

 <p>S P Jain School of Global Management</p> <p>DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	<h2 style="text-align: center;">Academic Integrity Policy and Procedures</h2>
Document Type	Policy and Procedures
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### 1. Purpose and Score

- a. As a registered institute of higher education, S P Jain School of Global Management (S P Jain/the School) is committed to upholding and protecting the academic integrity of its higher education operations by providing clear information to students and staff and implementing educative strategies.
- b. Academic integrity is the expectation that teachers, students, researchers and all members of the academic community act with honesty, trust, fairness, respect and responsibility.<sup>1</sup>
- c. This Policy focuses on and applies to all students enrolled at the S P Jain.
- d. This Policy promotes academic integrity; defines the actions that constitute a breach of academic integrity i.e. cheating and plagiarism; describes the School's processes for investigating and hearing allegations of cheating and plagiarism, and the penalties that will apply, where allegations are proven. The policy also details the roles and responsibilities of various stakeholders in upholding academic integrity at the School.

### 2. Principles

- a. S P Jain is committed to high academic standards and expects students to understand and respect principles of academic integrity.
- b. All academic work submitted for assessment at S P Jain must be the independent work of the student.
- c. S P Jain will take appropriate steps to detect plagiarism including the use of electronic plagiarism detection tools.

<sup>1</sup> <https://www.teqsa.gov.au/students/understanding-academic-integrity/what-academic-integrity>

- d. S P Jain provides students with information about what constitutes a breach of academic integrity and provides educative strategies to prevent cheating and plagiarism.
- e. S P Jain acknowledges that not all academic integrity breaches are the same and not all will result in the same outcomes or penalties.
- f. S P Jain will deal with cases of academic misconduct and plagiarism consistently and fairly. In responding to allegations of cheating and/or plagiarism, S P Jain will observe the following values of procedural fairness:
  - i. Students are presumed to be innocent unless they admit to academic misconduct, or evidence is found or observed of academic misconduct;
  - ii. Students will be given the opportunity to respond to allegations of academic misconduct and will be entitled to bring support persons to any formal meeting;
  - iii. A previous instance of academic misconduct will be taken into account in investigating an allegation, and the student has been provided with a formal warning or penalty, and
  - iv. When a student is determined to have committed academic misconduct, the determination and penalty will be recorded on the student's record and the academic misconduct register.

### **3. Plagiarism and other forms of academic misconduct**

- a. Plagiarism occurs when the work of another is represented, intentionally or unintentionally, as one's own work, without appropriate acknowledgement of the author or the source. This category of academic misconduct includes but is not limited to the following:
  - i. Collusion – where a piece of work prepared by working closely with one or more individuals or in a group is represented as if it were the student's own, this includes:
    - Writing the piece of work together
    - Determining the method or approach to question and answers or completed assessment tasks
    - Sharing exam preparatory materials before an exam and then copying verbatim these materials when answering exam question(s).
  - ii. Acquiring or commissioning a piece of work, which is not the student's own and representing it as if it were, by:
    - Purchasing a paper/essay from a commercial service, including internet sites, whether pre-written or specially prepared for the student concerned
    - Using friends, family, other students and private tutors to undertake their assessed work for them.
    - Submitting a paper written by another person, either a fellow student or a person who is not a student at S P Jain.<sup>2</sup>
    - Using an Artificial Intelligence (AI) text generator, without appropriate attribution, and the use of file sharing sites
    - Presenting assignments that have been created or improved through the use of digital aids (e.g., translators, digital assistants, or artificial intelligence tools like

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<sup>2</sup> This definition of plagiarism is based on an excerpt from Griffith University's Institutional Framework for Promoting Academic Integrity among Students as cited in the TEQSA Good Practice Note on Addressing Contract Cheating.

ChatGPT, Bard, Bing, etc.) to an extent where the submitted work no longer reasonably reflects the student's abilities or cannot be deemed an authentic product of and submission by the student, unless expressly allowed by the assessment specifications.

- b. Other forms of academic misconduct include, but not limited to:
  - i. Submitting one piece of work for more than one assignment or for more than one class, except if explicitly permitted by the faculty (academic staff).
  - ii. Helping or attempting to help another student to cheat including:
    - Doing work or digitally submitting the work for another student
    - Designing or producing a project for another student
    - Providing answers during an exam, test or quiz including by mobile phone
    - Providing a student with an advance copy of a test
    - Leaving relevant materials behind at the exam site
  - iii. Not adhering to examination administrative guidelines
  - iv. Use of AI and other digital aids for assessment task/s where use of these aids and tools is not permitted for the assessment task/s
  - v. Altering the outcome of results
  - vi. Acting dishonestly or improperly in assessment tasks and/or examinations
  - vii. Cheating in examinations
  - viii. Falsification of or distorting data
  - ix. Attending classes or exams on behalf of someone else or asking someone to attend a class or take an exam instead of the enrolled student
  - x. Interfering with the work of others, such as sabotaging laboratory experiments, research or digital files, giving misleading information, or disrupting class activities, and,
  - xi. Modifying and submitting modified group assignment/s on behalf of the group without taking consent of all the group members.

