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ကျောင်းလိပ်စာ၊ အိမ်အမှတ် (၇၃၉-၇၄၁)၊ ပုဂံလမ်း (၃)၊ ရပ်ကွက် (၁၂၃)၊ အရှေ့ဒဂုံမြို့နယ် ၁၁၄၅၁၊ ရန်ကုန်။

Policy on Academic Malpractice and Plagiarism for Students

Introduction:

Joseph Education University believes that every student's integrity in her academic pursuit is one of the basic foundations for her life's successful carriers and values. Therefore, JEU enacted this policy for students. It is a serious academic offence to use or attempt to use unfair means to enhance your performance or influence the standard of award obtained. 'Unfair' includes all forms of cheating, including plagiarism, collusion and impersonation. Offences of this nature may result in your withdrawal from the University. This document outlines the definitions, procedures and consequences of academic malpractice. They are applicable to the preparation and presentation of all assessed work irrespective of the University's form of assessment for the module.

1. Definitions of academic malpractice

We define academic malpractice as 'an attempt to gain an advantage over other students by the use of unfair and/or unacceptable method's. Please note: the definitions and descriptions below are not exhaustive and the University reserves the right to judge that malpractice has occurred in instances that are not explicitly defined in this document.

Academic Malpractice includes, but is not restricted to, the following activities:

- a) Plagiarism.
- b) Cheating, or helping to cheat, in assignments, laboratories, and exams.
- c) Colluding to achieve a grade which you are not entitled to from your own efforts.
- d) Not following instructions as given in the University Exam Answer Sheet.
- e) Fabrication or falsification of data, results and outputs in research and coursework.
- f) Tampering with answer sheets of exams, checked assignments and reports.
- g) Forging documents such as letters of recommendation, transcripts, and certificates.
- h) Misrepresentation of facts on resumes.

a. Plagiarism

We define plagiarism as an attempt to pass off someone else's work as your own. This includes the representation of work, written or otherwise, of any other person, including another student, or any institution, as your own work. It may take the form of:

- verbatim copying or insertion of another person's work (published or unpublished and including material freely available in electronic form) without appropriate acknowledgement. This includes incorrect, incomplete or omitted references
- the close paraphrasing of another person's work by simply changing a few words or altering the order of presentation, without appropriate acknowledgement
- unacknowledged quotation of phrases from another person's work
- the deliberate and detailed presentation of another person's concept as your own
- contracting a third party to produce work and submitting it as your own. This includes paid and unpaid contracts and using essay mills.

b. Cheating

This is an infringement of the rules governing conduct in examinations or other time constrained assessment. It includes:

- communicating with or copying from any other student during an examination except where specifically permitted, for example in-group assessments
- communicating during an examination with any person other than a properly authorised invigilator or another authorised member of staff
- introducing any written or printed material into an examination room, unless the regulations for the module or course assessment explicitly state the examination is open-book
- introducing any electronically stored information into an examination room unless expressly permitted by the regulators for the module or course assessment
- gaining access to any unauthorised material relating to an examination during or before the specified time
- providing or helping to provide in any other way false evidence of knowledge or understanding in examinations

Our invigilators have successfully spotted all the above examples and more.

c. Self-plagiarism

This is the offence of submitting the same piece of work for multiple coursework assessments, unless multiple use has been authorised by the module leader.

d. Collusion

This offence includes instances where you:

- knowingly submit work as entirely your own work when it was actually undertaken in collaboration with another person without official approval
- collaborate with another student in the completion of work which you intend to submit as your own unaided work
- knowingly permit another student to copy all or part of your work and allow that student to submit it as their own unaided work. You may think you are helping a friend by sharing your work, but you could both be found guilty of malpractice. Protect your work and your friendships by finding other ways to help.

e. Falsifying data or material

This includes:

- falsifying the data or material presented in reports or any other assessment

- falsely claiming to have undertaken experimental or experiential work, or obtaining such data by unfair means
- fabricating references or a bibliography Remember: you are taught by subject matter experts with years of experience. They can often recognise false information at a glance.

f. Impersonation

This is defined as the assumption of another person's identity with intent to deceive. For example, pretending to be someone else in order to gain academic advantage.

g. Ethical malpractice

These are issues which contravene the University's governance and regulations on research ethics. Ethical approval for undergraduate or postgraduate submissions may be subject to referral to a malpractice panel for issues such as:

- evasion of ethical responsibilities
- failure to gain ethical approval
- ethical misconduct caused by careless and irresponsible research practice

h. Other forms of academic malpractice

Apart from the definitions outlined above, the University does not hold an exhaustive list of every type of academic malpractice. However, examples of other types of malpractice include:

- attempting to obtain special consideration by offering or receiving inducements or favours (that is, bribery)
- providing false information in your application for exceptional mitigating circumstances, repeat year, academic appeal or any similar application for dispensation
- ensuring the non-availability of books or journal articles in the University Library by removing the relevant article or chapter from the material, or by deliberately misfiling them so that other students cannot find them

You should not need to resort to these or any other dishonest academic practices.

If you are having difficulties with your studies, there are a number of ways we can support you.

