

# **BU RULES OF ACADEMIC DISHONESTY**

## **Chapter 13 - ACADEMIC HONESTY**

### **13.1 Academic Honesty**

The faculty members and the students shall recognise and uphold standards of intellectual and academic integrity, as an ideal for learning and a need for fairness. All academic work submitted for assessment shall be original and a product of one's/group's own effort; any dishonest work shall be rejected for assessment or for any recognition or award.

### **13.2 Academic Misconduct**

Following acts shall constitute academic misconduct:

- a. Cheating.
- b. Fabrication.
- c. Misuse.
- d. Forgery.
- e. Plagiarism.
- f. Facilitating academic misconduct.
- g. Academic Dishonesty.

### **13.3 Cheating**

Cheating shall mean using or attempting to use unauthorised material, information, study aids, or another person's work in any academic exercise. For example:

- a. Copying from assignments of other students.
- b. Receiving unauthorised help on an assignment, particularly on an individual assignment.
- c. Leaking by any means a question paper, or its contents, to those who are to be tested/ examined in the same paper.
- d. Asking a student who has taken a test or examination to leak the question paper or its contents.
- e. Copying from another student during a test or exam with or without that student's consent/information.
- f. Using unauthorised material (e.g. an instructor's manual) to complete an assignment.
- g. Using unauthorised text or notes, or unauthorised aids (e.g., calculator, PDA, phone) during a test or an exam.
- h. Altering a graded test, exam, or paper and submitting it for re-grading.
- i. Asking a proxy to take a test or exam, or submit an assignment.
- j. Hacking someone's computer and using their data.
- k. Any other action defined as cheating by the University.

### **13.4 Fabrication**

Fabrication shall mean falsification or invention of any information or citation in an academic exercise. For example:

- a. Inventing or falsifying lab or research data.
- b. Inventing or falsifying a bibliography.
- c. Any other action defined as fabrication by a Faculty Member or the University.

### **13.5 Misuse**

Misuse shall mean unauthorised use or utilisation of any academic privilege with respect to library books, notes/slides shared by the teacher, question papers, intellectual property, answer sheets etc.

### **13.6 Forgery**

Forgery shall mean an act to imitate or counterfeit documents or signatures.

### **13.7 Plagiarism**

13.7.1 Plagiarism shall mean representing the intellectual or creative work of someone else, as one's own, either knowingly or unknowingly, or due to carelessness or negligence. For example:

- a. Turning in work, in whole or in part, which was done by someone else.
- b. Copying another person's computer programme.
- c. Paraphrasing or copying material from a written source, including the Internet, without footnoting or referencing it.
- d. Copying material from a written source, including the Internet, without using quotation marks.
- e. Turning in a paper, obtained in whole or in part from an outside paper provider or a website.
- f. Turning in a paper, copied in whole or in part, from another student's paper, whether or not that student is currently taking the same course.
- g. Failure to accurately and completely document all uses of source materials in an academic exercise or project.

13.7.2 Cases of plagiarism in the FYPs, dissertations, thesis, journal articles, or complaints received from outside the University, shall be dealt by the Anti-Plagiarism Standing Committee as per University and the HEC's Plagiarism Policy.

### **13.8 Facilitating Academic Misconduct**

Facilitating academic misconduct shall mean helping or attempting to help another student commit an act of academic misconduct. For example:

- a. Writing, or providing all or part of, a paper, essay, problem set, computer programme, or any other assignment, for another student.
- b. Helping someone else cheat during a test or exam, and extend solicited/unsolicited help in any other way.

- c. Taking a test or examination as a proxy for someone.
- d. Attending classes, or calling present during roll call, as a proxy for someone.
- e. Any other action defined as facilitating academic dishonesty by the University.

