

Fulbright

Code of Academic Integrity

VERSION 2.0
08 JULY 2020



Table of Contents

| | | |
|-----|--|----|
| 1 | RATIONALE | 3 |
| 2 | VIOLATIONS OF THE CODE OF ACADEMIC INTEGRITY..... | 3 |
| 3 | DISCIPLINARY SANCTIONS..... | 4 |
| 4 | PROCEDURES..... | 5 |
| 4.1 | Reporting and Investigation..... | 5 |
| 4.2 | Alternative Resolution Process..... | 5 |
| 4.3 | Hearing..... | 6 |
| 4.4 | Disciplinary Sanctions..... | 6 |
| 4.5 | Reporting and Records..... | 7 |
| 4.6 | Appeals..... | 7 |
| 5 | POLICY REVIEW..... | 7 |
| | APPENDICES..... | 8 |
| | Appendix 01: How to avoid Plagiarism in writing an assignment..... | 8 |
| | Appendix 02: Learning Contract Agreement..... | 10 |

1 RATIONALE

The Code of Academic Integrity (“the Code”) at Fulbright University Vietnam (“Fulbright”) is intended to create and maintain a climate of mutual trust, respect, and integrity among students, faculty, and staff.

The following document describes conduct that violates academic integrity, the applicable procedures, and possible sanctions that may be imposed.

For prohibited conduct/behavior that is not specific to the integrity of the educational and research processes, refer to the [Student Code of Conduct](#).

2 VIOLATIONS OF THE CODE OF ACADEMIC INTEGRITY

In general, violations of this Code encompass any act that compromises or subverts the integrity of the educational or research processes. Violations may fall under one or more categories. These violations include, but are not limited to:

Plagiarism

Plagiarism occurs when a writer appropriates another’s ideas, research, or writing without proper acknowledgement. This includes the paraphrasing of ideas or reproduction of work without proper acknowledgement and citation.

Misrepresentation

Misrepresentation describes any action intended to deceive an instructor or administrator for academic gain. This includes allowing another student to submit work in one’s place, taking credit for others’ work, or submitting the same work for more than one project or course without express permission to do so.

Copyright Infringement

Copyright infringement occurs when a student violates the exclusive rights of the copyright owner and includes the improper use of electronic data and computer software.

Fabrication

Fabrication refers to any action that falsifies or misuses information or data in any academic work or research. This includes making up data during research or information used in projects, fabricating citations or sources, and any other attempt to deceive an instructor or administrator with regards to academic work, attendance, or performance.

Cheating

Cheating refers to using (or attempting to use) unauthorized means or materials on an academic assignment for personal gain. This includes copying from or otherwise utilizing another student’s work, allowing

another student to copy from your work, and any other forms of unauthorized collaboration on an exam or assignment. It also includes violating, in any other form, the test or assignment procedures and restrictions laid out by an instructor.

Stealing

Stealing refers to any action wherein a student obtains or attempts to obtain an examination, assignment, answer key, or any other academic materials from an instructor or another student without their knowledge or permission.

Bribery

Bribery describes any attempt to solicit academic advantage in exchange for money, goods, or services, or any attempt to offer academic advantage in exchange for money, goods, or services; in both cases, it is also a violation to accept such a bribe.

Impeding Access to Education

Violations under this category describe any intentional efforts to disrupt the academic process of others in any manner, including intentionally tampering with or damaging materials, online systems and resources, or other academic documents and resources.

Misrepresenting Relationship to the University

To misrepresent or misuse one's relationship to the University is to intentionally falsify or tamper with any information regarding one's status, performance, or relationship to the university for the purposes of academic gain. This includes altering, changing, forging, or misusing academic records or university documents for any reason.

Facilitation

The facilitation of academic dishonesty occurs when students knowingly or negligently aid others or allow their work to be used in a dishonest academic manner. Students also facilitate academic dishonesty when they are aware of violations, but either fail to report or falsely report these instances. This includes the unauthorized distribution of one's assignments, class materials, exams, or exam answers to other students or to online platforms with the intent of providing unauthorized assistance to current or future students. It also describes the act of omitting, misrepresenting, or falsifying information during academic proceedings or intentionally destroying evidence important to these proceedings.

Appendix 01 includes guidance on how students can avoid violating this Code.

