



ACADEMIC MISCONDUCT AND MALPRACTICE POLICY

1.0 OVERVIEW

The School of Higher Education Limited expects that each student must display the highest ethical behavior in the completion, presentation, and submission of their academic work. It is every student responsibility that their work is done in an honest, fair, and truthful manner, acknowledging the work of others and upholding the expectations and the integrity of the school/partner university.

This policy aims to involve the staff in preventing the occurrence of the academic misconduct and malpractice of the students and members of staff. Determine the misconduct, and the procedures to be adopted in suspected cases, and impose the penalties appropriate in proven cases. To be fully aware of the school's policy towards malpractice and compliance in the partner institution's management, assessment and quality assurance is the foremost concern.

2.0 SCOPE

2.1. Academic Misconduct is grouped into two, the most severe and severe violations.

Academic Misconduct includes but not limited to, the following:

2.1.1. Most Severe Violations

1. Plagiarism
2. Falsifying data for assignment, coursework, or project submitted for academic requirement
3. Copying someone assignment or coursework
4. Copying from another student's exam
5. Using a cell phone during exam
6. Altering/Changing answers on an exam, assignment and course work, and requesting for remarking
7. Using artificial intelligence to complete work when it is disallowed
8. Viewing and/or copying assessment answers found on the internet through Google or other online sources
9. Giving or receiving answers during exams

2.1.2. Severe Violations

1. Using the same piece of work for multiple classes unless agreed upon with the facilitators of the different subjects
2. Improper citation or referencing
3. Illicitly obtaining or sharing copies of past exam papers
4. Disruptive behavior and misconduct in the examination
5. Aiding or encouraging another student to practice academic dishonesty
6. Violating the integrity of a course or academic activity of the school/partner university

SHEL, being a teaching centre, is fully aware that its partner universities have their own set of academic integrity policy/malpractice policy; therefore, these policies take precedence over SHEL's. Thus, students must ensure their academic work comply with their policies and procedures.

ABE Students who wish to view the institution's Plagiarism and Collusion Policy can navigate through their Student Portal or visit abeuk.com. They may also contact their Programme Coordinator for further guidance/advice. ABE uses plagiarism checking software, thus learners must understand that this policy applies to all assignments submitted to ABE qualification or unit.

Students enrolled in the UOB programmes may visit the university's website- <https://www.beds.ac.uk/student-experience/academic-information/academic-misconduct> for further guidance.

3.0. Academic Misconduct and Malpractice by Staff

1. Abetting in academic dishonesty and malpractice – assisting students to engage in an act of academic dishonesty (completing assignment, course work, and project for another student at the expense of the work done by another student) which the staff may be aware that is intended for submission in fulfillment of any academic requirement.
2. Falsification, misrepresentation, misuse of the official documents, records, and files of the school/partner university for personal gain, or favors from a student or any person enrolled at the school or other teaching centres.
3. Selling academic assignments, coursework, and projects to any person enrolled at other teaching centre/schools.
4. Sharing academic research, project, and course work previously done by another student or former students
5. Selling copies of present/past exam papers, and present/past papers of partner university

Staff members who engage or perform any of the above offenses which may compromise the integrity and reputation of the school, may have to face the following disciplinary action:

1. **Verbal warning** – formal verbal warning to staff that a policy has been violated and that such violation may not continue.
2. **Written warning** – a formal notification in writing will be given to staff that a policy has violated.
3. **Suspension** - loss of work and wages for five working days, depending on the severity of the offense. Notice of suspension is provided to the employee in writing.
4. **Discharge**- the employer/staff relationship is terminated.

4.0 Academic Disciplinary Process and Procedure

- 4.1 When examiner or facilitator believes that a student may be involved in a case of academic misconduct, any evince that may be related to it must be collected at the level of which violation is committed, plagiarism, or academic misconduct
- 4.2 If an invigilator or a facilitator witnesses that a student committed misconduct during an examination, a written incident report and evidence of violation shall be provided to the Academic Director.
- 4.3. Once academic misconduct is believed to have occurred and a report is sent to the attention of the school's office, the Programme Coordinator and the Academic Director will meet to plan the investigation.
- 4.4. The Academic Director will determine the severity of the action whether the case amounts to academic misconduct. If the case does not amount to academic misconduct, pertinent notes will be filed to the student record. If after careful investigation and proceedings, and the team believes that there is a sufficient evidence to warrant the charge of misconduct, a report will be conferred to the Academic Committee
- 4.5. The Academic Committee will send a formal written notice to the student regarding the charge and of the evidence that supports the charge. The student is given an opportunity to respond in the letter within five days and appear before the Academic Committee, the Executive Chairman and the lecturer of the student (if necessary) to explain himself of charges that was pressed against him. The student is given the right to bring with him in the hearing a witness or an advisor (e.g. tutor) of his choice.
- 4.6. After the hearing, the Academic Committee and the Executive Chairman, would decide, by majority of vote, if;
 - 4.6.1. the charge has not been proven and the case shall be dismissed
 - 4.6.2. the charge has been proven but the misconduct is not a serious misconduct and the committee has to decide for appropriate and necessary action.
 - 4.6.3. the charge has been proven and an appropriate sanction shall be imposed to the student
- 4.7. The committee will send a copy of the evidence and notify the student in writing explaining the sanction and the reason of the committee. The student is given seven days to appeal, if there is no appeal received during the period, the decision is considered accepted and final.

4.8. The sanction will commensurate based on the nature and gravity of the offense, the usual penalties the committee will impose to the outcome are the following:

4.8.1. Severe Violation - A student will be served with:

1. A written reprimand to be included in the student file
2. Reduction in the assignment or coursework grade,
3. Revision of work,
4. A failing grade in the course

4.8.2. Most Severe Violation - A student will be served with:

1. Reduction in the assignment or course work grade,
2. Revision of work,
3. A failing grade in the course

4.9. In cases of recurring violation of academic misconduct the student will be warned that further incidents may result in not being permitted to continue their courses, or may result in the penalty of dismissal.

5.0 Record of student misconduct

5.1. Report of offense, notice and copy of evidence and letter sent to student pertaining to student's misconduct will be treated as confidential file. Any SHEL staff who would like to review or access the file must ask the approval of the Administrative Director.

6.0 Record Keeping and Confidentiality

6.1. The Academic Integrity Policy can be accessed together with other SHEL's policies and procedures. Files are being kept at SHEL's main campus in Rushworth Street, San Fernando.

7.0 Approval and Accessibility of the Policy

7.1 This policy and procedure is agreed and approved by the Board of Directors. A part of this policy is mentioned in the SHEL's Student Handbook.

Related Policies

Academic Discipline Policy

Academic and Non-Academic Grievance Policy

Responsibility

Academic Director

Programme Managers

Title:	Academic Misconduct and Malpractice Policy
Current Status:	Version 1
Approved by Board of Directors:	Yes
Approval Date:	
Next Review Date:	Date will confirm when necessary