

 <p>SPJ School of Global Management DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	<b>Student Misconduct and Plagiarism Policy</b>
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## 1. Purpose

This policy defines the actions that constitute academic misconduct, plagiarism and non-academic misconduct by students and describes the School's processes for investigating and hearing allegations of student misconduct. It also describes the penalties that will apply, where allegations are proven.

This Policy reflects the School's commitment to upholding and protecting the academic integrity of its higher education awards.

It applies to all students enrolled at the S P Jain School of Global Management.

## 2. Academic misconduct and plagiarism

- a. **Academic misconduct** includes but is not limited to:
- i. Cheating or acting dishonestly
  - ii. Assisting any other student to cheat or act dishonestly
  - iii. Seeking assistance from others in order to cheat or act dishonestly
  - iv. Attempting to do any of the above in an examination, test, assignment, essay, thesis or any other assessment task that forms part of the requirements of the course in which the student is enrolled
  - v. Improperly using, or attempting to use, unauthorised material or equipment in an examination
  - vi. Plagiarism
  - vii. Acting in contravention of any official statement that defines acceptable academic practice

**b. Plagiarism**

S P Jain holds a particularly serious view on plagiarism and cheating in any form and will take appropriate steps to detect plagiarism including the use of electronic plagiarism detection tools. Plagiarism consists of using the words or ideas of another, as if they were his or her own - without acknowledgement. The phrase 'using words or ideas of another' includes but is not limited to:

- i. Using study guide material without acknowledgement
- ii. Paraphrasing the work of another person
- iii. Copying any part of another person's work
- iv. Summarising the work of another person
- v. Using or developing an idea or theme derived from another person's work
- vi. Using experimental results obtained from another person's work
- vii. Failing to accurately attribute collaborating students' work on group projects
- viii. Claiming authorship of materials written by another party

**c. Cheating**

Cheating during examinations is a serious offense. Any student caught cheating will be asked to leave the examination room immediately. Incriminating evidence will be retained by the invigilator. Violations other than cheating will be noted by the invigilator.

**d. Inappropriate collaboration**

Close academic collaboration must be acknowledged. Examples of inappropriate collaboration include working with someone else to develop, organise or revise a project, such as a paper, oral presentation, research, design project or take-home examination, and failing to acknowledging the collaborator's help.

**e. Inappropriate proxy**

A student must attend the assigned class and be present at all examinations. Impersonators will be removed from the premises.

**f. Work completed for one subject and submitted for another**

Assignments may not be submitted in more than one class under any circumstances. If assignment duplication is discovered, BOTH submissions will receive a grade of fail grade.

**g. Falsification of data**

Students may not falsify or distort data used to document statements made in any work submitted.

**h. Interference with another student's work**

Students may not intentionally interfere with the work of others, such as sabotaging laboratory experiments, research or digital files, giving misleading information, or disrupting class activities.

**i. Copyright violations**

Copyright laws that govern the copying of printed materials, duplicating computer software, duplicating images and reproducing audio works must be obeyed.

#### **j. Complicity**

Complicity in academic dishonesty consists of helping or attempting to help another student commit an act of academic dishonesty or wilfully assisting another student to violate the Student Code of Conduct. Such complicity is pre-meditated and intentional. It can include, but is not limited to:

- i. Doing work for another student
- ii. Designing or producing a project for another student
- iii. Wilfully providing answers during an exam, test or quiz
- iv. Using a mobile phone to provide information during an exam
- v. Providing a student with an advance copy of a test
- vi. Leaving relevant materials behind at the exam site
- vii. Altering the outcome of results

### **3. Non-academic misconduct**

a. General misconduct includes, but is not limited to:

