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Policy:	<b>Student Academic Integrity</b>
Code:	<b>06ST23</b>
Reviewed/ Revised:	<b>15/02/2022</b>
Policy Owner:	<b>Dean</b>
Target audience:	<b>Full-time, Part-time (Undergraduate and Postgraduate) and Study Abroad Students; Visiting, Adjunct, Full-time and Part-time Faculty Members</b>

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### **PURPOSE:**

The Emirates Academy of Hospitality Management (EAHM) believes that learning and practicing **academic integrity** is an essential part of a university education. If someone acts with *integrity* it means that he or she follows a strict code of moral or ethical behavior. Students with *academic integrity* display honesty in all their academic pursuits; they take full responsibility for their own learning, rather than relying on the efforts of others; they show respect for other students by not asking them to participate in academic misconduct; they trust their faculty members to value their work fairly and consistently, and they in turn are trusted by their faculty members to submit only the results of their own efforts.

### **SCOPE:**

This policy covers all EAHM students, including study abroad, fulltime and part-time students at both Undergraduate and Postgraduate levels. It also pertains to all EAHM Faculty members, including Adjunct and Visiting Faculty.

Scope of the policy is also elaborated in the sections below.

### **DEFINITIONS:**

#### **Cheating in exams and tests**

This includes but is not limited to:

- Copying from another student's test paper or communicating in any way with another student during a test or exam.
- Using any unauthorised material or equipment during an exam.
- Using technology such as mobile phones to request information from other students during a test or exam.
- Helping another student to copy from your test paper, providing answers, or any other kind of assistance to another student during a test or exam.
- Using books or notes of any type during a test or exam, without permission of the faculty member. Note that it is an offense to have unauthorized notes with you in an exam room, even if you do not use them and even if the notes are irrelevant to the questions on the exam.
- Allowing another person to write an exam under your name or writing an exam yourself under someone else's name.
- Obtaining a test or exam, or information about all or part of a test or exam that has not yet been administered to you. This includes buying, stealing, or simply asking for the information.
- Providing information about a test or exam to another student who has not yet taken it, when told not to; or giving a copy of a test to someone who has not yet taken it, when told not to remove the test paper from the exam room.

## **Plagiarism**

You plagiarize when you use the work of someone else and present it as your own work.

Plagiarism includes but is not limited to:

- Using the exact words from a source (a book, website, DVD, journal or any other information source) without quotation marks and without naming the source. Note that there is no number of words below which using exact words is *not* an offense; using even one or two words is plagiarism if they are distinctive. This point also applies to charts, tables, figures, etc., taken from a source and used in your work.
- Presenting the ideas, opinions, facts, figures, images, charts, tables, or research results from a source, in your own words, without naming the source.
- Presenting the ideas, opinions, facts, figures, images, charts, tables, or research results from a source in your own words and naming the source, but paraphrasing badly, too closely following the original in wording and/or sentence structure.
- Translating directly from a source in a language other than English, or using an electronic translator, and submitting the translation as part or all of an assessment, without citing a source.
- Submitting the same or very similar work as another student for an individual assessment.
- Allowing another student to copy your work. Note that this is considered as serious an offense as copying someone else's work yourself.
- Self-plagiarism: This means submitting the same assessment for more than one course, without permission from the lecturer. Note that this is considered academic dishonesty even though you prepared the original paper completely yourself.
- Submitting work done entirely or in part by someone else, and representing it as your own work or the work of your group (for example a paper purchased or downloaded from the web, or written by another student or a relative). The penalties for this are severe.

## **Falsifying data in academic work**

This includes but is not limited to:

- Submitting work that includes false or fabricated data or information. (for example, inventing facts or figures, including them in your essay and attributing them to a false source; OR in a Dissertation, falsifying survey data)
- When a graded assessment is returned to you, changing answers or data surreptitiously and then asking for a better grade.

