

# Student (Academic) Honesty Policy and Procedure

**Version V3.3**

# Student (Academic) Honesty Policy and Procedure

## 1. Purpose

The purpose of this policy is to ensure that all students in UKCBC display high academic integrity, good conduct and best behaviour during their stay in the college by providing guidance and positive educational environment that helps encourage such behaviour. In the event that students fail to demonstrate those behaviour then the disciplinary action will be taken by the college.

## 2. Definitions

### Abbreviations and Acronyms

UKCBC      UK College of Business and Computing

### Terms

#### Academic integrity

Is a value that UKCBC adheres to where students are expected to be honest, fair, and responsible in the conduct of their studies following conventions of good academic writing.

#### Academic misconduct

is any action which gains, attempts to gain, or assists others in gaining or attempting to gain unfair academic advantage. It includes plagiarism, collusion, contract cheating, and fabrication of data as well as the possession of unauthorised materials during an examination.

#### Collusion

Happens when more than one student contributes to a piece of work that is submitted as the work of an individual.

#### Investigation Report

It is a document that contains the minutes of the meeting conducted for the purpose of investigating an alleged misconduct

#### Non-academic misconduct

Refers to the conduct which is contrary to the accepted standards of behaviour which include student attacks, bullying, harassment, intimidation, threatening or endangering others and destroying property and equipment of the college due to reckless behaviour.

#### Offender

Refers to the learner who has committed misconduct

#### Plagiarism

It is the act of presenting someone else's work intentionally or recklessly without consent by incorporating their published or ideas and thoughts in ones' assignment.

#### Sanction Report

A document containing the full sanction/s that commensurate to the degree of offense committed.

### 3. Scope

This policy applies to:

- All students at UKCBC
- UKCBC Administration
- Department Programme Leaders
- Assessors
- Student Services

The following are affected by this policy:

- All students at UKCBC
- UKCBC Administration
- Department Programme Leaders
- assessors
- Student Services

The following must understand this policy:

- All students at UKCBC
- UKCBC Administration
- Department Programme Leaders
- assessors
- Student Services

The Department Program Leaders and the Student Services Team have the ultimate executive responsibility for the effective development and implementation of this policy

