



Policy Name:

Academic Integrity

Stakeholders

This policy applies to SEA Trainers, Staff and Trainees

Department

Academic Affairs

Policy Code

1. Policy Statement

SEA is committed to upholding academic integrity in all modes of learning. Trainers, trainees and staff are all responsible for ensuring the integrity, fairness, and honesty of all the academic processes. Integrity violations is expressed in academic dishonesty which includes, but is not limited to, cheating, plagiarism, deception and other forms of dishonest or unethical behaviour, and are considered a violation of the Student Code of Conduct.

2. Policy Objectives

- Establishing, encouraging and protecting the ethical principles and conditions required for quality education through maintaining academic integrity
- Enabling trainees' success and ensuring fairness and reliability in the awarding of grades and degrees.
- Ensuring that SEA graduates are of the highest possible quality
- Safeguarding SEA's reputation as a quality learning institution
- Creating a conducive atmosphere to the learning process
- Appreciating the value of the degree issued by SEA
- Defining the process of addressing situations in which a breach in Academic Integrity has occurred

3. Definitions

Academic Dishonesty

Academic dishonesty is represented in any type of cheating in relation to an academic assignment that trainees must submit or present. It includes but not necessarily limited to:

Plagiarism:

Intentionally or unintentionally representing another person's work as one's own, including but not limited to: using another individual's ideas or words in an assignment, submission of another's work as one's own, fabrication of references and submitting an assignment using other individual's or group's work without citing the source.

Cheating:

Using or attempting to use materials, information or communications without permission of the instructor including but not limited to:

- Copying or allowing another person to copy a test paper, assignment, report or any other graded material
- Using external aids of any kind; e.g. notes, books, electronic devices, and information from others or a test, quiz or other graded assessment without permission of trainer
- Taking a test for someone else or having someone else complete a test or graded assessment in one's place
- Using, buying, selling, stealing, soliciting or copying any contents of an examination, quiz or other graded assessment without authorization of instructor

Deception:

Providing false information to trainers and or academy management in regard to a formal academic assignment, e.g., claiming submission of an assignment which in reality hasn't been submitted, giving false excuses for absenteeism or missing assignments deadlines.

Unauthorized Collaboration

Sharing information or aiding another person during an examination or in preparing academic work without prior authorization of instructor.

Fabrication:

Using invented, altered, forged or falsified information in academic work or documentation whether in hard copy or electronic format

Multiple Submission:

The submission of the same work or substantially the same work to more than one class, and/or submission of prior academic work submitted for credit at a different institution

Academic Misconduct:

other forms of dishonesty or inappropriate conduct. Examples included, but are not limited to:

- Requesting an academic benefit such as requesting an extension, excused absence, or other benefit based on false information or deception
- Knowingly and willingly damaging the efforts or work of other students
- Accessing student or faculty records or files without authorization
- Misrepresenting oneself as a student or faculty member to obtain protected information or other academic or personal benefit

4. Procedures

- A trainer who suspects or establishes that an act of academic dishonesty has occurred, he/she will fill in the Academic Integrity Violation Report and will submit it to the Head of the program
- The Head of the Program has final discretion on the penalty and consequences based on the trainee's record and seriousness of the violation.
- If the trainee has not accepted responsibility for violating academic integrity, the Academic Affairs Manager will investigate the case and decide on the appropriate disciplinary actions that may include the following:
 - Grade zero or reduction of a course grade
 - Failing an exam/course
 - Suspension from the program
- Each case will be treated individually on its own merit and penalties may vary. If termination from the program is deemed appropriate, the Academic Affairs Manager will notify the Admission & Registration Officer who will in turn notify the trainee in writing of the decision no later than three working days after he has been informed of the decision.

5. Appeal:

Trainees have the right to appeal if they disagree with an academic decision/penalty or alleged unfair treatment as described below:

- If the decision or the alleged unfair treatment has been made by a trainer, a trainee may appeal, within 3 days, to the Academic Affairs Manager.
- If the decision or the alleged unfair treatment has been made by the Academic Affairs Manager, a trainee may appeal, within 3 days, to the Academy Executive Director who forms a Grievance Committee that may confirm or reduce the penalty.

- A trainee may appeal against an academic decision through using the Complaint Form

6. Resources:

- Complaint Form