

Policies on academic dishonesty and plagiarism and its consequences

3.1. Policy Statement

Falsification, misrepresentation of another's work as one's own (such as cheating on examinations, reports, or quizzes), plagiarism from the work of others, or the presentation of substantially similar work for different courses (unless authorized to do so), is academic dishonesty and is a serious offense. Knowingly helping other students cheat or plagiarize is also considered academic dishonesty.

3.2. Scope

Academic integrity is a cornerstone of the Institute's commitment to the principles of free inquiry and students are responsible for learning and upholding professional standards of writing, assessment, research and ethics in their areas of study. As a high value is placed on truth in the academic community, it implies a corresponding intolerance on scholastic dishonesty.

3.3. Procedures

Academic dishonesty includes cheating, fabrication or falsification of student work, plagiarism, complicity in academic dishonesty, misrepresentation to avoid academic work, and failure to properly report any information regarding academic dishonesty. For example, copying or allowing others to copy solutions from unauthorized sources (such as students' textbooks or the Internet), unauthorized collaboration with others (including tutors, helpdesk staff) and modifying or deleting the files of others.

It is the responsibility of each teacher, tutor or instructor and student to understand and promote and enforce this policy. Students found guilty of academic dishonesty will be punished as outlined in the policy, which may include failing the course or expulsion from the Institute.

Generally it will be deemed by the Institute that a student has committed academic dishonesty by the following but is not limited to them.

- 3.3.1 Cheating:** Copying or attempting to copy from an academic test or examination of another student; using or attempting to use unauthorized materials, information, notes, study aids or other devices for an academic test, examination or exercise; engaging or attempting to engage the assistance of another individual in misrepresenting the academic performance of a student.
- 3.3.2 Fabrication or falsification:** Falsifying or fabricating any information in any academic exercise, work, test or examination.
- 3.3.3 Plagiarism:** Presenting the work of another as one's own and submitting examinations, assignments, reports, exercises and practical work or any academic work in whole or in part as one's own when such work has been prepared by another person or copied from another person.

- 3.3.4 **Abuse of academic materials:** Destroying, defacing, stealing, or making inaccessible library or other academic materials.
- 3.3.5 **Misrepresentation to avoid academic work:** Misrepresentation by fabricating an otherwise justifiable excuse such as illnesses, injury, accident, etc. in order to avoid or delay timely submission of academic work or to avoid or delay the taking of a test or examination.
- 3.3.6 **Other:** Academic staff or members of the faculty may prescribe and give students prior notice of additional standards of conduct for academic honesty in a particular courses and violation of any such standard of conduct shall constitute misconduct.

3.4. Process for handling violations of the above

A meeting between the student and the lecturer/tutor/instructor is the first and may also be the only step in addressing alleged violations of the above acts of academic dishonesty. In such a situation the instructor will contact the student within a reasonable period of time to notify the student of the suspected violations and the instructor will inform the details of the alleged violations. With sufficient proof the instructor will issue an admonition or impose one of the following. All alleged violations should take place and be notified through formal means of writing or if forms are designated for the purpose through the use of such forms.

- 3.4.1. **Warning:** This is a written notice that the student has violated the academic rules, which will be given to the student during orientation and put up on the notice board of the Institute.
- 3.4.2. **Revision of work:** A requirement that the student revise or replace the work in which the violation of the academic policy/integrity occurred. The instructor may then assign a deferred grade pending the replacement or revision of the work or practical.
- 3.4.3. **Reduction in grade:** The grade on the assignment or in the course may be lowered.

In addition to the above steps, the instructor may refer the matter to the academic committee for formal proceedings. The student sanctioned for violation of the policy may also appeal the instructor's decision that a violation of the policy has occurred. The appeal must be submitted in writing to the academic committee. The decision of the Dean of Studies on all matters of academic dishonesty will be final.

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