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Institute No.	4766
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Academic Integrity and Misconduct Policy

1. Policy Statement

The Institute is committed to maintaining fair, transparent, and consistently applied processes that protect student rights and support effective dispute resolution. This policy upholds academic integrity, institutional credibility, and public trust by ensuring that decisions are made through documented procedures, applied equitably, and supported by ongoing quality assurance and continuous improvement practices.

2. Purpose

The Guru Nanak Institute of Global Studies (GNI) affirms that **academic integrity** is a foundational value in teaching, learning, research, and administration. Integrity in scholarship safeguards fairness, credibility, and public trust while promoting ethical citizenship and lifelong learning.

This unified policy replaces former separate policies on plagiarism and misconduct, establishing a single, coherent framework consistent with natural-law principles, regulatory expectations, and the values of honesty, respect, and accountability.

3. Scope

This policy applies to all students, faculty, academic staff, and administrators engaged in academic activity at GNI, including all programs and credentials (degree, diploma, certificate, and micro-credential) and across all delivery modes (on-campus, hybrid, and online).

4. Institutional Commitment and Student Responsibilities

4.1 Institutional Commitment

GNI commits to:

- Fostering a culture of honesty, trust, and accountability;
- Providing access to training, orientation modules, and online resources on academic integrity;
- Ensuring transparent, timely, and impartial investigation of alleged misconduct; and

- Maintaining accurate records and reporting trends for quality assurance and regulatory review.

4.2 Student Responsibilities

Students are expected to:

- Submit only original, independent work unless collaboration is expressly authorized;
- Cite and acknowledge all sources appropriately;
- Follow instructor guidance regarding the use of digital or AI-assisted tools;
- Respect ethical research standards and confidentiality; and
- Report observed instances of academic dishonesty in good faith.

5. Definitions

Term	Definition / Examples
Academic Integrity	Commitment to honesty, trust, fairness, respect, responsibility, and courage in all learning and research activities.
Academic Misconduct	Any act that violates academic integrity. Includes but is not limited to plagiarism, cheating, falsification, unauthorized collaboration, AI misuse, impersonation, or aiding others in misconduct.
Plagiarism	Presenting another's work, words, ideas, or data as one's own without appropriate citation. This includes copying, paraphrasing without attribution, re-using previous work, or submitting AI-generated text without disclosure.
Cheating	Using unauthorized materials, assistance, or devices during assessments.
Fabrication / Falsification	Inventing data, altering records, or misrepresenting sources or credentials.
Unauthorized Collaboration	Working with others when individual work is required.
AI Misuse	Using generative or algorithmic tools to create, translate, or edit academic work without instructor consent or without disclosure.

6. Preventing Academic Misconduct

GNI promotes prevention through:

- Mandatory orientation sessions on citation, paraphrasing, and research ethics;
- Availability of originality-checking tools (e.g., Turnitin) within Moodle;
- Faculty training on instructional design and detection methods; and
- Continuous communication of expectations via course syllabi and the Student Handbook.

7. Procedures for Addressing Academic Misconduct

7.1 Initial Faculty Review

- When an instructor suspects misconduct, they must meet or communicate with the student within **five (5) business days** to discuss evidence and intent.
- If misunderstanding is evident and the issue is minor, the instructor may apply an educational remedy (e.g., rewrite, tutorial).
- A **written summary** is sent to the **Program Chair (PC)** and **SEA** within **five (5) days** for recordkeeping.

7.2 Program Chair Review

- The PC reviews the report, consults both parties, and attempts resolution within **five (5) business days**.
- If unresolved or serious, the case proceeds to formal review by the SEA.

7.3 Formal Investigation by Senior Education Administrator (SEA)

- The SEA initiates a formal investigation within **five (5) business days** of referral.
- The student is notified in writing of the allegation, evidence, and right to respond in writing or at a meeting.
- No grade or record changes occur until the process concludes.
- The SEA determines findings and sanctions, ensuring decisions are proportionate, consistent, and supported by evidence.

7.4 Possible Sanctions

Severity	Examples	Possible Sanctions
Level 1 (Minor)	Citation errors, unintentional paraphrasing	Formal warning, educational workshop, resubmission
Level 2 (Moderate)	Copied material, unauthorized collaboration	Zero on assignment, probation, notation on record
Level 3 (Severe)	Purchased work, falsified data, AI impersonation	Fail course, suspension, or dismissal

- Decisions are issued in writing within **ten (10) business days** of investigation completion.
- The Registrar records the decision in the secure student file.

7.5 Appeal Process

- Students may appeal within **ten (10) business days** of receiving the SEA decision to the **Academic Appeals Committee (AAC)**, composed of:
    - One uninvolved faculty member;
    - One student from another program; and

- One senior academic staff member appointed by the VPAQA.
  - The AAC's decision is final for internal appeals, except for suspension or dismissal, which may be further appealed to the **Board of Directors' Appeals Committee**.
  - Appeals follow timelines and fairness principles under **SP-024 Student Dispute Resolution and Appeals Policy**.

8. Artificial Intelligence (AI) Use

- Students must disclose any use of generative AI or algorithmic tools in coursework.
- Each instructor sets course-specific expectations for acceptable AI use.
- Unauthorized or undisclosed AI assistance constitutes academic misconduct.
- Faculty are encouraged to model ethical and transparent AI integration consistent with institutional guidelines.

9. Recordkeeping and Confidentiality

- All confirmed cases are documented on the **Academic Integrity Incident Form (AI-01)** by the SEA and stored by the Registrar for **five (5) years**.
- Records are confidential and may only be accessed by authorized personnel for quality-assurance, audit, or appeal purposes.
- Data are aggregated annually by the VPAQA and included in the **Institutional Quality Assurance Report (IQAR)** for trend analysis and preventive education planning.

10. Integration with Other Policies

This policy functions in coordination with:

- SP-010 Student Rights and Responsibilities Policy
- SP-013 Plagiarism Policy
- SP-024 Student Dispute Resolution and Appeals Policy
- SP-018 Student Grading Policy and Procedures
- ADM-004 Institutional Quality Assurance Policy
- ADM-029 Student Record Retention and Disposal Policy

11. Roles and Responsibilities

Role	Key Responsibilities
Board of Directors	Ensures institutional commitment and fairness; reviews serious disciplinary cases.
Academic Council	Reviews aggregate integrity data; approves preventive measures.
VPAQA	Oversees consistency of sanctions and integrates findings into QA reporting.
SEA	Investigates, determines outcomes, and ensures procedural fairness.
Program Chair	Mediates informal resolution and ensures faculty compliance.
Faculty Members	Communicate standards, detect misconduct, and educate students.

| Registrar | Maintains secure documentation and implements record policies. |
| Students | Uphold honesty, report misconduct, and seek guidance when unsure. |

12. Continuous Improvement and Education

- Annual workshops for faculty and students on ethics, citation, and responsible technology use;
- Orientation sessions integrated into first-term courses;
- Year-end review by the Academic Council to evaluate trends and recommend improvements;
- Documentation of actions in the **IQAR** and included in DQAB audit materials.

13. Policy Review and Amendment

This policy will be reviewed every **three (3) years**, or earlier if legislation or regulatory standards change.

All revisions require Academic Council approval and Board of Directors ratification.