



**KAMUZU UNIVERSITY**  
OF HEALTH SCIENCES

# **ACADEMIC INTEGRITY POLICY**

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**MARCH 2024**



<b>Policy Name</b>	Academic Integrity Policy for Staff and Students
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<b>Responsible Officer(s)</b>	Executive Deans, Heads of Department, Academic Registrars, Academic members of staff
<b>Responsible Officer(s)</b>	Vice Chancellor

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## **5. FOREWORD**

As we embark on the journey of knowledge and intellectual exploration at KUHeS, it is with great pleasure and a sense of responsibility that I introduce this Academic Integrity Policy. Our university stands as a beacon of learning, where the pursuit of knowledge is not only encouraged, but is inseparable from the values that define our academic community.

Academic integrity is the bedrock upon which an educational institution is built. In a world where information is abundant and rapidly evolving, the ability to ethically engage with knowledge is more crucial than ever. This policy underscores our unwavering commitment to fostering a community of scholars who not only excel in their respective fields, but do so with the utmost integrity.

Academic integrity is not just a set of guidelines; it is a reflection of our dedication to the pursuit of truth, the advancement of knowledge, and the development of ethical leaders. In embracing these principles, we ensure that the degrees we confer carry not only the weight of academic achievement, but also the stamp of honesty and intellectual responsibility.

I encourage each member of our community to embrace the spirit of this policy and recognise that academic integrity is not a restriction but a liberating force that enhances the value of our education. By upholding these standards, we contribute not only to our personal growth but also to the reputation and legacy of KUHeS.

Let this Academic Integrity Policy serve as a compass, guiding us as we navigate the vast sea of knowledge with honour, respect, and commitment to excellence.



**Professor Francis Moto**  
**Chairman of Council**

## 6. PREFACE

Welcome to Kamuzu University of Health Sciences (KUHeS), an institution committed to fostering a community of scholarships, ethical conduct, and intellectual growth. At the heart of our academic mission is the pursuit of knowledge with integrity: a commitment to honesty, fairness, and responsible scholarship. This preface serves as an introduction to our Academic Integrity Policy, a foundational document that outlines the principles and expectations guiding the conduct of every member of our academic community.

Academic integrity is the cornerstone of educational experience in KUHeS. It is a shared responsibility that demands the active participation of both the students and faculty. This policy is designed to articulate expectations and provide a framework for promoting and upholding the highest standards of academic honesty.

In the following pages, you will find a comprehensive overview of our policies regarding plagiarism, cheating, and other forms of academic misconduct. These guidelines are not punitive measures but rather a reflection of our commitment to maintaining an environment that values intellectual rigor and ethical behaviour.

As members of the KUHeS community, we recognise the importance of academic integrity in preserving the credibility of our degrees and the knowledge we produce. By adhering to these principles, we contribute to the creation of a community of scholars characterised by trust, mutual respect, and a shared commitment to excellence.

I hope this Academic Integrity Policy will serve as a guide, fostering a culture of academic honesty that extends beyond the classroom and into every aspect of our academic pursuits. Let us work together to create an environment in which the pursuit of knowledge is not only rigorous but also grounded in principles of honesty and integrity.



Professor Macpherson Mallewa  
**Vice Chancellor**

## **7. ACKNOWLEDGEMENTS**

The commitment which the Task Force demonstrated in the development of the policy is commendable. Special thanks to Dr Patrick Mapulanga, Mr Felix Chisoni, Mr Misheck Issa and Miss Sphiwe Lino for their efforts towards the development of this policy. Gratitude is expressed for financial support from the constituent campuses of KUHeS which played a vital role in meeting the costs of the process of developing this policy, as there were no special funds set aside for its development.

Finally, the University would like to acknowledge the valuable input of the Management and Students and Staff Affairs Committee of Council for their contribution to the policy.

## **8. LIST OF ABBREVIATIONS AND ACROYNMS**

KUHeS : Kamuzu University of Health Sciences

## 9. DEFINITION OF TERMS

**Academic Integrity:** Ethical commitment to honesty, responsibility, and the pursuit of knowledge with integrity, including the acknowledgment of sources and the adherence to established academic standards.

