

# ACADEMIC MISCONDUCT POLICY

<b>Policy Owner</b>	<b>Compliance Manager</b>
<b>Approved By</b>	<b>Registrar</b>
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## 1. Introduction

B-TIC is highly responsible to maintain and improve the quality of the Qualifications delivery as per the standard and recommend of the Awarding Bodies.

We are fully committed to every compliance of all the agencies who regulate us thus we are highly dedicated in setting Policies with timely revisions to meet the regulatory requirements, assure the standards, guide and support Awarding Bodies and the Learners to achieve a world class learning experience.

## 2. Scope

This document is applicable for the following products:

B-TIC Campus



## 3. Audience

This document is for use by the following:

- a. B-TIC Staff
- b. Learners

Relevant Policies to be used in conjunction with,

1. B-TIC Academic Appeal and Complaints Policy
2. B-TIC Assessment Policy
3. B-TIC Glossary of Terms
4. B-TIC Malpractice and Maladministration Policy

## 4. Definitions

<p><b>Academic Misconduct</b></p>	<p>Any act or omission which misleads Assessors about the source of the work that you submit for Assessment whether intentional or not.</p>
<p><b>AI Cheating</b></p>	<p>Using content generative artificial intelligence (AI) tools or programs to complete academic work, assignments, exams, or other academic task without genuinely doing the work themselves pretending that the work they submit is entirely their own, thereby bypassing the learning process, human thinking, intellectual struggle involved in shaping and refining ideas and arguments and violating academic integrity.</p>
<p><b>Cheating</b></p>	<p>Fraud, deceit or dishonesty in any Academic course or exercise or using unauthorised materials, information, studies including the ideas or work of another individual. Examples of cheating include but are not limited to:</p> <ol style="list-style-type: none"> <li>1. Giving unauthorised aid to another Learner or receiving unauthorised aid from another person on Tests, Quizzes, Assignments or Projects;</li> <li>2. Using or consulting unauthorised materials or using unauthorised equipment or devices on Tests, Quizzes, Assignments or Projects;</li> <li>3. Submitting as one's own work material written by someone else;</li> <li>4. Falsifying any information on Tests, Quizzes, Assignments or Projects;</li> <li>5. Working on any Project, Test, Quiz or Assignment outside of the time constraints imposed;</li> <li>6. Submitting an Assignment or using any material portion of a paper or project to fulfil the requirements of more than one Unit without the permission;</li> <li>7. Failing to adhere to an instructor's specific directions with respect to the terms of Academic integrity or academic honesty;</li> <li>8. Using fraudulent methods in laboratory, studio, performance, field, computer work or professional pla</li> </ol>

<b>Collusion</b>	By working collaboratively with other Learners to produce work that is submitted as individual. Learner work in the preparation or production of work for Assessment jointly with another person (except where group work is explicitly permitted).
<b>Facilitating Academic Misconduct</b>	Intentionally or knowingly helping or attempting to help another to violate any provision of this Policy
<b>Impersonation</b>	By pretending to be someone else in order to produce the work for another or arranging for another to take one's place in an Assessment, Examination or Test. Impersonation is where someone else prepares the work which you submit for Assessment.
<b>Plagiarism</b>	Intentionally or unintentionally presenting thoughts or ideas from another source as one's own or without appropriate attribution; intentionally or unintentionally disregarding proper scholarly procedures; and other acts generally recognised as plagiaristic.

## 5. Policy Statement

### 5.1 General

Academic Misconduct is a serious issue which affect the integrity of Assessment of Qualifications. It constitutes cheating, collusion, facilitating Academic Misconduct, ghost writing, assignment recycling, AI cheating, impersonation and plagiarism.

B-TIC must ensure that Learners, Assessors and other Academic Staff shall be be made fully aware of what constitutes academic misconduct and the consequences associated with it.

Misconduct regulations must be applied consistently in all cases so that procedures are perceived to be fair to all thus standardise and record any investigation of academic misconduct to ensure openness and fairness.

Assessor shall consult with previous records of misconduct before any decisions on instances of Academic Misconduct is made.

B-TIC shall have mechanism:

- a. To identify and minimise the risk of Academic Misconduct by Learners
- b. To respond to any incident of alleged Academic Misconduct promptly and objectively
- c. To impose appropriate penalties and/or sanctions on Learners where incidents (or attempted incidents) of Academic Misconduct are proven

To achieve these aims B-TIC shall:

- a. Conduct induction program
- b. Digital technology for plagiarism, AI cheating, ghost writing, assignment recycling detection
- c. Conduct academic writings training
- d. Informative Learner handbook to inform Learners on Academic Misconduct
- e. Make Learners declare the authenticity that the work is their own by obtaining a plagiarism report

## 5.2 AI Cheating

It is accepted that content generative AI tool can help learning and developing skills creatively and effectively. However, inappropriate use can also impede and erase human contributions for learning and developing skills.

