

INTERNATIONAL BUSINESS UNIVERSITY (IBU)

POLICY CONTROL

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| Policy Number | 3008 (previously 102) |
| Policy Title | Academic Integrity Policy |
| Policy Owner / Responsible Offices | Vice President, Academic |
| Approval Authority | Academic Council |
| Applies To | All domestic and international students registered in programs at International Business University (IBU) |
| Approval Date | February 8, 2021 |
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1. INTRODUCTION AND BACKGROUND

International Business University (IBU) seeks to provide a supportive environment that is conducive to learning, promotes the exchange of knowledge and intellectual development, and upholds ethical behaviours for the general good of society. The standards of conduct outlined in this policy promote the academic integrity and scholarship of the university community by setting forth the university's expectations of student behaviour.

The objectives of this policy are:

- i) To affirm IBU's belief that the fundamental principles of academic integrity, such as honesty, fairness, trust, respect, responsibility, and courage, are integral to the education process, academic success, and excellence.
- ii) To establish a code of behaviour and set of expectations for students, faculty, and staff that ensures awareness of the principles of academic integrity among the university community.
- iii) To provide a framework for policy implementation and maintenance, ensure adherence to the academic integrity principles, and establish procedures and penalties that may arise should that code of behaviour be breached.

2. PURPOSE

The purpose of this policy is to promote and protect academic integrity and scholarship within the IBU academic community. Specifically, this policy aims to:

- Affirm that honesty, fairness, and ethical behaviour are integral to the educational process.
- Establish clear standards of academic conduct for students; and
- Provide a structured framework for addressing academic misconduct, including processes, sanctions, and appeal mechanisms.

3. POLICY STATEMENT

IBU expects all students to uphold the highest standards of academic integrity in their learning, assessment, and scholarly activities. Academic misconduct undermines the integrity of the academic process and will not be tolerated. Allegations of academic misconduct will be addressed promptly, consistently, and fairly, with due regard for procedural fairness and educational outcomes.

4. APPLICABILITY

This policy applies to all IBU faculty, full-time-adjunct, and casual, teaching on-campus or off-campus; all IBU staff involved in academic integrity process; and all registered IBU students, whether attending classes on-campus or off-campus, student groups, and organizations.

This policy affirms that IBU adopts and abides by the principles of academic integrity that include six fundamental values: honesty, trust, fairness, respect, responsibility, and courage, as outlined by the [International Centre for Academic Integrity](#).

This policy covers a category of misconduct that refers to breaches of the above-mentioned standards, values, and principles of academic integrity and scholarship. A breach of such type is defined and understood as an Academic Integrity Violation.

Decisions made under this policy are not eligible for appeal under the *IBU Grade Appeal Policy*.

5. DEFINITIONS

The following definitions apply to this policy. Operational definitions used within procedures may expand upon these.

5.1 ACADEMIC INTEGRITY VIOLATIONS

For the purposes of this policy, the following student offenses constitute Academic Integrity Violations:

Cheating:

Using any external assistance not expressly permitted by the instructor in an exam, test, or other academic setting. This may include obtaining answers to examination/assessment questions through unauthorized materials, or receiving information from another student or source deemed academically dishonest.

Aiding or Abetting:

Assisting another student to commit any act deemed academically dishonest. This may include offering one's own work to another student or allowing work to be copied during any form of assessment.

Contract Cheating:

Arranging for another person or service to complete academic work on one's behalf, whether paid or unpaid.

Fabrication:

Inventing, falsifying, or manipulating data, sources, research results, or references in any academic context.

Forgery:

Altering, corrupting, or falsifying a document, whether physical or digital, to present false testimony or unverifiable information.

Fraud:

Perpetuating any form of lie, mistruth, or deliberate deception in relation to an academic event, examination, or assignment. Examples include misrepresenting one's identity in an exam setting or presenting unverified research or data and legitimizing it with an invented source.

Improper Use of Technology:

Using electronic devices, software, or artificial intelligence tools in ways not permitted during examinations, assignments, or other academic activities.

