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# ACADEMIC INTEGRITY POLICY

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## IBS COLLEGE OF TVET

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Prepared by: Student Services	Reviewed by:	Approved by:	 IBS COLLEGE
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## **1. Introduction**

Academic integrity is a fundamental value at IBS College of TVET. It encompasses honesty, trust, fairness, and respect in all academic endeavors.

## **2. Purpose**

This policy establishes guidelines and expectations for students, academics, and instructors to uphold the highest standards of academic integrity.

## **3. Scope**

This academic integrity policy applies to all students, academics/instructors, and staff members of IBS College of TVET. It covers all programs and units offered by the College and applies to all forms of assessments.

## **4. Objectives**

The policy establishes a framework for addressing instances of academic dishonesty in a fair and consistent manner. It outlines the procedures for reporting, investigating, and resolving cases of alleged violations, ensuring due process, and protecting the rights of all individuals involved.

## **5. Related Legislation, Regulation and Standards**

- (a) Copyright and intellectual property laws
- (b) Plagiarism Detection Tools
- (c) The IBS College of TVET Antiplagiarism Policy
- (d) Data Privacy Regulations.

## 6. Definitions

Academic Integrity	Adherence to ethical standards in academics, including honesty, fairness, and responsible use of information/resources.
Plagiarism	Using someone else's work/ideas without proper acknowledgment, including copying, paraphrasing without attribution, presenting others' work as one's own, or submitting previously submitted work without permission.
Cheating	Engaging in dishonest practices for unfair advantage, like copying, using unauthorized materials, or seeking assistance without permission.
Collaboration	Working together on assignments/projects while defining acceptable boundaries and guidelines.
Citation	Providing proper references to acknowledge sources used in academic work, including in-text citations and a reference list.
Referencing	Citing detailed information about used sources, such as author, title, and publication date.
Originality	Producing unique, authentic work reflecting independent thought and effort.
Academic Misconduct	Behaviors violating academic integrity, such as plagiarism, cheating, unauthorized collaboration, or fabrication of data.

## 7. Roles and Responsibilities

### 7.1. Academic Board

- (i) Develop, review, and update of the Academic Integrity Policy to reflect best practices and address emerging realities.
- (ii) Oversee the implementation of the policy.
- (iii) Provide guidance and support to academics, students, and other stakeholders in promoting and upholding academic integrity.
- (iv) Review evidence from reported cases of academic misconduct and decide on penalty.

## 7.2. Lecturers/Instructors

- (i) Model academic integrity in their own work and in the classroom
- (ii) Create an environment conducive to rigorous, honest inquiry and learning.
- (iii) Educate students on the principles of academic integrity and the consequences of academic dishonesty.
- (iv) Communicate clear expectations and guidelines for proper citation and referencing.
- (v) Design assessments that encourage critical thinking, originality, creativity, and independent work
- (vi) Communicate clear expectations and guidelines for proper citation and referencing.
- (vii) Record, act, or report on any suspected dishonesty in a timely fashion; and
- (viii) Maintain confidentiality regarding cases of suspected dishonesty.

## 7.3. Students

- (i) Familiarize with College policies and request for clarification of on specific guidelines regarding academic integrity.
- (ii) Actively refrain from and avoid facilitating other students' acts of dishonesty.
- (iii) Complete their assignments, examinations, projects, and other assessments with honesty and integrity, ensuring that the work submitted is their own, except where appropriate acknowledgement is given to the original authors.
- (iv) Avoid engaging in any form of academic dishonesty, such as plagiarism, cheating, unauthorized collaboration, or falsification of data.
- (v) Familiarize themselves with proper citation and referencing techniques to accurately attribute the work and ideas of others.
- (vi) Report suspected cases of academic misconduct they observe.

## 8. Policy Procedures

It is crucial for students and academics are aware of acts of academic dishonesty and their consequences as outlined in the Academic Integrity Policy. By upholding academic honesty, students contribute to the integrity of the college's educational environment and ensure a fair and equitable academic experience for all.

### **8.1. Acts of academic dishonesty**

For this Rule, any of the following acts constitute academic dishonesty:

- (i) Use of Generative AI, to create or generate academic work such as assignments, papers, or exams.
- (ii) Plagiarism
- (iii) Cheating
- (iv) Unauthorized Collaboration
- (v) Fabrication manipulating data or information without permission or using resources that are not allowed or approved for a particular assignment or exam.
- (vi) Submitting the same work or assignment for Each assignment should be original and tailored to the specific course requirements.
- (vii) Colluding and conspiring with others such as sharing answers, collaborating on work when not permitted, or helping others in any form of academic misconduct.
- (viii) Misrepresentation of authorship, credentials, or qualifications, or using forged documents or signatures.

### **8.2. Consequences and penalties**

Students who engage in academic dishonesty may face the following consequences and penalties as determined by the Student Misconduct Committee:

- (i) Documented official warning.
- (ii) Reduction in grades, marks or fail the assignment or unit.
- (iii) Suspension from the College for repeated academic dishonesty
- (iv) Expulsion from the College for repeated academic dishonesty

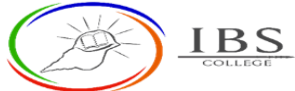
### **8.3. Re-enrolment of Expelled Students**

A student who has been expelled from the College may only be re-enrolled with the permission of the Academic Board.

### **8.4. Appeal**

Students have the right to appeal against a penalty imposed on them. The appeal must be lodged in writing with the Head of College within 14 days after the decision has been notified to the student. Failure to exercise the right of appeal within the specified period will result in the lapse of the right to appeal.

Upon receiving the appeal, the Head of College will refer it to the Quality Assurance Manager to validate the decision taken by the Student Misconduct Committee regarding the matter specified in the appeal. The findings and recommendations will then be submitted to the Head of College, who will make a final decision.

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