

# EAST ASIA MANAGEMENT UNIVERSITY

## *Policy on Student's Academic Misconduct*

### **1 Preamble**

- 1.1 EAMU considers that free intellectual enquiry, necessarily, is accompanied by the obligation of maintaining academic integrity and the values underpinning higher education. Academic integrity also involves respect for other involved in the learning process by acknowledging their contributions.
- 1.2 Academic misconduct involves wrongly acts in matters relating to student's learning including assessment submissions and examinations. Such acts will not be condoned by the institute and EAMU will take disciplinary actions against student/s found to engage in such activities.

### **2 Acts of academic misconduct**

- 2.1 Acts of misconduct and breaches of academic integrity include but are not limited to:
  - a. Submitting materials for assessment that is the work of another student or has been written by another person;
  - b. Utilising data, words or ideas (from sources such as books, journal articles, reports , materials from the Internet or other forms of written or oral communication) without appropriate acknowledgement;
  - c. Falsification of identity at examinations or in assessment processes;
  - d. Fabricating or falsifying data
  - e. Possession at examinations and assessments of unauthorised materials or equipment.
  - f. Seeking or providing unauthorised assistance in the assessment or examination process

### **3 Types of Penalties for breach**

- 3.1 Actions relating to breaches of the requirements for academic integrity are discretionary and may include counselling and mentoring and/or the imposition of penalties such as:
  - a. mark reduction or zero mark for an assessment item;
  - b. awarding of a fail grade in the course unit in which a breach of academic integrity occurs;
  - c. awarding of a fail grade in the course unit in which a breach of academic integrity occurs and in another course unit or all course units undertaken in the same teaching period;
  - d. suspension from the EAMU for a specified period of time, combined with the allocation of fail grades;
  - e. exclusion from EAMU, combined with the allocation of fail grades

#### **4 Procedures for administering the penalty**

- 4.1 Initial determinations on breaches are made by assessors in consultation with the Head of faculty or the invigilators during examination with the Chief Invigilator.
- 4.2 Minor breaches on coursework submissions occurring through inadvertence may result in counselling and mentoring.
- 4.3 Allegations of major breaches on coursework assessment are reported in writing to the Principal through the Head of faculty. The Principal may convene an Academic Disciplinary Committee [or similar] which investigates, makes determinations and imposes penalties for such breaches.
- 4.4 Determinations of the Academic Disciplinary Committee [or similar] on breaches may be appealed in writing to the Academic Board within 7 days of the ADC outcome. The decisions of the Academic Board will be final.
- 4.5 All proceedings in relation to breaches of academic integrity are recorded in writing.
- 4.6 Student found guilty of such offence will also have the incident and verdict indicated in the student personal file.