**Cheating:** Dishonestly obtaining or presenting academic work or information, including plagiarism, unauthorised collaboration, or using unauthorised materials during exams.

**Collusion:** Unauthorised collaboration between individuals to produce academic work or assessments, typically leading to unfair advantage or deception regarding the originality or authorship of the work.

**Fabrication:** Deliberate invention or falsification of research findings, experimental results, or statistical information without conducting the corresponding experiments or observations, typically done to deceive or mislead others in academic or scientific contexts.

**Misrepresentation of facts:** Presenting information inaccurately or selectively in a manner that distorts the truth, often with the intent to deceive or manipulate perceptions, particularly within academic or scholarly contexts.

**Plagiarism:** Act of presenting someone else's work, ideas, or expressions as one's own without proper attribution, whether intentionally or unintentionally.

**Responsible Use of Technology:** Adhering to ethical standards in the use of technology, including avoiding plagiarism,

respecting intellectual property rights, and  
maintaining the security of academic information

**Unauthorised Assistance:** Receiving or providing assistance without proper  
authorisation during academic activities.

## 10. BACKGROUND AND SCOPE

Academic integrity is the cornerstone of a thriving educational community and provides an ethical foundation upon which the pursuit of knowledge rests. At KUHeS, we recognise the fundamental importance of maintaining a culture of honesty, fairness, and trust among students, faculty, and staff. This policy is a testament to our commitment to upholding the highest standards of ethical conduct in academic pursuits.

The need for such a policy arises from the evolving landscape of education and the increasing challenges posed by technology and globalisation. As information becomes more accessible, the temptation to engage in academic misconduct also increases. Therefore, it is imperative that our university community remains steadfast in its dedication to academic integrity, ensuring that the degrees awarded by KUHeS reflect not only intellectual achievement, but also a commitment to ethical scholarship.

The scope of the Academic Integrity Policy extends to all members of the academic community including students, faculty, staff, and administrators. It encompasses all academic activities, whether in traditional classroom settings, online environments, research endeavours, or any other educational context affiliated with the KUHeS. Key elements within the scope of this policy include but are not limited to:

- a. **Plagiarism:** The use of someone else's words, ideas, or work without proper attribution.
- b. **Cheating:** Any form of dishonesty or unfair practice during examinations, assignments, or assessments.
- c. **Collusion:** Unauthorised collaboration with others on assignments, projects, or assessments where individual work is expected.
- d. **Fabrication:** Falsifying data, information, or research results in any academic context.
- e. **Misrepresentation:** Providing false information or documentation in the academic context, including during admission processes.

- f. **Unauthorised Assistance:** Receiving or providing assistance without proper authorisation during academic activities.
- g. **Responsible Use of Technology:** Adhering to ethical standards in the use of technology, including avoiding plagiarism, respecting intellectual property rights, and maintaining the security of academic information.

## **11. THE RATIONALE FOR THE POLICY**

Malawi's mindset changes within the context of Agenda 2063, the African Union's strategic framework for socio-economic transformation, entails several key aspects. A mindset change in Malawi would prioritise investment in its people, recognising human capital as a crucial driver of development. This involves strategies to improve education and skills training, promote gender equality, and enhance healthcare systems, ensuring that Malawians are equipped to participate fully in the economy and society.

Embracing a mindset of innovation and technology is essential for Malawi to leapfrog development challenges and capitalise on opportunities in the digital age. This involves fostering a culture of entrepreneurship, promoting research and development, and leveraging technology to address social, economic, and environmental issues. A mindset change entails a commitment to good governance, transparency, and accountability in Malawi's institutions and leadership. This is crucial for fostering trust, promoting inclusive development, and ensuring that resources are effectively managed and allocated to achieve Agenda 2063 objectives. Overall, Malawi's mindset change within the framework of Agenda 2063 would involve embracing a forward-looking, collaborative, and sustainable approach to development, with a focus on investing in people, harnessing innovation, and promoting good governance to realise the continent's collective aspirations.

The rationale behind instituting an Academic Integrity Policy is rooted in the ever-evolving landscape of education, which is continuously shaped by technological advancements and the globalisation of information. In today's interconnected world, knowledge has become more accessible than ever before, presenting both opportunities and challenges. While technology has

undoubtedly facilitated learning and research, it has also heightened the temptation for academic misconduct.

The Academic Integrity Policy serves as a vital safeguard against the erosion of ethical standards within the educational community. By establishing clear guidelines and consequences for academic dishonesty, this policy ensures fairness and equity among all students. It creates a level playing field in which success is determined by merit and genuine effort rather than deceitful practices.

Moreover, upholding academic integrity is paramount for preserving the reputation and credibility of educational institutions, such as KUHeS. By maintaining rigorous standards of honesty and ethical conduct, universities reinforce the value and respect associated with their degrees. A strong commitment to academic integrity not only enhances the institution's standing but also instils confidence in its graduates' qualifications.

Beyond safeguarding the reputation of the university, the Academic Integrity Policy plays a crucial role in fostering a culture of ethical scholarship. By promoting honesty, integrity, and accountability, this policy cultivates a community built on trust and respect. This encourages students to take ownership of their academic work, engage in meaningful learning experiences, and contribute positively to the scholarly community.

In essence, the Academic Integrity Policy serves as the cornerstone of KUHeS's commitment to excellence in education. It reflects the university's dedication to upholding the highest ethical standards and ensuring that academic achievements are attained with integrity and honour. By adhering to these principles, KUHeS not only prepares students for success in their chosen fields, but also equips them with the moral compass necessary to navigate the complexities of the modern world.

## **12. KUHE S VISION**

A world-class University and Centre of excellence in health education, research, and innovation.

### **13. KUHES MISSION**

To advance knowledge, professional competencies, skills, and innovations in health sciences through high-quality student-centred and innovative education and research that responds to national policy, health, and development needs in an efficient, sustainable, and result-oriented manner.

### **14. AIM OF THE POLICY**

The aim of the Academic Integrity Policy is to establish and uphold a culture of academic honesty, integrity, and ethical behaviour within our academic community.

### **15. POLICY OBJECTIVES**

The objectives of this Policy are to:

- a. Cultivate a culture of integrity among students, faculty, staff, and administrators.
- b. Set expectations for proper academic conduct.
- c. Define specific forms of academic misconduct such as plagiarism, cheating, collusion, fabrication, misrepresentation, and unauthorised assistance.
- d. Promote educational awareness to prevent unintentional violations and encourage shared responsibility.
- e. Ensure fair and transparent procedures for investigating and addressing alleged violations of academic integrity.
- f. Safeguard the value of academic credentials and uphold the credibility of university programs, degrees, and certifications.
- g. Foster pride and professionalism among students in academic achievement.

## **16. POLICY PRIORITY AREAS**

The following constitutes the Policy Priority Areas:

### **16.1 POLICY PRIORITY AREA 1: CULTIVATING A CULTURE OF ACADEMIC INTEGRITY**

**Policy Issue:** Challenges in implementing measures to safeguard academic integrity across the University community.

**Policy Statement:** KUHeS is dedicated to cultivating a culture of academic integrity that permeates all aspects of university life. This commitment reflects our belief that ethical conduct is fundamental to the pursuit of knowledge and scholarly endeavours. Appendices 1 on Code of Conduct for School shall apply to all staff members. Appendix 2 shall be applied by all students prior to submitting major assignments such as case studies, essays, semester papers, dissertations and theses.

#### **Policy Strategies**

The strategies shall include:

- a. Orientation and Onboarding
- b. Promote a Values-Based Environment
- c. Create a value-based environment that encourages responsible conduct.
- d. Incorporate Integrity into Institutional Communications

### **16.2 POLICY PRIORITY AREA 2: PREVENTION THROUGH ETHICAL BEHAVIOURS**

**Policy Issue:** Challenges in developing guidelines for defining academic misconduct and promoting ethical behaviour across the University Community.

**Policy Statement:** KUHeS is committed to preventing academic misconduct through comprehensive education and providing the

knowledge and tools necessary for individuals to make informed and ethical decisions in their academic pursuits.