- i. Failing to comply with any order or direction lawfully made
- ii. Interfering with the freedom of others to pursue their studies, carry out their functions or participate freely in the life of the School
- iii. Harassing or engaging in any other form of improper or discriminatory behaviour towards another student, officer or visitor
- iv. Discriminating against or vilifying others on the basis of race, ethnic or national origin, gender, marital status, sexual preference, disability, age, political conviction or religious belief
- v. Refusing to identify oneself when asked lawfully to do so
- vi. Breaching the terms or conditions of a penalty imposed for misconduct
- vii. Obstructing an representative of the School in the performance of their duties
- viii. Behaving improperly or inappropriately in a class, meeting, or other activity in or under the control or supervision of the School, on School premises, or on any other premises to which the student has rightful access
- ix. Failing to comply with the provisions of a placement at another institution or business
- x. Knowingly making any false or misleading representation as a student of the School
- xi. Altering or attempting to alter any document or record
- xii. Misusing, stealing, destroying, damaging or causing loss or incurring a cost to a facility or to property of the School
- xiii. Misusing computing or communications equipment
- xiv. Students are responsible for their own behaviour on or off campus which violates civil or criminal laws. Any legal action taken against a student is the student's own responsibility.

### **4. Processing allegations of academic misconduct, plagiarism and non-academic misconduct**

- a. If a person believes that academic misconduct has occurred, they must report the alleged breach to the relevant Course Director/Assistant Director (Dean/Assistant Dean).
- b. If a person believes that non-academic misconduct has occurred, they must report the

alleged general misconduct to the Head of Campus (HoC) or department head.

- c. Each allegation will be considered as to whether it was due to carelessness or was unintentional (minor breach) or was an act of deliberate dishonesty or intentional (serious breach).

**d. Academic Misconduct and Plagiarism**

- i. Students are provided information on the above constituents of academic misconduct during orientation by the academic staff including an overview of the e-learning system(Blackboard) and its detection mechanisms for plagiarism via SafeAssign software. Students will also receive training on the various components of what constitutes plagiarism as defined above in Section 2.b.
- ii. To reiterate the importance of gravity of any academic misconduct or plagiarism students sign “Academic Code of Conduct Pledge” during orientation and prior to each term and examination.
- iii. When a Course Director/ Assistant Director (Dean/Assistant Dean) receives a report of alleged misconduct, they have 3 days in which to make a preliminary investigation. The Course Director/ Assistant Director (Dean/Assistant Dean) must determine whether to handle the complaint in consultation with the Director of Examinations (DoE) (minor breach) or refer it to an ad hoc investigative committee (members to be decided by the VP – Academic, Chair- Examination Board and the Registrar) depending on the gravity of the misconduct (serious breach).
- iv. If the Course Director/ Assistant Director (Dean/Assistant Dean) and DoE determine to handle the case the student/s involved must be advised in writing about the general nature of the complaint. The student will be provided the opportunity to respond to the allegation in writing. The student will be required to meet with the Course Director/ Assistant Director (Dean/Assistant Dean) and the case is discussed face to face with the student/s. The penalty decision will be taken accordingly by the Course Director/ Assistant Director (Dean/Assistant Dean) in consultation with DoE and communicated to student/s within 14 days. In exceptional circumstances and only with the concurrence of the Examination Board (EB) the investigation may be extended for a further finite period of time.
- v. If the case is forwarded to an adhoc committee, before the committee begins its inquiry, the student involved must be advised in writing within three days about the general nature of the complaint. The student will be provided the opportunity to formally respond to the allegation in writing. A decision on the allegation should normally be conveyed to the student/s in writing within 14 days of the complaint being lodged. In exceptional circumstances and only with the concurrence of the Examination Board (EB) the investigation may be extended for a further finite period of time.

