

Student Academic Integrity and Ethics Regulation

Article 1 Purpose and scope

This Regulation sets out the standards of academic integrity that students of the Institution (N.P.P.E.) must uphold, the acts that constitute academic misconduct, the sanctions, and the procedures for investigation and appeal. It aims to safeguard the value of learning and assessment, ensure equal treatment of students, and promote personal responsibility.

It applies to all student academic activities, including examinations, individual and group assignments, presentations, laboratory exercises, internships, dissertations and other research projects, regardless of how they are conducted or submitted.

Non-academic violations of the Student Code of Ethics are considered under the separate procedure of the Office of Student Affairs and Student Life. This Regulation does not govern staff disciplinary matters.

Article 2 Student obligations and commitment

Students must be familiar with and comply with this Regulation, the assessment instructions for each course, and the published policies of the Institution. In particular, they must:

- Present as their own work only work they have completed themselves, and clearly acknowledge sources, collaboration and assistance from others.
- Use only permitted aids, materials and tools, and seek clarification from the instructor when the conditions of an assessment are unclear.
- Provide truthful information and genuine evidence, and avoid any action that gives them an unfair advantage or harms another student's academic efforts.
- Check the Institution's official communication channels and keep their contact details up to date with the Office of the Registry, Academic Records and Secretariat.

Academic integrity declaration

"I commit to acting honestly and with integrity in every academic activity, submitting my own work, acknowledging sources and assistance from others, and providing truthful information to the relevant offices. I understand that violating the rules of academic integrity may result in the prescribed academic and disciplinary sanctions."

Article 3 Academic misconduct

Academic misconduct is any act or behaviour by a student that may confer an unfair academic advantage on that student or another person, or place another person at an unfair disadvantage. The following examples are illustrative and do not constitute an exhaustive list.

3.1 Plagiarism

Using another person's work, ideas or data, whether verbatim or paraphrased, without clear and appropriate acknowledgement of the source. This includes presenting another person's work as one's own, purchasing an assignment, or commissioning another person to produce it. Paraphrasing does not remove the student's obligation to acknowledge the source.

3.2 Collusion and unauthorised collaboration

Collaborating in the preparation or submission of work when the assessment has been designated as individual, or presenting collective work as exclusively individual. In group assignments, collaboration must remain within the limits set by the instructor.

3.3 Cheating and use of unauthorised means

Using or attempting to use unauthorised materials, information, communication or technological tools in an examination or other assessment. This includes copying from another student and accessing examination materials without permission. The same rules apply to artificial intelligence tools, in accordance with the published course instructions.

3.4 Fraud and false documentation

Fabricating or falsifying data, results, bibliographic references, supporting documents or academic records; altering assessed work and presenting it as authentic; or impersonating another person in an examination or other academic activity.

3.5 Multiple submission and facilitating misconduct

Submitting the same work for different assessments without the required approval of the relevant instructors. Knowingly assisting another student in committing a violation also constitutes misconduct, for example by providing work to be copied or taking an examination on another student's behalf.

3.6 Disruption of academic activity

Deliberately destroying or altering another person's academic work, or engaging in behaviour that obstructs teaching or the conduct of an examination and affects equal participation in assessment.

Article 4 Rights and procedural safeguards

During the investigation of a case, the student has the right to timely and clear notification of the alleged violation, access to the evidence, an opportunity to submit explanations and evidence before a decision is made, a reasoned written decision, and an appeal. Equal treatment, impartiality, confidentiality, and access to the available support and accessibility services are ensured.

The determination is based on all the evidence. The balance of probabilities standard applies: the question is whether it is more likely than not that the violation occurred. An unsupported suspicion is insufficient to establish misconduct.

Turnitin may be used to investigate plagiarism. The resulting report is assessed alongside the student's work, the sources and the student's explanations; it does not replace the reasoned judgement of the competent body.

