

## Academic Honesty Policy

### 1.0 Purpose

Academic honesty is required in all academic endeavours. Violations of academic honesty include any instance of plagiarism, cheating, seeking credit for another's work, falsifying documents or academic records, or any other fraudulent classroom activity.

### 2.0 Violation of Academic Honesty

Violations of academic honesty may result in a failing grade on the assignment or failure of the course. When a learner's grade has been affected, violations of academic honesty will be reported to the Director of Studies.

Violations of Academic Honesty include, but are not limited to, the following activities:

1. Copying another person's work and claiming it as the learners own.
2. Using the work of a group of learners when the assignment requires individual work.
3. Looking at or attempting to look at an examination before it is administered.
4. Using materials during an examination that are not permitted.
5. Allowing another learner to take the exam for the learner.
6. Intentionally impeding the academic work of others.
7. Using any electronic device to transmit portions of questions or answers on assignments of the other learners.
8. Knowingly furnishing false information the Institution.
9. Assisting other learners in any of the acts listed above.

### 3.0 Definition of Plagiarism

Plagiarism is a specific kind of academic dishonesty in which the learner takes another's ideas or words and claim them as their own. When a learner draws on someone else's work, they must indicate the source of that material, whether they are repeating another's words, argument or thought. Even if the learner paraphrases another's work and are not using the exact wording, they are still required to indicate the source of the material. This material must be clearly identified with appropriate citations. Should the learner not do that, they will have been classed as having plagiarized those materials. Any time the learner copies and pastes any writing that is not their own for an assignment, they must use quotation marks and give the source of that material. If they cut and paste without noting what they have done, they will be guilty of plagiarism. Even if the writing is their own, if it has been used for a previous assignment that should be indicated. Regent Institute Middle East (RIME) always informs the learners regarding the academic misconduct of plagiarism.

## 4.0 Procedure

In RIME, if a learner is accused of academic dishonesty, they will first meet with the faculty member who made the allegation of academic dishonesty. If the faculty member decides academic dishonesty has occurred, consequences could include:

- giving the learner a zero mark/grade on the assignme;
- asking the learner to rewrite the assignment;
- or failing the learner on the course.

If the learner disagrees with the faculty member's decision, the learner may submit a written appeal of that decision within **10** working days to the programme leader. The programme leader will inform the faculty member that an appeal has been made, and the faculty member will have the option to submit a rebuttal form to address the learner's appeal. The programme leader's decision shall be provided in writing to the learner and to the faculty member within **30** calendar days of the programme leader being in receipt of the written appeal.

If the learner chooses to continue with the appeal process, the appeal may be made within **10** working days to the Director of Studies who is the chair of the Academic Regulations, Standards & Honesty Committee. The Director of Studies will make the decision within **10** working days of receipt of the appeal. If the appeal is made during the summer semester or intersession, it will be presented to the Committee within **10** working days from the beginning of the next regular academic semester. The Committee will base its decision on the written statements and evidence submitted by the learner and the faculty member. The Committee's decision, which must be made within **30** calendar days from the date on which the committee receives the appeal, is final. The Committee will notify, in writing, the learner and the faculty member of its decision. If it is determined that no violation of academic honesty has occurred, the learner's alleged violation will be removed from his or her record.

## 5.0 Monitoring

The Service Quality Review Team who will monitor the implementation of this policy include:

Staff Members Involved

Senior Management Team

Staff Members

Learners

## 6.0 Review

This Policy will be reviewed annually by the RIME Senior Management Team.

It will also be reviewed annually by the Academic Heads in the light of attendance, retention and achievement data, learner and tutor feedback as well as lesson observations.

For advice and support please contact the Director of Studies.

## Policy Information

Purpose	Policy Information
Title	Academic Honesty Policy
Document Number	0169/77
Purpose	The purpose of this policy is to define the violations of academic honesty which includes any instance of plagiarism, cheating, seeking credit for another's work, falsifying documents or academic records, or any other fraudulent classroom activity.
Audience	Staff; Learners
Category	Compliance
Next review date	March, 2023

## Version Control

Version	Author	Amended by	Date	Comments
1.01	DoS	DGS	26/9/2022	Policy approved by RIME Governance Committee