


**Academic Integrity Policy**

APPROVAL BODY	DATE APPROVED
Academic Registry Department	05 August, 2010
Education Departmental Board	24 January, 2011
Business Studies Departmental Board	24 January, 2011
Learner Support Department	06 May 2011
BOCODOL Academic Board	8 June 2011
Programmes Committee (by round robin)	17-24 June 2011
BOCODOL Board of Governors	30 June 2011
Date of Effectiveness	1 July 2011

Compiler:	AR Manager	Approving Officer:	Executive Director
Department	ACADEMIC REGISTRY		

	BOCODOL		Page 2 of 7
			Doc. AR/POL/02
	Academic Integrity Policy		Revision No: 1
			Effective Date: 10/08/2011

1. Introduction

This Policy describes academic integrity and the procedures for handling academic dishonesty at BOCODOL. The Academic Integrity Policy shall apply to any and all student learning experiences in which academic credit is awarded, such as courses, internships, practical work, theses, presentations, etc.

2. Rationale

Honesty and integrity are key preconditions for the exercise of academic freedom in institutions of higher learning. In turn, the high value the academic community places on academic freedom requires a commitment to correspondingly high standards of honesty and professional integrity and conduct in all academic work, including research, coursework, assessment, etc. For that reason, BOCODOL demands that all written or any other work which students submit must be (a) the product of their own efforts and (b) consistent with professional standards of this policy. Through this policy BOCODOL is expressing high intolerance of any form of academic dishonesty, including cheating, plagiarism, forgery, fabrication and other forms of dishonest or unethical behaviour.

3. Policy Objectives

- 3.1. To demonstrate the BOCODOL's disapproval of academic dishonesty;
- 3.2. To guarantee a fair procedure for resolving complaints of academic dishonesty;
- 3.3. To serve as a resource for all College staff and students on matters of academic integrity and dishonesty;
- 3.4. To promote honest academic conduct among students and staff;
- 3.5. To provide a framework for monitoring, adjudicating and assigning administrative sanctions to students and staff who have violated the academic Integrity requirements

4. Definition of Academic Integrity


In this policy academic integrity is conceived as the extent to which academic work is undertaken honestly and ethically, and involves:

- 4.1. taking full credit for one's work and giving full credit to others who might have helped or whose work was incorporated into the work that is being submitted;
- 4.2. representing one's work honestly and accurately;
- 4.3. cooperating with other students in academic exercises only where specifically permitted;
- 4.4. reporting to the authorities information regarding academic dishonesty

5. Definition of Academic Dishonesty

A list of behaviours that constitutes academic dishonesty is presented below and definitions and explanations provided thereof are only illustrative, but not exhaustive, of various ways in which

Compiler:	AR Manager	Approving Officer:	Executive Director
Department	ACADEMIC REGISTRY		

	BOCODOL	Page 3 of 7
		Doc. AR/POL/02
	Academic Integrity Policy	Revision No: 1
		Effective Date: 10/08/2011

academic dishonesty can be committed. Academic dishonesty includes, but is not limited to, cheating, plagiarism, fabrication, multiple submission, complicity and misconduct in research and creative work.

5.1. Cheating

Cheating involves the use or attempted use of materials (including information, notes, study aids, etc.) or other assistance in any academic exercise without authorization by the course coordinator and includes the following;

- 5.1.1. copying or attempting to copy from an assignment, test or examination of another student;
- 5.1.2. use or attempted use of unauthorized materials, information, notes, study aids or other devices (including electronic gadgets) for a test, examination or academic exercise;
- 5.1.3. engage or attempt to engage the help of another individual or entity in misrepresenting a student's academic performance;
- 5.1.4. altering or attempting to alter or interfering with the grading process;
- 5.1.5. unauthorized transmission of information to another person for a test, examination or academic exercise;
- 5.1.6. sitting or attempting to sit a test, examination or academic exercise as a surrogate;
- 5.1.7. unauthorised submission of work previously graded in another course;
- 5.1.8. any other act that a student may commit on his, her or another's behalf which may defraud or misrepresent, including aiding or abetting any act of cheating;

5.2. Fabrication and Obstruction


5.2.1. Fabrication

Fabrication involves the use of falsified, invented, or counterfeited information or citation in an academic exercise, including tests, assignments, examinations, etc. A student may not use fabricated or falsified information in any academic exercise, including using "invented" data or reproduce a quotation from a secondary source and indicate that the quotation was obtained from the original source.