Article 5 Academic Integrity and Ethics Committee

5.1 Membership and constitution

The Committee consists of seven (7) members with full voting rights:

- The Vice President for Academic Affairs or their designated representative, who serves as Chair and has a casting vote in the event of a tie.
- Six (6) members of the teaching and research staff, appointed by the Vice President for Academic Affairs for staggered terms of two (2) years: two (2) from the School of Business and Economics, two (2) from the School of Fine Arts, Humanities and Social Sciences, and two (2) from the School of Science and Technology.

The Director of the Registry, Academic Records and Secretariat, or their designated representative, also participates in the Committee's work without voting rights, to support the maintenance of the relevant records and administrative processing.

5.2 Impartiality

A member who is personally involved in the case or has a conflict of interest must recuse themselves from its consideration and from decision-making.

5.3 Duties and responsibilities

The Committee oversees and monitors students' compliance with academic integrity standards. In particular, it:

- Reviews reports, investigates cases, conducts hearings, and determines whether a violation of academic integrity has occurred.
- Recommends to the Faculty Senate and the Examinations and Assessment Committee the appropriate disciplinary measures arising from the investigation of allegations against students.
- Considers student appeals under Article 8 and may revise its initial determination.
- Consults the Faculty Senate when necessary and provides advice on the establishment of student conduct rules concerning academic integrity.
- Promotes awareness and understanding of academic integrity, identifies areas requiring intervention, and recommends information materials, educational activities and other forms of support.

The Committee's determination that a violation has occurred is distinct from the assessment of its seriousness and the imposition of a sanction, which are carried out in accordance with Article 6.

Article 6 Reporting and investigating academic misconduct

6.1 Written report

A member of the teaching and research staff, a member of the administrative staff, or a student may submit a report of suspected student academic misconduct. The report must be submitted in writing to the Chair of the Academic Integrity and Ethics Committee and include the details of the case, a description of the alleged conduct, the course or academic activity concerned, and the available supporting documentation.

6.2 Recording and notifying the competent bodies

The Chair informs the Quality Assurance and Academic Effectiveness Unit, which records the case and ensures that the documentation is properly maintained. The Examinations and Assessment Committee is also informed. Grading decisions related to the case are suspended until the investigation is completed.

6.3 Informing the student and examining the evidence

The student is informed of the alleged violation and the relevant evidence, and is given an opportunity to submit their views and explanations before a decision is made. The Committee examines the report, the academic work, the explanations and all relevant evidence, and conducts a hearing when required. A finding of a second instance of misconduct entails a formal hearing procedure.

6.4 Committee determination and report

The Committee issues a reasoned determination on whether academic misconduct has occurred. It prepares a report setting out the facts, the evidence, the student's explanations and its findings, and forwards the report and its recommendation to the Chair of the Examinations and Assessment Committee. If no violation is established, the case is closed and the competent bodies are informed so that the suspension of the relevant grading decisions can be lifted.

6.5 Assessing seriousness and imposing sanctions

Where a violation is established, the Examinations and Assessment Committee assesses its seriousness and recommends, through the Faculty Senate, that the Vice President for Academic Affairs impose the corresponding sanctions. The Academic Integrity and Ethics Committee may also recommend disciplinary sanctions for academic misconduct that does not concern grading or assessment.

6.6 Notification and reporting of the decision

The decision is communicated to the student in writing through the Institution's official communication channels and includes the findings, the reasons, any sanction imposed, and information on the appeal procedure and deadline. The competent academic and administrative bodies are informed for implementation and recording purposes.

A written report setting out the allegation, the findings and the sanctions imposed is submitted to the Faculty Senate within fourteen (14) working days of the completion of the procedure for imposing sanctions. The report and decisions are also communicated to the relevant Director of the Educational Partnership Committee for the prescribed review of academic standards and quality assurance.

Article 7 Sanctions and support measures

Sanctions must be proportionate, fair and educationally appropriate. The nature and seriousness of the violation, the student's record, and the circumstances of the particular case are taken into account. Where appropriate, sanctions are accompanied by referral to support services or educational interventions.

