

## **ACADEMIC INTEGRITY**

### **Code of Ethics**

One of the guiding principles of the MBA Programme that education is concerned with the development of personal character as well as the acquisition of knowledge and skills. It is further the belief of the Programme that each individual bears the primary responsibility for his or her own ethical behavior.

For these reasons, it is the intent of the School to encourage and to do all that is possible to support a high standard of ethical behavior. It is incumbent upon all faculty, students, and staff of the School to maintain the fullest commitment to academic integrity.

Faculty, students, and staff all have an obligation to each other to maintain high personal standards of integrity and to expect high standards of integrity from each other, for the reputation of the MBA Programme is derived from the performance of all its members.

Faculty, students, and staff all have an obligation towards be aware of their own and one another's rights and responsibilities with respect to matters involving academic integrity and to insist on the observance of these rights and responsibilities.

### **Standards of Academic Integrity**

Although it is difficult to define academic dishonesty precisely, the general understanding of that term by students and faculty, and the meaning established by tradition, will serve as guidelines in reviewing each case of academic dishonesty. Furthermore, because honesty is such a fundamental requirement within the academic community, the faculty jointly with students assumes full responsibility for identifying and dealing with dishonest practices.

To fulfill this responsibility, the faculty must:

1. lecture and hold classes as set out in the programme Handbook;
2. promulgate rules to guide the student;
3. supervise students during those periods when there would be an opportunity or a temptation to cheat;
4. be explicit about whether students should be working together or alone on homework;
5. bring questionable cases to the attention of the student;
6. arrange consultation sessions at which students can consult staff with or without an appointment; and,

7. mark and return assignments, where possible, within stipulated deadlines;

For its part, the student body must assume its share of responsibility by:

1. Having a commitment to study and participate in all academic activities.
2. Attending and participating in all scheduled lectures and classes.
3. Submitting all work required of them and by the stipulated deadlines.
4. Being available for the duration of each term and the period of Thesis work.
5. understanding and following the guidelines set forth by the instructor for the course;
6. bringing to the attention of the faculty member any evidence of academic dishonesty or any conditions which have a potential of creating academic dishonesty; and
7. Assisting faculty committees in preparing the rules and/or adjudicating questionable cases.

### **Disciplinary Procedures for Academic Infractions**

The University community depends upon shared academic standards. Academic dishonesty in any form by any member of the University community represents a fundamental impairment of these standards.

When an instance of suspected or alleged academic dishonesty by a student arises, it shall be resolved according to the procedures set forth herein. These procedures assume that many questions of academic dishonesty will be resolved through informal consultations between the student and the instructor. If, however, such informal consultation fails to resolve the questions, or the instructor considers formal proceedings warranted, the formal procedures described in Part II must be used.

#### **I. Informal Proceedings**

##### **A. When Used**

- B. Informal consultation between the student and the instructor is the desired method of resolving many questions of academic dishonesty. If an instructor has reason to believe that a student may have committed an act of academic dishonesty, the instructor shall consult with the student within a reasonable period of time but as close as possible to the discovery of the suspected act. If the instructor is investigating a suspected or alleged act of academic dishonesty, the instructor may

consult with the students who may have some knowledge of the alleged act of academic dishonesty. The student suspected of academic dishonesty shall be notified by the instructor in advance of such a consultation.

**C. Procedures**

At the consultation, the instructor shall inform the student of the allegations relating to the specific infringement, and the student shall be given a copy of these procedures and criteria. The student shall be provided with the opportunity to explain any suspected or alleged misconduct, including any extenuating or mitigating circumstances, to present evidence of innocence, or to give information relevant to an investigation. Neither the instructor nor the student shall be represented or accompanied by an attorney or any other advisor, and no record of this informal consultation need be preserved.

**D. Decision- *Finding of Guilty/Sanctions Imposable***

If, after consultation with the student, the instructor believes the student committed an act of academic dishonesty, the instructor has the authority to impose one or more of the following sanctions:

- a. Admonition- An oral statement to the student that he or she has violated a University standard of academic dishonesty.
- b. Warning- Written notice to the student that repetition of the wrongful conduct may be cause for more severe sanctions. A copy of this letter shall become part of the confidential file maintained with respect to the matter.
- c. Revision of Work- Requiring the student to replace or revise the work in which dishonesty occurred. (The instructor may choose to assign a grade of "Incomplete" pending replacement or revision of the work.)
- d. Reduction in Grade- With respect to the particular assignment/exam or the course.
- e. Failure for Reason of Academic Dishonesty- To be indicated on the transcript by an "F'."

The student shall be notified of the decision by letter (registered mail), a copy of which shall become part of the confidential file maintained with respect to the matter. The letter shall advise the student of the sanction(s) imposed or of the institution of formal proceedings.

- E. *Appeal* The student shall have the right to appeal the instructor's decision. The appeal shall be submitted in writing to the instructor and the Coordinator of the MBA programme no later than 10 academic days after the faculty member has notified the student of his or her decision. A copy of the appeal shall become part of the confidential file maintained with respect to the matter.
- F. Pending resolution, the student will be assigned a grade of "Incomplete." The dean shall convene a committee composed of an equal number of faculty members and students to hear the appeal and to provide him or her with their recommendation. The dean's decision shall be final.

