

## Academic honesty and integrity

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Cross reference/related documents:	1.0 Policies and procedures manual 5.0 Student handbook 5.1.1 Appointment role and expectations of external examiners 5.1.3 Assessment (Masters) 5.2.1 Assessment regulations of doctoral degrees 5.4 Undergraduate assessment regulations	

### 1.0 Rationale and principles which this policy seeks to uphold

- 1.1 Academic honesty and integrity is an ethic fundamental to the British University in Dubai. The University is committed to inculcate a culture of respect, understanding, and observance of this ethic, and thereby to demonstrate:
- 1.1.1 the credibility and value of its intellectual work;
  - 1.1.2 the trustworthiness of the credentials it awards;
  - 1.1.3 the reliability of the research conducted in its name.
- 1.2 Therefore the university regards as a serious offence any actions taken by student that are dishonest and lack integrity. It considers such actions bring the name of the University into disrepute and contravene its disciplinary policy. Such actions may occur in fulfilment of the requirements of the academic programme or in pursuit of academic activities related to the student's enrolment such as conference presentations or publications.
- 1.3 The University assumes and relies on the responsibility of students to inform themselves about the principles of academic honesty and integrity and understand the actions commensurate with them. The University is not tolerant of a student's ignorance of these principles or actions, or lack of respect for the ethic they uphold.

## **2.0 Scope**

- 2.1 This policy is applicable to all students currently enrolled on programmes of the University.
- 2.2 Given due cause the University may also take proceedings to deal with graduates of an academic programme.

## **3.0 Definitions**

- 3.1 Academic dishonesty means obtaining or seeking to obtain academic advantage by actions that include or are of equivalent nature to:
  - 3.1.1 manipulation: submitting work in a format intended to mislead or bypass;
  - 3.1.2 technology or procedures used by the university to detect academic dishonesty;
  - 3.1.3 fabrication of data;
  - 3.1.4 submitting work that was completed in part or whole by someone who is not the student with ID enrolled on the programme (e.g. other student; work colleague or employee, any individual or entity contracted by a personal or commercial relation);
  - 3.1.5 contravention of examination procedures: e.g. communicating with a third party during the exam whether in person, telephonically, or electronically; bringing and/or using material not explicitly allowed in the exam; referring to and/or copying the work of others also taking the exam; falsifying identity in the exam).
- 3.2 Plagiarism is a dishonest academic act that means:
  - 3.2.1 presentation of the intellectual work of another person as if it were the presenter's own original work. This occurs when phrases, clauses, sentences, paragraphs or longer extracts are presented without acknowledgement of the source (original author);
  - 3.2.2 presentation of work as if it were original work when in fact it is substantially the same or the same as work previously submitted for assessment and/or credit and/or publication (self-plagiarism; recycling) ;
  - 3.2.3 presentation of another person's work or the student's own previously submitted work without the deliberate intent to claim it as own and original work, but failing to acknowledge the original source owing to carelessness, recklessness, or ignorance (negligent plagiarism).
- 3.3 Collusion: is unauthorised and/or unacknowledged collaboration with another person or persons in the production of intellectual work that is to be submitted by the individual student. This includes contracting with individuals or entities on a commercial basis and supply in part or whole of work completed by one student for submission by another student as their own. The colluder (the other party) is considered perpetrator of the dishonest act alongside the student.

## **4.0 Policy**

- 4.1 The University will observe its responsibilities stated herein.
- 4.2 Students will observe their responsibilities stated herein.

- 4.3 Students will act in a manner that upholds the principles of academic honesty and integrity in all matters carried out in the name of the University, both those directly related to the requirements of their programme of study and those associated with them, e.g. conferences and publications.
- 4.4 The University reserves the right, and is motivated, to uphold principles and practices that secure the credibility and value of its academic programmes
- 4.5 The University wishes to ensure fairness in the award of academic credit to students, whereby students who have legitimate claim to the award are credited and lauded, and students who seek unfair means to obtain credit, are not awarded credit and are sanctioned for the unethical intent.
- 4.6 Thus the University has the right to take all reasonable measures and sanctions in cases where, beyond reasonable doubt and after due process, instances of lack of academic honesty and integrity are found proven.
- 4.7 The University will act with consistency, parity, and transparency in the application of this policy and its attendant procedures.

