Wayamba University of Sri Lanka

ACADEMIC HONESTY POLICY 2018

On the recommendation of the Senate, the Council of the Wayamba University of Sri Lanka as the governing authority of the Wayamba University of Sri Lanka by resolution adopts the following policy.

Dated: 26.07.2018

Last amended: Not applicable

Signature: Signed

Position: Vice Chancellor, Wayamba University of Sri Lanka

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CONTENTS

PART 1 - PART HEADING

1   Name of policy

This is the Academic Honesty Policy 2018.

2   Commencement

This policy commences on 01.10.2018.

3   Policy is binding

Except to the extent that a contrary intention is expressed, this policy binds the University, staff, students and affiliates.

4   Overview

This policy
   (1) ensures the University's explicit opposition to, and intolerance of, plagiarism and academic dishonesty;
   (2) ensures the principles underpinning the University's approach to plagiarism and academic honesty;
   (3) sets out individual responsibilities for promoting the principles of academic honesty;
   (4) identifies a transparent process for handling allegations of plagiarism and academic dishonesty by students enrolled in coursework award courses and research
   (5) shall apply to all undergraduate and graduate courses, offered by the University

5   Application

This policy applies to;

   (a) staff and affiliates
   (b) all undergraduate and postgraduate students enrolled in award courses (taught or research)
   (c) non-award students, exchange students and study abroad students

It is a condition of each student's admission to candidature that the student complies with this policy.

6 Definitions

Academic dishonesty	means obtaining academic advantage for oneself or for others by dishonest or unfair means
Academic integrity	means putting the values and norms of behaviour such as honesty, fairness and responsibility into practice
Plagiarism	means producing another person's work as one's own work without giving appropriate acknowledgement of the original source.
Assessment	means evaluation of a student's demonstration of specified learning outcomes, including written or oral examination, assignments, presentation, and thesis.
Coursework	means a programme of learning in which the dominant mode of instruction is through a contact sessions or classes, lectures, tutorials practical session, online tasks and other modes of instruction that are not supervised research.
Coursework award course	means a formally approved programme of study which can lead to an academic award granted by the University and which is not designated as a research award course. This may include a component of original or supervised research but other forms of instruction and learning will generally be dominant.

7 Academic dishonesty

(1) Academic dishonesty includes the assessment components and publication of work.

(2) Academic dishonesty includes followings:

    (a) recycling - resubmission for assessment the same work or substantially the same, as previously submitted for assessment in the same or in a different module.

    (b) dishonest plagiarism;

    (c) fabricating data;

    (d) engaging another person to complete or contribute to an assessment on behalf of the student;

    (e) submitting work for assessment which has been completed by another person in place of the student or to which the other person has made a contribution, whether for payment or otherwise;

    (f) accepting an engagement from another student to complete or contribute to an assessment in the place of that student;

    (g) communicating, by any means, with another candidate during an examination in an unauthorised mean;

    (h) bringing into an examination hall forbidden material such as textbooks, notes, calculators, computers or any other unauthorised items;

    (i) attempting to read another student's work during an examination;

    (j) writing an examination paper, or consulting with another person about the examination, outside the confines of the examination room without permission;

    (k) copying from another student during an examination;

    (l) unauthorized using of electronic devices to access information during an examination.

    (m) any other breach of by-laws of the examination.

8   Plagiarism

(1)   Plagiarism activities include presentation of work for assessment, and publication in hard or soft media. The work for plagiarism include phrases, clauses, sentences, paragraphs or longer extracts from published or unpublished work without appropriate acknowledgement of the source. Those from the internet are also inclusive regardless of authors' intentions.

(2)   The University does not tolerate plagiarism in any academic work, even where it is not intended to deceive the examiner and occurred due to poor referencing, error, mistake, inability to paraphrase or inability of writing in the student's own words.

(3)   When plagiarism exists or is suspected, the matter must be treated in the manner specified in this policy and the procedures.

9   Permittable Co-operations

Any constructive educational and intellectual assignment that aims to facilitate optimal learning outcomes through interaction between students is considered as permittable co-operation and it is legitimate.

(4)   This may include:
   - research, writing or presentation of joint work
   - discussing basic principles, themes and concepts, case studies, problems
   - situational analysis
   - informal study or discussion groups
   - strengthening and developing academic writing skills/ oral communication through peer assistance

(5)   Co-operation is not legitimate if it gives unfair advantages to a student or group of students over others.

(6)   Permittable co-operation is characterized by following characteristics such as:
   - transparent and open;
   - fair, with no unfair advantage to any student or group of students;
   - working together;
   - advances student learning; and
   - results in students submitting work which demonstrates what they know.

10   Academic Integrity

The main aim of the WUSL is to create, preserve, transmit and apply knowledge through teaching, research, creative work and other forms of scholarship. The WUSL is committed to enhance and maintain academic excellence and integrity as the foundation of scholastic achievement and quality assurance as specified in its mission and vision statements.

(1)   The academic integrity of the WUSL and its programmes requires:
   (a)   reliable ethical behaviour from individuals;
   (b)   a culture that defend academic honesty nurtured by all staff, affiliates and students;

    (c)   effective education and reliable assessment;

    (d)   an effective framework of awareness, prevention, detection and recording that enables the University to monitor and respond to threats to academic integrity.

(2) The University will oppose and will not tolerate, plagiarism or academic dishonesty by staff, affiliates or students.

    (a)   It is the responsibility of all students/ staff to ensure that they do not commit or plan with another person to commit plagiarism or academic dishonesty.

    (b)   The University will treat all allegations of plagiarism or academic dishonesty seriously, in accordance with this policy, the procedures and, where appropriate, misconduct proceedings under the student discipline and examination by-laws.

(3) Adopting academic integrity within University is essential element of an ethical education and culture in WUSL. The University's approach to academic integrity is based on the following strategies;

    (a)   Setting clear expectations: University policies, procedures and faculty provisions should be clearly documented explaining expected outcomes of students regarding academic dishonesty. It is essential to set out fair processes for dealing with allegations of academic dishonesty.

    (b)   Awareness in academic honesty and discipline specific requirements: Students should be instructed in the academic writing and referencing practices at very early stage in the first semester of the programme they are enrolled.

    (c)   Awareness about importance and value of academic honesty: Students should be supported in learning the value and importance of academic honesty as a basis for university scholarship and research enriched learning.

    (d)   Well-designed assessment to achieve academic integrity: Assessment methods should encourage scholarship, creativity and originality.

    (e)   Accurate detection: Assessment processes should detect plagiarism, correct errors and poor referencing, and discourage dishonesty.

    (f)   Record keeping: Need to keep records to monitor the University's goal to maintain a high standard of academic integrity.

    (g)   Open culture: Nurture a culture to maintain academic integrity should be backed by staff, affiliates and students.

(4)   Faculties and Heads of Departments / Course in-charge must design the assessment for each course to eliminate or minimize opportunities for students to gain unfair advantage through plagiarism or academic dishonesty.

(5)   Faculties and Heads of Departments / Course in-charge must review and renew the assessment for each course module each time the module is offered, including redesigning assessment tasks to prevent any breaches of academic integrity that may have occurred previously from recurring.

(6)   Faculties/Programme Coordinators must review the assessment of different course modules offered in the programme to ensure academic integrity.

(7)   Assessment tasks must not be reused in a way that enables students with knowledge or prior experience of those tasks to gain an unfair advantage for themselves or others.

(8)   Examination questions and assignment questions must not be reused or repeated except where the Course in-charge is satisfied that such reuse will not affect the academic integrity of the assessment; or create unfair advantage.

(9)   Students must submit a signed statement of compliance with each piece of assignment submitted to the University for assessment, presentation or publication. When students are required to submit frequent assignments, the relevant Course

in-charge may permit a single compliance statement covering an entire module, or an entire group of assessment tasks, to be used.

