

## CASP003- STUDENT ACADEMIC CONDUCT POLICY

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STATUS	<input checked="" type="checkbox"/> New Policy
	<input type="checkbox"/> Continuation of Existing Policy
	<input type="checkbox"/> Revised Policy
SCOPE	<input checked="" type="checkbox"/> All CAS
	<input type="checkbox"/> Some CAS (.....)
	<input type="checkbox"/> One CAS (.....)
TARGET AUDIENCE	<input type="checkbox"/> Staff: <input type="checkbox"/> All <input type="checkbox"/> Academic staff <input type="checkbox"/> Non-academic staff
	<input checked="" type="checkbox"/> Students: <input checked="" type="checkbox"/> All levels <input type="checkbox"/> UG <input type="checkbox"/> PG
	<input type="checkbox"/> All specialisations <input type="checkbox"/> Some (.....)

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### 1 Rationale and Purpose

CAS aspire to secure a learning environment of the highest standards of academic honesty and expects its students to fully subscribe to these standards. The standards translate CAS's commitment to nurture among their students a culture of responsibility and discipline.

The purpose of this policy is to set clear standards for student academic conduct. It also outlines the consequences of their violation.

### 2 Definitions

For purpose of this policy, unless otherwise stated, the following definitions shall apply:

Student academic misconduct	Any action or behaviour that violates bylaws and regulations concerning the educational process such as cheating, forgery, impersonation, and similar patterns of behaviour.
Cheating	Any attempt to cheat by talking or looking into another student paper, or making a gesture or the use of any means of cheating, in addition to being caught cheating from a paper or a book or any other means in order to achieve higher credit than that deserved.
Forgery	Any deliberate alteration or distortion of papers, documents, records, or data that is harmful or aims to conceal factual information.
Plagiarism	Plagiarism is the stealing of the ideas of others and presenting them as if they were the student's own ideas without proper reference to the rightful owner.
IADC	Investigation and Disciplinary Committee in charge of dealing with misconduct allegations in the CAS.

### **3 Policy Content & Principles**

CAS's aspiration to uplift the quality of their academic processes as well as products shall be informed by the following general principles:

- 3.1 Although the Policy makes reference to punitive measures, its approach remains positive, aiming at the promotion and maintenance of good academic conduct.
- 3.2 The CAS acknowledge that academic dishonesty prevents students from reaching their potential, is hurtful to honest students and is harmful to the reputation of the institutions. Commitment to combat all forms of academic misconduct is in the interest of the entire CAS community.
- 3.3 CAS shall take every effort to promote standards of good academic conduct.
- 3.4 This policy also applies to students involved in activities sponsored by CAS whether on or off campus. In some cases it may apply to students who are no longer enrolled but who were enrolled at the time of the alleged misconduct.
- 3.5 Students are expected to be familiar with the boundaries of good academic conduct. Ignorance shall not be accepted as an excuse for crossing these boundaries.
- 3.6 Alleged violations shall be investigated in a fair and equitable manner, and those students who are found to violate the regulations in force will be subject to penalties proportionate to the gravity of their offences.
- 3.7 Students have the right to appeal charges of academic misconduct.
- 3.8 While the policy applies to all behaviours identified by the regulations in force as academic misconduct, a special policy has been set to handle plagiarism cases.
- 3.9 Students are entitled for appeal.

### **4 Legislative Compliance**

The CAS is required to manage its policy documentation within a legislative framework. The legislations directing this policy include:

- The Executive Bylaw of the Royal Decree 62/2007
- The Academic Regulations of the CAS issued by Ministry Resolution No.73/2007

### **5 Supporting Materials**

- Student Accountability System of the Executive Bylaw of the CAS
- Examinations Instructions approved by the College Council
- Instructions on Cheating in Examinations (Academic Regulations of the CAS)
- CASP006

**6 Appendices**

Relevant forms

**7 Approval Agency:** Board of Trustees

**8 Approval Dates**

This policy was originally approved on: [ ]

This version was approved on: [ ]

This version takes effect from: [ ]

This policy will be reviewed by: [ ]

**9 Policy Sponsor:** Director General of CAS

**10 Contact:** Directorate General of CAS