

## **ACADEMIC INTEGRITY POLICY AND GUIDELINES**

### **01 INTRODUCTION**

The students, faculty and administrators of the Lyceum campus comprise a community of scholars who are committed to the pursuit of excellence in learning, teaching, researching and innovation. Academic integrity is the cornerstone upon which excellence in these endeavors is based. This Academic integrity Policy recognizes our shared obligation to promote honesty and the related principles of trust, fairness, respect, responsibility and courage among all members of our Campus.

For these reasons it is essential that all members of the Campus community understand our shared standards of academic integrity . Academic Integrity Policy , more than just a series of regulations, serves as a guide and resource for students and faculty for understanding these standards and their importance in the Mission of the Lyceum Campus

With a robust Academic Integrity Policy , the Campus will have the tools it needs to shape exemplary students who graduate with honesty ,trust, fairness, respect and responsibility as their core, preparing them for their careers and beyond.

### **02 PURPOSE**

Purpose is to:

- 2.1 educate the academic community about ethical practices in scholarship and research
- 2.2 foster a culture of honest academic conduct;
- 2.3 the handling of violations of academic integrity through fair and consistent processes;
- 2.4 set out the campus's approach to managing alleged breaches of academic integrity and to continuously improving its academic integrity support and processes; and
- 2.5 identify responsibilities and accountabilities for decisions and processes related to establishing and maintaining academic integrity in the Campus..

### **03 SCOPE**

The Policy applies :

- 3.1 to all applicants seeking admission to the campus
- 3.2 to undergraduate students in the Campus
- 3.3 to postgraduate students of the Campus
- 3.4 to students who have graduated and left the Campus where the alleged breach occurred while they were enrolled at the Campus
- 3.5 to all academic and professional staff engaged in learning, teaching, and research , including those responsible for the design, approval, delivery and administration of coursework awards,
- 3.6 to administrative personnel involved in academic or research activities

The Policy should be read in conjunction with the Lyceum Campus Student Charter; by-laws on student conduct and discipline ; Code of Conduct of the academic staff; by -laws on examination procedure, offences, and punishment ; Code of good practices for research and Research Policy.

#### **04 EMPOWERING THE CAMPUS COMMUNITY ABOUT ACADEMIC INTEGRITY AND THE POLICY**

- 4.1 Pre-enrollment communication with all incoming undergraduate and graduate students should include the Policy and require students to sign off in their acceptance of the Policy prior to arrival on Campus for orientation programme;
- 4.2 Orientation programme for first year students at the undergraduate level should include a discussion of the Academic Integrity Policy .
- 4.3 Students can best meet their obligation to academic integrity by adhering to Academic Integrity Policy in all academic matters. This includes completing their work through their own honest efforts and expecting and encouraging honesty among their peers.
- 4.4 Departments will provide their incoming graduate students with an orientation to the Policy . Course-specific materials such as syllabi and websites will refer to the Policy and how it will apply to the class.
- 4.5 All new instructors of the Campus and academic staff will receive an induction programme on the Policy
- 4.6 Faculty members, course instructors, Teaching Assistants, Demonstrators and other staff have the responsibility to uphold the Campus Policy , model integrity, in their own practices and educate students about disciplinary standards.
- 4.7 Campus will aim to regularly review and continuously improve Academic Integrity support and processes.

#### **05 IMPLEMENTATION OF THE POLICY**

- 5.1 The Academic Integrity Policy is managed by the relevant Faculty Deans.

#### **06 ACADEMIC INTEGRITY POLICY STATEMENT**

Lyceum Campus aspires to the highest standards of integrity in all endeavors. Academic integrity furthers the central mission of the Lyceum Campus , to foster high quality of learning, teaching, and researching, endeavors that are premised on individual intellectual and creative work and requires a commitment of honesty, trustworthiness , fairness, respect, responsibility and courage.

To sustain these values the Campus's Academic Integrity Policy :

- Sets forth clear ethical expectations , for students in their academic endeavors;
- Promotes consistency of standards and practices across faculties and programmes;
- Encourages reporting of suspected violations; and

- Facilitates the resolution of cases as promptly as possible while providing thorough and fair consideration for students and teachers.

Failure to uphold the principles of academic integrity threatens not only the reputation of campus, but also the value of each and every degree awarded by the institution. All members of the Campus community has a shared responsibility for ensuring that the highest standards of academic integrity are upheld.

## 6.1 CORE PRINCIPLES OF ACADEMIC INTEGRITY

**6.1.1** *All members are responsible*: All members of the Campus community are responsible for ensuring academic integrity is embedded and upheld.

**6.1.2** *Academic integrity is owned by all stakeholders* in the Campus. The Campus expects students and staff to conduct themselves in a manner that is consistent with Academic Integrity values and principles. The Campus recognizes that responsibility for upholding Academic Integrity is shared by all members of the Campus community.

**6.1.3** *Collaboration with other HEIS in the sector*: Collaboration can address this including by sharing best practices, working together on issues of mutual concern-such as sharing intelligence on essay mills or degree mills that are targeting their students or staff.

**6.1.4** *Consistent and effective institutional policies and practices*:

- The Campus has clearly defined policy ,procedures,and regulations that support academic integrity and maintain a suite of academic integrity policies and practices that:
  - focus on educative and preventing measures and activities
  - have clear terms and definitions that distinguish between different types of academic misconduct through the use of examples that can be understood by students
  - eEstablish with transparency the level of penalties or developmental support applicable and proportionate to different types of academic misconduct
  - have clear,easy to follow and fair processes for investigating and assessing possible cases
  - are subject to regular review and continuously improve Academic Integrity support and processes
- The institution limits the opportunities for academic misconduct , through the use of feedback loops, appropriate teaching and learning, and assessment approaches , and the utilization of remedial approaches when academic misconduct is identified.

**6.1.5** *Engage with and empower students*:

- The Campus aims to provide a learning environment that instills the values and principles of Academic Integrity and provides educative resources , support and guidance.

#### 6.1.6 *Empower and engage with staff:*

- The Campus provide opportunities for teaching and professional staff to proactively communicate Campus's Academic Integrity policies and processes to them.
- Tools and resources to detect and deter breaches such as best practices in course delivery, course design and assessment, and admissions verification and technology can be made available to teaching and professional staff.
- Capacity of staff are developed to support learners to follow good academic integrity practices and provides formal opportunities for staff to engage in developmental conversations on academic integrity..
- The academic community inspires,fosters,models,and mentors enrolled students to behave with academic integrity

#### 6.1.7 *Institutional autonomy:*

- As an autonomous institution the Campus is responsible for promoting and maintaining the quality and integrity of their own provision and securing the academic standards of the awards they offer. In doing so, they protect their reputation.
- The enforcement of academic integrity is in accordance with due processes, practices and enrolled students 'rights as in the *Campus Student Charter*.
- The penalties adopted for academic misconduct are appropriate, objective, relevant, and balanced to the severity of the academic misconduct.
- The Campus manages incidences of academic misconduct effectively and efficiently .This protects the reputation of the Campus' s academic practices and programmes and thus the qualifications gained by students.6.2

## 6.2 CORE VALUES OF ACADEMIC INTEGRITY

The Lyceum Campus expects the following academic integrity values to be applied by staff and students engaged in teaching, learning and research and innovation :

- 6.2.1 *Honesty:* the foundation of integrity and the pre-requisite for full realization of trust,fairness, respect,and responsibility, encouraging openness,and acknowledging /giving credit where required
- 6.2.2 *Respect:* valuing diversity , being inclusive,listening to other's view points,and treating others fairly in a context of academic freedom
- 6.2.3 *Trust:* reciprocal,and refers to being reliable, applying academic standards unfailingly and fairly , and acting with genuineness

- 6.2.4 *Responsibility* being proactive,taking ownership,and holding oneself,and others accountable
- 6.2.5 *Fairness:* communicating clearand reasonable expectations, acting predictably and transparently, responding consistently,and engaging equitably
- 6.2.6 *Courage :* a willingness to hold oneself and others to highest standards of academic integrity even in challenging circumstances

### 6.3 ACADEMIC MISCONDUCT

6.3.1 Academic misconduct refers to any action or attempted action that gains or attempts to gain an unfair academic advantage for oneself or an academic advantage or disadvantage for others

6.3.2 It encompasses a range of behaviours that violate the principles of academic integrity and honesty.Academic misconduct can be intentional or unintentional, but regardless of intent it is considered a serious breach of academic integrity .

6.3.3 .The following list of academic integrity violations and their descriptions is not meant to be exhaustive. It provides the most common examples of the violations

- *Plagiarism* : Plagiarism is defined as use of intellectual material produced by another person without acknowledging its source , for example:
  - a. -Wholesale copying of passages from works of others into your homework, essay, term paper, or dissertation without acknowledgement. device without acknowledgement
  - b. Use of the views , opinions, or insights of another without acknowledgement
  - c. Paraphrasing another person's characteristic or , metaphor, or other literary
  - d. Copying any material from electronic or print resources without referencing the source
- *Self-plagiarism* : Where a person presents text, ideas or data from their own previous scholarly work, or work submitted for assessment , in a different context, as new work, without acknowledging the other work as a source
- *Collusion* : Where a student presents work as independent work when it has in fact, been produced through uncommitted cooperation with another student or students.for example :
  - a. Impersonates another person to sit or complete an assessment task,or by recording the other person's attendance at a class or activity when the other person is absent
  - b. Deliberately or by not taking reasonable care enables another person to commit an act of academic misconduct.
  - c. Unauthorized collaboration with other students on assessable work
  - d. Unauthorized file sharing including uploading or posting a copy of a subject outline, assessment task, examination item,or any other subject or course

materials to a website or server without express permission of the Campus , for any other reason than personal use

- e. Removing or endeavouring to remove from the examination session any question or answer paper , other than the paper provided for use by the student during the course of the examination , or other material which is the property of the Campus unless authorized by the supervisor.
- *Cheating in Examinations* :Cheating in examinations means engaging in dishonest practice or breaching the rules during or in relation to Examinations , whether held in person or online.Cheating in examinations includes:
  - a. Communicating in any way during an examination with any person who is not an exam invigilator
  - b. Giving or accepting assistance from any person who is not an exam invigilator whilst in the examination venue
  - c. Taking unauthorized materials into the exam .This can include notes (including any information written on a part of your body or clothing),documents , or non permitted devices other than that explicitly approved by the Course coordinator or setter.
  - d. Talking or communicating with another student during the exam
  - e. Having another person sit the exam for you
  - f. Student obtains access to the exam question paper through dishonest behaviour before the examination
  - g. The student aids or abets another student to cheat
  - h. Sending, receiving,or accessing any source of electronic information during the examination unless specified by the examiner
- *Contract cheating*:
  - a. Where a student submits completed or partially completed work that a third party has completed for the student regardless of whether the third party is paid or unpaid.
  - b. Purchasing a completed or partially completed assignment task from a commercial service to submit as original work
  - c. Submitting an assessment task which has been completed or partially completed produced by a friend, family member or staff member of the university
  - d. A student arranging another person to sit the exam
  - e. When one person pays another person or service, or offers them some other inducement, to write or develop part or all of the assessment work that they then presents as their own work.
  - f. Buy a completed assignment from a tutor
  - g. Ask a partner, friend or family member to write part or all of an assignment for you

- h. Get someone to sit an exam for you *Copying*
  - i. where a student submits an assessment task which the student has copied from another person with or without their knowledge
- *Research misconduct* :Research misconduct may occur in contexts where a student is carrying out a research project or publishes an output from a research project .Behaviours that constitute research misconduct in such a context include:
  - a. Fabrication,falsification,or misrepresentation of results
  - b. Plagiarism
  - c. Misleading attribution of authorship
  - d. Use of others' intellectual property without acknowledgement
  - e. Failure to declare and manage conflicts of interest
  - f. Failure to manage research funds responsibly
  - g. Falsification or misrepresentation to obtain funding
  - h. Risking the safety of human participants , the welfare of animals or harm to the environment
  - i. Wilful concealment or facilitation of research misconduct by others
- *Inappropriate use of artificial intelligence and digital tools*

Where the use of these tools subverts the aims of assessment or gives the student an unfair academic advantage.Inappropriate assistance can include:

- a. Submitting work produced by generative artificial intelligence as your own work
  - b. Using information generated by artificial intelligence without appropriate acknowledgement or attribution
  - c. Use of digital tools to disguise plagiarism, collusion ,copying, contract cheating or any other behaviours of academic misconduct
- *Misrepresentation/Fabrication:* Where a student presents untrue information or misleading information. Misrepresentation can include:
  - a. Submitting falsified , copied, or improperly obtained data relating to results of laboratory work, clinical placements,, practicums, field trips or other work as if they were genuine.
  - b. Altering or falsifying any document or record for the purposes of gaining academic advantage including assignment submission information.
  - c. Inclusion of citations to non-existent or incorrect sources
- *Misuse of a Student's Username and Password:*

The username given to students and the password that they set authorize student access to course materials through Blackboard or other password protected sites.Students are responsible for protecting their access to these materials,many of which may be copyrighted.It is a violation of the Campus



Policy to allow unauthorized access to protected materials by the sharing of any usernames and passwords.

