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|  | BAYAN COLLEGE Affiliated with Purdue University Northwest, USA | | |
| Policy Title | Academic Integrity Policy | | |
| Policy Category | Academic Policy | | |
| Subject | Supporting academic integrity | | |
| Office Responsible for Review of this Policy (Office) | Quality Assurance Office | | |
| Related Policies | Intellectual Property Policy Research Ethics Policy | | |
| Version | 2 | Effective Date | 01.01.2019 |

SCOPE

Applies to students and staff in the conduct of research, teaching and related activities

POLICY STATEMENT

Bayan College will promote academic integrity and ensure it through:

- Academic policies, course design and assessment standards;
- Staff training on the need for, and approach to, maintaining high standards of academic integrity;
- Academic staff demonstrating academic integrity in all duties related to teaching and research;
- Providing students with opportunities to learn about academic integrity;

PROCEDURE

1. Staff are required to:
 - acknowledge authorship of, and contributions to, ideas in all teaching materials;
 - observe confidentiality when dealing with students and College staff
 - respect the diverse backgrounds of staff and students;
 - refrain from using information gained through their teaching or research activities while at the College for personal, commercial or third party advantage;
 - observe the integrity and ethical rights of human and animal subjects in research and teaching;

2. Students are required to:
 - be familiar with and apply the principles of academic integrity;
 - comply with instructions for assessment tasks;
 - submit their own original work;
 - acknowledge all ideas, words or works of others, including in group assessment tasks;
 - Take reasonable steps to avoid their own work being copied by other students;

- o Encourage other students to act with academic integrity.
3. The College will investigate, and where appropriate, act on allegations of breach/es of academic integrity.
 4. Upon receipt of an allegation of breach/es of academic integrity the Dean shall invite the Disciplinary Committee to investigate the allegations within three working days. If the Disciplinary Committee determines that no breach to policy has occurred no further action is required. If the Disciplinary Committee decides that the allegations require an investigation, the Dean shall be informed of the decision.
 5. If the allegations warrant an investigation, because of sufficient evidence, the person/s against whom allegations are made shall be informed and requested to cooperate with the investigators. The person/s against whom allegations are made will be provided the opportunity to meet/discuss the case with the Disciplinary Committee.
 6. The Disciplinary Committee shall then prepare its final report to the Dean which includes the investigation procedures, findings, and a recommendation(s). If the Disciplinary Committee concludes that the policy has not been breached, the case shall be closed. If the Disciplinary Committee decides that sufficient evidence supports a violation of this policy, it will suggest an appropriate action. The Dean shall review the report and either affirm its recommendations, modify, or reject them.
 7. The accused has the right to challenge the final decision by filing a request for review within seven working days from the date of receiving the final decision. The Dean shall review the case and either confirm or reverse the decision. The decision of the Dean is final.

DEFINITIONS

Academic Integrity: A commitment by staff and students to adhere, in all teaching, research and related activities, to five fundamental values: honesty; trust, fairness, respect and responsibility.

Breaches of Academic Integrity:

| | Breach | Definition |
|----|----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a. | Plagiarism | Using other people’s words, ideas, media, research findings or other information as their own without appropriate referencing. |
| b. | Contract cheating | Requesting someone else to produce all or part of an assessment task that is submitted as their own work, including arrangements through a third party (purchasing assignments) |
| c. | Collusion | A student working with another person to submit some or all of the other person’s work as their own or vice versa. |
| d. | Non-compliance with assessment or examination instructions or requirements | A students having or providing unauthorized materials relating to the assessment or examination, copying other students’ work, or obtaining or providing information without appropriate permissions. |

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| e. | Impersonation | Pretending to be someone else, or allowing someone else to pretend to be them, for an assessment task or course requirement |
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REVISION HISTORY

| Version No. | Effective Date | Summary of Changes |
|-------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | 01.10.2010 | First iteration |
| 2 | 01.01.2016 | Review – minor modifications |
| 3 | 01.01.2019 | Changes to format for consistency with Policy on Policy requirements Change in title from Plagiarism Policy to Academic Integrity Policy as Academic integrity requires more than the avoidance of plagiarism |