## **Lying for academic gain (misrepresentation)**

This includes but is not limited to:

- Knowingly giving false information or omitting to provide complete information to the Head of Academic Services and Registry, Dean or Lecturers, for any academic purpose. For example, you are guilty of misrepresentation, if you miss an exam and tell your lecturer that it was because there was a death in your family, when there was not. (Note that proof is required in such a case).
- For Undergraduates, knowingly giving false information to your supervisor or manager during your internship. For example, you misrepresent yourself when you tell your supervisor you missed a day because of illness when in fact you were not ill at all (a doctor's certificate is required for all absences due to illness, for Undergraduate students).

## **Collusion**

Collusion is working with another student on an assessment, without permission from the lecturer who assigned the work. It includes, but is not limited to:

- Submitting the same or similar work as another student for an *individual* assessment without permission from the lecturer.
- Providing another student with a copy of your assessment, thereby allowing him or her to copy your work, in full or part.
- Submitting work that has been substantially edited or changed by another person.

Note that helping someone else to cheat is as serious an offense as cheating yourself!

## **POLICY STATEMENT:**

EAHM demands a high standard of academic integrity from both students and faculty as an integral part of academic achievement. EAHM Undergraduate and Postgraduate students must read, understand and apply the rules and regulations described in detail in all the sections of this policy.

## **RESPONSIBILITY:**

### **Responsibilities of the student**

It is every student's responsibility to know what constitutes academic misconduct and how to avoid it. An excuse of "I didn't know" will never be accepted.

As a student of EAHM, you have a responsibility to:

- Read, understand and follow the guidelines provided by EAHM to avoid plagiarism and other forms of academic dishonesty.
- Consult with instructors when you are unclear about the guidelines for an assessment or about avoiding academic dishonesty in a particular instance.
- Conduct yourself according to EAHM's standards of academic integrity not only while in classes at EAHM itself, but also during Undergraduate internships and study abroad exchanges.

### **Responsibilities of EAHM**

EAHM takes responsibility for making its students aware of the conventions and behaviours that constitute academic integrity as laid out in this policy, through, but not limited to the following:

- EAHM publishes its policy on academic integrity in the Catalogue.
- Students are introduced to the policy and the concept of academic integrity early in their first Undergraduate year, and during their first module of the Postgraduate program.
- Every first-year Undergraduate student and first module Postgraduate student receives formal instruction on EAHM's academic integrity policy, including how to recognize and avoid plagiarism. EAHM requires all new students to sign a "Student Acknowledgement of Academic Integrity Policy" form (See Appendix A), after the taught sessions, indicating that they are aware of the policy and their responsibilities within it.
- For major assessments such as Dissertations, EAHM requires both Undergraduate and Postgraduate students to sign a declaration that the work is their own (See Appendix B).

- All faculty members reinforce the academic integrity policy by ensuring it is followed impartially and equitably in all assessments for their courses, and by processing offenses according to the agreed procedures.
- Faculty members give clear written guidelines for assessments that indicate whether collaborative or individual work is required. All course syllabi include a standard statement on academic integrity with a reference to the policy.
- All faculty members model the required behaviour by ensuring that their course handouts and PowerPoint presentations are prepared according to the same high standards of academic integrity that they demand of their students. This means, among other things, that sources are listed on PowerPoint slides and other handouts.
- New and adjunct faculty are fully briefed on EAHM's academic integrity policy.

### **Use of Turnitin for plagiarism detection**

- EAHM makes available to students and faculty the plagiarism-testing software Turnitin. Faculty members have the right to use it for any or all of their assignments.
- For all written assignments completed for courses delivered via distance learning, use of Turnitin is mandatory.
- For some assignments, such as dissertations (DISS490/DISS901) and research proposals (RESH301/RESH901), use of Turnitin is mandatory.
- All essay-style, report style written assignments of greater than 20% weighting and requiring research to complete will be submitted through Turnitin.
- When Turnitin submission is deemed a requirement for a particular assignment, students will submit their work themselves.
- Wherever possible, instructors should consider structuring assignments to allow time for students to receive meaningful formative feedback and make effective revisions to their writing and resubmit through Turnitin.
- New faculty will receive full documentation and training.
- First year students will be trained to use Turnitin in ENGL102 and/or in other mandatory workshops.

