**DEALING WITH STUDENT DISHONESTY IN NON-SUPERVISED EVALUATION COMPONENTS IN COURSES**

The Senate had recently approved the guidelines for dealing with cases of use of unfair means in examinations. A need was felt to examine if these guidelines should be applied to student malpractice detected in non-supervised evaluation components such as assignments and term papers (henceforth referred to as “assignment”). This document presents students responsibilities related to academic malpractice and minimize such occurrences.

**Responsibilities of the Student**

The student is expected to comply with the academic integrity policy set forth in the course handout and announced by the instructor. The student should understand that while receiving assistance from a fellow student (except in cases when collaboration is allowed) is an obvious act of dishonesty, providing assistance in any form that is expressly disallowed is also an infraction. It is also the responsibility of the student to report to the instructor any cases of violation of the honor code by either oneself or a fellow student.

**Operational Guidelines on Dealing with Academic Malpractice**

Depending on the nature and the degree of academic dishonesty, in line with the academic integrity policy announced through the course handout, the instructor may take suitable action that includes one or more of the following:

* Issuing a formal warning to the student, with a copy to his mentor/academic advisor
* Requiring the student to resubmit the same (or a different) assignment for full credit or reduced credit
* Awarding zero in the assignment
* Awarding one or more grades lesser in the course, after reporting to Head of the Department
* Report the matter as academic malpractice to the Examination Committee

The Examination Committee, after taking into due consideration the intensity of the offence and the number of times the student has committed prior offenses, shall take one or more of the following actions:

* Issuing a formal warning to the student, with a copy to the personal file of the student
* Requiring the final grade of the student in the course to be reduced by one or more.
* Cancelling the student’s registration in the said course
* Debarring the student from registering in the next semester
* Discontinuing the student from the program

I understand my responsibilities as state above and I promise that I will adhere to them.

Name(s):

ID No: