



Barbados Institute of Management and Productivity

ACADEMIC AND ETHICS POLICY

2023

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Prepared By: Quality Assurance and Information Technology Unit
Barbados Institute of Management and Productivity
BIMAP Drive
Wilkey
St. Michael BB14007

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1.0 PURPOSE AND RATIONALE OF POLICY

The Barbados Institute of Management and Productivity operates under the core values of fairness, integrity and respect. The Institute also expects its students and lecturers to adhere to the principles of academic integrity which include honesty, trust, fairness, respect and responsibility. As such, all academic work submitted must be the intellectual property of the individual making the submission.

In support of the aforementioned values the Institute has implemented this policy to:

- Ensure academic integrity is maintained throughout the Institute
- Ensure our mission of serving students fairly and equally is not diminished
- Ensure the high quality of the Institutes' training and classroom experience provided to all students

2.0 TYPES OF ACADEMIC MISCONDUCT

In cases where intellectual ideas or contributions from persons other than the student are presented, credit must be given through proper academic citation. Academic misconduct encompasses but is not limited to plagiarism, copying, false citation, false data, unauthorized examination possession, unauthorized use of study aids, ghost writing, examination altering, unauthorized use of technology and facilitating or aiding academic misconduct.

2.1 Plagiarism

Plagiarism is defined as the act of presenting another person's thoughts and/or writings as one's own. It also encompasses the paraphrasing of another person's work without proper acknowledgement of the source of the information. In cases where information is considered "common knowledge", that is, it is a widely known and accepted fact then there is no need for documentation or citation.

2.2 Copying

Copying is the act of deliberately duplicating another student's paper or work. This includes a student caught looking at another student's work during an examination or copying another student's assignment or project and submitting it as his/her own for assessment.

2.3 False Citation

Falsely citing work that was never utilized or attributing work to a source from which the referenced material was not obtained is considered to be false citation.

2.4 False Data

Fabrication or alteration of data in the process of submitting research findings, reports or class assignments, in an effort to deliberately mislead is considered false data.

2.5 Unauthorized Possession of Examinations and Assignments

Possession of examinations and assignments without the permission of the lecturer or from a source other than an authorized representative of the Barbados Institute of Management and Productivity is considered to be unauthorized test or exam material.

2.6 Unauthorized Use of Study Aids in Examinations

Use of materials designed as study aids during an examination without prior consent of the lecturer is considered unauthorized. Study aids include but are not limited to printed material, text books, lecture notes, study guides, electronic material or mathematical formulae, electronic devices and materials.

2.7 Ghost Writing

A student, who takes an examination, completes an assignment or a project on behalf of another student or who knowingly submits an assignment or project that was completed by someone else is guilty of ghost writing. In the event that both parties are students of the Institute (currently enrolled in a course and/or programme) they both are guilty of the offence and are liable to the penalty associated with the offence.

2.8 Examination or Assignment Altering

Deliberate adjustments by students to incorrect answers on an already graded examination or assignment with the purpose of receiving an improved grade is considered to be academic misconduct. This includes changes to the numerical and/or letter grade of an examination or assignment after a grade was previously assigned by the lecturer.

2.9 Unauthorized Use of Technology in Examinations or Assignments

Use of electronic aides or software where expressly prohibited by the Institute and/or the lecturer is considered to be unauthorized use of such devices and is a violation of academic integrity. This includes all devices as stated in Section 2.3.3 of the *Examination Policy*.

2.10 Facilitating or Aiding Academic Dishonesty

A student who completes an assignment/project for another student to submit as their own, provides information about examinations to another student who is yet to take the exam, deliberately allows or helps another student to copy his/her work during an examination, allows another student to use notes or equipment or any other aids which are prohibited or provides any other information or material which may be used in the examination or assignment is guilty of academic dishonesty.

3.0 CONSEQUENCES FOR ACADEMIC MISCONDUCT

The consequences for academic misconduct depend on the severity of the breach and ranges from a strong warning and being allowed to resubmit to expulsion from a course and or programme. Any breaches of the policy may be considered violations of academic integrity. All incidences of academic misconduct must be reported by the lecturer or invigilator to the Office of Academic Development Services Unit. A record will be maintained of all reports and incidents of academic misconduct. This file will be maintained by the Institute and will be referred to in all reported cases of academic misconduct.

MINOR OFFENCES: Generally, minor offences include accidental errors in judgment or oversights without a clear intention by the student to commit acts of academic misconduct.

MODERATE OFFENCES: Generally, moderate offences are accidental acts of academic misconduct that directly affect only one student.

MAJOR OFFENCES: Generally, major offences are intentional acts of academic misconduct that directly affect the grade of the student as well as other students. Repeat offences are also considered major and repeat offenders will receive the major penalty associated with the offence.

N.B

Repeat offences are when there is a repeat of offences of similar nature by a student and also offences that are different in nature but committed by the same student.

