

Out of scope

This policy does not apply to the following areas:

- *Teaching and learning* – This policy does not apply to the teaching and learning process, including the design, delivery and assessment of courses, programmes and qualifications.
- *Research* – This policy does not apply to the research process, including the design, delivery and assessment of research projects, programmes and qualifications.
- *Professional practice* – This policy does not apply to the professional practice of staff, including the design, delivery and assessment of professional practice programmes and qualifications.
- *Administrative and support services* – This policy does not apply to the administrative and support services provided by the institution.
- *External relations* – This policy does not apply to the external relations of the institution, including the design, delivery and assessment of external relations programmes and qualifications.

4. Definitions

A *Academic Regulatory Framework for Quality Assurance*

5. General policy

Commitment to academic integrity

- The institution is committed to maintaining the highest standards of academic integrity and to ensuring that all staff and students are aware of and understand the institution's policies and procedures in this regard.
- The institution will ensure that all staff and students are provided with the necessary support and resources to ensure that they can maintain the highest standards of academic integrity.
- The institution will ensure that all staff and students are held accountable for their actions and that any breaches of academic integrity are dealt with in a fair and consistent manner.
- The institution will ensure that all staff and students are provided with the necessary support and resources to ensure that they can maintain the highest standards of academic integrity.
- The institution will ensure that all staff and students are held accountable for their actions and that any breaches of academic integrity are dealt with in a fair and consistent manner.

6 Academic misconduct

- A *breach of academic integrity* is any act that undermines the integrity of the academic process, including the design, delivery and assessment of courses, programmes and qualifications.
 - A *breach of academic integrity* includes, but is not limited to, the following:
- *Plagiarism* – The use of another person's work, ideas or information without their permission and without proper acknowledgment.
 - *Self-plagiarism* – The reuse of one's own work, ideas or information in a new context without proper acknowledgment.
 - *Collusion* – The use of another person's work, ideas or information to complete one's own work, without their permission and without proper acknowledgment.
 - *Contract cheating* – The use of another person's work, ideas or information to complete one's own work, without their permission and without proper acknowledgment.
 - *Proctoring* – The use of another person's work, ideas or information to complete one's own work, without their permission and without proper acknowledgment.
 - *Malpractice* – The use of another person's work, ideas or information to complete one's own work, without their permission and without proper acknowledgment.
 - *Other forms of academic misconduct* – Any other act that undermines the integrity of the academic process.

8. Academic Integrity Committee

- A student who is found to be in violation of the Academic Integrity Policy may be referred to the Academic Integrity Committee (AIC) for a hearing. The AIC is a committee of faculty and students who are responsible for determining the appropriate consequences for students who are found to be in violation of the Academic Integrity Policy.
- The AIC is composed of a chair and four members. The chair is a faculty member who is appointed by the President. The other four members are students who are appointed by the Student Body. The AIC meets regularly to hear cases and determine consequences.

Consequences of substantiated academic misconduct

- The consequences of substantiated academic misconduct are determined by the AIC. The consequences may include, but are not limited to, the following:

Affiliation with the College	Possible consequences
Student	Warning, suspension, or expulsion
Faculty	Reprimand, suspension, or termination

- The AIC may also recommend that a student be referred to the Dean for further action.

9. Appeal

- A student who is found to be in violation of the Academic Integrity Policy may appeal the decision of the AIC. The appeal must be filed within a certain time frame and must include a statement of the student's reasons for appealing the decision. The appeal will be heard by the Academic Integrity Committee on Appeal (AICA).
- The AICA is composed of faculty and students who are responsible for reviewing the decision of the AIC and determining whether the decision should be upheld, modified, or reversed. The AICA meets regularly to hear appeals.

10. Related policies, documents and legislation

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