- Written reprimand or warning. The Committee determines whether the relevant letter remains in the student's file permanently or for a limited period, in accordance with the records retention policy.
- Recording the established violation in the confidential academic integrity file. The student's record is taken into account in any subsequent case.
- An academic sanction affecting the assignment or course, including failure in the assessment or course, implemented through the competent bodies under Article 6.5.

- Disciplinary probation for a specified period, requiring compliance with the conditions set out in the decision and, where provided for, restrictions on leadership roles or participation in extracurricular activities.
- Suspension of studies and temporary exclusion for a specified period. The consequences for tuition fees and credits are determined in accordance with the applicable regulations and stated in the decision.
- Permanent deregistration or expulsion for the most serious or repeated violations, with loss of student status and a prohibition on future re-enrolment.
- Restitution for loss or damage, educational or reflective assignments, and restrictions on access to facilities or participation in activities, where these measures are related to the established academic misconduct.

Referral for academic integrity support aims to improve understanding of the rules and prevent further violations. Support measures and sanctions are specified in the decision in terms that are clear to the student.

Article 8 Appeal against an academic misconduct decision

The student may submit a written appeal against the findings, the decision or the sanctions within three (3) working days of receiving written notification. The appeal must be submitted to the Academic Integrity and Ethics Committee and clearly identify the decision being challenged, the grounds of appeal, the remedy sought by the student, and any additional evidence.

The Committee considers the appeal and may revise its initial determination. If the matter remains unresolved, the appeal is forwarded to the Faculty Senate for final consideration. The resulting decision is communicated in writing to the student and to the competent bodies for implementation and recording.

In considering the appeal, the impartiality safeguards in Article 5.2 and the student's right to present their views must be respected. The deadlines and review bodies for general complaints and non-academic violations do not apply to this procedure.

Article 9 Distinction from a final grade appeal

An appeal against an academic misconduct decision is distinct from an appeal against the final grade in a course. For a final grade appeal, the student submits a written request to the Examinations and Assessment Committee within one semester of the announcement of the grade. Deans, Associate Deans and Programme Coordinators may assist by providing relevant information.

Article 10 Records and confidentiality

The disciplinary record of academic violations is maintained by the Office of the Registry, Academic Records and Secretariat. The Quality Assurance and Academic Effectiveness Unit monitors the recording and documentation of cases within its remit.

The file includes the report, the evidence, the student's explanations, hearing minutes, reports, decisions, notification details, appeals and their outcomes. A first established instance of misconduct is entered in a secure record accessible to the competent persons, in particular the Vice President for Academic Affairs and the Deans, to the extent necessary for the performance of their duties.

The records are confidential. Access is restricted to authorised persons with a legitimate educational interest, or persons who are permitted access under applicable law. Information shared is limited to the data necessary for the investigation, decision-making and implementation, consideration of appeals, and the prescribed academic oversight.

The maintenance and retention period of records are governed by applicable law and the Institution's approved policy. Information is retained for as long as required for the academic and regulatory purposes for which it was collected. Records of serious violations resulting in suspension of studies or permanent exclusion are retained in accordance with the specific retention policy and applicable data protection requirements.

Article 11 Information support and oversight

Students are informed of this Regulation and any updates through the Institution's official channels. They should contact the instructor for clarification on sources, permitted aids and the limits of collaboration. For procedural matters, they may contact the relevant academic services and the Academic Integrity and Ethics Committee.

The Committee recommends awareness and prevention measures to the Faculty Senate and assesses students' support needs. The Vice President for Academic Affairs ensures coordination among the competent bodies. The prescribed academic oversight and review of procedural consistency are exercised through the relevant Director of the Educational Partnership Committee.

This Regulation takes effect following its approval and publication by the competent bodies of the Institution. The relevant provisions of the Study Guide and individual forms are updated to use the same Committee name, allocation of responsibilities and deadlines.