### **Interpretation of Turnitin Similarity Report**

A similarity of 20% or less in the submitted students' work, as detected by Turnitin is excluded from any penalty.

Similarities above 20% percent are classified in to three levels- Level 1, Level 2, and Level 3 as shown below. The level wise mark reduction are as follows:

#### Levels of Plagiarism and Penalties

<b>Level</b>	<b>Similarity Percentage</b>	<b>Penalty</b>
I	20 – 30 % %	This level is considered as moderately high level of similarity. For this violation, 25% of the awarded score in the written component will be deducted
II	30 – 50 %	This level means substantial similarity. Based on faculty's assessment about the nature of plagiarism, the faculty can award up to zero marks in the assessment
III	51% and Above	This level signifies a serious compromise with academic integrity. The concerned faculty shall refer such cases to the Disciplinary Committee through the Program Chairperson.

- Faculty will assess each final Turnitin report, checking the highlighted sections to ensure that students have properly summarised, paraphrased and referenced the text. Incorrectly referenced or unreferenced matches will incur penalties.

### **Use of Exam Proctoring Services for exams and quizzes conducted via distance learning**

- EAHM makes available to students and faculty online exam proctoring services for all exams and quizzes taken for courses delivered via distance learning. Currently EAHM utilise the services of ProctorU for online exam proctoring. Faculty members have the right to use online exam proctoring for any or all of their exams or quizzes delivered via distance learning.
- Students studying via distance learning must undertake exams utilising the online exam proctoring service used by EAHM. Failure to complete distance learning exams utilising the online exam proctoring service will result in the student receiving a zero grade for the exam. If, in exceptional circumstances, a student is unable to complete an exam using the online exam proctoring service alternative options will be provided.
- New faculty will receive full documentation and training on how to use the online exam proctoring service.
- All distance learning students will be trained to use the online exam proctoring service in mandatory workshops.
- Faculty will assess each incident report that is sent by the online exam proctoring service, checking the identified sections to ensure that students have not breached exam protocols. Any student that is found to have breached the exam protocol will incur penalties.

The Dean or his designate is responsible for ensuring that the policy is reviewed regularly and kept up-to-date.

### **IMPLEMENTATION OF THE POLICY:**

#### **Cheating on tests and exams**

Any instance of cheating on an exam, if proven, is treated as a serious breach of the academic integrity policy, and all students will be penalized strictly, even those in first year. This includes students who breach exam protocols in exams undertaken via distance learning.

If a faculty member, exam invigilator, administrator of all online proctoring service

- Observes a student using a written or electronic prop during any exam, or
- Finds such a prop in the possession of a student, or
- Suspects a student of infringing examination rules during an exam through collusion, looking at other students' work, etc.

The faculty member, exam invigilator or administrator will

- Confiscate any unauthorized material in the student's possession.
- Endorse the student's exam booklet on the front cover with a note of the time when the alleged infringement is discovered. In a case of suspected collusion, the invigilator will endorse the exam booklets of each student involved. Whenever possible, another invigilator will be asked to act as witness by counter-signing the endorsement.
- Issue a new examination booklet to the student/s in question, clearly instructing them to continue (not to restart) the examination.
- Inform the student/s in question, at the end of the test or exam, that a report of the incident will be submitted to the Dean.
- Enter brief details of the incident on the invigilator's report.

- Report the allegation to the Dean.
- The Dean may call a one-to-one meeting with the student or may convene the Disciplinary Committee to handle the allegation, if it is not straight-forward.
- For any exam undertaken via distance learning utilising online exam proctoring services, all incidents of potential breach of protocols that are reported to the appropriate faculty member will be investigated and appropriate action taken.

### ***First offence***

The student's test or exam paper will be marked "found cheating" and the student will receive a zero grade with no option to retake. The offense will be recorded in the student's record.

### ***Second offence***

A second cheating offense will result in failure of the Undergraduate course or Postgraduate module. A letter will be placed in the student's file indicating that this is a second offense. The letter will remain until the student graduates, and then will be removed. The student will be placed on academic probation and will be suspended if another academic offense of any kind is uncovered.

