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| ACADEMIC REFERENCING | |
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# Introduction

* 1. This policy sets out the University’s approach to academic referencing and outlines the responsibilities of academic units, faculties and the University Library.
  2. The Education Committee is final arbiter of the application and interpretation of this policy.

## Scope

* 1. This policy governs the approach to be taken to academic referencing and the information provided to students regarding academic referencing.
  2. This policy does not apply to collaborative provision.

# Principles

* 1. The University is committed to supporting all students in achieving their potential and considers that the provision of accurate and consistent information to support students in their studies is central to the achievement of this aim.
  2. Our approach to academic referencing is driven by a commitment to good academic practice and to academic integrity. Our educational focus is on the importance of referencing in providing consistent, transparent and verifiable evidence of students’ engagement with sources, rather than on the technicalities of particular referencing systems.

# Requirements

* 1. Other than in cases of necessary disciplinary variation (see para. 5.1 – 5.2) students must be advised to use one of two systems:

1. An in-text author-date system (often referred to as Harvard, but APA is also allowed);
2. An author-title (short title) footnote system, derived from a standard source.
   1. The University Library will produce guidance on the use of referencing systems and, other than in exceptional circumstances, academic units must not issue alternative guidance.
   2. Students should not be penalised for technical errors in the use of an approved referencing system during the period in which they are eligible for a caution under the Regulations governing Academic Misconduct if the sources referenced are verifiable.
   3. Students studying modules from different disciplines are permitted to use the designated system for the programme on which they are registered.

# Responsibilities

* 1. Heads of Academic Units are responsible for ensuring that one of the two designated referencing systems is adopted across their area.
  2. Heads of Academic Units are responsible for seeking exemption from the use of the designated referencing system for modules or programmes in their area. In such cases, Heads of Academic Units are responsible for working with the University Library to provide a definitive guidance on the alternative approach and must ensure that information provided to students clearly indicates the modules to which the alternative systems apply.
  3. Chairs of Faculty Education and Student Experience Committees must consider the benefits of adopting one of the two designated referencing systems at faculty level.
  4. Programme Directors for combined programmes are responsible, in consultation with the relevant Heads of Academic Units, for ensuring that one of the two designated referencing systems is adopted across the programme and/or that necessary exemptions have been approved.

# Disciplinary variation

* 1. Whilst consistency of approach is deemed important it is acknowledged that in some subjects, disciplinary requirements necessitate the use of alternative referencing systems (for example legal referencing).
  2. A request to use an alternative referencing system must be considered by the University’s Education Committee (EC) and must clearly indicate to which programmes or modules the request applies. The request must be endorsed by the relevant Head of Academic Unit and be accompanied by evidence in support of the application, for example stated Professional, Statutory and Regulatory Body requirements.

**Version Control**

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| **Version** | **Author** | **Date approved** | **Relevant sections** |
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