- 5.2.1.1 failure to acknowledge the actual source of information cited in any academic programme constitutes a violation of academic integrity;
- 5.2.1.2 using "invented" information or data in research or practical work is a violation of academic integrity;
- 5.2.1.3 providing or attempting to provide College officials with fabricated, forged, or misleading information on official records, or other records related to academic work of a student is an infringement of academic integrity;

5.2.2. Obstruction

Compiler:	AR Manager	Approving Officer:	Executive Director
Department	ACADEMIC REGISTRY		

	BOCODOL		Page 4 of 7
			Doc. AR/POL/02
	Academic Integrity Policy		Revision No: 1
			Effective Date: 10/08/2011

Obstruction is an act or behaviour that limits or denies others access to educational resources and materials by deliberately impeding progress in their work. Examples of acts of obstruction that violate academic integrity include giving other students false or misleading information; stealing, changing, or destroying another student's work; defacement, mutilation, and concealment of library materials; or altering computer files that belong to another person. Therefore;

5.2.2.1 it is a breach of academic integrity to deny others access to educational resources;

5.2.2.2 it is a violation of academic integrity to deliberately impede the progress of another student or scholar;

5.3. Plagiarism

Plagiarism is intentionally or carelessly representing in an academic exercise the work of another person or source as one's own without giving appropriate acknowledgment and/or submitting it to fulfil academic requirements of the College. What is presented below is indicative, but not exhaustive, of what might constitute and how to deal with plagiarism;

5.3.1 it is a violation of academic integrity to represent all or in part another's ideas or product, including verbatim, paraphrasing, charts, figures, illustrations, mathematical or scientific solutions, or research work, without citing the source in the text and in reference lists;

5.3.2 using materials stored electronically or other medium, whether verbatim, paraphrased, abridged, constitutes plagiarism and is a violation of academic integrity if the sources are not appropriately acknowledged;

5.3.3 material used to enhance the author's general understanding of the subject must be acknowledged by parenthetical citation in the text and bibliography;

5.3.4 the seriousness and also subtlety of plagiarism requires students to consult their tutors when unsure of whether they are in violation of academic integrity;

5.4. Complicity


Complicity involves cases where a student deliberately or negligently allows his/her work to be used by another, assists or attempts to assist another in an act that violates academic honesty. The following list, though not exhaustive, represents examples of acts that violate academic honesty in the College;

5.4.1 during any test or examination and assignment where collaboration is not permitted, students are not allowed to allow other students to copy from their work;

5.4.2 in connection with any enquiry instituted by the College, students or staff may not provide false information that violates academic honesty;

5.4.3 a student or staff member who deliberately or negligently provides another with information, material, or assistance that may be used in violation of academic honesty is guilty of academic dishonesty, even though the person has not personally benefitted from

Compiler:	AR Manager	Approving Officer:	Executive Director
Department	ACADEMIC REGISTRY		

	BOCODOL	Page 5 of 7
		Doc. AR/POL/02
	Academic Integrity Policy	Revision No: 1
		Effective Date: 10/08/2011

- that act;
- 5.4.4 supplying or attempting to supply, without prior authorisation, a student with test or examination questions or material to be tested or examined later constitutes a violation of academic honest

6. Evidence of Violations of Academic Honesty

Many reported infractions of academic honesty often involve allegations that are not contested by the offender because they are based on clear evidence. Evidence for suspecting infraction of academic honesty may include, but not limited to, the following;

- 6.1 admission by the offender that an act of dishonesty was committed;
- 6.2 catching an offender in the act of committing an infraction;
- 6.3 testimony of others regarding commission of an infraction of academic honesty;
- 6.4 documentation of the source of material a student represented or attempted to represent without proper acknowledgement;
- 6.5 marked similarity in the work done by different students;
- 6.6 a suspiciously marked difference in the writing style of a student;

7. Consequences for Violating Academic Integrity Policy

Any violation of the Academic Integrity Policy is a serious offence that calls for censure by the College, with penalties ranging from reprimand to expulsion. The consequences of violating academic honesty are both academic and administrative.

