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Policy: **Academic Misconduct**

Code: **03EP20**

Reviewed/ Revised: **23/07/2022**

Date of Next Review: **February 2024**

Policy Owner: **Dean**

Target audience **Faculty, Staff, Students**

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### **PURPOSE:**

The purpose of this policy is to provide direction and guidelines for students and faculty on academic misconduct.

### **SCOPE:**

All students enrolled in a programme at EAHM, faculty and staff.

### **POLICY STATEMENT:**

EAHM expects its students to show respect to others and take responsibility for their action. With regard to their personal behaviour and attitude towards others in the society, students are expected to respect the religious beliefs, values and heritage, law and order, property and rights of others. By their own initiative, students are encouraged to display a sense of personal honour and integrity, and to conduct themselves in a manner associated with the values of care and attention associated with hospitality.

### **RESPONSIBILITY:**

Faculty, staff and students are responsible for the implementation of the policy, and it is a duty to report any breach to the programme manager. The Dean will monitor and update the policy.

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

#### ***Reporting an academic misconduct***

After receiving a case report from the concerned faculty or staff member, or a complaint from a student, the Programme Manager will report it immediately to the Dean.

#### ***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.

**Assessment of the graveness of the issue**

Depending on the graveness of the issue, the Dean may recommend the concerned faculty member to resolve the issue at his/her own level (generally for minor offenses). Other matters of academic misconduct will be dealt by the Disciplinary Committee directly.

*Procedures for handling accusations of serious academic misconduct after first year (UG), or first module (PG)*

- 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 following:
  - o faculty member,
  - o the relevant program director
  - o the Dean, or designated replacements.
- A replacement will always be nominated when the programme manager or Dean is also the faculty member involved. The Disciplinary Committee shall analyze and evaluate the seriousness of academic offence and misconduct while giving a chance to the concerned student to represent his/her arguments.
- 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 sanction within two (2) working days of the “hearing”.
- 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).

**Definition of offences**

|                |                                                                                                                            |
|----------------|----------------------------------------------------------------------------------------------------------------------------|
| Minor offences |                                                                                                                            |
| Plagiarism     | There is evidence that the student has not yet mastered the necessary skills for effective referencing and/or paraphrasing |
|                | The extent of the plagiarized work is limited (e.g. a couple of sentences in a long paper).                                |

|                  |               |                |
|------------------|---------------|----------------|
| Serious offences | First offense | Repeat offense |
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|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Plagiarism or collusion | In final year UG and in the PG programme, the evidence that the student has not yet mastered the necessary skills for effective referencing and/or paraphrasing is not defensible.                                                                                                                                                                                                                                                                    | 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. |
|                         | <p>Large-scale plagiarism</p> <p>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.</p> <p>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.</p> |                                                                                                                                                                                                                                                                                                                     |

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

### **Disciplinary Sanctions**

The Disciplinary Board may impose a sanction on the student who breaches the EAHM's Code of Conduct. Sanctions for academic misconduct may include one or more of the following:

- A verbal or written disciplinary warning.
- A zero mark allocated to the assessment component involved with the misconduct
- A placement under behavioral observation for a set period and the student may face a more severe disciplinary sanction if it comes clear that he/she breaches the Code of Conduct while in the observation period.
- An academic suspension for a trimester or more or for a period not less than the remaining period of the semester at the least.
- A dismissal and permanent expulsion.

### *Appeals*

Any student has the right to appeal the disciplinary decision issued against him/her, through a written appeal within three (3) working days from receiving the decision. The Appeal should be based on one or more of the following bases:

- a. The disciplinary proceedings stipulated herein have not been observed.
- b. New evidences have arisen which were not known before and have a significant impact of the decision.
- c. Disproportion between the violation and the disciplinary sanction.

Appeals to the sanctions imposed by the Disciplinary Board may be addressed to the Managing Director.

### **ASSOCIATED DOCUMENTS:**

- Academic Integrity Policy

### **MENTIONS:**

- Catalogue
- Student Handbook
- Course syllabi