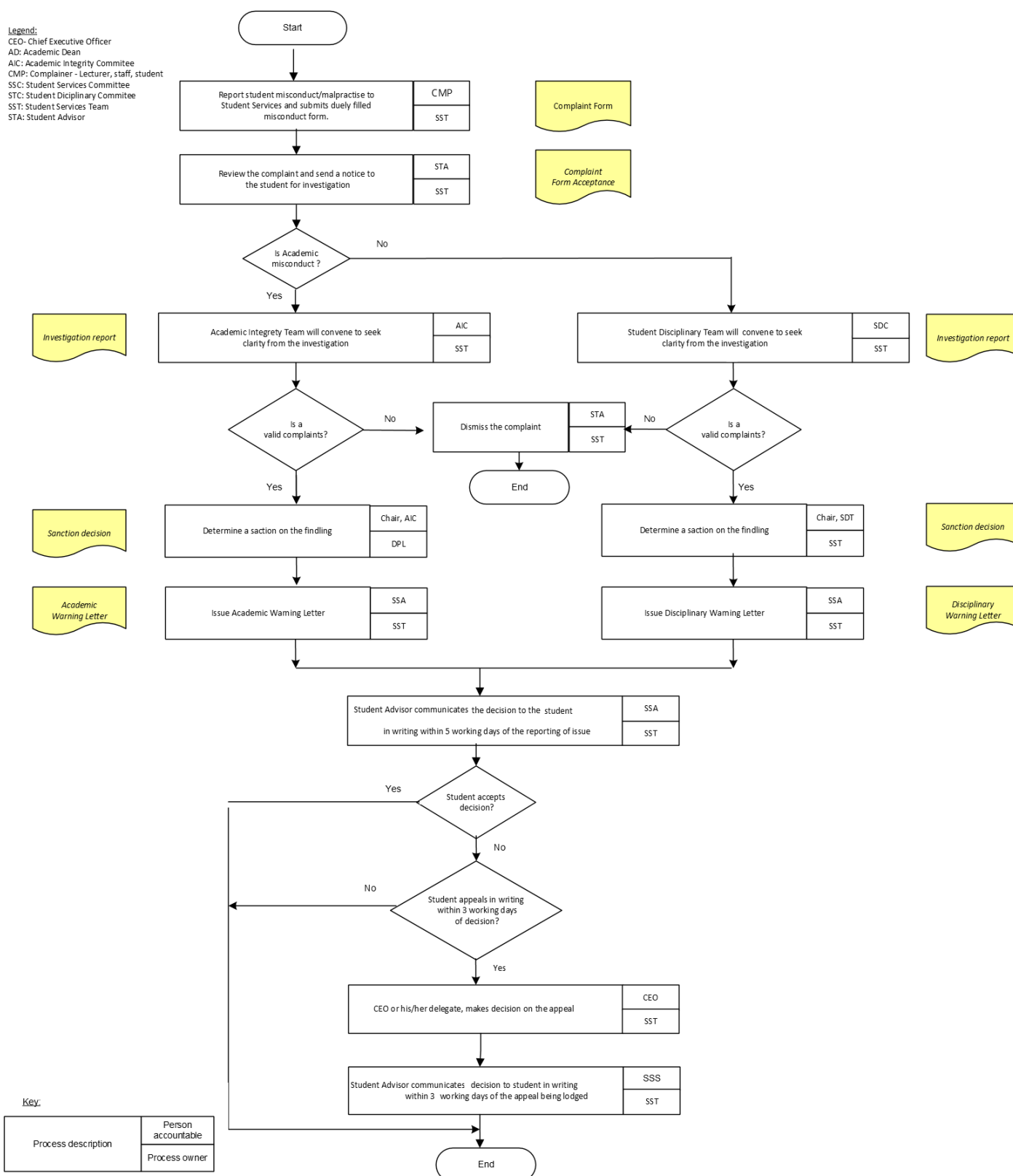
### 4. Policy Statement

UKCBC will ensure that:

1. It upholds the reputation of its operations and the quality of the student learning experience
2. Students are being protected from harmful, inappropriate, disruptive, or distressing behaviour by other students and expect all their students to behave respectfully, appropriately, and in line with the values set by the college.
3. Students take responsibility of their own behaviour making sure that their interaction with staff and fellow students, be it online or face to face including those guests and communities valued by the college are fair and respectful
4. Students respect the property and equipment of the college
5. Students respect the diversity of opinions among themselves
6. students will refrain from offensive behaviour
7. Information about what constitute breach of academic integrity is provided including developmental and or remedial strategies to combat cheating and plagiarism

## 5. Flowchart

**Legend:**  
 CEO- Chief Executive Officer  
 AD: Academic Dean  
 AIC: Academic Integrity Committee  
 CMP: Complainer - Lecturer, staff, student  
 SSC: Student Services Committee  
 STC: Student Disciplinary Committee  
 SST: Student Services Team  
 STA: Student Advisor



## 6. Procedure

The policy and its provisions will start as soon a student misconduct is reported to Student Advisor by a Lecturer, staff or another student. Misconduct could be classified as an academic misconduct or one arising from disciplinary issues.

**If it is an academic misconduct,** then

6.1 The Lecturer will fill out the complaint form (Misconduct form) and submits the same to the Department program leader (DPL)

6.2. The DPL reviews the complaint and instructs the Student Service Team (SST) to send a notice to the student to join a meeting to investigate the incident and provide the minutes of the investigation after the meeting and submits it to the Chair of the Academic Integrity Committee (AIC)

6.3. After the investigation is done, the AIC team members convene to seek clarity and see the merits of the case based on the investigation.

6.4 If the complaint is valid, the Chair of the Academic Integrity Team (AIC) will determine the sanction based on the findings of the team and informs the Department Program Leader (DPL)

6.5. The Department Program Leader will inform the Student Services Team to issue a warning letter for first time offenders or issue a letter of dismissal for repeat offenders and keeps this record to the student file.

**If the misconduct is not academic-related,**

6.6. the complainer – Lecturer, staff, student, victim will fill out the misconduct form and submit the same to the Student Service Team

6.7. The Student Advisor then will issue a notice to the accused student for a meeting for the purpose of investigation and provide the minutes of the investigation and send the document to the Chair of the Student Services Committee.

6.8. Student disciplinary team will convene to seek clarity and see the merit of the case based on the investigation

6.9. If the complaint is valid, the Chair of the Student Service Committee (SSC) will determine the sanction based on the findings of the team and informs the Student Service Team (SST)

6.10. The Chair of the Student Service Committee (SSC) will instruct the Student Advisor to issue a warning letter for first time offenders or issues a dismissal letter for the repeat offenders and keeps this record to the student file.

If the alleged student is not happy with the decision of the committee, then he/she can appeal within 3 working days of receiving the decision by completing Appeal form and submitting to the Student Advisor. In such cases, the decision of the CEO will be final.

In case the complaint is not valid, the complaint will be dismissed, and the case will be closed.

## 7. References

Title	Link
Complaint Policy	
Appeal Policy	
Learner & Staff Malpractice, Maladministration Policy	
Attendance and Punctuality Policy	

## 8. History of Versions

Version Number	Date	Link	Author	Comment or Reason for Modification
3.2	10-Oct-21		Dr Arbela Espina	Updated the process diagram and the procedure
3.3	14-Aug-22		Rajini Sachin Srinivasan	