7.1 Academic Sanctions


Violations of academic honesty as a result of acts of dishonesty, such as cheating, plagiarism, complicity, fabrication, etc. may result in a student not meeting all or some part of the academic requirements of a course or programme. The academic consequences of infractions of the academic honesty policy may include, but are not limited to the following;

- 7.1.1. issuance of a written reprimand;
- 7.1.2. a student repeating an academic exercise or submitting additional pieces of work;
- 7.1.3. reducing the mark awarded to the piece of work in question up to zero;
- 7.1.4. lowering a student's final mark in the course up to a failure;

7.2 Administrative Sanctions

Serious and repeated violations of academic honesty, including but not limited to stealing, selling, and buying an examination, test or academic work, forging a grade, or falsifying academic transcript, etc. the College may, in addition to academic sanctions, impose administrative penalties, including the following:

Compiler:	AR Manager	Approving Officer:	Executive Director
Department	ACADEMIC REGISTRY		

	BOCODOL	Page 6 of 7
	Academic Integrity Policy	Doc. AR/POL/02
		Revision No: 1
		Effective Date: 10/08/2011

- 7.2.1. suspension;
- 7.2.2. expulsion;
- 7.2.3. award withdrawal;

8. Procedures for Handling Incidents of Academic Dishonesty

The serious nature of the consequences of violating the Academic Integrity Policy requires that careful consideration be given to the evidence of the alleged dishonesty. An instructor who is satisfied by the evidence that it is likely than not that an infraction of the academic honesty policy has occurred is required to do the following;

- 8.1 communicate with and invite the student to meeting as soon as possible following the discovery of an infraction;
- 8.2 present the student with supporting evidence and inform him/her of the consequences of infraction of academic honesty policy;
- 8.3 consider the seriousness of the misconduct;
 - 8.3.1. impose one or more of the sanctions in 7.1 following a student's admission of misconduct;
 - 8.3.2. impose one or more of the sanctions in 7.2 if the evidence show that it likely than not that an infraction occurred;
 - 8.3.3. refer the matter to the Student Disciplinary Committee;
- 8.4 complete a duly signed Student Academic Integrity Record Form
- 8.5 staff is required to report to heads of department and departmental boards any violations of the Academic Integrity Policy and sanctions imposed as a result of such violations
- 8.6 Heads of department and departmental boards will consider the seriousness of the misconduct and make recommendations to the college to impose one or more of the administrative penalties

9. Obligations in Implementation of Academic Integrity Policy


The College expects all those who cherish and depend upon the integrity of the College, its courses, programmes, and its academic awards to exercise responsible citizenship by upholding, at all times, high ethical standards of honesty and fairness and promoting the College's Academic Integrity Policy.

9.1 Obligations of Students under Academic Integrity Policy

Students are required to observe high standards of honesty, integrity and scholarship. The role and obligations of students under the Academic Integrity Policy include but not limited to the following;

- 9.1.1 demonstrate high standards of honesty and integrity in all interactions, including class interface, assignments, tests, examinations, practical work and other academic work;
- 9.1.2 familiarize themselves with the Academic Integrity Policy and the Examinations

Compiler:	AR Manager	Approving Officer:	Executive Director
Department	ACADEMIC REGISTRY		

	BOCODOL	Page 7 of 7
		Doc. AR/POL/02
	Academic Integrity Policy	Revision No: 1
		Effective Date: 10/08/2011

Administration Regulations and Procedures since ignorance of these requirements cannot be used as a form of defence;

- 9.1.3 abide by the requirements of the Academic Integrity Policy at all times;
- 9.1.4 refuse to aid or abet any acts of academic dishonesty;
- 9.1.5 acquaint themselves with the consequences of violating the Academic Integrity Policy and related regulations and procedures;
- 9.1.6 preserve academic integrity by informing appropriate College officials of violations of the Academic Integrity Policy and related regulations and procedures;
- 9.1.7 consult their tutors and other academic staff when in doubt of any aspects of academic integrity;
- 9.1.8 inform appropriate staff of incidents of academic misconduct;

9.2 Obligations of College Staff under Academic Integrity Policy

Since academic staff plays a key role in promoting and upholding academic honesty and integrity and in enforcing the Academic Integrity Policy when violations occur, it is their responsibility to be conversant with the policy and procedures for handling cases of academic dishonesty. The role and obligation of academic staff include, but not limited to the following:

- 9.2.1 inform students of the Academic Integrity Policy and the ethical standards required in courses and the permissible procedures in class work and/or examinations;
- 9.2.2 enforce at all times the Academic Integrity Policy and Examinations Administration Regulations and Procedures;
- 9.2.3 promptly deal with all infringements of the Academic Integrity Policy and suspected cases of academic dishonesty;
- 9.2.4 protecting the anonymity of students who report incidents of academic dishonesty in accordance with College regulations and other requirements;

10. Maintenance of Academic Dishonesty Records

Copies of all students' academic dishonesty records shall be maintained by the Academic Registry office and may be released to any academic staff or College officials who may be investigating a student for violation of academic honesty.

Compiler:	AR Manager	Approving Officer:	Executive Director
Department	ACADEMIC REGISTRY		