



Academic Dishonesty Policy

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Academic Dishonesty Policy

Purpose

To define academic dishonesty and outline consequences for students who engage in academic dishonesty.

Definitions

1. Academic Dishonesty - includes misconduct associated with the assessments. Some examples of academic misconduct are cheating and plagiarism.
2. Cheating - includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests or examinations; (b) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments or (c) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff (d) producing a fake identity card to substitute the student.
3. Plagiarism - plagiarism is intellectual theft and includes, but is not limited to, the undocumented use of information—paraphrase or direct quotation—from the published or unpublished work of another person or source; plagiarism also includes using papers/writings from an agency engaged in the selling of term papers or other academic materials.

Applicability

When a faculty or staff member encounters an incident of academic dishonesty they will submit the [Academic Dishonesty Report](#) Form to the academic Dean responsible for the course, which details the alleged incident, and provides evidentiary documentation. The Dean will determine whether other incidences of academic dishonesty have been reported by requesting such information from the Academic Officer. Violations will be tracked in the dean's office and by Academic Officer.

Sanctions

If a violation of the code for academic dishonesty is established by a preponderance of evidence the following sanctions will apply:

1. For the first violation: the faculty member will impose sanctions which could include, but are not limited to, a written notice to the student, grade adjustment, additional academic assignments, or course failure. The Dean will inform the student in writing of the evidence and sanctions, and will attach a copy of the academic dishonesty policy. The Dean will set a meeting date with the student to discuss the violation.
2. For the second violation: Failure of the course in which academic dishonesty occurs. The Dean will issue a written reprimand which becomes part of the permanent student record.
3. For the third violation: University expulsion-permanent separation of the student from the University will be imposed upon the approval of the Head of Student and Academic Affairs.

Rules and Regulations: -

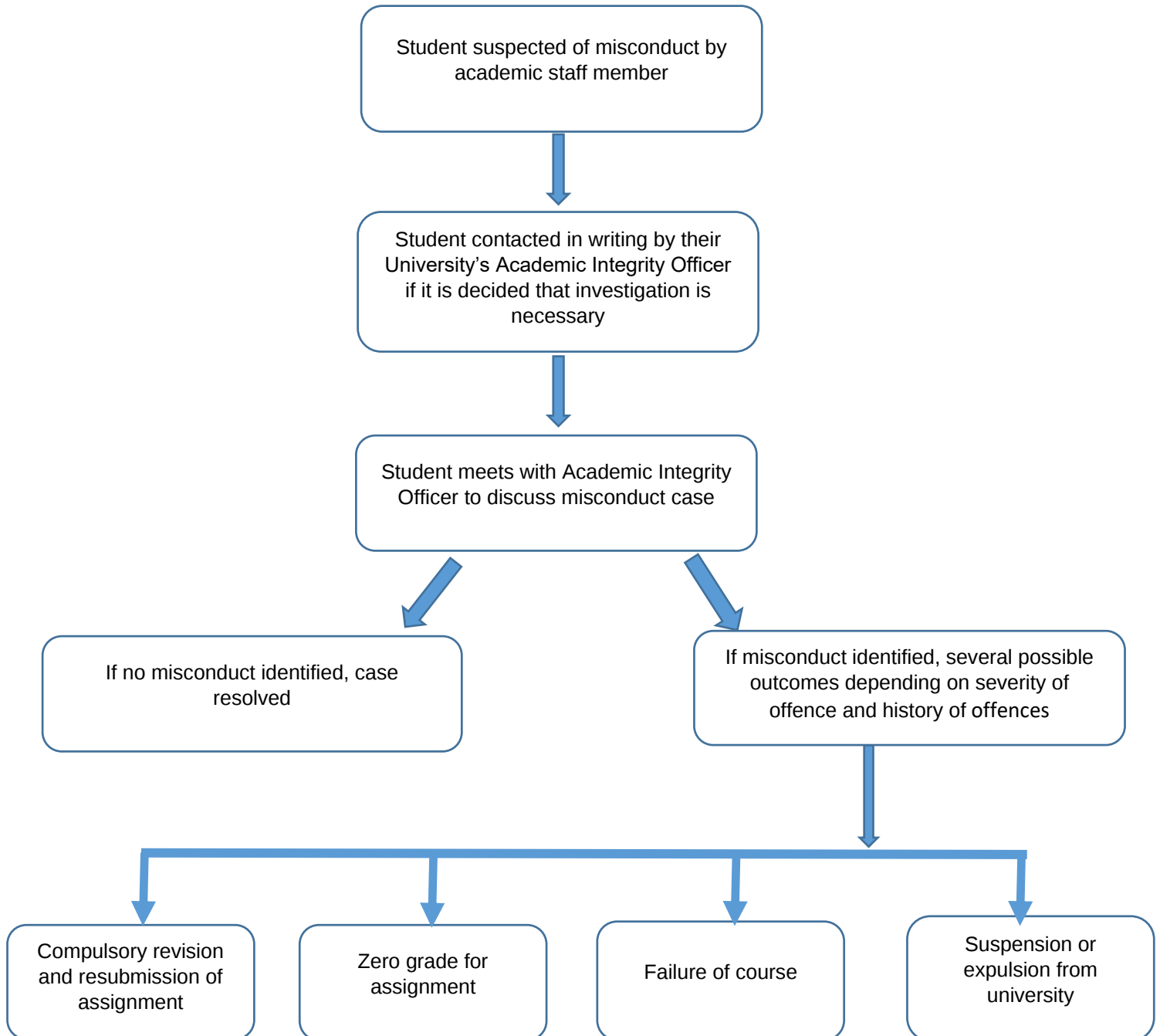
Academic dishonesty committed during Final and Re - sit Examinations