### ***Third offence***

A third major cheating offense will result in suspension for a Trimester, with no credit being given for work already completed during that Trimester. The offense will be recorded in the student record.

### **Other academic offenses**

(Plagiarism, Falsifying Data, Lying for academic gain, Collusion)

It is recognized that minor instances of academic misconduct, such as incorrect referencing, may occur among students who are beginning their university studies. Therefore, EAHM follows a phased or progressive penalty system, taking into consideration the students' academic development over the course of their degree studies. In particular, the first year is considered a learning period and is thus treated separately in this policy. There is no grace period for students in the master's program.

### **Academic misconduct by Undergraduate students in first year**

Instances of academic misconduct during this period **are** penalized but penalties are the sole responsibility of the individual faculty member. A record of each offense is kept in the student file.

If a first-year student wishes to appeal when accused of an offense, the case is automatically processed following the procedures for second and subsequent years. This means it will be heard by a Disciplinary Committee as described below.

### **Academic dishonesty by Undergraduate students after first year**

Students in second and subsequent years of study at EAHM will be expected to know what constitutes academic dishonesty, and how they can avoid it in the work they submit for assessment. Proven offenses will receive progressively stricter penalties.

All alleged offenses after first year will be reported by the faculty member to the Dean, who will convene a Disciplinary Committee, as described below. If the Disciplinary Committee upholds the accusation, the offense will be recorded in the student's file and may be kept on file for up to five years after the student graduates. (Usually a letter recording a first offense

will be removed when the student graduates, but the Disciplinary Committee reserves the right to extend the period if it deems an offense more serious).

### **Academic dishonesty by Postgraduate students**

Postgraduate students will be expected to know what constitutes academic dishonesty, and how they can avoid it in the work they submit for assessment, from the first module onward. A phased approach to penalties is not used for Postgraduates.

All alleged offenses will be reported by the faculty member to the Dean, who will convene a Disciplinary Committee, as described below. If the Disciplinary Committee upholds the accusation, the offense will be recorded in the student's file and may be kept on file for up to five years after the student graduates. (Usually a letter recording a first offense will be removed when the student graduates, but the Disciplinary Committee reserves the right to extend the period if it deems an offense more serious).

### **Minor offences**

An offense *may* be deemed to be minor if

- It is a first offense.
- In cases of plagiarism, there is evidence that the student has not yet mastered the necessary skills for effective referencing and/or paraphrasing, although this is rarely defensible after first year.
- In cases of plagiarism, the extent of the plagiarized work is limited (e.g. a couple of sentences in a long paper).

### **Serious offences**

An offense *may* be deemed serious if any of the following apply:

- It is a repeat offense, with third offenses being treated most severely. A repeat offense may involve more than one instance of the same type of academic dishonesty, e.g. two cases of plagiarism, or one instance each of two or more types of misconduct, e.g. one collusion offense and one plagiarism offense.
- The student is in third or fourth year, with the expectation that a student in first year is still learning, while one in fourth year should be fully conversant with both EAHM's policy on academic dishonesty and the means to avoid violating it.
- It involves large-scale plagiarism or collusion or cheating.
- The student cheats, plagiarizes or colludes on an assessment or test with a high weighting in relation to the overall grade for the course, for example, 30% of the total grade or more.
- There is clear evidence of intent to deceive. Such evidence would include, for example, a print-out from Turnitin or another source, showing the exact words appearing in a student's essay without attribution.

A defense of insufficient knowledge of EAHM's policies or of the means to avoid academic misconduct will not be accepted.

The faculty member (for offenses by first year Undergraduates) or the Disciplinary Committee will judge whether an offense is minor or serious.

Penalties for academic misconduct may include (singly or combined):

- Resubmission of the assessment.
- Reduction of the grade, for example by one letter grade, e.g. from B+ to C+.
- Failure of the assessment.
- Failure of the course or module.
- Failure of the Trimester.
- Suspension
- In extreme cases, expulsion.