Misrepresentation:

Providing false information about attendance, participation, identity, or personal circumstances to deceive or otherwise gain academic advantage.

Plagiarism:

Presenting the ideas or work of another as one's own. This extends from concepts and ideas to physical documents and works, including digitally transmitted assignments or examinations.

- a) **Self-Plagiarism**, re-submitting one's own work that has already received academic credit elsewhere, is also a violation, unless the student has received written permission from their instructor to do so.

Research Misconduct:

Violating ethical standards in the research process, including manipulating results, failing to obtain required approvals, misusing research materials, or failing to properly identify referenced materials in work produced for an evaluation.

Sabotage:

Intentionally interfering with another student's academic work, such as damaging experiments, deleting files, or restricting access to resources.

Non-Compliance:

Failing to follow or comply with established test-taking rules and procedures.

5.2 DECISION-MAKING FRAMEWORK

Academic Integrity Violations are reviewed on a case-by-case basis, with the understanding that each situation may involve many elements for consideration, affecting the outcome. Decisions on potential sanctions, penalties, and educational remedies are determined based on the following:

- a) The severity of the offense.
- b) Whether the offense was malicious (with the intent to deliberately manipulate/deceive) or was accidental.
- c) The likelihood that an Academic Integrity Violation occurred, based on all available evidence.
- d) Whether a student has Multiple Reports of academic dishonesty.
- e) The level of co-operation of the student in the Academic Integrity Report process.

5.2.1 ASSESSMENT-LEVEL ACADEMIC SANCTIONS

When considering all the above elements of an Academic Integrity Report, the following consequences may be applied by an instructor for an Assessment-Level Academic Sanction:

- i) **Educational remedies**, such as mandatory Academic Integrity modules and/or training
- ii) **Resubmission** of an assessment
- iii) **Reattempting** a test or examination
- iv) A **Grade reduction**
- v) A **Grade of zero**
- vi) A **Warning** may be issued as an Academic Integrity Sanction when an instructor wishes to track an act of academic dishonesty that, based on the criteria above, does not warrant one

of the other sanctions, but should still be institutionally tracked to more accurately handle a student with Multiple Reports on file.

5.2.2 MULTIPLE-REPORT ACADEMIC SANCTIONS

A student who has several Assessment-Level Academic Sanctions may receive any of the following Multiple-Report Academic Sanctions:

- i) **'F' grade in the course**
- ii) **Suspension** from the program
- iii) **Revocation of Credentials** previously issued by the university
- iv) **Expulsion** from the university

5.2.3 OUTSTANDING CIRCUMSTANCES

The Dean's Office reserves the right to impose more severe sanctions based on exceptional circumstances whereby the Academic Integrity Violation is the first reported case by the student, but the nature of the offense poses a significant risk to the institution's academic credibility (i.e., cases of Contract Cheating)

5.3 OPERATIONAL DEFINITIONS

Academic Integrity Sanction:

A penalty imposed upon a student's submitted work at IBU. This may be issued by Faculty, the Dean's Office, or the Academic Council Sub-Committee.

- a) **Assessment-Level Academic Sanction:** Any Academic Integrity Sanction that is applied to a specific assessment due to suspected academic dishonesty. Any decision issued by an instructor will be this type of sanction.
- b) **Multiple-Report Academic Sanction:** A more severe form of Academic Integrity Sanction applied as a result of a student having exhibited multiple reported cases of academic dishonesty. Any decision issued by the Dean's Office will be this type of sanction and will affect the student's current status at IBU rather than simply the score of a particular assessment.

Academic Integrity Report:

The required report submitted by the instructor to the Dean's Office whenever an Assessment-Level Academic Sanction is applied to student submissions. This report identifies the assessment, the basis for the concern, the sanction applied, and supporting documentation. Academic Integrity Reports are submitted by instructors via the Academic Integrity Report Form within three (3) business days of applying a sanction to a student's assessment.

Academic Integrity Report Log:

The official record of academic integrity reports, communications, outcomes, and (where applicable) reconsideration decisions.

