

Fulbright

Code of Academic Integrity

VERSION 3.0
AUGUST 2023

Approved by:



Dinh Vu Trang Ngan
Dean of Undergraduate Studies
Date: August 31, 2023

INTERNAL



Table of Contents

Version History	4
1 RATIONALE.....	5
2 VIOLATIONS OF THE CODE OF ACADEMIC INTEGRITY.....	5
3 DISCIPLINARY SANCTIONS	6
4 PROCEDURES	7
4.1 Reporting and Investigation	7
4.2 Alternative Resolution Process.....	7
4.3 Hearing	7
4.4 Disciplinary Sanctions	8
4.5 Reporting and Records	8
4.6 Appeals.....	9
5 POLICY REVISION	9
APPENDICES.....	10
Appendix 01: How to avoid Plagiarism in academic writing	10
Appendix 02: Guidance on the use of AI tools	12
Appendix 03: Learning Contract Agreement	14
Academic Integrity Report	15

Version History

Version	Description	Modified on	Endorsed by
1.0	Initial Version	2020	Provost
2.0	Update policy format Update “Procedures”	08 July 2020	Provost
2.1	Update Procedures > Reporting and Investigation Add “Artificial Intelligent and Academic Integrity”. Input by expert(s) from the Academic side.	July 2023	Tech Committee at Fulbright
3.0	Final version Added Appendix 02 includes guidance on the responsible use of AI tools	August 2023	Dean of Undergraduate Studies Dean of Faculty

INTERNAL

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 acknowledgment. This includes the paraphrasing of ideas or reproduction of work without proper acknowledgment and citation. Furthermore, this also includes the use of generative AI tools to produce any written, visual, or software content.

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 other’s work, the product of generative AI, 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.

Appendix 02 includes guidance on the responsible use of AI tools.

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, and 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 the evidence and fill in the [\[F11-RO-FUV\] Academic Integrity Report](#) and send it to the Dean of Undergraduate Studies and Registrar's Office for record purposes. The Registrar's Office will update the report on the student's academic records.

If the student denies the violation or does not agree with the formal charge, the Course Instructor will collect the evidence and send it to the Dean of Undergraduate Studies and the Registrar's Office. The Registrar's Office will organize the Hearing panel 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 Studies, the Registrar, and the Course Instructor. The alternative resolution process will only be used with the agreement of the Dean of Undergraduate Studies, 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 Studies (or Nominee), one other member of the 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 Agreement ([Appendix 03](#)). 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 access to school facilities, student activities, Work Study Program, and scholarships. Academic Probation may be for one semester.
- 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 canceled, and they will need to apply for re-admission.
- d. Additional mandatory meetings with the 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 liaison 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 withhold 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 against 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 REVISION

This Code of Academic Integrity is effective from the date of signing. It 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, and Academic Leadership Team and presented to Provost for approval.

INTERNAL

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.

3. Get Academic Support

When in doubt about 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 have any trouble with the academic integrity.

Learning Support team is available to support and advise with your assignment. A private consultation session can be booked via Learning Support portal.

You can also get help from the 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

INTERNAL

Appendix 02: Guidance on the use of AI tools

Using Generative AI at FUV

As an FUV student, you understand that the process is often more important than the result. You know that simply getting the right answer is not enough. You also understand the value of struggling with the learning process. Finally, FUV students all understand that among the most important 21st-century skills they could develop is to become critical users of technology. When we look at all of these FUV values and competencies holistically we can easily understand the role of generative AI tools at this institution.

FUV does not unilaterally ban the use of generative AI. Such an action would deprive students of the opportunity to use a tool and ultimately become critical users of technology. While generative AI is a useful tool its utility is limited to synthesis and summary of existing ideas and it is incapable of the level of work required by most FUV classes. A student attempting to use current models of generative AI as a shortcut in their FUV coursework will not be well served by such an action. FUV as an institution places a premium on originality of thought and helping students to cultivate their independent points of view.

FUV as an institution values academic integrity, transparency, and intellectual freedom. Representing the work of a generative AI, such as Chat GPT, as original work is simply dishonest and is at odds with our academic values. Attempting to pass off the work of generative AI as your own fits our institutional definitions of misrepresentation and plagiarism, therefore attempting to pass off the work of generative AI as original work will be treated as a breach of the code of conduct.

Like translation, calculator, and grammar check software generative AI can be a useful tool for academic work. However, it is important to use this tool responsibly, critically, and ethically. By observing the norms and policies outlined below you can ensure that you are a responsible member of the FUV learning community.

1. Become a critical user of technology

Being a critical user of technology means that you use your technology and you don't let your technology "use" you. A critical user of technology is in the "driver's seat" managing and applying their critical thinking skills to AI-generated products and material. A critical user of technology understands that generative AI is something that is used as part of a process, not something that creates the final product. To that end, FUV students are expected to fact-check and review products of generative AI for logical consistency and ethical considerations.

2. Use AI tools ethically

The FUV Code of Academic Integrity is an ethical framework that FUV students can use to determine if their use of AI is ethical. Since FUV places a premium on originality and giving credit to authors of a given text, generative AI should not be used to generate written content for academic assignments. With permission from your instructor generative AI could be used for written content, however in these situations it must be clearly cited and referenced as an independent or outside source. Likewise, generative AI should not be used to generate visual content, or software code, for academic assignments, except when the course instructor explicitly allows and supervises the use of such tools. In all of these situations what makes the use of generative AI unethical is the fact that you are taking credit for work that was done by the AI, not by you.

3. Use generative AI tools responsibly

Responsible use of AI tools requires that students use these tools in ways that are consistent with our institutional values and norms to enhance their learning. That means that students should understand that they are ultimately the person who bears responsibility for any products generated by AI. Students are responsible for the critical use of generative AI and ensuring that the AI-generated content they use is accurate. Furthermore, students are responsible for ensuring that any use of generative AI is in line with the FUV Code of Academic Integrity.

4 Use AI tools with the support of instructors

FUV instructors have a lot to teach students about the use of AI. Students are encouraged to experiment with these powerful tools with the guidance of instructors. Instructors might support students with the use of AI for coursework or projects. In some situations, faculty members could grant permission for use of generative AI as part of coursework. In these situations, it is important to remember that even though an instructor has granted permission for the use of generative AI as part of course work students are still required to uphold the spirit of the Code of Academic Integrity.

INTERNAL

Appendix 03: Learning Contract Agreement

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

By checking all the 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.

Academic Integrity Report

Each member of the community—student, faculty, or staff—shall file a report when he/she witnesses a violation of the Fulbright Code of Academic Integrity. Report forms can be submitted to both Dean of Undergraduate Studies and the Office of the Registrar.

Information about witnesses will be redacted from the report form before it is shared with the accused student(s) to obtain the student(s)' response.

Alleged Violation Information

Date(s) on which the alleged violation occurred _____

Name(s) of the person(s) involved _____

Course Title – Course Instructor or situation in which alleged violation occurred:

Identify the specific type(s) of violation(s) _____

Describe the incident in detail (be as specific as possible regarding people, time, date, and other relevant items):

Student Information

Student Name (Print) _____ Student ID _____

Email Address _____

Names of Others You Think Might Have Witnessed the Incident

Sanction Imposed (for minor unintentional violations ONLY)

Signature

Student/Faculty/Staff (*signature and full name*)

Date

For Office Use Only

Date received

Initials:
