Universum International College
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Academic Misconduct Policy

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Article 1

Overview

UNI - Universum International College is committed to fostering a respectful, honest, and responsible academic environment. Students are expected to uphold the highest standards of academic integrity and personal conduct. This policy outlines the procedures for addressing student misconduct, including academic dishonesty and behavioral violations, and the sanctions that may be imposed as a result.

Article 2

Academic Dishonesty

Academic dishonesty includes, but is not limited to:

- **Plagiarism:** Students must avoid plagiarism in all their work. Proper citation using the **A**PA, MLA, Chicago, or Harvard referencing style and plagiarism detection via Academia.al is required to ensure academic integrity. No more than 10% similarity is allowed in any submitted work.
- **Impersonation:** It is strictly forbidden for a student to take an assessment on behalf of another student or to mislead invigilators, professors, or representatives regarding their identity during courses or assessments.
- **Ghostwriting**: Students must produce their own assignments. Contracting others to write coursework on their behalf is prohibited. If group work is permitted, the contributions of each member must be clearly stated.
- **Cheating:** Any attempt to gain an unfair advantage in academic evaluations,

including obtaining exams before they are officially available, copying during exams, using unauthorized materials, or falsifying participation in group work, is considered cheating.

Article 3

Academic Misconduct Adjudication Process and Procedures

Step 1: Reporting and Initial Review

When a faculty member suspects academic misconduct, they must complete the Academic Misconduct Report (AMR) and submit it to the Academic Department. If misconduct is observed during an exam, the student may receive an incomplete grade or get 5 (non-passing grade).

Step 2: Academic Department Evaluation

The Academic Department evaluates the case and determines the appropriate course of action. If the misconduct is minor and there is no history of similar behavior, a conversation between the student and the Academic Department may suffice. If the misconduct is more serious, the student may be required to attend a hearing before a panel. The student has the right to present evidence and explain their actions.

Step 3: Hearing and Sanctions

If a hearing is required, it will include the faculty member, the Academic Dean and/or Director of the Program and another member of the Academic Department. The student may bring another student for support. The panel will evaluate the evidence and decide on the appropriate sanctions.

Article 4

Academic Sanctions

The following sanctions may be imposed on students by the Academic Dean as the outcome of the Academic Misconduct Adjudication Procedure at UNI - Universum International College. The sanctions applied will depend on factors such as the strength of the evidence, the severity of the misconduct, the student's previous conduct record, and their attitude toward the misconduct.

- **Clearing of Charges:** If the student is cleared of academic misconduct, the work will be graded and will count towards the overall course total.
- **Academic Warning and Penalty:** If a student is found to have behaved inappropriately, they will receive an academic warning for misconduct. The panel may impose penalties that could include failing the assessment or imposing a minimum pass grade cap. The student may be permitted to re-sit the assessment if necessary.
- **Severe Cases:** In more serious cases, the student will receive an academic warning and zero marks for their work or course, with no opportunity to take a re-sit exam. The student may be required to retake the entire course at the next available opportunity and pay the corresponding tuition fees.
- **Repeated or Premeditated Misconduct:** If a student repeatedly breaches the rules of academic conduct or if the misconduct is found to be premeditated and serious, they may face disciplinary actions, including suspension from the college, temporary dismissal, or in the most extreme cases, permanent expulsion from UNI - Universum International College.

Article 5

Appealing the Result of the Academic Misconduct Adjudication

If a student disagrees with the outcome of the academic misconduct adjudication at UNI - Universum International College, they may appeal the decision in accordance with the Grade Appeal Process. Before initiating the appeal, students are encouraged to discuss the matter with their professor and the Academic Department to fully understand the nature of the allegation and the basis for the decision. Students should gather any supporting evidence and may bring another student to the appeal meeting for support and note-taking.

Students are required to sign and return the warning letter to confirm receipt and acknowledgment of its content. If the student chooses not to sign, the warning letter remains valid and will be placed in the student's academic file. The decision made by the Academic Dean on the appeal is final, and no further appeals can be made regarding the same issue. Once the appeal process is concluded, a Completion of Procedures letter will be issued, formally closing the case.

Article 6

Academic Probation Policy

Academic probation at UNI - Universum International College is applied to students who fail to maintain the expected performance levels in their studies or behavior. A student may be placed on

probation for the following reasons:

- **Poor Attendance or Repeated Tardiness:** Students may be placed on probation if they are repeatedly late or absent from classes, in accordance with the attendance policy.

- **Inappropriate Behavior:** Students are expected to maintain professional and courteous behavior both in class and on campus. Inappropriate behavior may lead to probation. Typically, first offenses result in a written warning. If the behavior continues, further disciplinary action may be taken, including:
    1. Removal from specific classes.
    2. Suspension from the college.
    3. Permanent expulsion from UNI - Universum International College.

Article 7

Offenses and Disciplinary Actions

The following table outlines the procedures and consequences for academic misconduct at UNI - Universum International College, classified into minor and major offenses. These actions are intended to uphold academic integrity and guide students toward responsible academic practices.

Offences	Minor	Major

First offence	The original mark, if any, held back until an acceptable version is submitted. The final mark is awarded on merit but will not exceed any original mark given. Appropriate instruction and practice in academic writing is required of the student. Misconduct record is kept on student's file.	The issue of a written warning for academic misconduct plus allocation of a mark of zero for the assessment unit in question and with the normal consequences, if any, for reassessment. Misconduct record is kept on student's file.
Second offence	The issue of a written warning for academic misconduct plus allocation of a mark of zero for the assessment unit in question and with the normal consequences, if any, for reassessment. Misconduct record is kept on student's file.	The issue of a written warning for academic misconduct plus allocation of a mark of zero for the course/module in question and with the normal consequences, if any, for reassessment. Misconduct record is kept on student's file.
Third and subsequent	Referred to the Head of Department: Notes: 1. Module marks are capped at the minimum pass mark if they include any reassessment. 2. Setting the module mark to zero means setting all elements of assessment for the	Referred to the Head of Department and Academic Director. Notes: 1. Student is expelled from college.

	module to zero, whether first or re-assessments. 3. Student has to retake the course next academic year	

Article 8

Final Provisions

This Student Misconduct Policy is designed to maintain the academic and ethical standards of UNI - Universum International College. Adherence to this policy ensures a safe and respectful environment for all students and faculty members. Non-compliance with this policy will result in disciplinary action as outlined above.

Isabel Salvat

Chair of the Academic Council