Discovery:

A window of five (5) business days whereby an instructor first discovers (or suspects) a student has potentially committed an act of academic dishonesty. During this period, the instructor can compile evidence, documentation, and/or contact the Dean's Office for assistance prior to notifying the student about any potential academic dishonesty. At the end of this period, the Faculty member must contact the student for further clarification, or grade the student submission without penalty.

Multiple Reports:

Two (2) or more Academic Integrity Reports recorded in the Academic Integrity Report Log. The Dean's Office may meet with a student with Multiple Reports on file in order to apply additional remediation.

Reconsideration by Academic Council:

A written request by a student asking the Academic Council to formally Reconsider an Academic Integrity Sanction. A student may request Reconsideration under one of the following criteria:

- a) Procedural error(s) occurred when issuing an Academic Integrity Sanction.
- b) The severity of the Academic Integrity Sanction is disproportionate to the nature of the situation.
- c) There is new evidence that was unavailable at the time of the Academic Integrity Sanction, through no fault of the faculty member, the Dean's Office, or the institution as a whole.

Such Reconsideration requests must be made within three (3) business days of the student receiving written notice of an Academic Integrity Sanction.

The Dean's Office:

The institutional unit responsible for maintaining the Academic Integrity Report Log, receiving required reporting from faculty, monitoring repeated Academic Integrity Violations, coordinating meetings where required, facilitating requests for Reconsideration, and issuing written documentation of Academic Council decisions.

Academic Council Sub-Committee (Academic Council):

A university body that conducts the final review of Academic Integrity Sanctions via the Reconsideration process. It has the authority to confirm, modify, or overturn previous decisions.

6. POLICY STATEMENT

International Business University requires all students to uphold the highest standards of ethical behaviour and academic integrity. Compliance with this policy is a condition of enrollment and participation in all academic activities at the university.

This policy establishes:

- i) The university's expectation that students conduct themselves in a manner consistent with honesty, fairness, and respect for the academic community.

- ii) The obligation of students to avoid all forms of academic misconduct as defined in this document.
- iii) The responsibility of faculty and staff to promote awareness of academic integrity and to report suspected violations.
- iv) The authority of the university to investigate allegations of misconduct and to impose appropriate sanctions in accordance with the procedures outlined in this policy.

Academic integrity is essential to maintaining the credibility of the university's programs, the value of its degrees, and the trust between students, faculty, and society. Breaches of this policy compromise those values and will be addressed through the disciplinary mechanisms established by the university.

The operational details for addressing violations, including levels of action, timelines, and the roles of individuals involved, are outlined in the *Academic Integrity Standard Operating Procedure*, which serves as the companion document to this policy.

6.1 DECISION-MAKING AUTHORITY

Decisions on Academic Integrity Reports lie primarily with the student's designated instructor, who is best suited to understand the nuances associated with student submissions and potential acts of academic dishonesty. The Dean's Office and Academic Council retain decision-making authority in cases where the instructor's decision requires support and/or review.

6.2 STUDENT SUPPORTS

Academic Integrity, as a principle, is meant to assist students in making responsible academic decisions. IBU supports students in this process through various campus initiatives such as peer-to-peer tutoring, online module training, library services, workshops, and other accessible alternatives.

6.3 INSTRUCTOR SUPPORTS

IBU supports instructors in the goal of Academic Integrity by providing assessment-level design guidance, ensuring consistency and transparency in the grading process, as well as academic integrity professional development, learning resources, and software supports such as Turnitin to ensure submission originality. Instructors are also provided with invigilation policies and procedures, in addition to online proctoring management tools to further secure high-stakes examination environments.

7. PRINCIPLES

This policy affirms that International Business University's Academic Integrity policy abides by principles of fairness, transparency, consistency, impartiality, and due process. IBU's goal is to approach Academic Integrity as a principle of effective academic habits and best practices. This preventative approach is coupled with academic supports designed to aid a student in their awareness of how to develop quality, original content that meets the eligibility requirements for grading.

7.1 NON-RETALIATION

Any retaliation as a result of an Academic Integrity Report or Academic Integrity Sanction is strictly prohibited. No student can intimidate, harass, threaten, or otherwise retaliate against a reported case of academic dishonesty. Such retaliation will be treated as a serious breach of IBU's *Student Code of Conduct Policy*.