Please talk to your personal tutor or departmental contact for advice on where you can acquire study skills or any other support you might need.

Overview of malpractice procedures Academic malpractice is classified in four stages:

- Naïve
- First minor
- First major
- Grave Classification is a matter of academic judgement and is informed by the following guidelines:

2. Approval of and Amendment of Policy

- a. Our university approved this Policy on Academic Malpractice and Plagiarism for Students on 14th February 2022. This policy takes effects on 15th February 2022.
- b. This policy can be amended if the University Administration Council or Senior Management Team see such amendment is necessary with the majority votes of the meeting attendants.

3. The university's process for handling academic misconduct

The university has the following goals:

- a. Giving individual faculty members a say in dealing with cases in their courses, and an opportunity to counsel and correct their students.
- b. Ensuring every case is centrally recorded so that repeat violators are detected and treated accordingly.
- c. Protecting the student's rights while the hearings are being conducted.

This policy is intended only for cases of academic misconduct, and does not apply to other types of indiscipline such as violation of hostel rules.

4. Proctoral Board and its Procedures

- The Proctoral Board has the following members:
 1. Proctor (Chair)
 2. Registrar (Non-member Secretary)
 3. Dean Students Welfare
 4. Two nominees of the Proctor
 5. Two student representatives – the President and Secretary of the Student Body
- The Proctoral Board initiates action regarding academic misconduct when it receives the Form for Faculty Disposition of Academic Misconduct or the Form for Reporting Academic Misconduct from a faculty or staff member.
- The Form for Faculty Disposition of Academic Misconduct can be filed when a student has accepted a misconduct within a course and the penalty proposed by the course instructor or coordinator. The penalty can range from a marks deduction to an F grade in the course.
- The Form for Reporting Academic Misconduct can be filed by a faculty or staff member to bring a case directly to the Proctoral Board.
 - 1) When a Form for Faculty Disposition of Academic Misconduct is received, the Board checks whether the concerned student has been previously found guilty of a violation, or whether there is a previous filing of the Form for Faculty Disposition of Academic Misconduct for that student. If not, the filed form is recorded but no further action is taken. If there is a record of a previous violation, the Board conducts a hearing within 10 teaching days. Notices are sent to the accused student and the course instructor.

- 2) When a Form for Reporting Academic Misconduct is received, the Board conducts a hearing within 10 teaching days. Notices are sent to the accused student and the accusing party.
- 3) It is the instructor's choice whether to meet the student and offer to work out an in course penalty, or to send the case directly to the Proctoral Board.
- 4) If the student signs the Form for Faculty Disposition of Academic Misconduct, his or her acceptance of the misconduct and the penalty will be taken as final and no further appeal will be possible.
- 5) When members of the Proctoral Board are themselves party to a case, they may not participate in any way in the hearing process related to it.
- 6) In case the student is an undergraduate, the student's Undergraduate Advisor shall be invited to the hearing as a non-voting observer. If necessary, the Undergraduate Advisor may nominate another faculty member of the Department Undergraduate Committee to attend in his or her place.
- 7) In case the student is a graduate student, the student's Graduate Advisor shall be invited to the hearing as a non-voting observer. If necessary, the Graduate Advisor may nominate another faculty member of the Department Graduate Committee to attend in his or her place.
- 8) When two or more students are involved in the same case of alleged academic misconduct, the Proctoral Board may deal with the case against the whole group at a single hearing.
- 9) Both parties shall have an opportunity to present their cases during the hearing, and to examine the evidence.
- 10) The Chair of the Proctoral Board may summon any witness to the event under the scrutiny of the Board.
- 11) The decision of the Proctoral Board shall be announced within 3 teaching days of the hearing. A notice of the decision shall be sent to the student.
- 12) The student may appeal the decision of the Proctoral Board to the Vice-Chancellor within 10 days of the announcement of the decision. The decision of the Vice Chancellor is final and binding on all concerned, and there can be no further appeal or review.
- 13) Once the appeal process is complete, the outcome is announced by the Registrar and notices sent to the student, the accusing party, and the Head of the department in which the student is enrolled.
- 14) The Registrar maintains the records of the actions taken by the Proctoral Board, including minutes of meetings and notices of judgements.
- 15) A student who has been found guilty of a violation in a course may not withdraw from that course. A student who withdraws prior to the final judgement may still become liable for penalties including an F in that course.

5. Instructions for Faculty

- 1) A student suspected of cheating in an exam should be allowed to complete the exam, but the evidence should be collected. In a written exam, the answer book should be confiscated and a fresh one issued.
- 2) In a case of cheating or plagiarism in a course, the instructor may impose a penalty within the course that can range from a marks deduction to an F grade in the course. If the student accepts the misconduct and the penalty, the event should be reported to the Proctor using the Form for Faculty Disposition of Academic Misconduct.

