

 <p>S P Jain School of Global Management DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	Academic Integrity Policy and Procedures
Document Type	Policy and Procedures
Administering Entity	Examinations Board, Vice President – Academic, Vice President – Administration, Registrar, Course Director/Deputy Course Director (Dean/Assistant Dean), Course Managers
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1. Purpose and Score

- a. As a registered institute of higher education, S P Jain School of Global Management (S P Jain) is committed to upholding and protecting the academic integrity of its higher education operations by providing clear information to students and staff and implementing educative strategies.
- b. This Policy promotes academic integrity; defines the actions that constitute a breach of academic integrity i.e. cheating and plagiarism; and, describes the School's processes for investigating and hearing allegations of cheating and plagiarism. It also describes the penalties that will apply, where allegations are proven.
- c. This Policy applies to all students enrolled at the S P Jain.

2. Principles

- a. S P Jain is committed to high academic standards and expects students to understand and respect principles of academic integrity.
- b. All academic work submitted for assessment at S P Jain must be the independent work of the student.
- c. S P Jain will take appropriate steps to detect plagiarism including the use of electronic plagiarism detection tools.
- d. S P Jain provides students with information about what constitutes a breach of academic integrity and provides educative strategies to combat cheating and plagiarism.
- e. S P Jain acknowledges that not all academic integrity breaches are the same and not all will result in the same outcomes or penalties.

- f. S P Jain will deal with cases of academic misconduct and plagiarism consistently and fairly. In responding to allegations of cheating and/or plagiarism, S P Jain will observe the following values of procedural fairness:
- i. Students are presumed to be innocent unless they admit to academic misconduct, or evidence is found or observed of academic misconduct;
 - ii. Students will be given the opportunity to respond to allegations of academic misconduct and will be entitled to bring support persons to any formal meeting;
 - iii. A previous instance of academic misconduct will be taken into account in investigating an allegation, and the student has been provided with a formal warning or penalty; and
 - iv. When a student is determined to have committed academic misconduct, the determination and penalty will be recorded on the student's record.

3. Plagiarism and other forms of academic misconduct

- a. Plagiarism occurs when the work of another is represented, intentionally or unintentionally, as one's own work, without appropriate acknowledgement of the author or the source. This category of academic misconduct includes but is not limited to the following:
- i. Collusion – where a piece of work prepared by working closely with one or more individuals or in a group is represented as if it were the student's own, this includes:
 - Writing the piece of work together
 - Determining the method or approach to question and answers or completed assessment tasks
 - Sharing exam preparatory materials before an exam and then copying verbatim these materials when answering exam question(s).
 - ii. Acquiring or commissioning a piece of work, which is not the student's own and representing it as if it were, by:
 - Purchasing a paper/essay from a commercial service, including internet sites, whether pre-written or specially prepared for the student concerned or
 - Submitting a paper written by another person, either a fellow student or a person who is not a student at S P Jain.¹
- b. Other forms of academic misconduct include, but not limited to:
- i. Submitting one piece of work for more than one assignment or for more than one class
 - ii. Helping or attempting to help another student to cheat including:
 - Doing work for another student
 - Designing or producing a project for another student
 - Providing answers during an exam, test or quiz including by mobile phone
 - Providing a student with an advance copy of a test
 - Leaving relevant materials behind at the exam site
 - Giving exams / other forms of assessments from outside the exam hall
 - iii. Altering the outcome of results

¹ This definition of plagiarism is based on an excerpt from Griffith University's Institutional Framework for Promoting Academic Integrity among Students as cited in the TEQSA Good Practice Note on Addressing Contract Cheating.

- iv. Acting dishonestly or improperly in assessment tasks and/or examinations
- v. Cheating in examinations
- vi. Falsification of or distorting data
- vii. Attending classes or exams on behalf of someone else or asking someone to attend a class or take an exam instead of the enrolled student, and
- viii. Interfering with the work of others, such as sabotaging laboratory experiments, research or digital files, giving misleading information, or disrupting class activities.

4. Identification of breaches of academic integrity

- a. Consideration of intent will be given to each allegation of academic misconduct, i.e. whether it was due to carelessness or was unintentional (minor breach) or whether it was an act of deliberate dishonesty or intentional (serious breach). Serious breaches will be dealt with formally by a well-trained investigative and decision-making committee.
- b. If a person believes that academic misconduct has occurred, they must report the alleged breach of academic integrity to the relevant Course Director/Assistant Director (Dean/Assistant Dean).