#### **4. Awareness and Orientation**

- a. Students are provided with information on the constituents of academic misconduct during orientation including an overview of the e-learning system (Blackboard) and its detection mechanisms for plagiarism via Turnitin software. Students will also receive training on the various components of what constitutes plagiarism as defined above in Section 3. Students are also provided information during orientation about referencing techniques and APA guidelines.
- b. The Student Handbook also provides information and policy details on Academic Integrity and plagiarism.
- c. To emphasise the importance and gravity of any instances of academic misconduct or plagiarism, students must sign an “Academic Code of Conduct Pledge” during orientation and prior to commencement of each term /semester and proctored examination.

## **5. Identification of breaches of academic integrity**

- a. Consideration of intent and circumstantial evidence will be given to each allegation of academic misconduct, i.e. whether it was due to carelessness or was unintentional (minor breach) or whether it was an act of deliberate dishonesty or intentional (serious breach). Serious breaches will be dealt with formally by a well-trained investigative and decision-making committee.
- b. If a staff or student believes that academic misconduct has occurred, they must report the alleged breach of academic integrity with supporting information and evidence to the relevant Course Director/Assistant Director (Dean/Assistant Dean) via the Course Office.

## **6. Managing breaches of academic integrity**

- a. When a Course Director/Assistant Director (Dean/Assistant Dean) receives a report of alleged misconduct, they have three working 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 - Examinations Board, Vice President – Administration/ Registrar) depending on the gravity of the alleged misconduct (serious breach).
- b. If the Course Director/Assistant Director (Dean/Assistant Dean) determines that more information is needed the Course Office will liaise with the relevant staff and or student/s who will provide the additional information at the earliest.
- c. If the Course Director/Assistant Director (Dean/Assistant Dean) and DoE determine that this is a case of academic misconduct the student/s involved must be advised in writing about the general nature of the complaint. The student will be provided with an opportunity to respond to the allegation in writing within three working days. The student may be required to meet with the Course Director/Assistant Director (Dean/Assistant Dean) to discuss the case face to face. 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 working days from the date the student responds to the allegation. In exceptional circumstances and only with the concurrence of the Examination Boards (EB), the investigation may be extended for a further finite period of time.
- d. 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 working days about the general nature of the complaint. The student will be provided with an opportunity to formally respond to the allegation in writing within three working days. The committee may also request for a meeting with the student. The student may be allowed to have a support person at the meeting. A decision on the allegation should normally be conveyed to the student/s in writing within 14 working days lodged from the date the student responds to the allegation. In exceptional circumstances and only with the concurrence of the Examinations Board the investigation may be extended for a further finite period of time.

- e. All concerned staff and students will be informed about the de-identified outcomes of investigations into serious breaches of academic integrity by email.
- f. If a student does not reply to the allegation letter and /or attend a meeting requested by the Course Director/Assistant Director (Dean/Assistant Dean) and/or the ad hoc committee then the decision will need to be made in absentia on basis of the available evidence and the student's responses, if any.

## **7. 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.

## **8. Penalties**

- a. Penalties may include one or more of the below:
  - i. a request to resubmit the specific task
  - ii. a zero mark or reduced marks for any part of the assessment for a subject
  - iii. a requirement to complete an alternative additional assessment for the subject
  - iv. a fail grade
  - v. Downgrading (reducing the grade)
  - vi. withholding academic results and/or transcript for a specified period
  - vii. suspension from a course for up to twelve (12) months
  - viii. revocation of a recommendation that a student has satisfied all requirements for an award
  - ix. expulsion
  - x. revocation of an academic award conferred by the School (requires approval Board of Directors on the recommendation of the Academic Board)
- b. Besides the above penalties academic misconduct may also lead to revocation of scholarships or academic honours like Dean's List awarded by the School and /or removal from student council positions.
- c. Warnings and application of penalties
  - i. The first offence in continual assessment (does not apply to final assessment) that is deemed not to be a serious offence, may draw penalties from i-iii with a formal warning and may be decided by the faculty in consultation with the Course Director (Dean)/ Deputy Course Director (Assistant Dean). The Registrar's office which will issue the warning letter to the student.

