

POLICIES AND PROCEDURES REGARDING ACADEMIC CONDUCT

I. Types of academic misconduct (IBS Student Handbook, 2020)

- Obtaining and/or maintaining unauthorised access to assessment material;
- Introduction of unauthorised material into the room used for an examination or in-class test
- Copying from another student, with or without that student's permission;
- Disruptive behaviour or cheating during examinations or in-class tests;
- Submitting other people's work as the student's own – either with or without their knowledge. This includes copying in examinations; using notes or unauthorised materials in examinations;
- Impersonation – taking an assessment on behalf of or pretending to be another student, or allowing another person to take an assessment on the student's behalf or pretending to be the student;
- Plagiarism – taking or using another person's thoughts, writings or inventions as the student's own.
- Collusion – except where written instructions specify that work for assessment may be produced jointly and submitted as the work of more than one student, students must not collude with others to produce a piece of work jointly, copy or share another student's work or lend their work to another student in the reasonable knowledge that some or all of it will be copied;
- Duplication – submitting work for assessment that is the same as, or broadly similar to, work submitted earlier for academic credit, in IBS or elsewhere, without acknowledgement of the previous submission;
- Falsification – the invention of data, their alteration, their copying from any other source, or otherwise obtaining them by unfair means, or inventing quotations and/or references;
- The inclusion of offensive or obscene material in assessments submitted.

II. Referencing

All references to online and offline materials, including those available on Moodle, in all student submissions must be appropriately referenced using the Harvard Style of Referencing (International Business School, 2017), which is available on each module page.

III. Declaration of authorship

Students are expected to use Microsoft Office logged in with their own IBS account to create and save assignments. It is possible, and students should, log in to Office on another person's computer too in case their own breaks down.

By submitting any assignment, the student automatically declares that it is their own original work, except for MSc Dissertations, where a separate declaration to this effect shall be included.

IV. Procedures to be followed

Module leaders report suspected cases of all types of plagiarism and cheating to the Academic Conduct Officer (ACO) of IBS, who keeps a record of such violations. The ACO has the right to invite students concerned for a hearing if they do not have sufficient evidence to make a decision. First

offenders may resubmit their papers and may receive a capped grade. Repeated violations of academic standards shall result in a mark of zero (0%).

Students can request an appointment from the ACO to ask for clarification of the decision. Students also have the opportunity to appeal against the Academic Conduct Officer's decision and can write to request@ibs-b.hu.

V. Viva voce examination and comprehension test relating to suspected academic misconduct

The purpose of the viva voce examination, which can be substituted by a written comprehension test at behest of the ACO, is to gather evidence about the authorship of the paper. The participants at the examination normally include the student, the ACO and an academic subject expert (usually the faculty who reported suspicion of plagiarism). The committee is chaired by the Head of Academic Services to ensure objectivity and fairness to the student. The subject expert will ask questions about the work to check whether the student understands what they submitted. The IBS Student Handbooks provide more detail concerning such viva voce examinations.

VI. Detailed regulations for both BSc and MSc programmes

- Types of plagiarism: Student Handbooks 4.3.10
- Rules of Behaviour: Student Handbooks 4.3.11 and 4.3.12
- Procedures in case of a suspected offence and possible sanctions: Student Handbooks 4.3.13

References

International Business School (2017). *Citing your references using the Harvard (Author-Date) system*. Budapest: IBS. Available at: <https://moodle.ibs-b.hu/course/view.php?id=4§ion=7> [Accessed: 6 September 2021]

International Business School (2020). *Student Handbook for students enrolled in 2018 and later*. Budapest: IBS. Available at: <https://moodle.ibs-b.hu/course/view.php?id=4§ion=8> [Accessed: 6 September 2021]