Use of content generative AI is explicitly prohibited unless otherwise explicitly authorised in an academic work thus no AI content is allowed in the final submission.

Any academic work that is found to have used unauthorised AI tools is violation of this policy and may receive a sanction.

### **The Use Of Generative AI Tools Are Permitted For The Following Activities Only**

Brainstorming and refining ideas;  
Fine tuning research questions;  
Finding information on topic;  
Drafting an outline to organise thoughts  
Summarise course readings  
Record class lectures and generate discussion notes for learning  
Revise and proofread drafts to eliminate grammatical issues, spelling errors, punctuation mistakes, subject-verb agreement errors, incorrect use of tenses or adjust writing style to suit the appropriate academic voice.  
Suggest word and terms choice  
Recommend breaking up long sentences,  
Provide contextual feedback and  
Suggesting the appropriate way to convey complex ideas,

## **The Use Of Generative AI Tools Are Not Permitted For The Following Activities Strictly**

- Impersonating learner in academic work
- Completing group work that your group has assigned to you,
- Writing the draft or portion of draft of an academic work.
- Writing entire sentences or paragraphs for academic work.

### **5.3 Sanctions**

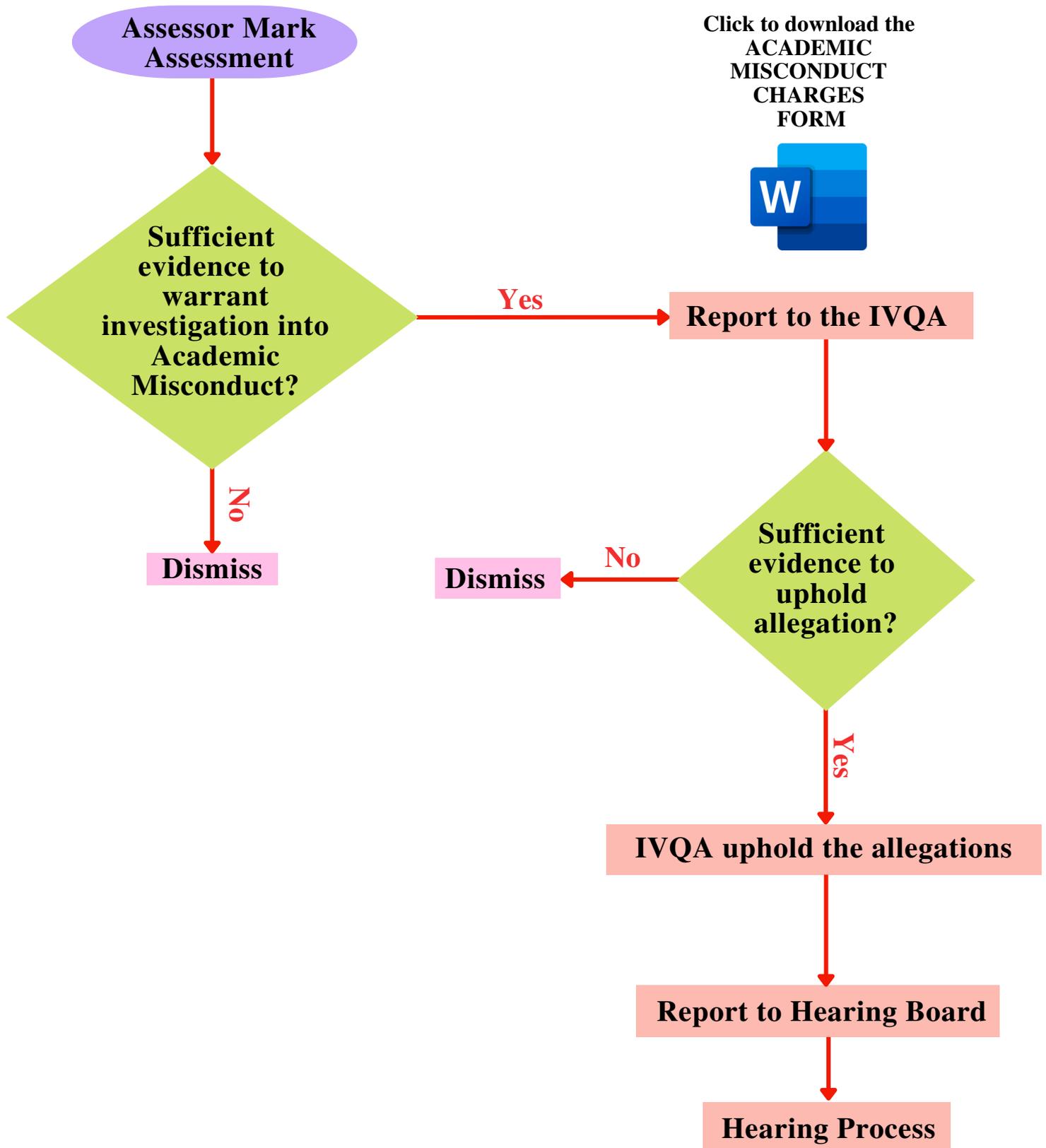
B-TIC shall penalise Academic Misconduct appropriately as follows,

