



**BEACONHOUSE
INTERNATIONAL
COLLEGE**

ACADEMIC HONESTY POLICY

BIC POLICIES

Beaconhouse International College

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ACADEMIC HONESTY POLICY (AHP)

I. Introduction

Academic honesty is the cornerstone upon which excellence in these endeavors is based, as it creates the necessary conditions of mutual trust and open communication that make intellectual inquiry and growth possible. The Academic Honesty Policy (AHP) recognizes our shared obligation to promote honesty and the related principles of respect and responsibility among all members of our institution. It establishes high standards of academic conduct, and requires that each individual meet those standards.

Faculty members, course tutors, assessors and staff have the responsibility to uphold the policy, model integrity in their own practices and educate students about disciplinary standards.

All staff members have the obligation to model integrity through their leadership and to provide the resources necessary to promote best practices in teaching, learning, assessment, research and citizenship.

The specific policy measures that follow have been designed to promote a just & trustworthy community, and to ensure equity, clarity and consistency in our adjudication of all alleged academic dishonesty cases.

II. Who is Covered under the Policy

- II-A) All Faculty of BIC Nationwide campuses
- II-B) All Students of BIC Nationwide campuses
- II-C) All Campus-based staff of BIC Nationwide campuses

III. Educating the College Community about the Policy

- III-A) The orientation program for first-year and transfer students at the undergraduate level will include a discussion of the Academic Honesty Policy.
- III-B) Departments will provide their incoming graduate students with an orientation to the policy.
- III-C) Course-specific materials such as curriculum and website will refer to the Academic Honesty Policy and how it applies to the class.
- III-D) All tutors and concerned academic management will receive an orientation to the Academic Honesty Policy by Deptt. of Quality Assurance.
- IV-E) BIC concerned management shall aim to provide regular updates on the Academic Honesty Policy to all faculty and management of college courses and academic staff.

IV. Honor Pledge

As per Student Undertaking it is pledged to uphold the Academic Honesty Policy. *(Student Undertaking - Annex I)*

Extract below:

"I affirm that I have not given or received any unauthorized help on this assignment, and that this work is my own."

"I affirm that I will not give or receive any unauthorized help on this exam, and that all work will be my own."

As per Staff Undertaking it is pledged to uphold the Academic Honesty Policy. *(Staff Undertaking - Annex II)*

Disclaimer

All concerned are responsible for upholding the Academic Honesty Policy. *(Forms and Undertakings on BEAMS, Scholastic & Head of Institute (Hard Copies))*

POLICY PARADIGMS

SR #	DETAILS	ADMINISTRATED BY
1	Overall Policy Implementation	Head of Institute Head of School
2	Pledge & Undertaking by All	Head of Institute Faculty
3	Identify, Report and Forward Violation/Infraction	Head of Institute
4	Training of the Policy	Head of QA Head of Academics
5	Exam Day Random visits	Head of QA Head of Academics
6	Examination Conduction	Head of Institute
7	Ensure Exam Implementation Standards	Head of Institute Head of Schools



8	Invigilators to be Nominated by	Head of Institute Head of School
9	Assignment's Facilitation Violation	Head of Institute Head of School
10	Assessments Timely Done	Head of Schools
11	Violation Evidence is Mandatory for Enquiry	Head of Institute
12	Enquiry to be Carried By	Academic Honesty Committee

COMMITTEE MEMBERS

1	Country Head Operations
2	Head of Quality Assurance
3	Head of Human Resources
4	Head of Academics



DISCIPLINARY ACTION ASSOCIATED WITH INFRACTIONS/VIOLATIONS

Sr. No.	BEHAVIOR	INTENSITY OF VIOLATION / INFRACTION (DECISIONS AFTER INQUIRY)			
	Pattern	Level – 1 (Low)	Level – 2 (Low to Medium)	Level – 3 (Medium to High)	Level – 4 (High)
1	Giving Unauthorized Aid	-	-	Issuance of warning letter for infraction. Staff/Student	Termination
2	Plagiarism & Collusion	-	-	Issuance of warning letter. Redo the course next semester Student	-
3	Misuse of Username and Password	-	-	Issuance of warning letter for infraction. Staff/Student	-
4	Fabrication and Falsification	-	-	Issuance of warning letter for infraction. Student	-
5	Denying Others Access to Information or Material	-	-	Issuance of warning letter for infraction. Student	-

VIOLATIONS OF ACADEMIC HONESTY

A. General Principles

There are many different forms of academic /honesty violations. The following list of honesty violations and their descriptions is not meant to be exhaustive. Rather, it provides examples of the most common kinds of unacceptable academic conduct.

Intent—or lack thereof—should never be taken into account when deciding whether or not an action or set of actions violated the honesty policy. However, fairness dictates that intent may be considered when communicating decisions.

B. Violations

B - 1. Giving Unauthorized Aid:

Aiding the student in an act that violates the standards of academic honesty. Examples include providing information, material, over marking, unnecessary grading, exam out.

