



Chartered  
Institute of  
Housing  
Approved centre

# Academic Misconduct Policy (formerly Malpractice)

## 1. Introduction

This document sets out CIH Housing Academy's procedures for dealing with suspected cases of Academic Misconduct. CIH Housing Academy is a registered centre of the CIH Awarding Organisation and through the centre agreement, is approved to offer CIH regulated qualifications.

The CIH AO has developed guidelines for approved centres that must be adhered to, this includes guidelines for what happens when an approved centre suspects a learner might be guilty of academic misconduct.

## 2. Defining Academic Misconduct (Malpractice)

CIH Housing Academy uses the term 'academic misconduct' when referring to malpractice throughout the guidance we provide to our learners, tutors and internal verifiers and this term will be used in the rest of this document. Learners who are studying for a CIH qualification at the Housing Academy are made aware of what CIH Housing Academy considers to be academic misconduct in the Learner Handbook. This handbook is made available to all learners as part of their induction, and it is available to them throughout their studies.

Learners are asked when they submit their assignments to 'tick' to confirm that it is **all their own work**.

Additional guidance for learners and on how to avoid being suspected of academic misconduct can also be found in the Study Skills and Learner Support Moodle area.

## 3. What is Academic Misconduct?

CIH Housing Academy considers the following circumstances to be examples of academic misconduct:

- The unacknowledged use of someone else's work, for example, reproducing work from a published source, including the internet or Moodle, and presenting it as the individual's own work.
- Copying the work of another learner or allowing their own work to be copied by another individual.
- Collusion with others when an assignment must be completed by an individual learner
- Using any form of Artificial Intelligence (AI) to generate all or part of your assignment.
- Personation, assuming the identity of another individual or having someone assume your identity when submitting an assignment or during an assessment.

- Inclusion of inappropriate, offensive, discriminatory, or obscene materials in your assignment submission.

This list is indicative and not exhaustive and there may be other circumstances where academic misconduct is suspected which will also be investigated.

To support learners and to avoid a case of academic misconduct, CIH Housing Academy provides individuals with the following guidance:

- Interpret what you read into your own words and do not over-rely on using quotes in your text, direct quotes should make up no more than 10% of your work.
- Use the Harvard system of referencing (guidance in Moodle).
- Do not copy directly from other written sources unless these are quotes.
- Do not summarise another person's work by simply changing a few words or altering the presentation, without acknowledgement.
- Use double speech marks for any quotes (do not forget to add page numbers where given).
- Do not allow others to copy your work.
- Do not send anyone else on the course or programme a copy of your work.

Tutors are also asked to highlight any areas of concern to individuals where they could be at risk of being referred if they continue with their current ways of working by advising individuals on what good academic practice looks like.

## 4. How is Academic Misconduct identified?

There are two ways:

**4.1 Plagiarism Detection Systems:** CIH Housing Academy uses plagiarism detection systems to check whether any part of an individual's submitted work is similar to previously published sources, websites or previous learners' work or that AI has been used to write their assignment. This detection system gives a 'similarity' or 'originality' score against sources, including websites and the work of other learners and students which have previously been submitted.

#### 4.2 CIH Housing Academy Tutors, and Internal Verifiers:

CIH Housing Academy requires tutors, and internal verifiers to be vigilant when assessing assignments submitted by learners. This includes considering similarity scores and reports where available. Where tutors or internal verifiers have serious concerns about an individual's submission, they are required to forward their concerns to the Housing Academy.

### 5. What happens if Academic Misconduct is identified?

Where concerns about suspected academic misconduct are raised, the CIH Housing Academy Team will investigate the case. In the case of regulated qualifications, the Quality and Delivery Team or nominated Officer will investigate on behalf of the CIH Awarding Organisation. The nominated representative will contact the learner concerned as soon as possible to inform them that their submission will be subject to investigation under the Housing Academy's procedures to determine whether there has been an attempt to deceive or whether there has been a genuine mistake by the learner.

The correspondence from the Housing Academy will include:

- Details of the concern notification and that the marking or review of their work is now 'on hold' pending the outcome of the investigation.
- Advice to the individual that they have up to 10 working days to respond by email or telephone.
- A copy of CIH Housing Academy Academic Misconduct (malpractice) policy

A full investigation into the suspected academic misconduct will then take place to establish the circumstances behind the case. The scope and activities undertaken as part of an investigation will depend on the nature of the case and will involve the gathering of evidence such as:

- An analysis of the similarity score and report(s).
- A review of the individual's submission and any other submission pertinent to the investigation.
- Feedback from the tutor and/or interval verifier.
- A scheduled conversation between the relevant CIH Manager, or their nominated representative, and the individual.
- Discussions with other learners where relevant.

Pending the outcome of the investigation, the learner's feedback and grade will be withheld. Learners are expected to cooperate fully with investigations and should be mindful of the CIH professional standards expectations, particularly regarding integrity: <https://www.cih.org/professional-standards>.

### 6. What happens if a case of Academic Misconduct is upheld?

In the event of academic misconduct being upheld, the relevant CIH Manager or representative will

determine the penalty for each individual case. The penalty imposed will consider the gravity of the case and will be either:

- A warning or a refer in the case of regulated qualifications and a requirement to undertake the work again or submit new work **or**
- Removal from the course with no refund for remaining units

The outcome of the investigation will be communicated to the individual along with:

- Details of the penalty applied.
- A copy of CIH Housing Academy Appeals procedure.
- Advice on how to avoid being suspected of poor academic practice in future
- Next steps for the learner.

Academy Managers are responsible for keeping records of all cases of suspected academic misconduct so they can be reviewed by the CIH Awarding Organisation or other regulatory bodies as required.

### 7. What happens if a case of poor academic practice is not upheld?

In the event of academic misconduct not being upheld, the relevant CIH Manager/representative

will advise the individual under investigation of the outcome together with advice on how to avoid being suspected of this in the future.

## 8. When is a referral made to the CIH Awarding Organisation (AO)?

The Housing Academy is required to report any suspected cases or allegations of learner academic misconduct to the Awarding Organisation, including:

- Plagiarism and use of AI when writing assignments
- Personation, assuming the identity of another learner or having someone assume their identity during an assessment.
- Fraudulent claims for certificates.

Where an incidence of academic misconduct is proven **after** a learner has completed their qualification the CIH Awarding Organisation will be notified - in this situation there is a risk that any Certificates of Achievement will be withdrawn.

## 9. Repeat offences

Where a case of academic misconduct has been proven whilst studying with CIH Housing Academy, further assignment submissions will be monitored. This may result in the learner being asked to take part in a professional conversation to establish their knowledge, clarify their research gathering for the assignment and to confirm academic understanding.

If a further case of academic misconduct is upheld where a learner was not initially removed from the course, individual learners will not be allowed to continue with their studies and will lead to withdrawal from the programme.

<b>Name of policy or Procedure:</b>	Academic Misconduct Policy	<b>Internal/external</b>	External
<b>Section</b>	Housing Academy	<b>Teams</b>	CIH Learning
<b>Policy owner and job title</b>	Denise Taylor-Trotman Qualification Manager	<b>Approved:</b>	CIH Management Team and Head of the Housing Academy Kirsty Cooper
<b>Date effective from:</b>	February 2024	<b>Review date:</b>	February 2025
<b>Associated policies and procedures</b>	Appeals Procedure Complaints Procedure Version HA_MPv1Sep22	<b>Version</b>	HA_AMPv1Feb24



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