



Version Control

Updated document to be distributed to: students, internal staff including Director of Studies (DoS) and Internal Quality Assurance Board (IQAB).

Type of Document	Code	Change Originator / Owner	Date	Changes Done	Approver
Policy and Procedure	Doc_029_v1	Kasia Lyczkowska	30/07/19	Adding: Definitions	Director of Studies

Instructions for Document Users

All ILMI employees can access revised and approved documents related to the ILMI Policies and Procedures from Canvas LMS link:

<https://ideaed.instructure.com/courses/55>

Continuous Improvement

Procedures are meant to be 'living' documents that need to be applied, executed and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated! Please contact document author on: +356 2145 6310

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Aim and Scope of Document

The purpose of this document is to spread an awareness about Idea Leadership and Management Institute philosophy about academic honesty and integrity and also to inform its community of learners about non-acceptable behaviours which violate the ILMI Code of Academic Honesty and Integrity.

Definition

Academic Honesty and Integrity - academic integrity means acting with the values of honesty, trust, fairness, respect and responsibility in learning, teaching and research. It is important for students to act in an honest way, be responsible for their actions, and show fairness in every part of their work.

All students should be an example to others of how to act with integrity in their study and work. Academic integrity is important for an individual's and ILM's reputation.

1. Principles

1.1 ILMI core values include honesty and academic integrity.

1.2 ILMI students agree to follow Code of Academic Honesty and Integrity and declare to do their own academic work.

2. Behaviours violating the Code of Academic Honesty and Integrity

List of examples is not exhaustive.

2.1 Cheating

- 2.1.1 Stealing, reproducing, circulating, or otherwise gaining access to exam/assignment questions prior to the time authorized by a lecturer.
- 2.1.2 Ignoring the guidelines specified by the lecturer for an assignment.
- 2.1.3 Using notes, books, web sites, social media, or other aids during an assignment without crediting the source.
- 2.1.4 Forging the signature of a lecturer, supervisor, or another student without proper authorization.
- 2.1.5 Creating false official correspondences (such as medical documentation).

2.2 Unauthorized Collaboration

- 2.2.1 Receiving help with homework, reports, paper, data collection, or other activities when not allowed by the lecturer.
- 2.2.2 Accepting credit for an assignment which was written by you.
- 2.2.3 Helping others with their assignments and/or allowing others to view and copy part of your work when not allowed by the lecturer.

2.3 Plagiarism

- 2.3.1 Failing to use quotation marks properly or when needed.
- 2.3.2 Failing to give a source for quoted materials.
- 2.3.3 Failing to give a source for paraphrases
- 2.3.4 Failing to cite sources correctly and completely
- 2.3.5 Using the words, sentences, arguments, rhetorical structures, and ideas of another without proper citation and acknowledgment.
- 2.3.6 Copying data, facts, graphs, computer programmes, spreadsheets, images, photos, film/video, or other materials and using them without proper citation or acknowledgment.
- 2.3.7 Copying a solution manual, textbook, web site, or other items from another students and sources and presenting another's work as their own.

2.4 Misinterpretation of Data

2.4.1 Fabricating sources.

2.4.2 Fabricating, dishonestly adjusting, omitting, or otherwise misrepresenting research results and records, including information, data, statistics, research facts, and its analysis.

2.4.3 Engaging in selective reporting or omission of conflicting data for deceptive purposes

2.4.4 Submitting the same paper in more than one class without the approval of the instructors involved

2.4.5 Providing false information to others about academic performance, leadership activities, or membership in student/professional organisations.

2.5 Facilitating Academic Dishonesty of Others

2.5.1 Writing a paper for another student.

2.5.2 Sharing homework/assignment with another student when told collaboration is not allowed.

2.5.3 Providing any materials, information, or assistance to another person with the knowledge or reasonable expectation that such would be used for dishonest purposes.

3. Appeals

All students have the right to file an appeal about ILMI decision related to academic misconduct. Student rights and responsibilities are in relevant documentation highlighted below.

4. Supporting documents

- Grievance Policy (regulations) Document. 008
- Avoiding Plagiarism Policy and Procedure Document. 017
- Disciplinary Procedure Document. 009
- Assessment Procedure and verification (including re-sitting examination) Document. 012
- Student Honesty Declaration Form Document. 030
- Student Rights and Responsibilities Document. 031

Honesty Declaration Form

I, hereunder signed, commit to do my own academic work and to excel to the best of my abilities and to follow ILMI Code of Academic Honesty and Integrity at all times.

I promise not to lie about my academic work, to cheat, or to steal the words or ideas of others, nor will I help fellow students to violate the Code of Academic Honesty and Integrity.

I certify that the assignments are my own work. Information drawn from different sources has been appropriately referenced and fully acknowledged in the relevant section. Referencing throughout all of my assignments follow Harvard Referencing Style.

Student Name: _____

Student Number: _____

Programme Title: _____

Date: _____

Signature: _____

IDEA Group was founded in 2005 as IDEA Management Consulting Services offering advisory services in the field of business development, change management and human resources as well as corporate training.

Today, Idea Group offers a wide range of management, research, training and education services. The Group's centric idea remains keeping clients at the centre of our service.

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