**See the Academic misconduct penalties grids for indicative penalties for each offense (Appendix C for Undergraduate students and Appendix D for Postgraduate students)**

**Procedures for handling accusations of serious academic misconduct after first year, or first module (in the case of Postgraduate students)**

- The faculty member will forward the evidence to the Dean and the accused student within five (5) working days of discovery of the alleged misconduct.
- Within two (2) working days of receipt of an accusation, the Dean will convene a Disciplinary Committee, comprising the faculty member, the relevant program director and the Dean, or designated replacements. A replacement will always be nominated when the program director or Dean is also the faculty member involved.
- The student will be given a chance to refute the accusation and to furnish proof. He or she may elect to be accompanied by an advisor from within EAHM.
- If the accusation is upheld, the Disciplinary Committee will announce a decision and a penalty within two (2) working days of the "hearing".
- If the accusation is upheld, the penalty will be recorded in the student's record.

**ASSOCIATED DOCUMENTS:**

- Appendix A – Student Acknowledgement of the Academic Integrity Policy
- Appendix B – Academic Integrity Declaration Form
- Appendix C - INDICATIVE PENALTIES for ACADEMIC MISCONDUCT (Undergraduate)
- Appendix C - INDICATIVE PENALTIES for ACADEMIC MISCONDUCT (Postgraduate)
- 03EP20 Academic Misconduct Policy

**MENTIONS:**

- Catalogue
- Course syllabi
- Staff & Faculty Handbook
- Student Handbook

**DATE OF NEXT REVIEW:**

This document should be reviewed by **February 2024**.



**POLICY APPROVALS RECORD**

Policy Name: **Student Academic Integrity**  
 Policy Code: **06ST13** Formerly: EA/ACA/002  
 Date of first approval: **11/2017**

<b>Reviewed/ Updated</b>	<b>Details of Amendment</b>
09/2008	
09/2010	
30/09/2012	
31/07/2014	
31/07/2015	
31/08/2016	
31/07/2018	
18/08/2020	
29/11/2020	
15/02/2022	- Turnitin similarity index is used as a measure of plagiarism with penalties aligned to each band

## Appendix A – Student Acknowledgement of the Academic Integrity Policy



### STUDENT ACKNOWLEDGEMENT OF the ACADEMIC INTEGRITY POLICY of THE EMIRATES ACADEMY OF HOSPITALITY MANAGEMENT

**I have been advised of the Emirates Academy's *Academic Integrity Policy* and have had the opportunity to attend orientation sessions explaining it.**

**I understand that**

- **The policy applies to all academic work that I submit for credit while I am a student at EAHM**

**I understand that**

- **It is my individual responsibility to conform to the *Academic Integrity Policy***
- **I must sign this form in order to continue at EAHM**
- **The signed form will be kept in my student file for the duration of my studies at the Academy**

**DATE:**

**NAME (Print):**

**SIGNATURE:**

Form adapted from the University of North Texas academic misconduct policy. (2007). Retrieved 10 May 2007, from [www.unt.edu/slis/apppacket/SLISAcademicMisconductPolicy.htm](http://www.unt.edu/slis/apppacket/SLISAcademicMisconductPolicy.htm)

**Appendix B – Academic Integrity Declaration Form**



**Academic Integrity Declaration**

**Student Name** .....

**Student I.D. Number**.....

**Course Code**.....

**Course Tutor** .....

**Title of Assessment**.....

**Due Date and Time**.....

It is your responsibility to retain copies of your assessments. All work must be submitted by the due date and time. If an extension of work is granted this must be specified with the signature of the course tutor, the Dean or the Associate Dean (for extensions based on mitigating circumstances).

**Extension of submission date**

**Extension granted until**.....**Course tutor's signature**.....

**Student declaration**

I certify that I am familiar with *Academic Integrity section* of the **Catalogue 2018-2019** and that:

- I have not plagiarized the work of others or participated in unauthorized collusion;
- I have listed all the sources that I have used in the "References" section of my assessment;
- If this is a group assessment, I have listed the name of every person that I have worked with.

