



Academic Integrity Policy

FIE: Foundation for International Education

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Academic Integrity

- **Faculty are asked to do whatever they consider appropriate to ensure academic integrity and eliminate plagiarism.** It is important that faculty inform students in the first class of a course, in the syllabus, and at the time of the first assignment what constitutes academic integrity/plagiarism¹ and the resulting repercussions thereof
- FIE's [Writing Support Service](#) can assist students who are struggling with referencing
- **In the event of a suspected breach of academic integrity**, the first step is for the faculty member to afford the student an informal opportunity to respond. If the member of faculty chooses to take the matter further, they should consult FIE's Academic Faculty Director
- **FIE policy** is that any piece of work where academic integrity has been substantially breached must be failed and a warning issued to the student. If there is more than one incident of academic impropriety by the same student in a course, then the student will likely receive a failing grade for the entire course
- Once an incidence of academic impropriety has been resolved, the **faculty member must submit a report** to the Academic Team.

A breach of Academic Integrity can be defined as below²

Cheating

Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. When completing any academic assignment, a student shall rely on their own mastery of the subject.

Examples:

- Unauthorised use of notes, text, the Internet, or other aids during an examination
- Copying from another student's academic work
- Unauthorised communication during an examination
- Handing in the same paper for more than one course without the explicit permission of the instructor(s)
- Intentionally viewing a test before it is administered
- Storing notes in a portable electronic device for use during an examination.

Fabrication

Intentional and unauthorised falsification, misrepresentation, or invention of any information, data, or citation in an academic exercise.

Examples:

- Inventing data or facts for an academic assignment
- Altering the results of a lab experiment or survey
- Citing a source in a bibliography or reference list that was not used
- Stating an opinion as a scientifically proven fact.

Plagiarism

Intentionally representing the words, ideas, or data of another as one's own in any academic exercise without providing proper citation. It is possible to self-plagiarise i.e. the reuse of significant, identical, or nearly identical portions of one's own work without acknowledgment of doing so or without citing the original work

The following sources require citation:

- Word-for-word quotation from a source, including another student's work
- Paraphrasing (using the ideas of others in your own words)
- Unusual or controversial facts not widely recognized
- Audio, video, digital, or live exchanges of ideas, dialogue, or information.

¹ A great resource for both faculty and students on what constitutes plagiarism is available on the Harvard University website: <https://extension.harvard.edu/registration-admissions/for-students/student-policies-conduct/academic-integrity/>

² From <https://osccr.sites.northeastern.edu/academic-integrity-policy/>

Unauthorized Collaboration

Instances when students submit individual academic works that are substantially similar to one another. While several students may have the same source material, the analysis, interpretation, and reporting of the data must be each individual's independent work.

Examples:

- Sharing a take-home examination, case write-up, lab report, or any other assignment with a peer without express permission from the instructor
- Completing an academic exercise with the aid of a peer, but unfairly crediting all work to oneself.

Participation in Academically Dishonest Activities

Any action taken by a student with the intent of gaining an unfair advantage.

Examples:

- Misrepresenting oneself or one's circumstances to an instructor
- Stealing an examination
- Obtaining/purchasing a pre-written paper
- Utilising Artificial Intelligence to create and submit an assessment in its entirety
- Selling, loaning, or otherwise distributing materials for the purpose of cheating, plagiarism, or other academically dishonest acts
- Destroying, altering, stealing, or forging another student's work, library materials, laboratory materials, academic records, course syllabi, or examination/course grades
- Intentionally missing an examination or assignment deadline to gain an unfair advantage
- Forging information or signatures on official University/FIE documents.

Facilitating Academic Dishonesty

Intentionally or knowingly helping or attempting to violate any provision of this policy.

Examples:

- Doing academic work for another student
- Making available previously used academic work for another individual with the intention of resubmitting the work for credit.

Inappropriate use of Artificial Intelligence (AI)

It is permissible to use tools to help formulate ideas, to stimulate creative thought and to support correct usage of spelling and grammar. However, using AI to create an assessment and submit it as your own work will be considered a violation of academic integrity. Furthermore, AI data can be out of date and is known to produce 'hallucinations', or information that is factually incorrect.

Examples:

- Copying and pasting directly from AI generated texts into your work
- Failing to reference factual information
- Using information in your work that is factually incorrect

Student's right to advance a defence

A student shall have the right to appeal against a decision made following investigation, on the grounds of new evidence which they were previously unable to provide. A candidate may appeal against the penalty imposed on the grounds of doubt(s) of its viability.

- An appeal for a review of an Academic Team decision must be made in writing, to FIE within 14 days of the date of notification of the Academic Team's decision, unless, having regard to

the circumstances of a particular case, the Academic Team determines that an appeal received outside this period be allowed.

- The appeal must be supported by evidence relevant to the grounds for appeal.
- FIE shall acknowledge in writing within five working days any appeal which conforms to the requirements, and will provide an estimate of the date by which the candidate will be further advised of the progress of the appeal.

Update to what is included in syllabi:

By enrolling at FIE, you have joined an academic community and you are expected and required to act honestly regarding the work you submit for assessment in your courses. Academic integrity is closely related to the concept of good academic practice.

Any attempts to Cheat; Fabricate; Plagiarise; Collaborate without Authorisation; Participate in Academically Dishonest Activities; Facilitate Academic Dishonesty and/or Inappropriately using Artificial Intelligence in your assessed work will be viewed as a breach of this regulation.

Most students do not have any problems understanding the rules and expectations about acting honestly at university. If you have any questions you must talk to your faculty or a member of FIE's Academic Team.