## **5.0 Responsibilities**

- 5.1 The responsibilities of the University are to:
  - 5.1.1 ensure dissemination of this policy to all staff and students;
  - 5.1.2 take all reasonable measures to ensure full understanding by students and academic staff of the principles of academic honesty and integrity and the actions which uphold or contravene these;
  - 5.1.3 ensure full and consistent implementation of this policy;
  - 5.1.4 promote effective practice in identification of instances of academic dishonesty and lack of integrity;
  - 5.1.5 ensure that procedures for dealing with allegations of, and proven instances of, academic dishonesty and integrity are fair, are well publicised, and applied consistently and transparently;
  - 5.1.6 ensure that academic staff know of this policy and understand University's definitions of academic honesty and integrity;
  - 5.1.7 ensure that programme and module content inculcates in students understanding and respect for the ethic and principles of academic honesty and integrity;
  - 5.1.8 ensure that programme and module content inculcates in students an ability to act in accordance with the ethic and principles of academic honesty and integrity;
  - 5.1.9 ensure that procedures and technologies applied in the assessment of academic work are effective in minimizing and identifying incidence of academic dishonesty and lack of integrity. however such technologies and procedures are not understood to govern proof of incidence (i.e. their findings or failure to find incidence may be overruled);
  - 5.1.10 maintain effective procedures for handling allegations of infractions of this policy, including:
    - 5.1.10.1 making named ex-officio appointments to officiate in the Marketing, Admissions, and Student Services department, Faculty, and Executive levels;

- 5.1.10.2 forming and deploying a committee responsible for academic honesty and academic integrity matters, empowered to investigate, conclude and apply sanction as appropriate to the findings;
- 5.1.10.3 allowing mechanisms of appeal to the Vice Chancellor by students and academic staff to decisions reached by the Committee, subject to fulfilment of conditions set out in the procedures;
- 5.1.10.4 Notifying the Board of Examiners for the programme of study of final decisions following actions of the Committee and any appeal.

5.2 The responsibilities of the student are to:

- 5.2.1 familiarise themselves with University policy and procedure on academic honesty and integrity;
- 5.2.2 develop understanding of how to apply principles of academic honesty and integrity in their intellectual work, and demonstrate ability to comply with University policy in the academic work they complete for and associated with their programme of study;
- 5.2.3 accept that lack of knowledge or understanding of the principles, definitions and requirements of this policy does not constitute a legitimate defence;
- 5.2.4 acknowledge that the University has the right to take all reasonable measures and sanctions in cases where, beyond reasonable doubt and after due process, instances of lack of academic honesty and integrity are found.

## 6.0 Structures

- 6.1 Annually, each Faculty Dean will nominate either him/herself or a member of the academic staff of the Faculty to be responsible for implementation of procedures governing allegations of an offence against the policy of academic honesty and integrity.
- 6.2 Annually, the University will appoint to a Committee on Academic Honesty and Integrity the following members:
  - 6.2.1 Executive/Senior Administrator of the University (Chair);
  - 6.2.2 Head of Marketing, Admissions, and Student Services (Secretary);
  - 6.2.3 one member of academic staff of each Faculty; the academic staff member representing the Faculty in which is registered the student against whom a case is being brought will step down from the Committee for the term of the case in question;
  - 6.2.4 by invitation of the Chair, any member of University academic staff with expertise relevant to any special circumstances of the case.

## 7.0 Procedures

- 7.1 Any member of the University community may bring to the attention of the nominated member of academic staff their knowledge or suspicion of an infraction against the policy of academic honesty and integrity. A record of the allegation must be made, with as full documentation and logistical detail as possible.
- 7.2 The nominated academic will consult with the member of academic staff responsible for the unit of academic work e.g. Module Coordinator, Director of Studies. They will establish a full case, including:

- 7.2.1 all relevant documented evidence that is pertinent to the case;
  - 7.2.2 nature of the offence according to the definitions given in the policy on academic honesty and integrity;
  - 7.2.3 assessment of the gravity of the offence;
  - 7.2.4 student records;
  - 7.2.5 mitigating circumstances;
  - 7.2.6 involvement of other parties, both internal and external and as witnesses or collaborators.
- 7.3 The nominated member of the Faculty's academic staff will:
- 7.3.1 interview the student; the interview will be minuted by a member of academic staff;
  - 7.3.2 make written report of findings, initial judgement on culpability, and recommendations for action;
  - 7.3.3 actions within the authority of the Faculty include:
    - 7.3.3.1 no action;
    - 7.3.3.2 in cases of first offences of negligent plagiarism, instruction to the student on academic honesty and integrity, with grade/credit awarded normally. The incident will be recorded on the student's file;
    - 7.3.3.3 penalties at sub-module level, e.g.
      - 7.3.3.3.1 failure of assessed work amounting to less than 100% of the total for the module;
      - 7.3.3.3.2 resubmission of assessed work amounting to less than 100% of the total for the module, with grade capped at 50%;
      - 7.3.3.3.3 completion of an alternative piece of assessed work in place of the original assignment/exam, with grade capped at 50%.
    - 7.3.3.4 application of penalties that fall outside the authority of the Faculty, and thus requires referral of the case to the University's Unfair Means Committee.
- 7.4 The full written report will be forwarded to the Dean of Faculty for approval.
- 7.5 The Dean of Faculty will communicate the conclusions and actions to the student.
- 7.6 The student will have two working days to respond to the Dean in writing. The student has two options:
- 7.6.1 accept the conclusions and actions;
  - 7.6.2 signal their wish to appeal to the University's Unfair Means Committee.
- 7.7 Should the Faculty level report recommend referral to the University's Unfair Means Committee, or should the student wish to appeal the Faculty level conclusions and actions, the Dean will recommend the case and pass on the report to the secretary of the committee.
- 7.8 The Secretary of the committee will prepare a case based on the Faculty report and Dean recommendation to present to the Chair of the Committee.

- 7.9 The Chair of the Committee may:
- 7.9.1 determine the case as presented is deficient in evidence or lacks due cause to be dealt with at University level;
  - 7.9.2 Refer the case for investigation by the University's Unfair Means Committee.
- 7.10 The Chair will convene a meeting of the Committee allowing sufficient time for members to have reviewed the full case presented to the Dean of the Faculty.
- 7.11 The Chair may call the student for interview in person (or electronically) by the Committee to understand the student's perspective of the cause, motivation, and sequence of actions under allegation, their reasoning and understanding of its gravity and implications. The Committee may also agree to obtain such information from the student in writing.
- 7.12 The Committee may resolve that:
- 7.12.1 there is no case to answer;
  - 7.12.2 there is insufficient evidence in support of a case (student notified in writing);
  - 7.12.3 an offence is found with measures of remediation referred to the Faculty Dean or their designate (not the faculty member nominated to originally investigate the case), without right of appeal by the student;
  - 7.12.4 an offence is found that merits retraction of grades and credit for the module concerned, with the implication that the student must re-take the module or an equivalent;
  - 7.12.5 an offence is found that merits retraction of grades and credit for all assessed work for the particular term of study, with the implication that the student must recommence all modules in a subsequent term;
  - 7.12.6 an offence is found that merits suspension from the academic programme for a stated period;
  - 7.12.7 an offence is found that merits permanent expulsion from the programme;
  - 7.12.8 an offence is found that merits permanent expulsion from the University in perpetuity;
  - 7.12.9 an offence is found in matters associated with the programme (e.g. conference presentation, publication) that merits penalty of withdrawal of privileges, suspension, or expulsion.
- 7.13 The student will be informed of the findings, judgement of culpability, and sanctions decided by the Committee within two days of the meeting of the Committee. The student has the right to appeal the decision to the Vice Chancellor on the basis of new evidence not previously provided to the Committee or not set out in the report received by the student. The student must make the appeal by the close of the fifth working day following receipt of the outcomes of the Committee.
- 7.14 On the basis of the student's submission, the Vice Chancellor has the right to:
- 7.14.1 re-open the enquiry by the Committee if new evidence warrants re-examination;
  - 7.14.2 establish a special task-force composed of two or more faculty members not involved in the original procedures of the Faculty or Committee, and may or may not include the Committee Chair. The task-force will produce a report that will be considered by the Vice Chancellor in association with the original report of the

Committee and will uphold or amend the findings, judgements and/or sanctions decided by the original Committee;

7.14.3 uphold the findings, judgements, and sanction decided by the Committee;

7.14.4 amend the sanction decided by the Committee.

7.15 The decisions of the Committee or outcomes of the Appeal, if undertaken, will be final and reported in writing to the Board of Examiners for their information.