**Date**.....

**Student Signature**.....

**Appendix C - INDICATIVE PENALTIES for ACADEMIC MISCONDUCT  
(Undergraduate Students)**

The offense ↓	1 <sup>st</sup> yr 1 <sup>st</sup> offense	1 <sup>st</sup> yr 2 <sup>nd</sup> or 3 <sup>rd</sup> offense	After 1 <sup>st</sup> year 1 <sup>st</sup> offense	After 1 <sup>st</sup> year 2 <sup>nd</sup> offense	After 1 <sup>st</sup> year 3 <sup>rd</sup> offense	4 <sup>th</sup> year, any offense	Dissertation offense
<b>Plagiarism deemed to be minor*</b>	Mandatory rewriting and resubmission of the assessment; no grade reduction <b>OR</b> grade reduction on original, with no rewriting	Grade reduction; no option to rewrite	Option to rewrite and resubmit the assessment; new grade reduced slightly <b>OR</b> original grade reduced by the percentage of plagiarism detected	Failure of the assessment	Failure of the course	Failure of the assessment	Grade reduction, usually by one letter grade or by the percentage of plagiarism detected.
<b>Plagiarism deemed to be serious*</b>	Option to rewrite and resubmit the assessment; new grade reduced by one letter grade, e.g. from B to C <b>OR</b> original grade reduced by the percentage of plagiarism detected	Failure on the assessment	Failure of the assessment	Failure of the course	Failure of the Trimester; suspension until next Trimester	Failure of the course; failure of the Trimester and suspension if 3 <sup>rd</sup> offense	Failure of the dissertation & no option to retake
<b>Plagiarism deemed to be serious*-- buying a paper</b>	Failure of the assessment	Failure of the course	Failure of the course	Failure of the Trimester; suspension until next Trimester	Expulsion	Failure of the Trimester; suspension until next Trimester; expulsion if 3 <sup>rd</sup> offense; letter stays on file forever	Failure of the dissertation with no option to retake; no degree granted; letter stays on file forever
<b>Falsifying primary data in an assessment</b>	Failure of the course	Failure of the course	Failure of the course	Failure of the course	Failure of the Trimester (suspension)	Failure of the course; failure of the Trimester, if 3 <sup>rd</sup> offense	Failure of the dissertation, with no option to retake; letter stays on file forever

The offense ↓	1 <sup>st</sup> yr 1 <sup>st</sup> offense	1 <sup>st</sup> yr 2 <sup>nd</sup> or 3 <sup>rd</sup> offense	After 1 <sup>st</sup> year 1 <sup>st</sup> offense	After 1 <sup>st</sup> year 2 <sup>nd</sup> offense	After 1 <sup>st</sup> year 3 <sup>rd</sup> offense	4 <sup>th</sup> year, any offense	Dissertation offense
<b>Misrepresentation/ Lying for academic gain</b>	Warning- letter to student's file, but removed at end of year 1	Grade reduced by one letter grade, e.g. from B to C	Grade reduced by one letter grade, e.g. from B to C	Grade reduced by one letter grade, e.g. from B to C	Failure of the assessment	Grade reduced by one letter grade, e.g. from B to C; if repeat offense, failure of the assessment	Grade reduced by one letter grade, e.g. from B to C
<b>Aiding &amp; abetting misconduct in others (Collusion)</b>	Grade reduced <u>up to</u> one letter grade	Grade reduced by one letter grade, e.g. from B to C	Grade reduced by one letter grade, e.g. from B to C	Grade reduced by one letter grade, e.g. from B to C	Failure of the assessment	Failure of the assessment	Grade reduced by one letter grade, e.g. from B to C
<b>Aiding &amp; abetting misconduct in others (Collusion)-- - writing a paper or part of a paper for another student (for financial gain or not)</b>	Placed on academic probation status; letter to student's file for the duration of studies	Placed on academic probation status; letter to student's file for the duration of studies	Placed on academic probation status; letter to student's file for the duration of studies	Suspension for a Trimester; letter to student's file for 5 years after graduation	Suspension for a Trimester; letter to student's file for 5 years after graduation	Expulsion	Expulsion
<b>Cheating on exams</b>	Failure of the exam, with no retake; letter to the student's file; removed when the student graduates	Failure of the exam, with no retake	Failure of the exam, with no retake	Failure of the course	Failure of the Trimester; suspension	Failure of the course; failure of the Trimester, if 3 <sup>rd</sup> offense	N/A
<b>Recording all offenses (except where indicated otherwise above)</b>	Letter to the student's file; removed at end of first year	Letter to the student's file; removed when the student graduates	Letter to the student's file; removed when the student graduates	Letter to the student's file; removed when the student graduates	Letter to the student's file; kept forever	Letter to the student's file; kept forever.	Letter to the student's file; kept for 5 years after graduation