B - 2. Plagiarism & Collusion:

Most often, the use of an idea or phrase, or the borrowing of some other significant influence from a written, spoken, or visual source should be signaled at the place of use in a work for which the student claims authorship. Similarly, when students submit assignments that build on their own previous work, the expectation remains in effect that they will transparently signal how much of the work is original to the current assignment and how much is drawn from past assignment(s). As responsible contributors of the academic community, students are expected to know and adhere to all rules established in Academic Honesty policy, as well as any additional rules communicated by tutors regarding completion of course.

B - 3. Fabrication and Falsification:

Falsifying or inventing any information, citation, text or data; using improper methods of collecting or generating data and presenting them as legitimate; misrepresenting one's qualifications or one's status in the college. Forging signatures or falsifying information on official documents for the purpose of academic gain. Examples include: drop/add forms, incomplete forms, petitions, letters of permission, applications for positions or awards in the College, course attendance sheets, email communication etc.



B - 4. Denying Others Access to Information or Material:

Any act that deliberately hinders the use of or access to library or course materials. Examples include: the removal of pages from books or materials; the removal of books from libraries without formally checking out the items; the intentional hiding of course material from class fellows.

B - 5. Misuse of Username and Password:

Management and students are responsible to protect their username/password given to them that authorize access to academics through VLE or Canvas. It is a violation of the Academic Honesty Policy to allow unauthorized access to protected materials by the sharing of any usernames and passwords.

ANNEXURES

1. FACULTY UNDERTAKING *AH-02*
2. STUDENT PROGRESS REPORT *AH-03*

NOTE:

These Forms are forwarded to the development team to add them on BIC Scholastic

Faculty Undertaking

Date: / /

1. All teachers are to complete one academic session and NOT leave without completing the course and its revision, however, in cases of serious personal nature three month notice - permanent; must be given and until a replacement (substitute) has arrived - for visiting faculty.
2. The academic session begins in the 2nd week of September and formal class teaching ends no later than the last week of February. (for Fall)
3. For **BSc & LLB** you will have one week of revision in December and one week in March, and for any other revision class apart from this, prior permission will be needed by the Head of Institute.
4. The teacher is to ensure a complete attendance record, and provide daily and weekly feedback of chronic cases to the Programme Head and the Head of Institute.
5. Faculty Attendance should be marked online and in the attendance register (parallel changeover). Student's Attendance Registers can be collected from the Programme Head/Coordinator's Office and should be returned after the class. The register should be signed on the arrival and again at the departure time.
6. We would want you to adhere to the numbers of hours allowed. These hours are subject to course completion and past papers practice.
7. All communication with students in cases of a class rescheduling, or late arrival, kindly inform the Programme Head (PH) and avoid contacting the students directly, also communicating at the 11th hour should be highly avoided. In the case of long leave, contact the PH and submit leave on BEAMS. Late comings is highly discouraged. Kindly please ensure time management.
8. For any extra class, submit the Extra Class Form on BEAMS or take the Form from PH and submit to the Head of Institute.
9. Any communication with the students is only permissible through the mediums created by Branch Academic Heads. It is NOT allowed for the faculty to communicate with students otherwise whatsoever.
10. We expect that being part of the professional teaching fraternity, you will NOT discuss internal matters with other schools, colleges, and will NOT be found talking to students about matters of the administration.
11. Sessional will be conducted in October (For Fall) and April (For Spring) and the result should be finalized within 48 hours of conducting the examination. This applies to LJMU and UOL Programmes.
12. December & March (for Fall) and August (for Spring) will be allowed as the revision and reinforcement week for BSc, LLB students. Dates to be communicated by Head of School.
13. Student Progress Report shall be completed by each faculty and submitted to the concerned Programme Head/Head of Institute once a semester.

Faculty Undertaking

14. Regular assignments must be given and returned in time with feedback, a student's academic performance can be monitored through exams & assignments. For a theory subject, one assignment per chapter must be given, checked and returned to the Programme Head (PH) for photocopying and keeping in the student's folders. Kindly please ensure students are given at least 2 assignments a month.
15. It is mandatory to submit a resource pack of the respective subject that you will be teaching which should contain teacher's notes, essential reading, further readings, slide shows and past papers. All the above-mentioned resources including the course lesson planner should be submitted before the commencement of the academic year.
16. All faculty members must email a written evaluation and feedback after every month to their PH and CC the Head of Institute and Head of School. Evaluation must include your concerns, struggling students feedback, attendance issues etc. Strategies for improvement should also be included.

An Academic Calendar is provided by Head of Academics for your reference

FACULTY NAME

FACULTY SIGNATURE

For Office Use Only:

Programme Head/ Leader

Head of Institute



Student Progress Report

Name of the Student:	
Lecturer:	
Date:	

Session Exam: ☐ Viva Voce: ☐ Mid Term (Dec) ☐ Mocks (Feb) ☐

Sr #	Unit Names	Marks	Lecturer's Comments
1			
2			
3			
4			

Comments of Programme Head

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Faculty Signature

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Programme Head Signature