



MAURITIUS INSTITUTE OF EDUCATION

ACADEMIC MISCONDUCT POLICY

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1. Purpose

This Academic Misconduct Policy establishes the principles and standards of academic integrity within the Institution, promoting a culture of honesty, trust, fairness, respect and responsibility in all academic work submitted by students. It sets out the rules, and procedures, as well as penalties applicable to dishonest academic practices, including plagiarism, cheating, unauthorised use of artificial intelligence (AI) tools, collusion, fabrication or falsification of information, and other forms of academic misconduct. The Policy aims to promote fairness, uphold academic standards, safeguard the integrity of the Institution's awards, and ensure that students are assessed and graded solely on the basis of their own knowledge, skills, and efforts.

The types of academic misconduct and the disciplinary measures applicable to each are set out in this Policy. Penalties shall be proportionate to the nature and gravity of the breach established.

A. Plagiarism

Plagiarism refers to the appropriation of another person's ideas, views, words or results without acknowledging the source. It is a serious offence in the academic world and upon confirmation may entail penalties such as reduction in the class award, failure, or expulsion from the Institute for a determined duration established by a disciplinary committee. In cases of suspected Plagiarism, the matter will be treated in accordance with the Anti-Plagiarism Policy of the institution.

Turnitin reports are used in conjunction with human judgement, to detect potential cases of plagiarism and assess the originality of students' submissions with a view to establishing academic misconduct in line with the anti-plagiarism policy.

Turnitin reports include an AI generated content indicator that can assist in identifying submissions requiring further review. While such indicators shall not, on their own, constitute evidence of academic misconduct, they may be considered alongside academic judgement and other available evidence during an investigation.

Where a breach relating to plagiarism is established, action will be taken by the Disciplinary Committee and students will be subjected to penalties stipulated hereon.

B. Falsification and Fabrication of Data and Documents

- (a) The fabrication of data by means of fictitious questionnaires and interview transcripts constitutes a serious infringement of the Rules and Regulations of the Institute in relation to intellectual honesty.
- (b) The following acts constitute, but are not limited to, fabrication or falsification of data:
 - (i) Altering, distorting, inventing or counterfeiting information;
 - (ii) Falsely citing a source of information;
 - (iii) Altering grades or other academic reports;
 - (iv) Submitting a fraudulent document to justify absence from a class test, assignment, examination, or any other assessment activity;
 - (v) Submitting an assignment/research project/portfolio written partly or completely by someone else or generated wholly or substantially by artificial intelligence (AI) tools without authorisation or proper acknowledgement, where such use contravenes assessment requirements.

The consequences of the falsification or fabrication of data and documents shall be the same as the penalties applicable for cheating.

C. Cheating in Examinations

Cheating in examinations by any means, including copying from unauthorized material, electronic/communication devices (including smartwatches, mobile phones, earbuds, or similar electronic or communication devices), or from another student's script, consulting information or individuals outside the examination room during the examination, constitutes an unacceptable breach of academic conduct. The case shall be referred to the Disciplinary Committee.

Penalties for cheating will be applicable as follows:

- (a) First instance of cheating by a student: Failure in the module.
- (b) Repeated cheating by the same student (2nd instance): Failure in the module and minimum pass mark in all modules taken during the current semester.
- (c) Third instance of cheating by the student: Termination of registration and denial of award.

D. Examination Irregularities

- Where an invigilator notices or is made aware of any case of examination irregularity, s/he shall immediately report the facts, in writing to the Registrar, who shall refer the matter to the Chairperson of the Disciplinary Committee through the latter's Secretary.
- The student/s in question shall be notified in writing by the Registrar of the charges against him/her/them within within five (5) working days of the incident.
- Pending the decision of the Disciplinary Committee, the student will be allowed to take any remaining MIE examinations. The decision to mark the student's scripts or not shall be taken in the light of the findings of the Disciplinary Committee and the student/s will be informed accordingly.
- Cases of examination irregularity probed by the Disciplinary Committee shall be notified by the Registrar to the Chairperson of the Board of Examiners. After deliberations at the Board of Examiners the latter will make recommendations to be tabled at the Academic Board and the Registrar will notify the student of the Academic Board's decision.
- A student may lodge an appeal to the Registrar against any decision provided that the appeal is lodged within 10 working days of the Registrar's serving notice of the decision.