A repeat offender is a student who commits more than one offence.

3.1 VIOLATIONS AND PENALTIES

VIOLATION	Considerations(if any)	CLASS OF OFFENCE	PENALTY
Plagiarism		Minor	Student receives zero (0) marks for the examination/assignment. Student is given a written warning about future conduct. Student is given a chance to resit/resubmit the examination/assignment at his/her expense.
		Moderate	Student receives zero (0) marks for the examination/assignment. Student is given a chance to resit/resubmit the examination/assignment at his/her expense. Overall grade for the course reduced by one grade point.
		Major	Student receives zero (0) marks for the examination/assignment. Student automatically fails the course.

VIOLATION	Considerations(if any)	CLASS OF OFFENCE	PENALTY
Copying		Minor	Student receives zero (0) marks for the examination/assignment. Student is given a written warning about future conduct. Student is given a chance to resit/resubmit the examination/assignment at his/her expense.
		Moderate	Student receives zero (0) marks for the examination/assignment. Student is given a chance to resit/resubmit the examination/assignment at his/her expense. Overall grade for the course reduced by one grade point.
		Major	Student receives zero (0) marks for the examination/assignment. Student automatically fails the course.
VIOLATION	Considerations(if any)	CLASS OF OFFENCE	PENALTY

False Citation		Minor	Student receives zero (0) marks for the examination/assignment. Student is given a written warning about future conduct. Student is given a chance to resit/resubmit the examination/assignment at his/her expense.
		Moderate	Student receives zero (0) marks for the examination/assignment. Student is given a chance to resit/resubmit the examination/assignment at his/her expense. Overall grade for the course reduced by one grade point.
		Major	Student receives zero (0) marks for the examination/assignment. Student automatically fails the course

VIOLATION	Considerations(if any)	CLASS OF OFFENCE	PENALTY
False Data		Minor	Student receives zero (0) marks for the examination/assignment. Student is given a written warning about future conduct. Student is given a chance to resit/resubmit the examination/assignment at his/her expense.
		Moderate	Student receives zero (0) marks for the examination/assignment. Student is given a chance to resit/resubmit the examination/assignment at his/her expense. Overall grade for the course reduced by one grade point.
		Major	Student receives zero (0) marks for the examination/assignment. Student automatically fails the course.

VIOLATION	Considerations(if any)	CLASS OF OFFENCE	PENALTY
Unauthorized examination possession		Minor	Student receives zero (0) marks for the examination/assignment. Student is given a written warning about future conduct. Student is given a chance to resit/resubmit the examination/assignment at his/her expense.
		Moderate	Student receives zero (0) marks for the examination/assignment. Student is given a chance to resit the examination/assignment at his/her expense. Overall grade for the course reduced by one grade point.
		Major	Student receives zero (0) marks for the examination. Student automatically fails the course

VIOLATION	Considerations(if any)	CLASS OF OFFENCE	PENALTY
Unauthorized use of study aids in an examination		Minor	Student receives zero (0) marks for the examination. Student is given a written warning about future conduct. Student is given a chance to resit/resubmit the examination at his/her expense.
		Moderate	Student receives zero (0) marks for the examination. Student is given a chance to resit the examination at his/her expense. Overall grade for the course reduced by one grade point.
		Major	Student receives zero (0) marks for the examination. Student automatically fails the course.

VIOLATION	Considerations(if any)	CLASS OF OFFENCE	PENALTY
Ghost Writing		Major	Student receives zero (0) marks for the examination/assignment. Student automatically fails the course Student is expelled from the programme.

VIOLATION	Considerations(if any)	CLASS OF OFFENCE	PENALTY
Examination or assignment altering		Minor	Student receives zero (0) marks for the examination/assignment. Student is given a written warning about future conduct. Student is given a chance to resit/resubmit the examination/assignment at his/her expense.
		Moderate	Student receives zero (0) marks for the examination/assignment. Student is given a chance to resit/resubmit the examination/assignment at his/her expense. Overall grade for the course reduced by one grade point.
		Major	Student receives zero (0) marks for the examination/assignment. Student automatically fails the course

VIOLATION	Considerations(if any)	CLASS OF OFFENCE	PENALTY
Unauthorized use of technology		Minor	Student receives zero (0) marks for the examination/assignment. Student is given a written warning about future conduct. Student is given a chance to resit/resubmit the examination/assignment at his/her expense.
		Moderate	Student receives zero (0) marks for the examination/assignment. Student is given a chance to resit/resubmit the examination/assignment at his/her expense. Overall grade for the course reduced by one grade point.
		Major	Student receives zero (0) marks for the examination/assignment. Student automatically fails the course

VIOLATION	Considerations(if any)	CLASS OF OFFENCE	PENALTY
Facilitating or aiding academic misconduct		Minor	Student receives zero (0) marks for the examination/assignment. Student is given a written warning about future conduct. Student is given a chance to resit/resubmit the examination/assignment at his/her expense.
		Moderate	Student receives zero (0) marks for the examination/assignment. Student is given a chance to resit/resubmit the examination/assignment at his/her expense. Overall grade for the course reduced by one grade point.
		Major	Student receives zero (0) marks for the examination/assignment. Student automatically fails the course.