## **II. Formal Proceedings**

### **A. When Used**

If the instructor has reason to believe that a student may have committed an act of academic dishonesty, and the instructor believes that formal proceedings and harsher sanctions imposed thereunder are warranted, the formal procedures outlined here shall be used.

### **B. Procedures**

When these formal procedures are to be used, a hearing shall be conducted by a Disciplinary Board. The Board shall be constituted in accordance with the Statutes of Central University College.

The Disciplinary Board shall give the student reasonable advance notice (not less than 72 hours) of the hearing. The instructor shall provide the committee with a written statement of the evidence against the student and the names of potential witnesses. The committee shall convey this information to the student prior to the hearing, and shall indicate the possible sanctions that can be imposed if the student is found guilty.

At the hearing, the student shall be entitled to present evidence in his or her own behalf, examine all evidence against him or her, and cross-examine all witnesses against him or her. Neither party may be represented by an attorney or anyone else, but the student may be accompanied by an advisor of his or her choice, who may advise but not represent him or her during the proceedings. If the advisor chosen is an attorney, he or she may not act in his or her capacity as a member of the bar.

The technical and formal rules of evidence applicable in a court of law are not controlling, and the Disciplinary Board may hear all relevant material

and reliable evidence which will contribute to an informed result. Irrelevant or unduly repetitious evidence or cross-examination may be excluded by the chair of the committee.

### C. *Decisions Finding of Guilty/Sanctions Imposable or Recommendable*

If a majority of the Disciplinary Board's members present are convinced the student committed an act of academic dishonesty, the Disciplinary Board has the power to impose one or more of the following sanctions to which a majority of its members agree:

- a. Any of the sanctions that the instructor, MBA Programme Director, and/or Dean could have imposed.
- b. Probation- To be upon stated terms with any violation being a ground for suspension or expulsion.
- c. Such other reasonable and appropriate sanctions as may be determined by the Board, with the exception of those stated subsequently in d.
- d. In addition, the Disciplinary Board shall have the power to recommend to the University President imposition of the following sanctions:
  - i. Suspension- For a definite term upon stated conditions.
  - ii. Expulsion- To be outright. "For reason of academic dishonesty" shall be noted on the transcript.

The student shall be notified of the decision by letter, a copy of which shall become part of the confidential file maintained with respect to the matter. The letter shall advise the student of the sanction(s) imposed or recommended to the president.

### *2. Finding of Not Guilty*

The student shall be notified of the decision in writing, but neither the decision letter nor other materials pertinent to the review shall be maintained in the file.

### *3. Appeal*

Neither the student nor the faculty member shall have a right of formal appeal.

### **III. Miscellaneous Provisions**

- A. A determination by an instructor or a Disciplinary Board that a student has engaged in academic dishonesty will be memorialized in a letter to the student, a copy of which will be kept in a confidential file maintained by the Academic Section of the Registry until the student graduates or has not been enrolled at the University for a period of one year.
- B. The Disciplinary Board shall, if it finds the student guilty, keep a record of the matter consisting of all written communications, all written evidence, an audio tape or other record of the hearing, and its decision letter. This record shall be kept in a confidential file until the student graduates or has left the University for a period of one year.
- C. Once the student is notified of the scheduling of a consultation or hearing, the student may not withdraw from the course without the permission of Programme Coordinator.

### **Forms of Academic Infractions**

For purposes of these policies, procedures, and sanctions, the following actions, carried out knowingly and willingly, are examples of academic dishonesty:

#### **1. Cheating**

Obtaining information from another student or other unauthorized source, or giving information to another student, in connection with an examination or assignment. This includes taking or giving answers during an in-class examination either orally or by copying; collaboration on a take-home examination or assignment where such collaboration is prohibited by the instructor; bringing to and/or using in an examination unauthorized material (books, notes, etc.) .

#### **2. Plagiarism**

Copying material from a source or sources and submitting this material as one's own without acknowledging, through specific footnoting and quotation marks, the particular debt to the source. This includes copying material from published sources or unpublished sources (e.g., another student's work). Simply citing a source in the bibliography, without specifying which portions of the submitted paper come from the source, or without specifying that not only ideas but also language is drawn from the source, will not avoid a charge of plagiarism.

### **3. Previously Submitted Materials**

Submission of material submitted earlier or concurrently, in whole or substantial part, to satisfy the academic requirements of another course, without the express consent of that instructor. The guiding rule is that the student should not try to receive double credit for a piece of work without clearing it with the instructor first.

### **4. Falsification of Academic Materials**

This includes fabricating data or other information, forging an instructor's name or initials for any purpose, changing entries in an instructor's record or official University records, taking an examination under another student's name or engaging any person to take an examination under your name, or submitting an assignment of any kind, prepared in whole or part, by any person other than the person responsible for the assignment. This includes using falsified or unauthorized material for registration purposes.

### **5. Failing to Fulfill Teamwork Requirements**

MBA students are expected to contribute as full members of study teams, particularly for the core courses. Failing to meet commonly accepted team standards includes but is not limited to: not attending team meetings, not completing a fair share of team assignments, and not valuing the contributions of all team members. Evidence of performance on this dimension might include input from peers (team members) as well as faculty.

### **6. Other**

Procurement, distribution, or acceptance in advance of examinations, examination answers, or any confidential materials without prior and expressed consent of the instructor.