**Policy Strategies**

The strategies shall include:

- a. Integrate Academic Integrity Education into Curriculum
- b. Professional Development for Faculty
- c. Student Workshops and Resources

**16.3 POLICY PRIORITY AREA 3: TRANSPARENT AND FAIR  
ADJUDICATION PROCESSES**

**Policy Issue:** Challenges in transparency and equity in adjudication processes to ensure fairness and accountability.

**Policy Statement:** KUHeS is committed to preventing academic misconduct through comprehensive education and providing the knowledge and tools necessary for individuals to make informed and ethical decisions in their academic pursuits. Appendix 3 shall apply for a fair and transparent adjudication processes.

**Policy Strategies**

The strategies shall include:

- a. Educational Workshops and Training Sessions
- b. Set guidelines for reporting suspected cases of academic misconduct.
- c. Engaging Student Leaders and Peer Educators

**16.4 POLICY PRIORITY AREA 4: TECHNOLOGY AND ACADEMIC  
INTEGRITY**

**Policy Issue:** Challenges and opportunities presented by technology in the context of academic integrity.

**Policy Statement:** KUHeS acknowledges the influence of technology on academic practices and is committed to leveraging technology

responsibly, while addressing emerging challenges related to academic integrity.

#### **Policy Strategies**

The strategies shall include:

- a. Implement Plagiarism Detection Tools
- b. Secure Online Assessment Platforms
- c. Digital Literacy Initiatives

### **16.5 POLICY PRIORITY AREA 5: SANCTIONS FOR ACADEMIC**

#### **INTEGRITY VIOLATIONS**

**Priority Issue:** Challenges in developing effective and consistent sanctioning guidelines and penalties for academic integrity violations to deter misconduct and uphold academic standards.

**Policy Statement:** KUHeS acknowledges that any violation of academic integrity is a serious offence, subject to appropriate sanctions or penalties. Violations of academic integrity may result in academic penalties and/or disciplinary sanctions. Appendices 3 and 4 shall apply in cases of reporting cases and Procedures for Adjudicating Academic Integrity Violations.

#### **Policy Strategies**

The strategies shall include:

- a. Academic Penalties
  - i. Requirement to re-submit the assignment or complete an alternate assignment.
  - ii. Grade reduction for assignment or course.
  - iii. Failure grade for assignment.
  - iv. A grade of F (fail) in the course.
- b. Disciplinary Sanctions
  - i. Disciplinary reprimand.
  - ii. Disciplinary probation.

- iii. Dismissal from a departmental or school program.
- iv. Denial of access to internships or research programs.
- v. Loss of appointment to academic positions.
- vi. Loss of departmental/graduate program/school endorsements for internal and external fellowship support and employment opportunities.
- vii. Removal of fellowship or assistantship support.
- viii. Suspensions of one or more semesters.
- ix. Delays in the completion of professional programs.
- x. Dismissal from a graduate or professional program or university.
- xi. Expulsion from the University with a permanent notation of disciplinary expulsion on the student's transcript.
- xii. Revocation of a degree or certificate.

## **17. IMPLEMENTATION GUIDELINES**

Implementation Guidelines for the University Academic Integrity Policy:

### **17.1 Dissemination of Information**

#### **a. Policy Distribution**

KUHeS shall distribute the Policy to all members of the university community, including students, faculty, staff, and administrators, through official channels such as the university website, handbooks, and orientation materials.

#### **b. Regular Updates**

KUHeS shall establish a mechanism for regular updates and revisions to the policy, ensuring that the community is aware of any changes and remains informed of evolving standards and expectations.

### **17.2 Educational Programs and Resources**

#### **a. Orientation Programs**

The University shall integrate academic integrity discussions and guidelines into new student and faculty orientation programs to set expectations from the beginning of their association with the university.

b. Workshops and Seminars

The University shall conduct regular workshops and seminars on academic integrity for both students and faculty, providing practical guidance on proper citations, research ethics, and avoiding plagiarism.

c. Online Resources

The University shall develop and maintain a comprehensive set of online resources, including tutorials, FAQs, and case studies, to facilitate easy access to information related to academic integrity.