**These penalties are *indicative* only, that is, they are examples of the type and level of penalty that might be levied. The lecturer (for first year offenses) or the Disciplinary Committee will decide on specific penalties for each proven offense.**

**Appendix D - INDICATIVE PENALTIES for ACADEMIC MISCONDUCT  
(Postgraduate students)**

The offense ↓	All modules, 1 <sup>st</sup> offense	All modules, 2 <sup>nd</sup> or 3 <sup>rd</sup> offense,	Dissertation or Project offense
<b>Plagiarism deemed to be minor*</b>	Rewriting and resubmission of the assessment; no grade reduction, <b>OR</b> no rewrite but grade reduction in accordance with the weighting of the referencing section of the assignment	Grade reduced by one letter grade, e.g. from B to C; no option to resubmit	Grade reduced by one letter grade, e.g. from B to C; no option to resubmit
<b>Plagiarism deemed to be serious*</b>	Grade reduced by one letter grade, e.g. from B to C; no option to resubmit	Failure on the assessment	Failure of the dissertation or project & no option to retake
<b>Falsifying primary data in an assessment</b>	Rewriting and resubmission of the assessment; new grade reduced by one letter grade, e.g. from B to C	Failure of the assessment	Failure of the dissertation or project, with no option to retake
<b>Misrepresentation/ Lying for academic gain</b>	Warning recorded in student's file	Grade reduced by one letter grade, e.g. from B to C	Grade reduced by one letter grade, e.g. from B to C
<b>Aiding &amp; abetting misconduct in others (Collusion)</b>	Warning recorded in student's file	Grade reduced by one letter grade, e.g. from B to C	Grade reduced by one letter grade, e.g. from B+ to C+

The offense ↓	All modules, 1 <sup>st</sup> offense	All modules, 2 <sup>nd</sup> or subsequent offense	Dissertation or Project offense
<b>Cheating on exams</b>	Failure of the exam, with no retake	Failure of the exam, with no retake	N/A
<b>Recording all offenses</b>	Not recorded in the central file.	Recorded in central register and in student's file; kept for <b>5</b> years after the student graduates	Recorded in central register and in student's file; kept for <b>5</b> years after the student graduates

## Academic Misconduct Memo

Dear [Insert Name],

Further to a Hearing that was held on: [Insert Date]

Chaired and attended by the following members of faculty: [Insert Names]

You have been found to have committed the academic offence of: [Insert Offence]

As result:

This formal record of academic misconduct will remain on your file for the duration of your studies at The Emirates Academy of Hospitality Management and will be taken into consideration should any further offences be committed in line with the appropriate policies.

In addition, this disciplinary offence will be treated as a written warning that may be taken into consideration should any non-academic offences occur within the following twelve months. This means that reference to this offence may be made in testimonials or other reports that are required by (or made to) sponsors, employers or other parties requesting information regarding your program of study and performance at the Academy. This also means that should any other offences (either academic or non-academic) be committed this offence will also be taken into consideration in determining the penalty.

Should you wish to appeal this finding please do so only after referring to the relevant policies which are published.

Kindly ensure that no further offences are committed during your time at the Academy. If you need assistance in the achievement of this, do seek advice from the Dean or from the Student Support Officer or from your Personal Tutor.

Dr Frederic Bouchon  
Dean