

Document Details and Version History

Title		Code of Academic Integrity and Ethical Conduct @ SolBridge			
About This document lists the code of academic integrity and responsible conduct for all students at SolBridge.					
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Code of Academic Integrity and Ethical Conduct

A student fails to act with integrity when they engage in or attempt to engage in any of the following conduct. Failing to act with integrity is a violation of the Code of Conduct.

1. Academic Integrity

Academic integrity and honesty are fundamental to the values of our institution. Academic misconduct by students negatively affects both our academic reputation & quality and our students' learning experience & progress (academic and career). Thus, SolBridge pays utmost importance to academic integrity and honesty and expects all the students to maintain academic integrity in all their academic endeavors.

Students must read the SolBridge Academic Integrity guidelines & rules, the Code of Responsible Conduct, and respective course syllabi carefully to understand what the institution and the course instructors expect in terms of academic integrity and responsible conduct. If the students have any doubt about the appropriateness of any act or conduct, they should reach out to the SolBridge academic affairs team or their course instructors.

1.1. Academic Dishonesty

Activities that might interfere with the quality of education, pursuit of knowledge, or fair evaluation of a student's performance qualify to be termed as dishonest academic activities. Examples of academic dishonesty includes but not limited to:

1.1.1. Cheating in exams and other coursework

Any attempt to use unauthorized materials, study-aids, support or assistance. Examples include but not limited to:

- Copying from another student during examinations or in assignments.
- Allowing another student to copy or collaborate with in exams or assignments when it is not permitted
- Obtaining or using unauthorized information, material, or assistance in quizzes, exams or any academic assignment
- Copying material from other students' reports/ assignments and submitting the same as one's own report
- Creating fictitious interview materials for assignments or reports.
- Failing to follow rules laid out for exams, quizzes, assignments, etc.

1.1.2. Plagiarism

SolBridge considers plagiarism as a serious breach of professional ethics. University of Oxford defines plagiarism as "the copying or paraphrasing of other people's work or ideas into your own work without full acknowledgement." This definition by the University of Oxford covers all the published and unpublished material in any form (manuscript, printed or electronic form) as well as the use of material generated completely or partially through the use of Artificial Intelligence (refer to the Generative AI policy section of the document for details). The common forms of plagiarism are as follows:

Form of Plagiarism	Description
Verbatim quotation without clear acknowledgement	The quotations from another source should be presented with quotation marks with the appropriate citation.
Paraphrasing	Paraphrasing with rearranging some words even with the proper citation is considered plagiarism. It is appropriate to write the source's argument in your own words rather than changing the words of the original author and using their structure of argument.
Cutting and Pasting from another source	Information available on the internet should be properly cited with no copy/cutting and pasting directly from the source.
Use of Artificial Intelligence (AI) tools	The students may use the AI tools when allowed by the instructor in the project brief but any material generated through AI and submitted as part of your own work should be properly cited. Kindly refer to the Use of Generative AI Tools section.
Collusion	It is defined as unauthorized student collaboration and failure to comply with the group work rules defined by the instructor.
Inaccurate citation	It is crucial to use proper citation according to your discipline conventions (APA, MLA, Harvard, MHRA) or the one recommended by your course instructor.
Failure to acknowledge	All assistance received to produce a piece of work should be properly acknowledged such as any advice from other fellow students that significantly influenced your submitted work.

Plagiarism will not be tolerated in any form at SolBridge. Penalties can be as severe as expulsion from the university. To avoid plagiarism, it is always best to do your own work or cite the work of others as appropriate.

1.1.3. Copying Textbooks & copyrighted materials

Copying Textbooks and other copyrighted materials without permission of publisher or author is tantamount to theft. Therefore, students are expected to purchase the prescribed books and other materials from the Woosong Bookstore or from other legal sellers. Students violating copyrights will face disciplinary actions. Refer to the academic integrity action section.

1.1.4.Fabrication

Submitting deliberately falsified or altered information in any academic exercise. Examples include but not limited to:

- Making up data for field exercises, surveys, experiments, etc.
- Manipulating data while analyzing or using data.
- Artificially generating sources or references.
- Citing nonexistent references.
- Forging signatures.
- Forging attendance records or falsifying attendance records.
- Submitting documents containing false information.

1.1.5.Misrepresentation of academic facts and records

Any attempt to misrepresent, falsify, or tamper academic records, documents, and facts. Examples include but not limited to:

- Tampering with student records in any format (digital, paper, etc.).
- Tampering with transcripts, grade sheets, etc.
- Falsifying academic information (related to the enrolled program, grades, etc.) in public forums, CVs, social media, etc.

1.1.6.Collusion

Deliberately helping or attempting to help another to engage in dishonest academic activities.

1.1.7.Misuse of instructor’s course materials

Sharing, copying, posting any course materials (slides, articles, cases, simulations, exams, quizzes, samples, etc.) provided by an instructor without written permission of the instructor.

1.1.8.Unauthorized use of another student’s work

Obtaining, sharing, posting, editing any other student’s work (for example, exams, assignments, quizzes, projects, essays, etc.)

1.1.9.Use of Generative AI tools

Using Generative AI tools (such as ChatGPT, Google Bard, GitHub Copilot, AlphaCode, etc.) against the policy laid out by the respective professors in each course. Students are expected to refer to the syllabus for their respective courses to learn about the generative AI policy for the course and are expected to reach out to their course instructors for any clarifications. Also refer to the Generative AI usage policy at SolBridge for further details.

Any permitted use of generative AI (for any coursework) needs to be cited by the student in the relevant assignment/report/essay/etc. in the format provided by the course instructor or as follows: “<Prompt>,”

<name of the tool>, <Version of the tool>, <date when the content was generated>).” Failure to do so will attract disciplinary actions.

1.1.10. Lying or fraud

Giving false excuses or making false statements. Examples include but not limited to:

- Giving false excuses for not meeting deadlines, or for postponing an exam, etc.
- Marking attendance without attending class sessions.
- Making false statements regarding incomplete assignments, coursework, etc.
- Making false statements or giving false excuses about being late to class or about any inappropriate behavior.

2. Academic Integrity Action and Procedure

2.1. Any act of academic dishonesty (related to any course) will be dealt with as per the following disciplinary procedure:

1. The first instance or the act will result in a “zero” for the assignment or the assessment in question, and a report will be filed with the academic integrity committee. If the assessment in question is the final assessment for the course, then the result is a ‘C’, ‘D’ or ‘F’ grade for the course as per the instructor’s discretion. Further actions may be taken by the academic integrity committee based on the severity of the behavior.
2. The second instance or the act will result in a “failure” grade for the entire course, and a report will be filed with the academic integrity committee. Further actions may be taken by the academic integrity committee.
3. The third cumulative instance or act will result in institutional-level disciplinary action which could include suspension or expulsion from the school.
4. The instructor will report each instance of plagiarism, academic dishonesty and violation of school academic integrity rules to the chair of the academic integrity committee.