#### **e. Non-Academic Misconduct**

- i. Students are provided an overview about constituents for non-academic misconduct during orientation by the HoC.
- ii. When a HoC or department head receives a report of alleged misconduct, they have 3 days in which to make a preliminary investigation.
- iii. All complaints received by department head must also be accelerated to the HoC. The HoC must decide in consultation with the concerned department head whether to dismiss the complaint or refer it to an ad hoc investigative committee (members to be decided by the HoC and department head).
- iv. If the HoC determines based on the severity of the complaint, to handle the case, the student/s involved must be advised in writing about the general nature of the complaint. The student will be provided the opportunity formally respond to the allegation in writing. The penalty decision will be taken accordingly by the HoC and communicated to students within 14 days. In exceptional circumstances and only with the concurrence of the President, the investigation may be extended for a further finite period of time.
- v. If the case is forwarded to an ad hoc committee, before the committee begins its inquiry, the student involved must be advised in writing within three days about the general nature of the complaint. The student will be provided the opportunity to formally respond to the allegation in writing. A decision on the allegation must be conveyed to the student in writing within 14 days of the complaint being lodged. In exceptional circumstances and only with the concurrence of the President, the investigation may be extended for a further finite period of time.

#### **5. Procedural fairness**

- a. A student is entitled to procedural fairness in the handling of an allegation of misconduct, including during any appeal proceedings. An allegation of misconduct must specify each individual act of alleged misconduct in writing. A student about whom misconduct is alleged shall be given a reasonable opportunity to prepare a defence, and to call witnesses or other evidence in his/her defence. An independent person with no conflict of interest, and who can consider the matter objectively, shall evaluate the allegation after hearing evidence and examining any exhibits available.

#### **6. Penalties**

- a. Penalties for academic misconduct may include:
  - i. Request to resubmit the specific task
  - ii. a zero mark for any part of the assessment for a subject
  - iii. completion of an alternative assessment for the subject
  - iv. a fail grade on the student's official transcript
  - v. withholding academic results and/or transcript for a specified period

- vi. suspension from a course for up to twelve (12) months
- vii. revocation of a recommendation that a student has satisfied all requirements for an award
- viii. revocation of an academic award conferred by the School
- ix. expulsion

**b. Warnings and academic offences**

- i. The first offence in continual assessment (does not apply to final exams) will usually draw penalties from i-iii with a stern warning and may be decided by the faculty. The faculty will need to inform the Course Director (Dean) / Deputy Course Director (Assistant Dean) and Registrar's office which will issue the warning letter.
- ii. Second offence would draw penalties from iv to ix depending on the nature of the offence and will be decided by the Course Director(Dean) and the Registrar in consultation with faculty. The Registrar's office will issue a final warning letter or termination letter as appropriate attaching the first offence letter
- iii. A third offence will lead to revocation of an academic award conferred by the School and expulsion and the Registrar's office will issue the expulsion letter attaching the first and second offence letters.

**c. Penalties for non- academic misconduct may include:**

- i. a reprimand or caution
- ii. exclusion from a facility for a specified period
- iii. payment of a fine when property or facilities have been damaged
- iv. imposition of conditions on attendance
- v. suspension from a course for up to twelve (12) months
- vi. expulsion

## **7. Appeals Process**

### **a. Internal Appeals Process**

- i. Students, who are dissatisfied with a decision concerning a penalty, including expulsion, relating to academic dishonesty or misconduct, may lodge an appeal to the Chair of the Academic Board through the Registrar.
- ii. Students, who are dissatisfied with a decision concerning a penalty, including expulsion, relating to non- academic dishonesty or misconduct, may lodge an appeal to the VP- Administration.

**b. External Appeals Process**

- i. If the student is dissatisfied with the outcome of the internal appeals process they may appeal to the Visitor as an external independent arbiter. The Visitor shall be an external independent arbitrator appointed by the Board of Directors within 30 days of receipt of the decision by student to seek external appeals process. Any Visitor arrangements will be at no cost or at reasonable cost to students, and will be applied consistently, fairly and without reprisal. Any student who accesses the appeals processes will maintain their enrolment until the case is resolved.

**8. Related Policies**

- a. Student Code of Conduct Policy
- b. Student Grievance and Mediation Policy and Procedures