- a. Dismiss the case and with no sanction applied
- b. Written warning guidance as to the Learner's future Academic Misconduct
- c. Marks capped and maximum Grade is a Pass.
- d. Re-submission of a part of an Assessment and marks capped for Pass
- e. Re-submission of the whole Assessment and marks capped for Pass
- f. Re-submit all Units in the semester and marks capped for Pass
- g. Re-submit all Units in the academic year and marks capped for Pass
- h. Reduce the final award to the Learner by a single classification
- i. Disqualify from the Qualification
- j. Other sanction at the discretion of the Assessor

The Assessor and the IVQA shall issue one or more of the above sanctions.

The Learner will have the right to Appeal against any decision related to Academic Misconduct under B-TIC Appeal and Complaints Policy.

## 6. Process



## **7. Academic Misconduct Hearing procedure**

### **7.1 Student Notification**

B-TIC shall notify hearing details to the Learner via email at least 10 working days prior to the hearing date including the following:

- Hearing Date, Time and Venue
- Brief report of the incident
- Hearing Board Members' names
- B-TIC Academic Misconduct Policy

### **7.2 Misconduct Hearing**

B-TIC shall form a three member Hearing Board consist of one Assessor, one IVQA and a faculty member not involved in the case. Majority (2 out of 3) must vote in the judgment to be valid.

Learners involved in the same case shall have one joint hearing or separate meetings on the discretion of the hearing board but by the same board.

Hearing shall be recorded electronically or by other appropriate means.

The records shall be storied in accordance with the B-TIC Data Protection Policy.

### **7.3 Learner's Rights**

The Learner is entitled to be present throughout the hearing but not during the deliberation.

The Learner is entitled to remain silent (i.e., not to testify against him/herself), but if silence is maintained, the case will be decided on the evidence presented.

If the Learner has any objections to a Hearing Board member, an email specifying the individual and the reason for the objection must be submitted to the B-TIC at least two working days prior to the hearing date.

The Learner is entitled to present pertinent evidence and the testimony of witnesses to substantiate his/her case and to comment upon and respond to the charges against him/herself.

The Learner is entitled to bring a support person to the hearing (who could be a friend, a parent or someone else that you trust). However inform the board that you are bringing someone and who it is.

## **7.4 Attendance**

A Learner who cannot attend the hearing scheduled for consideration of his/her case must submit a written statement to the board no fewer than two working days before the hearing date.

The hearing may be rescheduled only once of hearing date and time.

If a Learner fails to attend a scheduled hearing, the hearing may proceed in the absence of the Learner. Such an absence will not be considered grounds for an appeal.

## **7.5 Witnesses & Evidence**

In the event the Learner has one or more witnesses with information pertinent to the alleged violation, the Learner must submit the names and contact information via email to the board no fewer than two working days prior to the hearing date.

## **7.6 Hearing Process**

Board present charges of the Academic Misconduct case.

The Learner(s) present any additional information or clarify anything that the complainant presented.

