

## ACADEMIC MISCONDUCT POLICY:

### PRINCIPLES, EXAMPLES, PENALTIES

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#### Principles

1. Academic honesty is fundamental to the integrity of the University and the global academic community. The University is committed to ensuring that assessment procedures are fair for all and are not compromised by the actions of students who engage in academic misconduct.
2. The University's instructors monitor the originality of work submitted for assessment (for example, design of assessments, consistency of writing style, awareness of key texts) and are required to make use of electronic plagiarism detection software. Citation and referencing conventions for particular subject areas and courses are given in course materials and students are expected to make themselves familiar with the conventions required for particular pieces of work, as these may not be the same for all courses.
3. Undergraduate students will gain knowledge of what constitutes academic integrity and will be introduced to academic practices that will help them avoid academic misconduct during their studies at the University. However, Masters level students are expected to possess such knowledge and to have mastered such practices before they enter into the University.

#### Examples

4. Academic misconduct includes, but it is not limited to actions such as plagiarism, collusion, cheating, fabrication, and impersonation.
5. Examples of plagiarism, by which a student seeks to claim credit for the intellectual or artistic work of another person or uses unauthorized materials or fabricated information in any academic situation, include but are not limited to, cases in which students:
  - a. Receive from or give help to another student in class tests and examinations;
  - b. provide or make unauthorized material accessible to another student during an examination, even if this material is not used by that student;
  - c. Deliberately interfere with or damage the academic work of others;
  - d. Submit another person's work as their own, or give their own work to someone else for this purpose;
  - e. Submit work as if it is their own when it has been purchased from an essay mill or a ghost-scholar service or an e-tutor;
  - f. Submit work of their own that has been substantially edited and/or revised by another person, or provide an unauthorized editing service for others;
  - g. Submit work of their own that contains material from a source (books, articles, internet sites) without proper citation and bibliographic reference;

- h. Re-submit substantially the same piece of work for more than one course;
  - i. collude with one or more others to produce work that is submitted individually as one's own;
  - j. Fabricate the results of, e.g. research, interview data, or experiments;
  - k. Help other students in committing any of the above acts;
6. The following is a non-exhaustive list of examples of academic misconduct in an examination, whether intentional or not:
- a. Copying from or giving help to another examination candidate;
  - b. Bringing unauthorized material into the exam room, and/or using such material (e.g. notes in any format, blank paper, accessing information on any type of electronic device, including a mobile phone or smart watch);
  - c. When any person impersonates another examination candidate;
  - d. Communicating in any way with any other candidate or person except an invigilator;
  - e. Removing examination scripts or booklets, blank or otherwise, from the exam room;
  - f. Assisting other candidates in any of the above acts;

## Penalties

7. Students found responsible for acts of academic misconduct will receive one or a combination of the following penalties, depending on the importance of the work to the overall course grade and the judgment of the instructor:
- a. A failing grade on the work in question;
  - b. A failing grade for the course as a whole;
  - c. An amendment to their degree classification;
  - d. To undertake a tutorial programme to ensure they understand what is required of them in an academic context;
8. When academic misconduct is the cause of a failing grade for a course, the student may not withdraw from the course, although the normal policy for repeating a course applies.
9. Appeals against allegations and/or findings of academic misconduct and against penalties applied, may be made through the Academic Appeals process.
10. The Academic Registrar formally advises any student where a case of academic misconduct is upheld against them and the associated penalty.
11. Students who commit a second confirmed case of academic misconduct will normally be dismissed from the University.
12. The Study Abroad Advisor or the Registrar of the home institution of a Study Abroad student and the Senior Vice President of AIFS will be notified in writing if a Study Abroad

student has committed a proven act of academic misconduct. This information may be passed to the necessary university officials (such as student advisors or disciplinary bodies) in accordance with the home institution's policies and procedures.

## VERSION MANAGEMENT

<b>Responsible Department: Registry Services</b>			
<b>Approving body: Academic Board</b>			
Version no.	Key Changes	Date of approval	Date of effect
1		24 July 2018	28 August 2018
		<b>Restricted access?</b> <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	