to change a graded assignment in a manner that does not align with the assignment's merit.
- 8) Encouraging, pressurising or coercing another to engage in Academic Integrity Misconduct.

15.6. **Cheating**

- 1) Cheating in examinations or tests by copying, using unauthorised materials, using unauthorised supports, human or computer-generated or through personation.
- 2) Use of unapproved communications, in person or electronically, to help with the completion of an exam, viva voce or coursework.
- 3) Cheating in continuous or in-class assessments or activities.
- 4) Using unauthorised content generation in an assignment, examinations or in-class participation.

15.7. **Misappropriation of Intellectual Property**

- 1) Selling or providing your own work to another student with the intent of undermining academic integrity.
- 2) Selling or providing your own work or the work of another student to a third-party (such as an essay mill company) with the intent of undermining academic integrity.
- 3) Sharing or selling the intellectual property of the College and staff within the College to third parties without permission.
- 4) Presenting the intellectual property of the College or staff within the College as your own.

16. Relevant Definitions

- 16.1. **Allegation:** A claim or assertion supported with evidence that has yet to be proven.

- 16.2. **Assessment:** ‘The College defines assessment as a generic term for a set of processes that measure the outcome of students’ learning, in terms of knowledge acquired, understanding developed and skills or abilities gained. Assessment may be categorised as either coursework or examination and may be diagnostic, summative or formative in nature’ (*MIC Handbook of Regulations and Procedures*).
- 16.3. **Course Work:** ‘The College defines coursework as a form of assessment that relies upon performance in (but not limited to) one or more of the following: practical work, essays, exercises, seminar papers, reports, presentations, class tests, projects or the production of artefacts, design, theses, dissertations and similar work, and such other means of assessing performance as may have been approved or prescribed by an *Chomhairle Acadúil* in relation to any programme of study’ (*MIC Handbook of Regulations and Procedures*).
- 16.4. **Dissertation:** A type of coursework used to assess performance in a module or degree programme. Often taking the form of a long essay, it is used as a capstone assignment for a degree.
- 16.5. **Examination:** ‘The College defines examination as a form of assessment that relies upon students producing written or oral answers to seen or unseen questions under centrally arranged and managed formal examination conditions’ (*MIC Handbook of Regulations and Procedures*).
- 16.6. **Internal Examiner:** The individual responsible for the grading of (an) assessment(s) on a module.
- 16.7. **Module Leader/Coordinator:** The individual responsible for the running and management of a module.
- 16.8. **Referencing:** The act of giving appropriate credit to the source of information used within an author’s/student’s piece of work.
- 16.9. **Thesis:** ‘A body of original work of scholarship prepared and presented in accordance with internationally accepted academic standards’ usually presented in a monograph or article-based format (*MIC Handbook of Regulations and Procedures*).
- 16.10. **Turnitin:** Turnitin is an online academic integrity tool, used primarily in higher education, to review the originality of written work. It stores and compares submitted assignments against a large database of student work, journals, publications and websites across multiple languages. Based on this comparison, Turnitin generates a Similarity Report for staff that highlights texts that overlap with other sources. This can be used to support academic standards by identifying issues with similarity and referencing.
- 16.11. **Self-Check Facility:** MIC provides an Academic Writing Self-Check facility that enables students and staff to review the originality of written work, including the consistency referencing before final submission. This supports users in developing an

understanding of academic integrity and good academic practice, while helping them to identify areas for improvement in their own work. Submissions to the Self-check Facility function in a similar manner to Turnitin, generating a Similarity Report that details the extent and instances of matching text with other sources, and highlights potential issues with referencing.

- 16.12. **Viva Voce Examination:** 'A viva voce examination is a required element of the doctoral examination process and may be a required element of the master's examination process' (*MIC Handbook of Regulations and Procedures*). It is an oral examination of a dissertation or thesis.

17. Review and Revision Schedule

- 17.1. All policies must be reviewed at least every three years, or sooner where required due to changes in legislation, regulation, or institutional needs.

18. Revision History

Revision	Document History	Reviewed by ET	Approved by UR
0	Initial Release	ET2026#06	UR2026#05