- ii. Serious and/or repeated offences would draw penalties from iv to x depending on the nature of the offence and will be decided by the Course Director (Dean), in consultation with the DoE. The Registrar's office will issue a final formal warning letter, suspension letter or termination letter to the student as decided, attaching any previous formal warning letters.
  - iii. If an ad hoc investigative committee is formed the penalty will be decided by the ad hoc committee. The Registrar's Office will issue the formal letter, suspension letter or termination letter to the student as decided, attaching any previous formal warning letters.
- d. It is to be noted that if an international student studying in Australia is suspended or expelled, S P Jain is required to report the suspension/ expulsion to the Department of Home Affairs. This may affect the student's visa status.

## **9. Appeals Process**

- a. All decisions made by the School in relation to academic integrity issues can be appealed through the processes set out under academic grievance in the Student Grievance and Mediation Policy and Procedures.

## **10. Roles and Responsibilities**

- a. The Academic Board sets the policies and standards to uphold and protect the academic integrity and oversee the quality assurance processes for academic integrity at the School.
- b. The Examination Board (EB) promotes and upholds high standards of academic integrity processes across the School.
- c. The Course Directors (Deans) supported by Assistant Directors (Assistant Deans):
  - i. promote and uphold high standards of academic integrity processes in their respective courses;
  - ii. In consultation with the Registrar arrange for academic integrity sessions during student orientation;
  - iii. investigate all possible instances of academic misconduct, determine the investigative process to be followed and penalties to be awarded in line with this policy and in consultation with DoE.
- d. The DoE monitors all matters related to academic integrity and maintains a centralised register for academic integrity breaches. DoE in consultation with the Registrar keeps the EB updated of the various matters on academic integrity.
- e. The Director - Faculty Recruitment and Training fosters and arranges for/facilitates training on academic integrity at time of onboarding academic staff and as a continued process thereafter.

- f. The Course Managers facilitate and support the process of investigation of an allegation of misconduct, liaising with various parties (student, academic staff, Course Director/Assistant Director and DoE) and gathering and presenting evidence for review.
- g. The Academic Staff (Faculty) engaged in learning and teaching play a crucial role in upholding academic integrity and are expected to:
  - i. Keep abreast of educational approaches to academic integrity;
  - ii. Educate students on scholarly practices and academic integrity;
  - iii. Design assessment tasks which promote learning and minimise academic misconduct;
  - iv. Design assessment tasks to foster responsible and ethical use of AI in ways that are authentic to both the task and the unit of study<sup>3</sup>
  - v. Provide guidance to students for all assessments and a clear notification of assessment deadlines, materials, and other expectations;
  - vi. Verify the originality of student work, checking the accuracy and appropriateness of references and citations, and
  - vii. Report suspected breaches according to procedures.
- h. Students have a responsibility for upholding academic integrity and should:
  - i. Familiarise with and adhere to the Academic Integrity Policy and Procedures;
  - ii. Attend sessions and workshops arranged by the School on academic integrity, plagiarism and referencing and complete any required academic integrity modules;
  - iii. Comply with procedures and instructions for exams and other assessment tasks;
  - iv. Where unclear, seek clarification on the academic integrity requirements;
  - v. Submit their own work, sit their own tests and examinations;
  - vi. Acknowledge the work of others used in assessments adhering to APA referencing conventions;
  - vii. Recognise that using generative AI may vary across different units of study (subjects) and to use generative AI tools for assessment tasks as authorised in the assessment guidelines for the unit of study or a specific assessment;
  - viii. Identify AI models, tools, and prompts suitable for the unit of study (subject) and acknowledge the use of AI tool in written assessments in accordance with the assessment guidelines.
  - ix. Be mindful of the potential for "hallucinated references," where generative AI language models may fabricate references from components of actual references;
  - x. Provide accurate data and results in their assignments and research;
  - xi. Take precautions so that their work is not copied or misused, and
  - xii. Abstain from plagiarism, collusion, cheating and any type of academic misconduct.

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<sup>3</sup> <https://www.teqsa.gov.au/sites/default/files/2023-09/assessment-reform-age-artificial-intelligence-discussion-paper.pdf>

## **11. Recording and Reporting**

- a. The Office of Examinations will maintain a register of all reported cases of academic misconduct and the individual case files.
- b. The Examination Board will provide an annual report of academic integrity breaches to the Academic Board. The report will provide course wise summarised and deidentified details of each case of academic misconduct for the preceding calendar year. The report will also provide the Academic Board with comparative analysis of academic integrity breaches with previous years and improvement actions undertaken during the year/planned in the forthcoming year/s to foster academic integrity and minimise instances of academic misconduct.

### **Related Policies**

- a. Assessment Validation, Grading and Moderation Policy and Procedures
- b. Processes and Guidelines for Plagiarism Control for all soft copy submissions
- c. Student Code of Conduct Policy
- d. Student Grievance and Mediation Policy and Procedures
- e. Student Misconduct Policy and Procedures