### **17.3 Faculty Development**

a. Professional Development Sessions

KUHeS shall provide ongoing professional development opportunities for faculty members to enhance their understanding of academic integrity issues, teaching strategies that promote ethical behavior, and the effective use of technology in maintaining integrity.

b. Promote Best Practices

KUHeS shall encourage the sharing of best practices among faculty members, fostering a collaborative environment for promoting academic integrity.

### **17.4 Technology Integration**

a. Plagiarism Detection Software

KUHeS shall implement and regularly update plagiarism detection software to identify and address instances of the unauthorised use of sources.

b. Secure Online Assessment Platforms

KUHeS shall facilitate the adoption of secure online assessment platforms to ensure the integrity of online exams and assignments.

c. Digital Literacy Initiatives

KUHeS shall incorporate digital literacy education into academic programs, equipping students with the skills necessary for the responsible and ethical use of technology in their academic work.

**17.5 Adjudication and Reporting**

a. Clear Reporting Mechanisms

KUHeS shall establish clear and confidential mechanisms for reporting suspected instances of academic misconduct, ensuring the protection of those reporting and individuals involved.

b. Transparent Adjudication Procedures

KUHeS shall articulate and disseminate procedures for investigating and adjudicating academic integrity cases to ensure transparency and fairness.

c. Support Services

KUHeS shall provide support services for students involved in academic integrity cases, including counseling, guidance, and educational resources to facilitate a positive learning experience.

**18. MONITORING AND EVALUATION**

Effective monitoring and evaluation are crucial components for ensuring the continued success and relevance of a university's academic integrity policy.

**18.1 Quantitative and Qualitative Metrics**

KUHeS shall develop a combination of quantitative metrics (e.g. reduction in academic misconduct cases) and qualitative indicators (e.g. surveys measuring awareness and attitudes) to provide a comprehensive view of policy effectiveness.

#### **18.2 Incident Reporting**

The University shall maintain a systematic record of reported academic integrity incidents, including the nature of the violations, the courses involved, and the outcomes of adjudication processes.

#### **18.3 Technology Utilisation Data**

KUHeS shall monitor the usage and effectiveness of technology tools, such as plagiarism detection software and secure online assessment platforms, through data analytics.

#### **18.4 Scheduled Reviews**

KUHeS shall review the policy every five years to ensure that it remains aligned with evolving educational practices, technological advancements, and emerging challenges.

#### **18.5 Report Generation**

KUHeS shall generate comprehensive reports on the effectiveness of its policy, highlighting key findings, successes, challenges, and recommendations for improvement.

#### **18.6 Integration with Institutional Quality Assurance**

KUHeS shall ensure that the monitoring and evaluation processes align with the institutional accreditation standards and quality assurance frameworks, demonstrating the university's commitment to maintaining high academic standards.

### **19. FINANCIAL IMPLICATIONS**

The initial stages of introducing the policy shall have cost implications in terms of academic integrity sensitisations, orientations, and training, and the

initial installation of systems such as Turnitin before it starts returning and serving KUHeS and the entire nation. Some of them include:

- a. Conducting faculty and staff training sessions on academic integrity may involve expenses for the trainers, materials, and facilities.
- b. Investing in plagiarism detection software, secure online assessment platforms, and other technological tools is associated with licencing, implementation, and maintenance costs.
- c. Establishing and maintaining fair and transparent adjudication processes may involve costs related to legal consultation, administrative support, and counselling services.
- d. Conducting awareness campaigns through various channels such as posters, websites, and events involves marketing and communication expenses.

### **Appendix 1: Code of Conduct for Schools**

- a. Ensure that students and members are well informed about the Academic Integrity Policy for Staff and Students through publicly accessible means.
- b. Inform students and staff about the available support for academic conduct.
- c. Orient students on academic writing which shall among other issues include referencing style.
- d. Orient and encourage students to use plagiarism software before submitting their assignments.
- e. Develop and administer academic assessments that do not encourage academic dishonesty such as plagiarism.
- f. Provide students with an assignment sheet with detailed instructions.
- g. Provide students with a rubric outlining assessment at all points in the process and final product.
- h. Provide clear guidelines regarding acceptable amounts of help from peers or other adults.
- i. Assist students who have difficulty locating and evaluating information.