8.2 CONFIDENTIALITY

IBU remains committed to maintaining the confidentiality of all information collected and used under this policy. All data collected during an Academic Integrity Report is governed by the guidelines found in the IBU *Privacy Policy*.

8.3 ACCESSIBILITY

IBU recognizes that a student's academic journey takes place in settings where students with accessibility needs may face barriers that challenge the accomplishment of their educational goals. This policy upholds IBU's commitment to providing accessible and equitable solutions for students seeking resolution to an Academic Integrity Report, adhering to the guidelines found in the IBU *Academic Accommodations Policy*.

8.4 CULTURAL CONSIDERATIONS

IBU takes pride in the cultural diversity of its campus. With such diverse cultural and educational backgrounds, we recognize that both students and faculty may have different expectations regarding collaboration, authorship, and originality in academic works. We encourage students to maintain strong communication with faculty and staff to better understand expectations surrounding academic integrity and to ensure they can meet these responsibilities in all their work at the university.

8. ROLES AND RESPONSIBILITIES

Students

- Ensure timely completion of the Academic Integrity training modules available on the Student Portal.
- Provide an explanation, along with any supporting documentation, relevant to an Academic Integrity violation within three (3) business days of receiving such a request in writing.
- Participate in any meetings convened by faculty or the Dean's Office concerning an Academic Integrity Report.
- Submit a written request for Reconsideration to the Dean's Office within three (3) business days of receiving any Academic Integrity Sanction.
- Comply with any decisions deemed final in the Academic Integrity Report process.

Faculty Members

- Identify and document suspected academic misconduct, gathering relevant information within five (5) business days of discovering any potential academic dishonesty.
- Communicate the concern to the student in writing (via IBU email) and inform the student that they have an opportunity to respond within three (3) business days of their request.
- Apply an Assessment-Level Academic Sanction (when applicable), using the decision-making framework aligned with Academic Integrity Policy and the course outline within three (3) business days of receiving student responses, or by the grade submission deadline, whichever comes first.
- Submitting all documentation to the Dean's Office by filling out and uploading an Academic Integrity Report Form within three (3) business days of applying an Academic Integrity Sanction.
- Provide statements and/or documentation related to the concern and cooperate with the Dean's Office and/or Academic Council if a request for Reconsideration is made by the student.

The Dean's Office

- Maintain and oversee the delivery of Academic Integrity training materials for faculty, staff, and students.
- Maintain the Academic Integrity Report Log and acknowledge receipt of all Academic Integrity Reports.
- Monitor the Academic Integrity Report Log to identify multiple reports and annual trends.
- Convene and document student meetings when multiple reports occur, coordinating any applicable educational or administrative follow-up.
- Facilitate all requests for Reconsideration of Academic Integrity Sanctions. This includes collecting statements, supporting documentation, and issuing decision letters when applicable.
- Prepare case files for the Academic Council Sub-Committee meetings and distribute final decision letters to relevant stakeholders.

Academic Council Sub-Committee

- Review final Requests for Reconsideration of an Academic Integrity Sanction.
- Confirm, overturn, or modify any prior decision made by the faculty or the Dean's Office in an Academic Integrity Report. This decision will be based upon the case file and applicable policy/procedures.
- Issue a final decision letter (via the Dean's Office), providing any supplementary details required to execute the decision (e.g., the stipulations with which a resubmission would be accepted).

This policy shall be reviewed every 2 years to ensure its continued relevance, effectiveness, and alignment with institutional academic standards, regulatory requirements, and quality assurance expectations.

10. EVALUATION AND QUALITY ASSURANCE

The effectiveness of this policy is evaluated through:

- Analysis of academic misconduct cases and outcomes.
- Academic quality assurance reviews; and
- External audits or regulatory reviews.

Findings inform policy review and continuous improvement of academic integrity practices.

11. RELATED DOCUMENTS

- Student Code of Conduct
- Grade Appeal Policy
- Privacy Policy
- Academic Accommodations Policy