

Policy: Academic Integrity and Honesty

Policy Reference: **A-AB-003**

Version: 2

Person Responsible: Deputy CEO Educational Services

1. Policy Statement

Bahrain Polytechnic is committed to excellence of learning experiences and outcomes for its students. It aims to provide a learning environment that fosters and instils in all students the qualities of independent scholarly learning, critical judgement, academic integrity and ethical sensitivity.

All Polytechnic community members share responsibility for maintaining the academic standing of the Polytechnic. As such, staff and students have a responsibility to maintain the highest standards of academic integrity in their work and ensure they appropriately acknowledge the ideas, interpretations, words or creative works of others.

To facilitate the achievement of academic integrity, Bahrain Polytechnic must cultivate a climate of mutual respect for original work and a clear understanding of standards for academic integrity.

2. Definition

Cheating - Behaving deceitfully or dishonestly (in examinations and in-class tests)

Collusion - Presenting work as independent work when it has in fact been produced in whole or in part with others (including persons external to the Polytechnic) unless prior permission for joint or collaborative work has been given as specified in the Course Outline.

Fabrication - Intentional and unauthorised falsification or invention of any information or citation in an academic exercise.

Fraud - Deceitful behavior by which it is sought to gain some unfair or dishonest advantage

Misrepresentation - Representing data or information incorrectly, improperly, or falsely

Obstruction / Interference - Behaving in any way that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources

Plagiarism - The act of misrepresenting as one's own original work the ideas, interpretations, words or creative works of another either intentionally or unintentionally. These include published and unpublished documents, designs, music, sounds, images, photographs, computer codes and ideas gained through working in a group. These ideas, interpretations, words or works may be found in print and/or electronic media.

Research Misconduct - A failure to comply with the principles or specific provisions of Polytechnic policies relating to the conduct of research. This includes but is not limited to conduct in, or in connection with, research that is dishonest, reckless or persistently negligent; and/or seriously deviates from accepted standards within the research and scholarly community for proposing, conducting or reporting research.

3. Application

People:

- This policy applies to all students and staff at Bahrain Polytechnic.

Processes:

- Assessment and Moderation
- Research and Scholarly Activities
- Student Appeal
- Resolving Staff Performance or Conduct Issues
- Credit Recognition

4. External Requirements

This policy helps Bahrain Polytechnic meet the following external requirements:

- HEC Regulation
- Civil Services Bureau Regulations
- Copyright Legislations

5. What is Expected:

The Polytechnic will:

- Establish standards of academic integrity and honesty in teaching, learning, assessment, and the conduct of research;
- Promote such standards among students and staff throughout the Polytechnic;
- Provide a copy of this policy and any other information needed to clarify any point of substance or process to every person covered by this policy. This includes clear information on what constitutes plagiarism, cheating or other forms of academic misconduct or dishonesty.
- Establish procedures for the investigation of alleged or suspected breaches of academic integrity and honesty; and provide appropriate remedies, including penalties, where behaviours or actions have been found to fall short of the expected standards of academic integrity and honesty.
- Ensure that every person involved in a case of academic misconduct or dishonesty has the right to:
 - Be informed of the general nature as well as the supporting details and evidence of any allegations made;

- Access all personal information held about him or her, unless good reason exists for not disclosing such information in order to protect the rights of other parties involved;
 - Know the consequences of any form of academic misconduct or dishonesty being admitted or established;
 - Respond to any allegation or suggested outcome prior to the final decision being made; and
 - Take independent advice, support, advocacy, or representation at all stages of any of the processes covered by this policy.
- Document each step covered by any investigation, including dates, which was present, what was discussed and what decisions, if any, were reached.
 - Notify in writing to the person/s concerned, every outcome or decision taken. This includes notification about any appeal or other rights.
 - Conduct proceedings without bias either for or against any party involved.

6. Key Dates

First Approved:	10 December 2014 by BoT
This Version Approved:	04 June 2015 by SMT, 14 December 2015 by BoT
Next Review Date:	4 years from this version approval or as required

7. Links and Related Documents

- A/AB/009 Student Rights and Responsibilities
- A/AB/011 Regulations Governing Probation, Suspension and Cancellation /Refusal of Enrolments
- A/AB/013 Research and Scholarly Activities