- *Denying Others Access to Information or Material:* Any act that deliberately hinders the use of access to library or course materials . Examples include:
  - a. The removal of pages from books or journals or reserve materials
  - b. The removal of books from libraries without formally checking out the items
  - c. The intentional hiding of library materials
  - d. The refusal to return reserve readings to the library

## **07 REPORTING AND INVESTIGATION**

7.1 Allegations of academic misconduct must be reported to the relevant Faculty Deans.

7.2 A fair and confidential investigation will be conducted

7.3 The accused will have an opportunity to respond

## **08 PENALTIES FOR BREACH**

8.1 Depending on the severity and frequency , penalties may include:

8.2 Formal warning

8.3 Resubmission of work

8.4 Reduction to grades or failing the assessment

8.5 Suspension or expulsion

## **09 APPEALS**

All individuals have the right to appeal. Appeals against decisions should be made in accordance with the Campus Policy and Procedure for student complaints , within 14 calendar days from the date of the Board of Discipline.

## **10 POLICY MONITORING AND REVIEW**

The Campus Policy Committee will regularly monitor and review this policy and its associated procedures to assess the effectiveness of its implementation and outcomes.

## **11 ROLES AND RESPONSIBILITIES**

*11.1 The Campus :* Promote academic integrity as a shared responsibility across the Campus

11.1.1 The Campus has a responsibility to provide a supportive, inclusive, and safe learning environment

11.1.2 Provide training , resources ,and support to staff to assist them in providing appropriate academic integrity guidance and relevant feedback to students

11.1.3 Provide training , resources and support to students to develop their knowledge and skills in academic integrity



- 11.1.4 Provide appropriate mechanisms for all members of the campus to identify and report alleged breaches of academic integrity in an accessible , anonymous and confidential manner
- 11.1.5 Maintain transparent and accessible policies and procedures regarding the management of alleged academic misconduct , including advising students of available support services
- 11.1.6 Ensure that all information collected, created, stored, or processes ,using the campus's computer and network resources are handled and protected .
- 11.1.7 Ensure timely investigation of academic integrity reports
- 11.1.8 Provide students with an appeal process for decisions involving academic misconduct
- 11.1.9 Maintain , monitor and act on academic integrity data for quality assurance and continuous I,provement
- 11.1.10 Proactively prevent and detect academic misconduct

## 11.2 *Staff*

Staff have a responsibility to:

- 11.2.1 Be aware of the Campus Policy and procedure on Academic Integrity
- 11.2.2 Engage with professional development opportunities to ensure best practice in maintaining Academic Integrity in learning and teaching
- 11.2.3 Model Academic Integrity in their professional practice
- 11.2.4 Provide instructions to students about the Academic Integrity requirements specific to each course they teach to engage in active learning about academic integrity
- 11.2.5 Design assessment tasks that minimize the potential for breaches of Academic Integrity,and incorporate assessment and security measures
- 11.2.6 Report suspected breaches of Academic integrity consistently
- 11.2.7 Provide students with learning opportunities , guidance and feedback on good academic practice , including opportunities

## 11.3 *Students*

- 11.3.1 Act in accordance with the principles of academic integrity in all learning and research activities for example by:
  - 11.3.2 Not cheating in examinations or other forms of assessment
  - 11.3.3 Not helping others to cheat in exams or other forms of assessment
  - 11.3.4 Only submitting work which properly acknowledges the ideas or words of others and which is otherwise the student's own work
  - 11.3.5 Not lending , trading or selling original work to other students or commercial sites for any reason
  - 11.3.6 Not using AI software to assist or produce submitted work without consent or authorization

- 11.3.7 Seek advice from staff if unsure whether actions or the actions of others comply with academic integrity principles

## **12 RELATED DOCUMENTATION**

The Policy should be read in conjunction with :

- Lyceum Campus Student Charter/Code of Conduct ;
  - Policy and procedure on student complaints
  - Code of Conduct of the academic staff; ;
  - Code of good practices for research
  - Research Policy.
  - Manual of procedure for conducting examinations
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