



Policy Name	Student Academic Misconduct Policy		
Department	Academic	Approval Authority	Rector
Date of Implementation	-	Date of last Revision	07/10/2023 - V02

1. Scope

This policy outlines the principles and protocols that govern the academic integrity of students enrolled in all programs of MIC.

The degree of academic misconduct varies and this policy outlines set of disciplinary and corrective measures that will be adapted by MI College.

2. Definition of Student Academic Misconduct

Any action by the student that may result in an ambiguous or false evaluation of the student's actual calibre, or performance is classified as academic misconduct.

The following lists various possible types of academic misconducts recognized by MI College. However, this should not be taken as an exhaustive list. The College may recognize other incidences as cases of academic misconduct, depending on the context and nature of the activity.

- a) Being involved an activity that is representative of situations identified in clause 65 of the Maldives Higher Education Act gazetted on 16 May 2021.
 - i. Collaborating with any unauthorized person or parties to do individual assignments, assessments or examinations.
 - ii. Buying services to do individual assignments, assessments or examinations.
 - iii. Offering to any student or students to do his or her individual assignments, assessments or examinations.
 - iv. Providing services to do individual assignments, assessments or examinations for any form of financial or other benefit.
- b) Plagiarism
- c) Cheating
- d) Duplication of one's own work for more than one assignment without approval of an authorized person.
- e) Buying or unlawfully obtaining answer scripts, examination papers, or assignments.
- f) Impersonating another person in a test or exam
- g) Getting someone else to do an examination
- h) Forging academic documents
- i) Inappropriate access to web material deemed unsuitable.
- j) Missing classes frequently without prior permission from the respective department.
- k) Misusing electronic tools inside the class.



3. General Principles

No disciplinary action will be taken against a student until the circumstances have been investigated (except in incidences in which the student has been caught red handed - in these cases, too, the student will be asked to give an explanation).

- a) In the case of academic misconduct, Deans of the concerning faculty has the authority to impose disciplinary measures.
- b) Lecturers, Assistant Deans, and Deans must refer to this policy and other relevant policies pertaining to disciplinary issues when dealing with a case of academic misconduct.
- c) The individual faculties must have established a faculty Appeal Committee to address student appeals relating to any disciplinary action imposed on a student by an individual of the faculty.
- d) Any matter not resolved by the faculty Appeal Committee shall be forwarded to the Academic Review Committee headed by the Rector of the College.
- e) A student can appeal to the Faculty Appeal Committee if the student is not in agreement with the decision of the individual faculty, within 5 days of receiving the ruling. The appeal should be made through the Smart School Portal.
- f) A student can appeal to the Academic Review Committee if the student is not in agreement with the decision of Faculty Appeal Committee, within 5 days of receiving the ruling. The appeal should be made through the Smart School Portal.
- g) At every stage, a student has the right to be advised of the reason for formal disciplinary meetings, to hear the evidence against him/her and to state his/her case.
- h) If a student fails, without good reason, to attend a disciplinary meeting which he/she has been instructed to attend, the meeting can take place and a decision must be made in his/her absence.
- i) Academic disciplinary warnings will normally remain on a student's record for the duration of the program.
- j) The Deans will make an annual report to the Board of Directors on the numbers of students who receive formal warnings and any students asked to leave College as part of the disciplinary procedure.

4. Checking for plagiarism

- a) MIC uses Turnitin for its originality check. Turnitin originality test reports the similarity of the student's work compared to the data on Turnitin's data base.
- b) The originality report by itself will not be declared as a final judgement on the student's plagiarism, and a clean report of this originality check will also not be deemed as necessarily a student's own work.



- c) As a general rule, if the student obtains 15% or less on similarity report, the student's work may be considered original.
- d) Even if the similarity percent is between 15% and 25%, the student's work may be considered original after the careful evaluation by the appropriate committees.
- e) The evaluating bodies must ensure that the student's work is classified as plagiarized work, after carefully analysing the result of similarity checking software and professional expertise.

5. Outcomes and Consequences

If a student is involved in any form of activity mentioned in 2a, the students will be subject to the consequences identified in clause 65 of the Maldives Higher Education Act gazetted on 16 May 2021. Students who get involved in academic misconduct will be penalised according to the stages of action explained in point number 7 of this document.

6. Gross Misconduct

To protect the learning environment, the College takes seriously any breaches of the Student Code of Conduct and will follow the Student Disciplinary Policy should this happen. Furthermore, this Disciplinary Procedure will be used in cases where students are involved in:

- a) Theft of any kind.
- b) Threatening behaviour or assault.
- c) Discrimination of any kind (including racial and disability).
- d) Bullying or harassment including by text or email.
- e) Deliberate damage to property (College and personal property).
- f) Endangering the health and safety of others.
- g) Any potentially criminal activities affecting the College or its students.
- h) Possession and/or use of alcohol.
- i) Possession and/or use of illegal substances.
- j) Copying, cheating, plagiarism and forgery.
- k) Inappropriate access to web material deemed unsuitable.
- l) Inappropriate use of the College's e-mail.
- m) Foul and abusive language used toward any member of the staff.
- n) This is not an exhaustive list and each incident will be reviewed individually.
- o) Inappropriate behaviour during lecture sessions leading to a disruption of teaching and learning environment in the class.

