

## **Policies for classroom misconduct, unfair means and plagiarism for all degree programs**

All students are expected to be punctual on class timings and conduct themselves in a well manner during all academic activities including classes, labs, field visits etc. It is the responsibility of faculty member to define the rules and regulations of classroom. If any student behaves inappropriate or disruptive to the other student or instructor, the faculty member may expel them from the class, and may report the incident to the Chairpersons Office.

Indus University expects its students to meet the highest ethical standards. Academic standards prohibit:

- Conceal their answer copies during examinations / quiz / other assessment activities.
- Copying the answers of other student in any circumstances either with or without the awareness of the other student.
- Plagiarism: Copying others work without giving proper citation / credit to the source is called plagiarism. i.e. showing other's work or idea as own. For example, "copy and paste" from the web / publication / article and paraphrasing new ideas without giving citation original work. Additionally self-plagiarism is also forbidden. i.e. Student portrays his / her previous work to fulfill the requirement of other assignment / task.
- Other acts of malpractices in examination or academic dishonesty.

### **Faculty responsibility to avoid malpractices in examination**

Instructor are expected to carefully monitor students in the examination room and set the policies to minimize the possibility of cheating e.g. versions of question papers can be used, well controlled seating arrangements, if required they are also responsible to arrange a larger room for the final examination if the allotted room seems inappropriate for their class strength to prevent using any unfair means.

Faculty members are expected to aware students regarding plagiarism, cheating and the subsequent consequences.

The grades of academic dishonesty are generally classified in following three categories:

*First offence:* The first degree offence occurs when the student violate general examination rules (e.g. borrowing stationary, intentionally make noises in examination room, make any type of conversation with any other candidate) in these cases the score of zero will be awarded in the particular course, quiz or test.

*Second offence:* If the student found guilty of using any unfair means will result the dismissal from the particular course (with grade of "F") and prevented to appear in remaining examination of session.

*Third offence:* In this degree of offence the student will be called by the Registrar along with parents to show cause why the University should not rusticated him or her. This degree of offense occurs when the student didn't follow the instructions of invigilator, make an unnecessary argument, warn invigilator or any other candidate.