

# Academic Misconduct Policy

## A. Good academic practice and plagiarism

The institution uses text comparison software to help detect plagiarism which will check the students' assignments against both the work of other students and against internet sources and other published material. If the student submits an assignment that contains work that is not his/her own without indicating this to the marker the student is committing plagiarism and this is an offence as per Code of Practice for Student Discipline.

Points are assigned based on following criteria:

### ***History***

1st Time **100 points**

2nd Time **150 points**

3rd/+ Time **200 points**

### ***Amount / Extent***

- Below 5% & less than two sentences: **80 points**
- As above but with **critical aspects\*** plagiarized : **105 points**
- Between 5% and 20% **OR** more than two sentences but not more than two paragraphs: **105 points**
- As above but with **critical aspects\*** plagiarized: **130 points**
- Between 20% and 50% **OR** more than two paragraphs but not more than five paragraphs: **130 points**
- As above but with **critical aspects\*** plagiarized: **160 points**
- Above 50% **OR** more than five paragraphs: **160 points**
- Submission purchased from essay mill or ghostwriting service: **225 points**

### ***Level / Stage***

Level 1 **70 points**

Level 2 **115 points**

Level 3/Postgraduate **140 points**

### ***Value of Assignment***

Standard weighting **30 points**

Large project (e.g. final year dissertation) **60 points**

### ***Additional Characteristics***

Evidence of deliberate attempt to disguise plagiarism by changing words, sentences or references to avoid detection **40 points**

### **Penalties (Summative Work)**

In all cases a formal warning is given and a record made contributing to the student's previous history

#### **Available Penalties**

280-329	No further action beyond formal warning
	Assignment awarded 0% - resubmission required, with no penalty on mark
330-379	No further action beyond formal warning
	Assignment awarded 0% - resubmission required, with no penalty on mark
	Assignment awarded 0% - resubmission required but mark capped or reduced
380-479	Assignment awarded 0% - resubmission required but mark capped or reduced
	Assignment awarded 0% - no opportunity to resubmit
480-524	Assignment awarded 0% - no opportunity to resubmit
	Module awarded 0% - re-sit required, but mark capped or reduced
	Module awarded 0% - no opportunity to re-sit, but credit still awarded
525-559	Module awarded 0% - re-sit required, but mark capped or reduced
	Module awarded 0% - no opportunity to re-sit, but credit still awarded
	Module awarded 0% - no opportunity to re-sit, and credit lost
	Award classification reduced
	Qualification reduced (e.g. Honours -> no Honours)
	Expelled from institution but credits retained
560+	Expelled from institution with credits withdrawn
	Module awarded 0% - no opportunity to resit, and credit lost
	Award classification reduced
	Qualification reduced (e.g. Honours -> no Honours)
	Expelled from institution but credits retained
Expelled from institution with credits withdrawn	

### **Penalties (Formative Work)**

280-379	Informal warning
380+	Formal warning, with record made contributing to the student's previous history

## **B. Examination Disciplinary Control**

Amity online examination system offers flexibility of giving examination at preferred location of their choice through online proctoring or Amity Authorized Examination Center. During examinations, the candidates shall be under the disciplinary control of the Examination Invigilator who will issue necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or representative or the invigilators at the Centre, he may be expelled from the examination for that session. In case of any misconduct, this incident shall be immediately reported with full details of

evidence to the Controller of Examinations who will refer the matter to the Examination Committee. The said Committee will make recommendations for disciplinary action as it may deem fit, to the Institution Head.

The students shall maintain proper discipline and orderly conduct during the examinations. They shall not make use of any unfair or dishonest means or indulge in disorderly conduct in the examinations.

### **Acts of Unfair Means**

The following shall be deemed to be the act of unfair means for written examinations to be held in examination centres.:

- Copying, attempting to copy, taking assistance or help from any book, notes, paper or any other material or device or from any other candidate, to do any of these things or facilitating or rendering any assistance to any other candidate to do any of these things;
- Talking to another candidate or any person, inside or outside the examination hall, during the examination without the permission of a member of the supervisory staff;
- Leaving the examination hall without handing over the answer book and or continuation sheet, if any, or any other specifically designed response sheet to the Invigilator or Supervisor concerned or the concerned authorized officer of the Institution deputed to the examination centre, and taking away, tearing off or otherwise disposing off the same or any part thereof;
- Deliberately disclosing one's identity or making any distinctive marks in the answer book for that purpose.
- Making appeal to the Examiner/Evaluator soliciting favour through the answer book or through any other mode.
- Possession by a Candidate or having access to books, notes, paper or any other material, whether written, inscribed or engraved, or any other device, which could be of help or assistance to him in answering any part of the question paper.
- Possession of mobile phone, laptop or any electronic device which can be of help or assistance to the student in answering any part of the question paper.
- Approaching or influencing directly or indirectly a paper setter, examiner, evaluator, moderator, tabulator or printer or any other person connected with the University examination with the object, directly or indirectly, of influencing him to leak out the question paper or any part thereof, or stealing/procuring the question paper from any source before the examination or to enhance marks, or favourably evaluate, or to change the award in favour of the candidate.

**Online Proctoring Examination** (At students preferred location) – In Online proctoring mode of examination student should mandatorily meet the following system requirements:

- Desktop / laptop (Without any external disturbances / interruptions)
- Mozilla Browser (version 50+)
- Webcam
- Any Desk <<https://anydesk.com/download>> (to provide remote assistance)
- Software update should be de-activated (to turn off all the software updates).

- Make sure all background applications to be closed or disabled as any of the notification pop-up will be considered as navigation.
- Power backup & strong internet connection are MANDATORY for seamless examination

The entire examination process will be explained and guided by Examination Department before examination commencement through a proper demo.

Acts of disorderly conduct in a practical or oral examination include Misbehavior in the examination hall with the Invigilator on duty, the Examiner conducting a practical or oral examination or the members of flying squads, the observers, the representatives of the Institution or the other staff working at the Examination Centre, or with any other Candidate, in or around the examination centre, or threat to life of these examination staff, observers, members of flying squads etc. before, during or after the examination hour.

Any other act of omission or commission declared by the Program Board to be unfair means in respect of any or all the examinations.

### **C. Disciplinary Proceedings**

After considering all the material on record including the explanation, if any, submitted by the candidate, the Examination Committee, if satisfied that the candidate is guilty of the use of dishonest or unfair means or disorderly conduct in the examination, will take a decision in each case and recommend to the Institution Head, the punishment that may be imposed on the candidate according to the nature of the offence.

All decisions of the Examination Committee as approved by the Institution Head shall be communicated to the student through the Head of Department by the Controller of Examinations.

### **D. Appeals and Review**

A student on whom any punishment has been imposed may, within 30 days from the date of the receipt of the communication in that behalf, make a representation to the Head of Institution for review of his/her case. The Program Director, if he deems it necessary, refers it back to Examination Discipline Committee for review. The recommendations of the Examination Committee on the Appeal shall be placed before the Program Director who will thereupon review the case and pass such orders as he may consider fit or refer it to the Academic Governance Council for advice.

Decision on Academic Appeal will be send to student in 10 working days

Please refer [Academic Appeal Policy](#) for more information.