**Appendix 2: Academic Integrity Declaration Form for Students**

Student(S) Name(S)	
Student Registration Number(S)	
Programme	
Year of Study	
Module Title	
Module Code	
Assignment Title	

This form shall be completed by the student(s) and attached to any assignment submitted as a part of the assessment. The submission of this form by a student(s) is their confirmation of the terms of the declaration. Students found to have committed academic malpractice are liable to receive a penalty for the offence committed in a particular module. The type of penalty shall be determined through well-known procedures which have been instituted.

**Student Declaration**

I confirm that I have read and understood KUHeS Academic Integrity Policy. I confirm that I have acted honestly, ethically, and professionally throughout the process of writing this assignment. I/we confirm that I/we have neither copied material from another source nor committed plagiarism or fabricated or falsified data when completing the attached piece of work. I/we confirm that I/we have neither copied material from another source nor colluded with any other student in the preparation and production of this work. (issues of collaboration and acknowledgement of sources to be included).

<b>Signature(s)</b>	
<b>Date</b>	

**Appendix 3: Academic Dishonesty Reporting Form**

Please provide your information for contact and follow up.

Your full name(s):	
Your position/title:	
Your phone number:	
Your email address:	
Date of incident	
Location of incident	
Which students were involved in the situation?	
Name	
Gender	
Registration No	
How were they involved?	
Please provide a complete summary of the incident. Your summary must include the following:  1. How you became aware of the misconduct  2. A description of the misconduct (see Academic Integrity Policy for violations);  3. A description of any physical evidence (attach evidence if available).	

#### **Appendix 4: Procedures For Adjudicating Academic Integrity Violations**

- a. Any member of the university community who becomes aware of a possible violation of academic integrity may initiate a formal complaint with the Office of Accused Conduct or equivalent by completing the reporting form (See Appendix II).
- b. Members of the University community, other than faculty members, may also report evidence of an academic integrity violation:
  - i. To the course instructor if the alleged violation occurred in a KUHeS course, or
  - ii. To the school member supervising the accused or the accused's Department Chair or Graduate Director if the alleged violation occurred outside of a KUHeS course.
- c. Any school member or academic administrator who becomes aware of a possible violation of academic integrity must initiate a formal complaint by completing the reporting form (See Appendix II).

#### **Initial Review of Alleged Violations**

Upon receiving a report of an alleged academic integrity violation, the appropriate officer determines the initial level of the violation and verifies whether the accused:

- a. has a previous history of academic integrity violations, and
- b. is currently subject to disciplinary probation. If the accused has had no significant previous violations, the school member may adjudicate the matter themselves or refer the matter to an AIF in the academic unit offering the course.
- c. If the accused has a significant previous violation or stands accused of a serious violation, only the Executive Dean adjudicates the case. If the appropriate Executive Dean is the instructor of the course in which the alleged violation occurred, the case must be transferred to another Executive Dean.

## **Adjudicating Alleged Violations**

### **1. Notification of the Accused**

The school member or Executive Dean deciding the case (the "adjudicator") shall notify the accused person of the allegation in writing or by electronic communication within 15 working days of the time the school member becomes aware of the alleged violation. The notification informs the accused.

- a. That a complaint has been made against them.
- b. About the disciplinary process.
- c. Of their rights throughout the adjudication process.
- d. That Campus Advisors are available to assist the accused, and
- e. That they cannot withdraw from the course without written permission from the Executive Dean until the case is adjudicated.

The notification shall instruct the accused to respond within five working days of its receipt to arrange time to discuss the matter with the adjudicator. It shall also inform the accused that if they decline to respond, the process shall continue without their participation.

### **2. Investigation and Finding**

After the accused has been notified, the adjudicator investigates the allegation. The investigation may include meetings with the responding party, complainant, witnesses, and any other involved individuals. The adjudicator shall:

- a. review all information about the complaint with the accused;
- b. allow the accused to respond to allegations.
- c. meet with the complainant (if necessary); and
- d. gather information from witnesses.

