



## Academic Integrity Policy

### 1. Purpose

The purpose of this policy is to promote honesty, responsibility, and ethical behaviour in all academic work at the Institute of Corporate & Taxation (ICT). The policy aims to ensure that students understand the importance of maintaining integrity in their studies and assessments, and to provide clear guidance on what constitutes academic misconduct. By fostering a culture of integrity, ICT seeks to protect the value of its qualifications and support fair and equitable learning outcomes for all students.

### 2. Scope

This policy applies to all students enrolled in courses, programs, or training at ICT. It covers all forms of academic work, including assignments, examinations, projects, practical work, online submissions, and research activities. All students are expected to adhere to the standards of academic integrity in all educational activities, whether on campus, online, or during institute-related events.

### 3. General Policy

ICT expects all students to:

- Submit work that is their own and properly acknowledge the contributions of others.
- Avoid any form of cheating, plagiarism, fabrication, or falsification of data.
- Refrain from facilitating academic dishonesty by helping others cheat or submit work that is not their own.

Academic misconduct will not be tolerated and may result in penalties, including failure of assessments, suspension, or expulsion, depending on the severity of the violation.

### 4. Examples of Academic Misconduct

The following actions are considered violations of academic integrity:

- **Plagiarism:** Using another person's work, ideas, or expressions without proper citation.
- **Cheating:** Copying, using unauthorized materials, or collaborating inappropriately during exams or assessments.
- **Fabrication:** Falsifying data, results, or references in academic work.
- **Collusion:** Working with others to produce work submitted as individual effort.
- **Misrepresentation:** Falsely claiming participation, qualifications, or authorship.



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## 5. Reporting and Investigation

Suspected cases of academic misconduct should be reported to the relevant instructor, course coordinator, or academic administration. Reports should include:

- The name of the student(s) involved
  - Details of the incident, including dates, times, and context
  - Any supporting evidence, such as documents, screenshots, or witness statements
- ICT will conduct a fair and impartial investigation while maintaining confidentiality to the extent possible.

## 6. Resolution and Disciplinary Action

If academic misconduct is confirmed, ICT will take appropriate action based on the severity of the case, which may include:

- Verbal or written warning
  - Resubmission of work or repeat of assessment
  - Failure of the assignment or course
  - Suspension or expulsion for repeated or severe violations
- The student will be informed of the outcome and their right to appeal, if applicable.

## 7. Responsibilities of Students

Students are expected to:

- Understand and comply with ICT's academic integrity requirements.
- Properly reference all sources and seek guidance when unsure about plagiarism or citation standards.
- Maintain honesty and integrity in all academic submissions and assessments.

## 8. Final Authority

The management of the Institute of Corporate & Taxation (ICT) retains the final authority to interpret and enforce this policy. Management reserves the right to update or amend the policy to maintain academic standards, legal compliance, and fairness in all educational practices.



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