Breaches of gross misconduct lead students straight to Stage 4 of the disciplinary action (please refer to disciplinary action below).



7. Disciplinary Action By The College

There are four stages of action:

- a) Informal – Stage 1 – in minor cases where students violate the Code of Student Conduct, a verbal request would be made from the Faculty or Management to alter behaviour.
- b) Formal – Stage 2 – if there is repeated infringement, a lecturer or a staff will make a note regarding the issue, with a copy to the Dean or Management which will be recorded. The Dean or Management will follow this up with the student and record agreed action.
- c) Formal – Stage 3 – A committee of selected senior staff members will be involved if the problem persists, and parents or carers may well be involved at this stage. A written warning from the Rector on possible suspension may be issued. Action taken must be communicated to relevant staff and report filed.
- d) Final – Stage 4 – If the warning is not taken heed by the student or the matter persists then the Dean will refer the matter to the Rector, who has the right to expel the student from the College.
- e) Where serious breaches of the code of conduct occur, the matter can be referred to the Rector. The Rector makes the decision to instigate final disciplinary procedures. These are temporary exclusion or permanent exclusion.
- f) A report will be made to the Senior Management Staff listing any students who have reached the final stage and the reasons for this.

The students are expected to avoid any gross misconduct which is serious breaches of the Code. If a student conducts a gross misconduct, then the student must expect:

- a) To be automatically excluded from college while the incident is fully investigated.
- b) Parents or carers will be contacted.
- c) To discuss re-admittance to the college with staff and parents or carers.
- d) The conditions of re-admission will be recorded and copies given to the student, staff and parents.
- e) If any of these conditions are broken then permanent exclusion is likely to follow.

The following is the College's Disciplinary Policy on cheating and plagiarism. The College will strictly follow this policy when dealing with cheating and plagiarism by students of the College.



8. Cheating

Cheating is the actual or attempted practice of false or deceptive acts for the purpose of improving one's grade or obtaining course credit; such acts also include assisting another student to do so.

Even though measures are taken by the College to discourage students from cheating in exams, some students try to engage in practicing unethical acts such as taking papers/notes secretly inside exam halls and try to copy answers from these notes. The College will not be lenient with students who cheat or try to cheat and will deal with them strictly as mentioned below.

9. Plagiarism

Plagiarism is a specific form of cheating which consists of the misuse of the published and/or unpublished works of others by misrepresenting the material as one's own work. Students try to perform this unethical practice of plagiarism when they do assignments and projects.

Below are some examples of plagiarism:

- Credit is not given for ideas and concepts derived by another.
- Quotation marks are not used when quoting directly from another.
- Rephrasing or paraphrasing the expressions of thought by others without appropriate quotation marks or attribution.
- Assembling parts from various works and submitting the single paper as your own creation.
- Including references in the Bibliography without reading or examining the content.
- Including false references in the bibliography.
- And activities of this nature.

10. Procedures

- a) If a student has been guilty of cheating or plagiarism, that student will be given zero for that module and he/she will have to get enrolled in another batch who starts that module and redo that module. If no batch is going to do that module soon, the student will have to wait for a chance. He/she will have to write a formal letter of apology to the Rector saying that he/she will not engage in such unethical practice again.
- b) If a student gets engaged in cheating or plagiarism for the second time, in addition to being given zero and asking the student to redo the module, the student may be sent into suspension for a semester, which will result in him/her to redo all the modules of that semester.
- c) If a student gets engaged in cheating or plagiarism for a third time, the student will be terminated immediately from the College. The student will also be barred from doing any course in the College within a three-year period.



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- a) The College will take these steps only when a student has been convicted of cheating or plagiarism. Academic dishonesty in the form of cheating and plagiarism is unacceptable behaviour morally, ethically and legally and it cannot be justified or tolerated.

11. Annex:

Incident Report Form

END OF DOCUMENT



INCIDENT REPORT FORM

Incident Date: -----

Incident Time: -----

Incident Details:

Type of Academic Misconduct:

Plagiarism ☐

Cheating ☐

Unauthorized Collaboration ☐

Impersonation ☐

Duplicate Submission ☐

Others ☐

Specify if others:

Details of the Incident:

Supporting Evidence: -----

Individual(s) Involved: 1----- 2----- 3-----

Student(s) Involved:

(a) Name of the student ----- NID ----- Course -----

Faculty -----

(b) Name of the student ----- NID ----- Course -----

(c) Faculty -----

Faculty Staff Name: ----- Position: -----

Actions Taken: -----

-----Immediate Action Taken -----

Recommendations/Actions Suggested: -----

-----Additional Comments: -----

Rector's Name: -----

Signature: -----

Date: -----