### **3. Resolution**

The adjudicator shall review all available information, including the accused's response, and determine whether the accused is responsible for the alleged violation. The adjudicator shall inform the accused in writing the outcome of the investigation within ten working days from the initial meeting with the accused. If the adjudicator finds that the

accused has not violated the Academic Integrity Policy, the matter shall then be closed and the adjudicator shall report the outcome by submitting the academic integrity final reporting form. If the adjudicator finds that the accused has violated the Academic Integrity Policy, they shall determine an appropriate sanction.

If the accused disagrees with the findings or sanctions, they can appeal to the Campus Appeals Committee within ten working days.

#### **4. University Hearings**

The University shall prepare complete procedures for the administration of university hearings and publish these procedures in a publicly accessible format.

#### **5. University Disciplinary Committee**

The University Disciplinary Committee adjudicates alleged academic integrity violations that may result in suspension, expulsion, or any penalty. The Disciplinary Committee reviews all available information and independently determines whether the accused student violated the Academic Integrity Policy. If the Committee finds the accused responsible, the committee assigns appropriate sanctions (s). The Committee has the authority to question witnesses, the accused (if they choose to speak), and the complainant to determine the facts of the case.

#### **6. Composition of University Disciplinary Committee**

A University Disciplinary Committee typically comprises at least three trained members.

- a. One school member and two students. If the accused student is a graduate student, one member of the Disciplinary Committee will normally be a graduate student.
- b. A trained university community member shall serve as the presiding officer and administer the hearing to ensure a fair process for all parties involved.

### **7. Hearing Procedures**

During a University Hearing, the complainant, accused person, and any witnesses can present information to and be questioned by the Disciplinary Committee. The accused person and complainant may each be assisted by a person appointed by the Executive Dean. Moreover, the accused person and the complainant may each have one support person present, who may not participate in or disrupt hearing in any way. At the end of the hearing, the Disciplinary Committee shall deliberate in private. An accused person is initially presumed to not be responsible for alleged violation(s). Responsibility must be established using the standard of preponderance of evidence, which requires that the Disciplinary Committee be persuaded that it is more likely than not that the allegation(s) against the student are true. If the Disciplinary Committee finds the student responsible, they shall then allow the accused student, complainant, and investigator to discuss appropriate sanctions. The Committee shall then deliberate privately to determine appropriate sanctions. The Hearing Board shall communicate the outcome to the accused student and complainant, including any sanction(s) and rationale.

### **8. Appeals**

The Office of Student Affairs, or its equivalent on each campus, shall prepare complete procedures for the administration of appeals and publish them in a publicly accessible format.

### **9. Campus Appeals Committee**

The University Appeals Committee shall consider appeals of initial academic integrity decisions and requests for the removal of sanctions.

### **10. Composition of the University Appeals Committee**

The University Appeals Committee consists of three trained members, one school member and two students. If the accused person is a graduate student, one student member of the University Appeals Committee shall normally be a graduate student.

## **11. Appeal Procedures**

The accused student has the right to appeal to any finding(s), sanction(s), or both to the University Appeals Committee subject to the provisions of this section. The student has the burden of proof of the appeal. The student has ten working days from when they receive the initial decision to file an appeal. Appeals must be submitted in a written letter to the Executive Dean office. An accused person may appeal on the following grounds.

### **a. Unsupported conclusion**

The decision made by the school members or Disciplinary Committee is not supported by the facts of the case.

### **b. Procedural error**

The adjudication process does not conform to the prescribed procedure. This error had a substantial impact on the outcome.

### **c. Disproportionate sanction**

The sanctions imposed on the student are grossly disproportionate to the severity of the violation.

### **d. New information**

New information was unavailable or unknown at the time of the initial decision. New information must be sufficient to alter outcomes. The University Appeals Committee decides appeals based on the records of the initial proceedings and any written submissions from any of the parties involved: the accused person, complainant, investigator, and, if applicable, the presiding officer of the original hearing. The consideration of an appeal does not include meetings with any parties.