5. Managing breaches of academic integrity

- a. Students are provided with information on the above constituents of academic misconduct during orientation by academic staff including an overview of the e-learning system (Blackboard) and its detection mechanisms for plagiarism via SafeAssign software. Students will also receive training on the various components of what constitutes plagiarism as defined above in Section 3.
- b. To emphasise the importance and gravity of any instances of academic misconduct or plagiarism, students must sign an “Academic Code of Conduct Pledge” during orientation and prior to each term and examination.
- c. When a Course Director/Assistant Director (Dean/Assistant Dean)/Course Manager receives a report of alleged misconduct, they have 3 working days in which to make a preliminary investigation. The Course Director/Assistant Director (Dean/Assistant Dean) must determine whether to handle the complaint in consultation with the Director of Examinations (DoE) (minor breach) or refer it to an ad hoc investigative committee (members to be decided by the VP – Academic, Chair - Examinations Board, Vice President – Administration/ Registrar) depending on the gravity of the alleged misconduct (serious breach).
- d. If the Course Director/Assistant Director (Dean/Assistant Dean) and DoE determine to handle the case, the student/s involved must be advised in writing about the general nature of the complaint. The student will be provided with an opportunity to respond to the allegation in writing. The student may be required to meet with the Course Director/Assistant Director (Dean/Assistant Dean) to discuss the case face to face. The penalty decision will be taken accordingly by the Course Director/Assistant Director (Dean/Assistant Dean) in consultation with DoE and communicated to student/s within 14 days. In exceptional circumstances and only with the concurrence of the Examination Boards (EB), the investigation may be extended for a further finite period of time.

- e. If the case is forwarded to an ad hoc committee, before the committee begins its inquiry, the student involved must be advised in writing within three working days about the general nature of the complaint. The student will be provided with an opportunity to formally respond to the allegation in writing. A decision on the allegation should normally be conveyed to the student/s in writing within two weeks of the complaint being lodged. In exceptional circumstances and only with the concurrence of the Examinations Board the investigation may be extended for a further finite period of time.
- f. All staff and students will be informed about the de-identified outcomes of investigations into serious breaches of academic integrity by email.
- g. Breaches of academic integrity will be monitored by the School.

5. Procedural fairness

- a. A student is entitled to procedural fairness in the handling of an allegation of misconduct, including during any appeal proceedings. An allegation of misconduct must specify each individual act of alleged misconduct in writing. A student about whom misconduct is alleged shall be given a reasonable opportunity to prepare a defence, and to call witnesses or other evidence in his/her defence. An independent person with no conflict of interest, and who can consider the matter objectively, shall evaluate the allegation after hearing evidence and examining any exhibits available.

6. Penalties

- a. Penalties may include:
 - i. a request to resubmit the specific task
 - ii. a zero mark for any part of the assessment for a subject
 - iii. a requirement to complete an alternative additional assessment for the subject
 - iv. a fail grade
 - v. withholding academic results and/or transcript for a specified period
 - vi. suspension from a course for up to twelve (12) months
 - vii. revocation of a recommendation that a student has satisfied all requirements for an award
 - viii. revocation of an academic award conferred by the School
 - ix. expulsion
- b. Warnings and academic offences
 - i. The first offence in continual assessment (does not apply to final exams) will usually draw penalties from i-iii with a stern warning and may be decided by the faculty. The faculty will need to inform the Course Director (Dean)/ Deputy Course Director (Assistant Dean), Vice President – Administration/Registrar’s office which will issue the warning letter.
 - ii. Second offence would draw penalties from iv to ix depending on the nature of the offence and will be decided by the Course Director (Dean), Vice President –

Administration/Registrar in consultation with faculty. The Registrar's office will issue a final warning letter or termination letter as appropriate attaching the first offence letter

- iii. A third offence will lead to revocation of an academic award conferred by the School and expulsion and the Registrar's office will issue the expulsion letter attaching the first and second offence letters.

7. Appeals Process

- a. All decisions made by the School in relation to academic integrity issues can be appealed through the processes set out under academic grievance in the Student Grievance and Mediation Policy and Procedures.
- b. As noted in the Student Grievance and Mediation Policy and Procedures:
 - i. If the student is dissatisfied with the outcome of the mediation they may appeal the decision by requesting an external independent arbiter. The student must access the external independent arbitrator appointed by the Board of Directors within 30 days of receipt of the decision
 - ii. Any external independent arbitrator arrangements identified by the School will be at no cost or at a reasonable cost to students, and will be applied consistently, fairly and without reprisal. Any student who accesses the complaints and appeals process will maintain their enrolment until the case is resolved

Related Policies

- a. Assessment Validation, Grading and Moderation Policy and Procedures
- b. Processes and Guidelines for Plagiarism Control for all soft copy submissions
- c. Student Code of Conduct Policy
- d. Student Grievance and Mediation Policy and Procedures
- e. Student Misconduct Policy and Procedures