

# ACADEMIC INTEGRITY POLICY



Academic dishonesty is prohibited in MEDICAMPUS. Penalties for academic dishonesty include academic sanctions, such as failing or otherwise reduced grades, and/or disciplinary sanctions, including suspension or expulsion.

## **1. Definitions and examples of academic dishonesty**

- Cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise.
- Plagiarism is the act of presenting another person's ideas, research or writing as your own.
- Obtaining unfair advantage is any action taken by a student that gives that student an unfair advantage in his/her academic work over another student, or an action taken by a student through which a student attempts to gain an unfair advantage in his or her academic work over another student.
- Falsification of records and official documents

## **2. Methods for promoting academic integrity**

The Institute considers promoting academic integrity to be a serious issue and has mandatory in-house provision and requirements for ethics and integrity education and training for staff.

Some of the primary strategies used for promoting a culture of academic integrity in the Institute include:

- packets containing a copy of the Policy on Academic Integrity;
- training and education for students, academics, and professional staff on how to maintain and promote academic integrity within the Institute;
- communication of course specific academic integrity expectations in the faculty syllabi;

- helping students to understand academic integrity through a programme of education and support starting after they join the institution.

### **3. Reporting**

The Academic Integrity Officer shall serve as the initial contact person with Institute members when they report incidents of suspected academic dishonesty. The Academic Integrity Officer may be a member of the Student Office or another Institute member. The Academic Integrity Officer will be appointed by the Managing Director.

A Institute member who suspects that a student has committed a violation of the Academic Integrity Policy shall review with the student the facts and circumstances of the suspected violation whenever feasible.

Thereafter, a Institute member who concludes that there has been an incident of academic dishonesty sufficient to affect the student's final course grade shall report such incident in writing to the Academic Integrity Officer.

The report shall contain, at a minimum, the name of the Professor, the name of the student, the course name and number, the date of the incident, an explanation of the incident and the Professor's contact information.

The Academic Integrity Officer shall write a Report Form after a suspected incident has been resolved to reflect that resolution. Unless the resolution exonerates the student, the Academic Integrity Officer shall place the Form in a confidential academic integrity file created for each student alleged to have violated the Academic Integrity Policy and shall retain each Form for the purposes of identifying repeat offenders, gathering data, and assessing and reviewing policies.

Unless they exonerate the student, written decisions on academic integrity matters after adjudication also shall be placed in the student's academic integrity file. The Academic Integrity Officer shall be responsible for maintaining students' academic integrity files.

#### **4. Procedures for imposition of sanctions**

- **Determination on academic vs. disciplinary sanction.**

The Academic Integrity Officer shall determine whether to seek a disciplinary sanction in addition to an academic sanction. In making this determination, the Academic Integrity Officer shall consult with the Institute member who initiated the case, the Dean and the Managing Director.

Before determining which sanction(s) to seek, the Academic Integrity Officer also shall consult the student's confidential academic integrity file, if any, to determine whether the student has been found to have previously committed a violation of the Academic Integrity Policy, the nature of the infraction, and the sanction imposed or action taken.

The Academic Integrity Officer should seek disciplinary sanctions only if (i) there is a substantial violation; (ii) the student has previously violated the Policy; or (iii) academic sanctions may not be imposed because the student has timely withdrawn from the applicable course.

Examples of substantial violations include but are not limited to forging a grade form or a transcript; stealing an examination from a Professor or a Institute office; having a substitute take an examination or taking an examination for someone else; having someone else write a paper for the student or writing a paper for another student; sabotaging another student's work through actions that prevent or impede the other student from successfully completing an assignment. The Institute also should consider any mitigating circumstances in making this determination.

- **Procedures in cases involving only academic sanctions.**

- a. Student admits to the academic dishonesty and does not contest the academic sanction.

If a Institute member wishes to seek only an academic sanction (i.e., a reduced grade) and the student does not contest either his/her guilt or the particular

reduced grade the Institute member has chosen, then the student shall be given the reduced grade, unless the Academic Integrity Officer decides to seek a disciplinary sanction.

The reduced grade may apply to the particular assignment as to which the violation occurred or to the course grade, at the Institute member's discretion. The Institute member shall inform the Academic Integrity Officer of the resolution via email and the Officer shall update the applicable Report Form to reflect that resolution.

- b. Student admits to the academic dishonesty but contests the academic sanction.

In a case where a student admits to the alleged academic dishonesty but contests the particular academic sanction imposed, the student may appeal the academic sanction. The student shall be allowed an opportunity to present a written position with supporting evidence. The Managing Director and the Academic Integrity Officer reviewing the appeal shall issue a written decision explaining the justification for the academic sanction imposed.

- c. Student denies the academic dishonesty.

In a case where a student denies the academic dishonesty, a fact-finding determination shall be made by an Internal Committee composed by the Dean, the Managing Director and the Academic Integrity Officer.

The Internal Committee shall provide a student with (i) written notice of the charges against him or her; (ii) the right to appear before the Committee; and (iii) the right to present witness statements and/or to call witnesses.

The Internal Committee shall also provide the Institute member with the right to make an appearance before the Committee.

The Committee may request the testimony of any witness and may permit any such witness to be questioned by the student and by the administrator presenting the case.

Internal Committee shall issue written decisions and send copies of their decisions to the Academic Integrity Officer.

- **Procedures in cases involving disciplinary sanctions.**

If the Institute decides to seek a disciplinary sanction, the case shall be heard by the Academic Integrity Committee composed by the Dean, the Academic Advisory Board and the Student Council.

The Academic Integrity Officer may not serve on the Institute's Academic Integrity Committee.

The student's grade shall be held in abeyance, pending the Committee's action. If the Academic Integrity Committee finds that the alleged violation occurred, then the Institute member may reflect that finding in the student's grade. If the Academic Integrity Committee finds that the alleged violation did not occur, then no sanction of any kind may be imposed.

Where a matter proceeds to the Academic Integrity Committee, the Academic Integrity Officer shall promptly report its resolution to the Institute member and file a record of the resolution in the student's confidential academic integrity file, unless, as explained below, the suspected violation was held to be unfounded.

- **Required action in cases of no violation**

If either the Internal Committee or the Academic Integrity Committee finds that no violation occurred, the Academic Integrity Officer shall remove all material relating to that incident from the student's confidential academic integrity file and destroy the material.