E. Penalties for Breach of Examination Regulations

Any student found guilty of a breach of Examination Regulations shall be subject to one or more of the penalties set out below, depending on the nature and gravity of the offence. The case shall be referred to the Disciplinary Committee for consideration.

The Disciplinary Committee shall assess the gravity of the offence and recommend one or more penalties for approval by the Academic Board. In determining the appropriate penalty, due consideration shall be given to the impact of the penalty on the academic progression of the student concerned.

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Any student found guilty of a breach of Examination Regulations, including Plagiarism, Fabrication, or Falsification of Results/Documents, shall receive a formal warning regarding future conduct.

In cases involving Plagiarism, Fabrication, or Falsification of Results/Documents, one or more of the following penalties may be imposed:

- (i) Reduction of the mark obtained in the module in which the breach occurred by 25%.
- (ii) Award of a mark of zero for the module in which the breach occurred, with a requirement to retake the module (or resit the examination, where permitted under the programme regulations) for a pass mark only.
- (iii) Where the application of the above penalty results in the student obtaining a CPA of less than 40%, thereby requiring the student to repeat the year, the student shall, in the year of repetition, be awarded the pass mark for the module in which the breach occurred and shall retake all other modules afresh.
- (iv) Suspension from the MIE for a specified period not exceeding twelve (12) months. During the period of suspension, the student shall be prohibited from participating in any MIE-related activity.
- (v) Termination of the student's registration, resulting in the loss of all rights and privileges associated with studentship. A student whose registration has been terminated shall not be eligible for readmission to the same programme for a period of two (2) years from the date of termination.
- (vi) A student found guilty of a breach of Examination Regulations shall be ineligible to serve as a member of the MIE Students' Union or the Academic Board for the duration of his/her registration at the MIE.
- (vii) In addition to the above penalties, in the case of all in-service or commissioned programmes offered by the MIE or in partnership with other institutions, the relevant sponsoring department, institution, or organisation shall be informed of the finding of guilt.

F. The Disciplinary Committee

- Alleged cases of cheating and suspected violation of examination rules and regulations will be immediately reported to the Head of Examinations Section by the invigilator/examiner.
- Incriminating material (including calculators or any other device) will be seized and handed over to the Head of the Examinations Section for custody and deliberations.
- The invigilator should submit a report to the examinations section immediately after the examination is over, with all incriminating materials and / or the situation where the breach was noticed.
- After examination of the report, the Head of Examinations Section will decide whether an inquiry should be initiated based on the information received.
- Upon finding the information adequate, the Head of Examinations Section will refer the matter to the Disciplinary Committee.
- Composition of Disciplinary Committee:

Members:

- The Deputy Director or any person delegated by the Director who will act as Chairperson
- The Head of School
- The Head of Department
- The Programme Coordinator
- The Course Coordinator
- Head of Examinations Section

Co-opted Members:

- The Invigilator(s)/Examiner(s)
- The Administrative Officer
- Secretary from the Examination Section
- The Quality Assurance Division Coordinator/Assistant Coordinator

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- The Disciplinary Committee will inquire into the alleged examination misconduct/indiscipline. It will notify the respondent, through the office of the Registrar, of the charges retained against him/her.
- The Disciplinary Committee will convene the student who will be requested to respond to the allegations against him/her. If needed, the Disciplinary Committee will seek additional information from the invigilator/examiner.
- The Disciplinary Committee will keep all written records of the hearing and confidentiality will be maintained throughout.
- The Disciplinary Committee will provide a written report that
 - states what evidence was obtained,
 - summarises relevant information conveyed during the hearing,
 - includes the conclusions of the inquiry, the decision(s) taken and recommendations.
- The report will be submitted to the Registrar and the student will be notified of the decision taken.
- On a student being found guilty for breaching discipline on a third occasion, the Disciplinary Committee may recommend his/her termination from the course to the Academic Board. The decision of the Academic Board will be final.
- Where the allegations are not substantiated, the student shall be informed in writing and a formal written apology shall be issued.
- The disciplinary process shall normally be completed within fifteen (15) working days from the date on which the alleged case of academic misconduct is reported.