### 13.9 Academic Dishonesty

Academic Dishonesty shall mean lack of truthfulness or sincerity on academic matters when interacting with the faculty member regarding an academic exercise. For example:

- a. Lying to the instructor in an attempt to explain an incident of academic misconduct.
- b. Lying to the instructor or using a false or forged excuse in order to get an extension on a due date.
- c. Submitting a written summary about a required out-of-class event that the student did not attend.
- d. Changing, altering, attempting to change or alter, or assisting another in changing or altering any grade or other academic record, including grades or records contained in a grade book or computer file, that is received for or in any way attributed to academic work.

### 13.10 Penalties for Academic Misconduct

13.10.1 A student who is guilty of academic misconduct shall be liable to penalties as tabulated. Head of the CU/Director Campus is authorised to award all the penalties except rustication and expulsion.

Table 10: Penalties for Academic Misconduct

TYPE OF MISCONDUCT	PENALTY
<ul style="list-style-type: none"> <li>• Possession of written material, relevant or irrelevant to the paper concerned.</li> <li>• Writing on palm, arm or anywhere on the candidate's body or clothes whether the written material is relevant or irrelevant to the concerned paper.</li> <li>• Possession of Mobile phones, PDAs and other electronics accessories, whether carrying or not any relevant or irrelevant material in the memory.</li> </ul>	<ul style="list-style-type: none"> <li>a. Grade 'F' in the subject.</li> <li>b. Fine Rs 1,500.</li> <li>c. Warning, copy to parents.</li> </ul>
<ul style="list-style-type: none"> <li>• Giving/receiving assistance or allowing any other candidate to copy from his/her answer books.</li> </ul>	<ul style="list-style-type: none"> <li>a. Cancellation of the relevant paper.</li> <li>b. Fine Rs 1,500.</li> <li>c. Warning, copy to parents.</li> </ul>
<ul style="list-style-type: none"> <li>• Removing a leaf from answer book.</li> <li>• Taking the whole or a part of an answer book or a continuation sheet into or out of examination hall</li> </ul>	<ul style="list-style-type: none"> <li>a. Cancellation of the relevant paper.</li> <li>b. Fine Rs 2,000.</li> <li>c. Warning, copy to parents.</li> </ul>
<ul style="list-style-type: none"> <li>• Substituting the whole or a part of an answer book or a continuation sheet not duly issued to him for the examination;</li> </ul>	<ul style="list-style-type: none"> <li>a. Grade 'F' in the relevant subject</li> <li>b. Fine Rs 2,000.</li> <li>c. Warning, copy to parents.</li> </ul>
<ul style="list-style-type: none"> <li>• Forging, mutilating, altering, erasing or otherwise tampering with marked answer scripts</li> </ul>	<ul style="list-style-type: none"> <li>a. Cancellation of the relevant Paper</li> <li>b. Fine Rs 2,000.</li> <li>c. Warning, copy to parents.</li> </ul>
<ul style="list-style-type: none"> <li>• Impersonation</li> </ul>	<ul style="list-style-type: none"> <li>a. Grade 'F' in all subjects.</li> <li>b. Expulsion from University.</li> </ul>

	c. Fine Rs 5,000.
• Using abusive or obscene language in answer book.	a. Grade 'F' in the relevant course. b. Fine Rs 2,000. c. Warning, copy to parents.
• Refusing to obey the Invigilator or Head Invigilator in the Examination Hall and misbehaving, resorting to misconduct, or creating any kind of disturbance in or around the Examination Hall.	a. Rustication for one semester. b. Grade 'F' in the course. c. Fine Rs 5,000. d. Warning, copy endorsed to parents.
• Communicating or attempting to communicate with Examiners with the intention of influencing them in the award of marks	a. Grade 'F' in the relevant course. b. Fine Rs 2,000. c. Warning.
• Possession of firearms, knives etc. inside and in the close vicinity of Examination Hall	a. Expulsion from the University. b. Fine Rs 5,000.

13.10.2 In a situation not covered in Table 10, the seriousness of the offence committed shall be compared with those in the table and penalty awarded accordingly and proportionally.