NB: Incidences of academic misconduct are reviewed on an individual basis, the above penalties may be altered and/or combined based on the facts/evidence of a particular instance.

3.2 PROCEDURES FOR INVESTIGATING ALLEGATIONS

BIMAP is committed to thorough and fair investigations into any allegation of academic misconduct of enrolled students. Allegations may be reported by lecturers, invigilators or any other persons who believe there is reasonable evidence to support such a claim. Investigations and hearings into such allegations will be conducted in accordance with the following outlined procedures:

3.2.1 In the instance that a student is suspected of academic misconduct, a report must be made to the Office of Academic Development Services Unit.

3.2.1.1 Misconduct during Examinations

If an invigilator or lecturer suspects that a student has committed an act of academic misconduct during an examination:

- i. The student should be informed of the nature of the allegation.
- ii. A report of the incident should be made to the Office of Academic Development Services Unit directly following the completion of the examination.
- iii. The official invigilator's report should be completed and submitted along with any other evidence at the time of reporting.

3.2.1.2 Misconduct in the Submission of Projects or Assignments reported by a Lecturer

A lecturer who has reasonable evidence that a student has committed an act of misconduct in completing a project or assignment should adhere to the following procedures:

- i. The student should be informed of the nature of the allegation.
- ii. A signed report should be submitted to the Office of Academic Development Services Unit, along with any relevant evidence, within five (5) business days from the discovery of the alleged misconduct.

3.2.1.3 Misconduct in the Submission of Projects or Assignments reported by a Third-Party

An individual, who is not a lecturer of the Institute, who has reasonable evidence that a student has committed an act of misconduct in completing a project or assignment, should adhere to the following procedures:

- i. A signed document containing details of the alleged misconduct should be submitted to the Office of Academic Development Services Unit by email or in person along with all relevant evidence.
 - ii. An initial meeting will be held with the persons alleging misconduct to determine the validity of the claim. If the claim is deemed to be valid, a lecturer or member of staff of the Institute will be designated to be the pursuer of the claim.
- 3.2.2 Within ten (10) business days of the date of a report of alleged academic misconduct, a meeting or hearing of the Ethics Committee must be convened.
- 3.2.3 An invitation to attend the meeting should be communicated to the student and the person(s) who have reported the alleged misconduct.
- 3.2.4 The student must respond to the invitation, advising whether he or she will attend the meeting. If the student fails to attend without formal indication of absence, a determination or decision regarding the allegation can be made in the student's absence.
- 3.2.5 The person(s) alleging misconduct and the student(s) may bring relevant witnesses to the meeting. Formal notification of intention to present witnesses at the meeting must be formally communicated to the committee in writing at least forty-eight (48) hours prior to the start of the meeting. Neither the person(s) alleging misconduct nor the student may have legal counsel as a witness or advisor at the meeting.
- 3.2.6 At the meeting or hearing of the Ethics Committee, all evidence pertaining to the allegation of misconduct must be presented to the Committee.
- 3.2.7 Following the meeting or hearing of the Ethics Committee, the decision of the committee will be formally communicated to the student within two (2) business days.
- 3.2.8 On receipt of the findings and decision of the Ethics Committee, the student may appeal the decision in accordance with *Section 3.3*.

3.3 APPEALS

Persons registered or enrolled for courses or programmes at BIMAP are deemed to have accepted the academic and ethics policy. Students have the right to appeal any decision made by the Ethics Committee. An appeal may be made no later than ten (10) working days after the student has been informed of the decision. The appeal process is as follows:

- 3.3.1 The student must submit a written appeal addressed to the Chair of the Ethics Committee including all the relevant information pertaining to the appeal.
- 3.3.2 The Chair of the Ethics Committee or his/her representative must provide the Ethics Committee with a copy of the appeal within five (5) working days after receipt of the appeal.
- 3.3.3 The Ethics Committee must conduct a review of the appeal within ten (10) working days from the date the appeal was received by the Chair.
- 3.3.4 The student will be officially informed of the date of the appeal hearing and subsequently receive a report in writing within ten (10) working days of the appeal hearing.
- 3.3.5 In the event that a student is dissatisfied with the decision of the Ethics Committee following his/her appeal, the student may make a further appeal to the Board of Trustees. The appeal must be addressed to the Chairman of the Board of Trustees and submitted no more than ten (10) working days after the ruling of the first appeal. The Board of Trustees will review the evidence and make a decision within ten (10) days. The decision of the Board of Trustees is final.