



**Lloyd Business School**

Ladder Of Success



**LLOYD BUSINESS SCHOOL**

Plot No.-11, Knowledge Park-II, Greater Noida, Uttar Pradesh-201306

# ACADEMIC INTEGRITY POLICY

**Administering Entity:** Controller of Examination, Director, Dean, Associate Dean, Course Coordinator

**Constitution Date:** July 21, 2025

**Approval Authority:** Academic Committee

## 1. Purpose and Scope

- a. As a registered institution of higher education, Lloyd Business School (LBS) is committed to upholding and protecting the academic integrity through clear guidance to students and staff by implementing appropriate educational strategies.
- b. Academic integrity is the expectation that teachers, students, researchers, and all members of the academic community act with honesty, trust, fairness, respect, and responsibility.
- c. This Policy applies to all students who enrolled at LBS.
- d. The Policy outlines the meaning and importance of academic integrity, defines actions that constitute breaches (including cheating and plagiarism), describes processes for investigating allegations, explains penalties; and specifies the roles and responsibilities of all stakeholders.

## 2. Principles

- a. LBS upholds high academic standards and expects students to understand and adhere to the principles of academic integrity.
- b. All academic work that is submitted for assessment must be the individual student's work.
- c. LBS will use appropriate tools, including electronic plagiarism-detection software, to identify academic integrity breaches.
- d. LBS provides students with information and educational strategies to prevent plagiarism and academic misconduct.
- e. LBS recognizes that breaches of academic integrity vary in severity and therefore require proportionate responses.
- f. LBS handles allegations fairly and consistently, ensuring procedural fairness through:
  - i. Presumption of innocence until proven otherwise;

- ii. Opportunity for students to respond to allegations and be accompanied by a support person;
- iii. Consideration of prior breaches where formal warnings or penalties exist;
- iv. Recording of proven misconduct on the student's academic record and the Academic Misconduct Register.

### **3. Plagiarism and Other Forms of Academic Misconduct**

#### **a. Plagiarism:**

Plagiarism occurs when the work of another person is represented, intentionally or unintentionally, as one's own without appropriate acknowledgement. It includes, but is not limited to:

- i. Collusion, such as:
  - Preparing work jointly but submitting it as individual work
  - Agreeing on methods or answers as a group and submitting work individually
  - Sharing examination preparation materials and reproducing them verbatim in assessments
- ii. Acquiring or commissioning work, such as:
  - Purchasing essays or using commercial academic services
  - Using friends, family members, tutors, or other students to complete assessments
  - Submitting work written by another person
  - Using AI text generators without proper attribution
  - Submitting work that has been excessively edited or generated by digital tools such that it no longer reflects the student's own abilities, unless explicitly permitted

#### **b. Other Forms of Academic Misconduct** include, but are not limited to:

- i. Submitting the same work for multiple assessments without prior approval
- ii. Assisting another student to engage in academic misconduct
- iii. Failure to adhere to examination rules
- iv. Using AI tools where their use is prohibited
- v. Altering academic results
- vi. Dishonesty during assessments

- vii. Cheating in examinations
- viii. Data fabrication or falsification
- ix. Impersonation in classes or examinations
- x. Sabotaging the work of others
- xi. Unauthorized modification of group submissions

#### **4. Awareness and Orientation**

- a. During orientation, students receive training on academic integrity, plagiarism, referencing (APA style), and plagiarism-detection mechanisms (e.g., Turnitin).
- b. The Student Handbook contains academic integrity information and relevant policy details.
- c. Students must sign an Academic Code of Conduct Pledge during orientation and before each term/semester and all proctored examinations.

#### **5. Identification of Breaches**

- a. Intent and context are considered when assessing alleged misconduct—distinguishing minor (unintentional) from serious (deliberate) breaches. Serious cases are handled by an investigative committee.
- b. Any staff or student who suspects misconduct must report it with evidence to the Dean/Associate Dean.

#### **6. Managing Breaches**

- a. Upon receiving a report, the Dean/Associate Dean has three working days to conduct a preliminary investigation. Minor breaches may be handled directly; serious breaches must be referred to an ad hoc investigative committee.
- b. Additional information may be requested from involved parties.
- c. For minor breaches, students will be notified in writing and given three working days to respond. Penalties will be communicated within 14 working days after the student response.
- d. For serious breaches, the student will be notified and given three working days to submit a response. A meeting may be arranged. Decisions will be delivered within 14 working days after the student response.
- e. De-identified outcomes of serious breaches will be shared with relevant staff and students via email.
- f. If a student fails to respond or attend meetings, decisions will be made in absentia based on available evidence.

## **7. Procedural Fairness**

Students are entitled to procedural fairness, including:

- Clear written allegations;
- Reasonable time to prepare a response;
- Opportunity to provide evidence or witnesses;
- An independent decision-maker with no conflict of interest.

## **8. Penalties**

### **a. Penalties may include:**

- i. Resubmission of the task
- ii. Zero or reduced marks
- iii. Additional assessment requirements
- iv. Fail grade
- v. Grade reduction
- vi. Withholding results/transcripts for a specified time
- vii. Suspension (up to 12 months)
- viii. Revocation of completion recommendation
- ix. Expulsion
- x. Revocation of an academic award (with Board of Directors approval)

### **b. Additional notes:**

- Academic misconduct may also lead to loss of scholarships/honours or removal from student leadership roles.

### **c. Warnings and Penalties**

- First minor offence (continuous assessment only): Penalties (i–iii) with a formal warning.
- Serious/repeated offences: Penalties (iv–x).
- Cases decided by an ad hoc committee: Penalty determined by committee.

## **9. Appeals Process**

Students may appeal decisions through the grievance processes outlined.

## 10. Roles and Responsibilities

- a. Academic Committee:** Sets policies, standards, and oversees academic integrity quality assurance.
- b. Examination Committee:** Promotes and ensures academic integrity processes.
- c. Course Directors (Deans) & Assistant Directors (Assistant Deans)**
  - Uphold academic integrity
  - Organize training during orientation
  - Investigate misconduct and determine appropriate processes and penalties with DoE
- d. Director of Examinations (DoE):** Monitors academic integrity, maintains the central register, and updates the EB.
- e. Director – Faculty Recruitment and Training:** Ensures academic staff are trained in academic integrity.
- f. Course Managers:** Coordinate investigations and evidence collection.
- g. Academic Staff**
  - Stay informed on academic integrity practices
  - Educate students
  - Design assessments minimizing misconduct and supporting ethical AI use
  - Verify originality and report potential breaches
- h. Students**

Must:

- Understand and follow this Policy
- Attend academic integrity workshops/modules
- Comply with exam and assessment requirements
- Seek clarification when unsure
- Complete their own work
- Correctly reference using APA style
- Use AI tools only as permitted and acknowledge them appropriately
- Avoid hallucinated AI references
- Provide accurate data

- Safeguard their work from misuse
- Avoid all forms of plagiarism, collusion, cheating, and misconduct

## **11. Recording and Reporting**

- a. The Office of Examinations maintains a register of all reported academic misconduct cases.
- b. The Examination office submits an annual report to the Academic committee including de-identified summaries, analysis of trends, and planned improvements.





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