- 3) The instructor may also elect not to discuss the matter directly with the student, or the student may does not accept the penalty suggested by the instructor. In either case, the event should be reported to the Proctor using the Form for Reporting Academic Misconduct.
- 4) The instructor may consult with the Proctor while taking the above steps.
- 5) All cases of cheating in a final exam (or its equivalent) must be reported to the Proctor and should not be disposed of by the instructor.
- 6) The filing of the Form for Faculty Disposition of Academic Misconduct or the Form for Reporting Academic Misconduct, should occur within 5 teaching days (excluding Saturdays) of the detection of the misconduct.
- 7) The student may appeal the decision of the Proctoral Board. In the event of such an appeal, the action recommended will be kept on hold.
- 8) Until the final decision is announced, the student's participation in the course should not be restricted nor any marks penalized.
- 9) In case of a repeat violation, the Proctoral Board may take up the case even if a Faculty Disposition of Academic Misconduct has been filed and may increase the penalty.
- 10) If the Proctoral Board does not convey its decision before the grade submission deadline, the complete records of the student's performance in the course should be submitted, and the R ('Result Withheld') grade allotted. This will be converted to a standard grade once the Board announces a final judgement.

6. Sanctions

The sanctions imposed by an instructor must be confined to the concerned course. They include but are not confined to resubmission of work, retest, reduced marks on an evaluation component, reduced grade for the course, and an F grade for the course.

The Proctoral Board may impose any sanction from reduced marks to expulsion from the university. Other possible sanctions include, but are not restricted to, an F grade in a course, loss of financial aid, probation or suspension, or a combination of these.

1. A penalty of probation or suspension must specify starting and ending dates.
2. In case of copied work, the copier and the provider are equally culpable.
3. The minimum sanction for cheating in a final exam (or equivalent) is an F grade in the course.

7. Department and Instructor Policy

Each Department or Centre may formulate its own policy that supplements the University Policy. The goals of this policy may include:

- 1) Providing guidelines for faculty on penalties commensurate with the student's misconduct, for cases where a Faculty Disposition of Academic Misconduct form is filed.
 - 2) Expanding and clarifying the definitions of academic malpractice and plagiarism within the context of the department's practice.
- The department policy should be submitted to the Deans of Undergraduate and Graduate Studies, and should be widely publicized among students taking courses in the department.
 - The instructor of a course may also announce a course-specific policy on academic malpractice and plagiarism.

- This policy should be part of the course description distributed to students at the start of the course.
- In case of any conflict, the University Policy will take precedence over the Department or Instructor Policy.

8. Appeals

A student can appeal against the outcome of a malpractice panel of enquiry. The appeal must meet the University's standard grounds for appeal and be submitted within the deadline outlined in the letter confirming the decision of the panel. The University's grounds for appeal are:

- a. procedural irregularity in the process
- b. bias or perception of bias
- c. exceptional mitigating circumstances where the details were, for good reason, previously unavailable to the appropriate assessment board or panel of enquiry

9. Final Decision

The University Administration Council has the power of the final decision on student's appeal after proper investigation within 12 days.

Form for Faculty Disposition of Academic Misconduct

For Faculty:

Submit this form to the Proctor within 5 teaching days (excluding Saturdays) of the detection of the misconduct if you have resolved the matter with the student, and the student has accepted the misconduct as well as the penalty proposed by you.

Nature of Academic Misconduct: _____

Proposed Penalty: _____

(Standard penalties are: **Resubmission of work, marks reduction, grade reduction, F in the course.** If the penalty is a reduced mark or grade, please give the details of the reduction. If the student is being asked to undergo a retest or to resubmit work, please give the due date.)

Course Code and Title: _____

Semester and Year: _____

Instructor Name: _____

For Student:

Student Name: _____ Roll Number: _____

Read the form in its entirety before signing. Do not sign the form if you disagree with the allegation of misconduct or do not accept the proposed penalty. If you do not sign, a hearing will be conducted by the Proctoral Board.

Please tick each box to confirm that you have read and understood the statement:

- ☐ I engaged in behavior that violated the Policy on Academic Malpractice and Plagiarism and I accept responsibility.
- ☐ I understand that by signing below I agree to the instructor's proposed penalty, and that this agreement cannot be altered later.
- ☐ I understand that the Proctoral Board may consider further action and increased penalties if I have been found guilty of a previous violation.
- ☐ I understand that I am expected to be familiar with expectations of academic honesty.
- ☐ I understand that this form will be kept in a confidential file by the Proctoral Board until I graduate or leave the program, and that this form alone will not create an entry in my official student conduct record.

Student Signature: _____ Date: _____

Form for Reporting Academic Misconduct

Submit this form to the Proctor within 5 teaching days (excluding Saturdays) of the detection of the misconduct, if you are not filing the Form for Faculty Disposition of Academic Misconduct.

Name of Student: _____ Roll Number: _____

Course Code and Title: _____

Name of Instructor/Staff Member: _____

Report by Instructor/Staff Member (Clearly describe the nature of the offence and any evidence collected, including date and venue)

Student's Statement

Student's Signature: _____ Date: _____ Time: _____

Tick the appropriate statement:

☐ The student's statement was made and signed in my presence.

☐ The student declined to make a statement at the time.

Signature of Instructor/Staff Member: _____

Date: _____ Time: _____