3 DISCIPLINARY SANCTIONS

Students found to be guilty of any acts of academic dishonesty will be subject to disciplinary action determined by the severity of the offense and the student's prior record. Sanctions are determined by a Hearing Panel.

Fulbright is committed to upholding the values of restorative justice and will work closely with all involved parties to determine the appropriate actions based on the individual's situation. The severity of the incident, and whether the incident represents a repeat violation, will determine the appropriate disciplinary sanction.

Any student who has received a disciplinary sanction has the right to appeal the original decision, in writing, to the Registrar. The findings of the appeal process are final.

4 PROCEDURES

If the Course Instructor detects a violation of this Code, as defined in Section 2, the Course Instructor will assess and analyze the case, then communicate directly with the student(s) involved. The Course Instructor has the authority to make the decision on how to proceed for cases at this first stage.

4.1 Reporting and Investigation

If the Course Instructor has detected a violation of this Code and decides a formal charge is justified, the Course Instructor will gather and document the evidence, and submit it to the Dean of Undergraduate/Graduate Programs and the Registrar.

On receiving a report of a violation of this Code, the Dean of Undergraduate/Graduate Programs and the Registrar will work together with the Course Instructor and the student(s) to evaluate the evidence submitted with the report. If the Dean of Undergraduate/Graduate Programs, the Registrar, and the Course Instructor confirm a violation of this Code, they will determine the next step to be taken:

- a. If the student admits violating this Code, the potential for an alternative resolution process will be explored according to *Section 4.2*
- b. If the student denies violating this Code, or an alternative resolution process is not possible or appropriate in this case, a Hearing will be held according to *Section 4.3*.

A student who is accused of violating this Code is not permitted to withdraw from the course or request a leave of absence until the conclusion of the disciplinary process.

4.2 Alternative Resolution Process

Alternative resolution is a voluntary process that allows the student to accept responsibility for their behavior. The alternative resolution process is designed to eliminate the behavior, prevent its recurrence, and remedy its effects in a manner that meets the expectations of the Dean of Undergraduate/Graduate Programs, the Registrar, and the Course Instructor. The alternative resolution process will only be used with the agreement of the Dean of Undergraduate/Graduate Programs, the Registrar, the Course Instructor and the student.

If the alternative resolution process had been used to address a previous violation of this code by a student, it would only be considered for a subsequent violation if extenuating circumstances existed.

For more information on using an Alternative Resolution Process, please refer to *Section 7.3 of the Student Code of Conduct*.

4.3 Hearing

The Registrar will arrange for a Hearing to be held within 10 working days of the report being submitted by the Course Instructor. The Hearing Panel, consisting of the Dean of Undergraduate/Graduate Programs (or Nominee), one other member of Faculty appointed by the Dean, and a student representative appointed by the Student Council, will consider the charge. The Course Instructor and the student shall be required to attend the hearing. The Registrar shall act as Secretary.

The Hearing Panel will consider the evidence presented by the Course Instructor followed by the student's response. The Hearing Panel will then decide whether a disciplinary sanction is justified, and if so, will determine the disciplinary sanction according to *Section 4.4*.

4.4 Disciplinary Sanctions

The Academic Integrity Disciplinary Panel, after considering the seriousness of the violation of this Code, and whether the student has received disciplinary sanction for previous violations, will determine a disciplinary sanction from the following options:

- a. Academic Warning: this is for the first and minor violation of this Code. A warning is sent to the student by the Course Instructor and copied to the Registrar's Office to be filed on the student's record. The student will be required to sign a Learning Contract (*Appendix 02*). An Academic Warning may include:
 - Re-submission of the assignment with a penalty grade;
 - Receive an F (fail) grade for the assignment;
 - Removal of the student's participation in a group assignment/project.
- b. Academic Probation: This disciplinary sanction will result in the student losing specific privileges. The privileges may include the access to school facilities, student activities, Work Study Program, and scholarships. Academic Probation may be for 1 or 2 quarters.
- c. Academic Suspension: This disciplinary sanction will result in the student being barred from enrolling in any courses for a period of one or two semesters. The student may also be barred from entering the Campus or the Student Residence. If the student receives an Academic Suspension a second time, their enrolment will be cancelled, and they will need to apply for re-admission.

