

 school of business INNOVATION AND ENTERPRISE	Business Manual Policy	
	No: 01.02.	Rev: 1
	Academic Integrity and Misconduct Policy	
THIS DOCUMENT SUPERSEDES XXX. ALL REFERENCES TO SUPERSEDED DOCUMENTS MUST NOW BE READ AS THIS DOCUMENT NUMBER.		

Academic Integrity and Misconduct Policy

Overview

This policy has been designed to uphold academic integrity and ensure fair, honest, and ethical conduct in all learning and assessment activities. This policy outlines expectations, definitions, and procedures for addressing academic misconduct.

SCOPE

This policy is designed to ensure all students enrolled at School of Business Limited, across all programmes and delivery modes.

APPLICABILITY

This document is applicable to the following areas:

☒ All Company Activities

ABBREVIATIONS

ABBR	Meaning
BM	Business Manual
OSHC	Overseas Student Health Cover
IAW	In Accordance With

DEFINITIONS

Term	Meaning
Policy	Deliberate statement of intent pertaining to a specific function within School of Business Ltd.
Academic Integrity	Commitment to honesty, trust, fairness, respect, and responsibility in academic work.
Academic Misconduct	Any action that undermines academic integrity, including but not limited to: • Plagiarism • Collusion • Cheating in assessments • Fabrication of data • Impersonation • Contract cheating (outsourcing assignments)

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REFERENCE DOCUMENTATION

EXTERNAL AND INTERNAL NON FEBM DOCUMENTATION

	Document Reference	Document Title
[1]		
[2]		
[3]		
[4]		

RELATED BM POLICIES AND PLANS

	BM Number	Document Title	Previous Number(s)
[5]	01.02.	Assessment Policy	
[6]	01.02.	Privacy and Confidentiality Policy	
[7]			
[8]			

RELATED BM PROCEDURES AND INSTRUCTIONS

	BM Number	Document Title	Previous Number(s)
[9]	01.03.	Complaints & Grievances Procedure	
[10]	01.03.	Trainer Induction and Capability Procedure	

RELATED BM FORMS

	BM Number	Document Title	Previous Number(s)
[11]	01.05.	Academic Misconduct Report Form	
[12]	01.05.	Written Outcome Letter Template	
[13]			
[14]			

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1. Principles

- Academic integrity is a shared responsibility between students and staff.
- Misconduct is investigated fairly, confidentially, and without bias.
- Students are entitled to support and the right to respond.
- Outcomes are proportionate, documented, and aligned with NZQA standards.

2. Prevention and Education

- Academic integrity is introduced during orientation and reinforced in all courses.
- Referencing guides and plagiarism detection tools are provided.
- Staff model integrity and provide formative feedback.

3. Procedure for Suspected Misconduct

Step	Action	Responsibility
1. Identification	Staff identifies potential misconduct	Tutor/Assessor
2. Initial Review	Evidence is reviewed and documented	Programme Coordinator
3. Student Meeting	Student is invited to respond with support person	Academic Director
4. Decision	Outcome determined and communicated in writing	Academic Director
5. Record	Incident logged in Academic Misconduct Register	Student Services

4. Possible Outcomes

- No breach (case closed)
- Warning and education
- Reassessment opportunity
- Grade penalty
- Suspension or withdrawal (for serious or repeated breaches)

5. Appeals

Students may appeal decisions through the Complaints and Grievances Procedure.

6. Review

This policy is reviewed annually or following NZQA audit feedback. **Next Review Due:** August 2026

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