11   Detecting plagiarism

(1)   The plagiarised work not be given credit and zero marks should be given.

(2)   Detecting and identifying plagiarism is fundamentally a judgment made by an examiner who is aware of the responsibilities involved in the task of academic assessment. Web search and similarity detecting software, and other such means, should be regarded only as tools assisting an examiner to make that judgment.

(3)   The University shall authorize and mandate the use of text-based similarity detecting software for all text-based written assignments. Faculties must inform students of this in introductory courses, unit of study outlines and informational material provided to them.

(4)   Similarity detecting software may also be used for work that is not a text-based written assignment if the faculty or Head of Department / Course in-charge determines that it is of value in ensuring the academic integrity of assignments. Where such software is used, faculties must inform students in introductory courses, unit of study outlines and informational material provided to them.

(5)   The Course in-charge may ask students to submit all text-based written assignments electronically and checked with the applicable similarity detecting software during the assessment process.

(6)   For the none text-based assignments, Course in-charge must take all reasonable steps to design an assessment matrix that eliminates or minimizes the possibility of breaches of academic honesty.

It should be ensured that:

(a)   the assignment is the student's own original work;

(b)   the reference list is attached;

(c)   the assignment has not been previously submitted

(d)   the input of others does not exceed the bounds of permittable cooperation.

(7)   When plagiarism is suspected by an examiner, or the possibility of plagiarism is detected by a detecting software, the examiner should take required measures to clarify whether the relevant work contains plagiarism.

12   Dealing with allegations of plagiarism and academic dishonesty

(1)   The University / Faculty shall have a fair process for enquiring into and determining allegations of plagiarism or academic dishonesty by coursework students is set out in the procedures or by-laws.

(2)   An examiner who suspects plagiarism or academic dishonesty by a student must report it to the relevant Dean or nominated academic in the manner prescribed in the procedures or by-laws.

(3)   Proper inquiry shall be carried out as prescribed in the procedures or by-laws.

(4)   The outcome of the inquiry must determine whether the student has engaged in:

(a)   no impropriety;

(b)   plagiarism;

(c)   academic dishonesty;

(d)   potential misconduct.

(5) The consequences of each determination are as specified in the procedure / by-laws.

(6) Students may appeal against academic decisions made under this policy or the procedures in the manner provided in the procedure / by-laws.

13   Responsibility

Demonstrating and adhering to academic integrity is the responsibility of all members of the University community.

(1) The Senate is responsible for overseeing the maintenance of academic integrity in all courses across the University by passing by-laws or formulating procedures, co-ordinating the work of faculties to ensure consistency of practice and standards in education, detection and penalties;

(2) Registrar is responsible in maintaining University-wide systems and practices for prevention, detection and recordkeeping in relation to the maintenance of academic integrity;

(3) Faculty Board is responsible for monitoring academic integrity in the Faculty; monitoring and overseeing the implementation of this policy and the procedures within the faculty; promoting good practice for all units of study and award courses which they administer; providing to all students, during the early stages of the first year of all undergraduate and postgraduate award courses, formal education and awareness about principles and practices of academic integrity, developing effective written communication and avoiding plagiarism and academic dishonesty.

(4) Teachers are responsible for: developing and supporting the academic integrity of assessment within the units of study for which they are responsible; as examiners, are responsible for educating students about academic integrity consistently with this policy and related procedures.

(5) Students are responsible for ensuring academic integrity in all learning and work completed by them.

14   Rescissions and replacements

This document replaces the following, which are rescinded as from the date of commencement of this document:

Not applicable

NOTES

Academic Honesty Policy 2018

Date adopted: 26.07.2018

Date commenced: 01.10.2018

Administrator: The Senate

Review date: 30.09.2023

Rescinded documents: Not applicable

Related documents: Student Assessment Policy

Teaching-learning Policy

Examination by-laws

Academic Honesty Procedures (to be developed)

AMENDMENT HISTORY

Provision	Amendment	Commencing
	Not applicable	