- d. Additional mandatory meetings with Learning Support team and/or Wellness counselor shall be added to the final disciplinary sanction result by the Dean of Undergraduate/Graduate Programs in special circumstances. The Academic Affairs Manager will be the liason for the coordination.
- e. Withholding a degree: If the violation of this code is sufficiently serious, the Hearing Panel may recommend to the Provost that the University Registrar withholds certification of the student's degree.

4.5 Reporting and Records

The decision of the Hearing Panel will be formally communicated to the student by the Registrar within 3 working days of the Hearing. The Registrar will also record this decision on the student's record. See *Section 9 of the Student Code of Conduct* for more information on Student Conduct Records.

The formal communication to the student will include notification about the right to appeal the decision, and instructions on how to do so. See *Section 4.6*.

A student who has been found to have violated this Code will have the right to seek guidance and clarification from the Course Instructor should they not be clear on how they violated this Code or how to avoid such violations in the future.

4.6 Appeals

A student may appeal the decision of the Hearing Panel. An appeal must be submitted to the Registrar within 7 working days of the Hearing Panel's decision being communicated to the student.

Appeals will be conducted according to the procedure in *Section 8 of the Student Code of Conduct*.

5 POLICY REVIEW

This Code of Academic Integrity will be reviewed due to the evolving needs of Fulbright University Vietnam every three (03) years. Any substantive changes will be reviewed and endorsed by the Curriculum Committee, Academic Leadership Team and presented to Provost for approval.

APPENDICES

Appendix 01: How to avoid Plagiarism in academic writing

1 Cite your source properly

When using the words or ideas from another source, you must cite the origin of the information. You must provide the title, author, name of publication, date, etc. in the Reference page.

You can use different referencing style, following the course instruction. If you are unsure which style to use, check with your course instructor.

Besides, you can participate in various Learning Support workshops to acknowledge of different referencing styles.

The Online Writing Lab (OWL) of Purdue University provides the basic rules for most sources and useful examples of different referencing list, from articles, books, electronic sources to audiovisual media sources.

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/reference_list_basic_rules.html

You can also use quotation marks around a direct quote to indicate the words are not your own, and citation is still required. Another method is to paraphrase, which is rewriting the same idea from a source into your own words. To learn more about quotations and paraphrase, please contact Learning Support team.

2 Use supportive tool to check your assignment's similarity

You can submit the assignment via Turnitin, an online tool, to check the similarity of your assignment. The tool helps to ensure it is your original work and indicates the words or ideas from other sources to have an appropriate citation in your assignment.

Note: This online tool will be integrated into new LMS and be available to all Fulbright students and faculty soon.

3 Get Academic Support

When in doubt with class lecture or assignment requirements, talk to your instructor for clarification. Furthermore, you can make an appointment with your instructor or use office hours to talk to him/her if you get any trouble with the academic integrity.

Learning Support team is available to support and advise with your assignment. A private consultation session can be book via [Learning Support portal](#).

You can also get help from Fulbright Library when doing research for resources. The Librarian can be reached via email library@fulbright.edu.vn

4 **Give your mind a break!**

Students often put themselves under pressure to achieve the best result in learning. It sometimes makes you feel overwhelmed. A great tip is to give your mind a little break while writing an essay.

You can book a session with Wellness Center for a stress reduction, mindfulness, relaxation information and positive energy gaining via wellness@fulbright.edu.vn

Appendix 02: Learning Contract Agreement

This agreement is signed and followed by student who has violated the Code of Academic Integrity, please refer to *Section 2*.

Please read and sign the agreement below that attests to your understanding of the consequences to your behavior.

To assist (Student Name) _____ in returning to good Academic Standing status, it is recommended that I:

- Meet with Course Instructor/Academic Advisor on regular basis to get further advice on learning success.
- Get familiar with and utilize the learning support tool to assist student in avoiding the violation of academic integrity.
- Attend support session of academic integrity with Learning Support team.
- Visit Wellness Center for confidential counselling session.
- Repeat the course which student previously received a grade of D-, F or NP.
- Seek for help – start from instructor, learning support, academic affair, etc.

By checking all above items and submitting this form, I indicate that I have read and understand this agreement and acknowledge that failure in any requirement with repeated violation will result in Academic Probation or Academic Suspension from Fulbright University Vietnam.

Student Name:

Date:

Instructor Name:

Date:

THIS FORM MUST BE SIGNED AND SUBMITTED TO ACADEMIC AFFAIRS FOR RECORD PURPOSE.