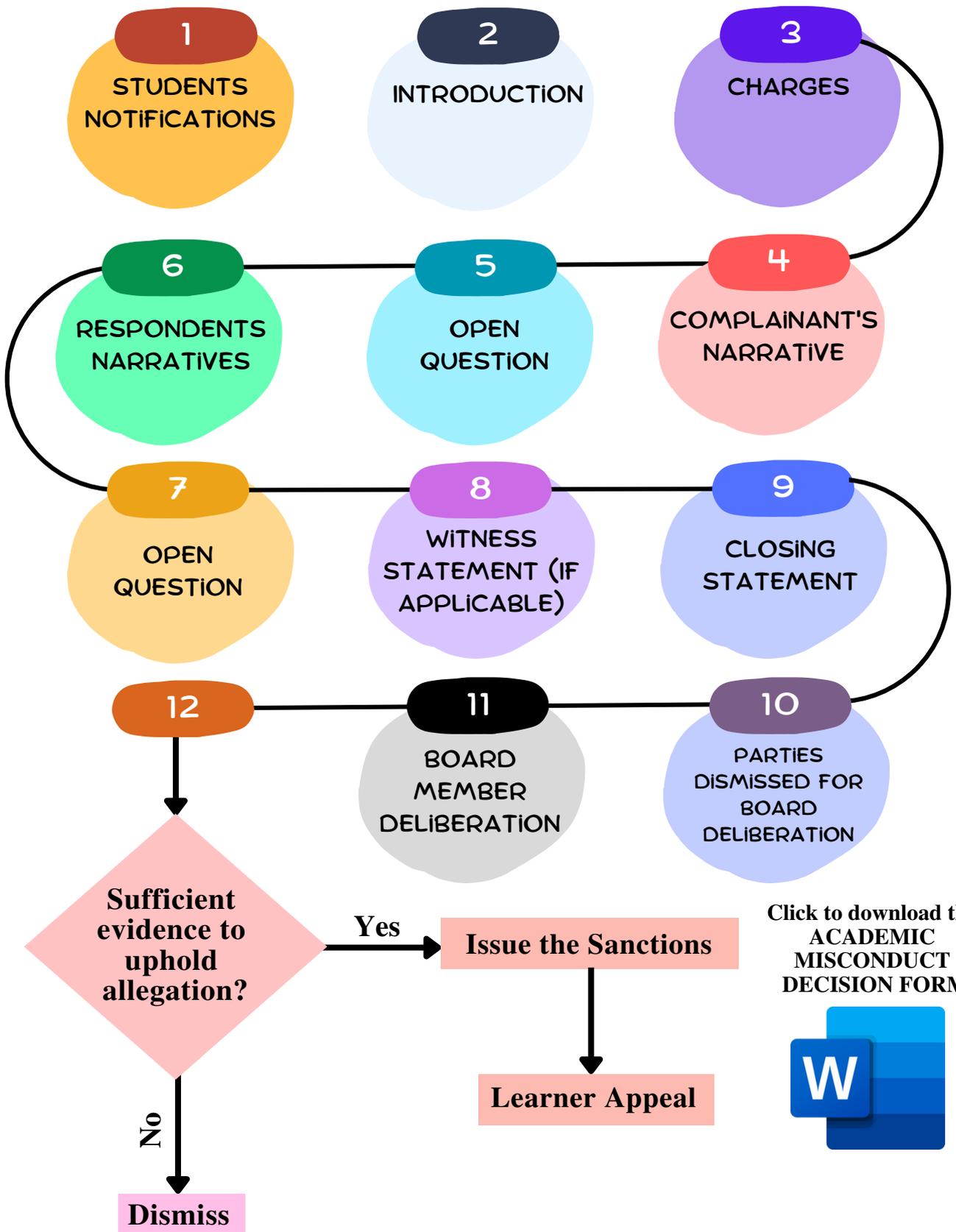
Only board members shall be present during the deliberations of the board. If the Learner is found to be "not in violation," the violation deliberations are concluded.

If the Learner is found to be "in violation," the deliberations continue to the sanctioning stage. Then an appropriate sanction will be established, as set forth in B-TIC Academic Misconduct Policy.

The board will inform the Learner of findings within ten working days via email.

Learner Appeals

## 8. Hearing Process



Click to download the ACADEMIC MISCONDUCT DECISION FORM



## 9. Appendices

Level of AI tool usage in academic work (for information only).

Level -1	No AI	<p>“The assessment is completed entirely without AI Assistance. This level ensures that students rely solely on their knowledge, understanding and skills”.</p> <p><b>“AI must not be used at any point during the assessment”.</b></p>
Level -2	AI-Assisted Idea Generation and Structuring	<p>“AI can be used in the assessment for brainstorming, creating Structure, and generating ideas for improving work”.</p> <p><b>“No AI content is allowed in the final submission”.</b></p>
Level -3	AI-Assisted Editing	<p>“AI can be used to make improvement to the clarity or quality of student created work to improve the final output but no new content can be created using AI”.</p> <p><b>“AI can be used, but your original with no AI content must be provided in an Appendix”.</b></p>
Level -4	AI task Completion, human evaluation	<p>“Ai is used to complete certain element of the task with students providing discussion or commentary on the AI-generated content. This level requires critical engagement with AI generated content and evaluating its output”.</p> <p><b>“You will use AI to complete the specified tasks in your assessment. Any AI created content must be cited”.</b></p>
Level -5	Full AI	<p>“Ai should be used as a co-pilot in order to meet to meet the requirement of the assessment, allowing for a collaborative approach with AI enhancing creativity”.</p> <p><b>“You may Use AI throughout your assessment to support your own work and do not have to specify which content is AI generated”.</b></p>

*End of Policy*

**B-TIC has taken all effort to ensure that the Policy and information contained in this version of publication are true and accurate to the best of knowledge when published.**

**Disclaimer: However, Policies, Products and Services of B-TIC are subject to continuous learning and improvement frequently. Thus we reserve the right to improve the Policies, Products and Services accordingly. We cannot accept any responsibility for loss or damage of any nature upon the usage of this document.**



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