Students who are found to have committed Academic Offences can have the following action(s) taken against them:

- the particular component of the evaluation is given a zero mark;
- the examination is given a failed grade;

- the student is suspended for one semester;
- the student is asked to withdraw from the University;
- the student is not allowed to re-sit the paper;
- a letter containing the decisions of the Faculty Academic Offences Panel together with a warning is sent to the student with a copy to the parents/guardians;
- the student is sent for counseling by a counselor and/or HOD;
- any other action that the University sees fit.
- To debar the student from participation in all university functions/ activities

Flow Chart



Appendix: Academic Dishonesty Report Form

To be completed by the reporting party

Reporting Faculty Member Name (please print): _____

Course Information: _____

Responding Student's Name and ID # (please print): _____

I believe the student named above is responsible for academic dishonesty as I next describe and I have attached the relevant documentation such as plagiarized sources, Turnitin report, or similar documents:

Check all that apply

_____ I have met with the student and determined that the following action should be taken: _____

_____ I have assigned a grade of Zero (or F) on the above assignment as a sanction.

_____ I have been assigned an "F" for the course. I believe the violation of the academic exercise in question threatens the overall learning outcomes for the course. If a student is found to be responsible for academic dishonesty as a result of the student accountability process, an "F" will be recorded as that student's grade. This case should be heard by a University Board of Review.

_____ I believe this act of Academic Dishonesty requires a greater sanction and I request a University Board of Review.

_____ It has not been feasible to meet with the accused student about this report, but I have emailed the form to the student.

_____ The accused student has refused to complete his/her portion of this report.

Faculty Signature: _____ Date: _____

=====

To be completed by the responding student

By initialing the line, choose one of the responses below.

If you do not select the first choice, then this case will be heard through the student accountability process, which is outlined in the STIMU's Student Code of Conduct. The Student Code of Conduct is found at <https://www.stiedu.net> and <https://khitpyinnnyar.com/stimu>.

_____ I admit to responsibility for academic dishonesty, as described above, and accept the sanction as outlined above.

_____ I admit to responsibility for academic dishonesty as described above, but I believe the penalty of the grade of F for the course that is disproportionate to the act of academic dishonesty, and I request a University Board of Review.

_____ I deny responsibility for academic dishonesty as alleged above and feel no penalty should be imposed and I request an Administrative Conference or University Board of Review.

If this is a second report of academic dishonesty, I understand the cases will be referred to a University Board of Review.

Student's Signature: _____

Date: _____

SUPPLEMENTARY FORMS:

STI MYANMAR UNIVERSITY	SUSPECTED ACADEMIC DISHONESTY REPORT	FORM NO.: TA/7/Form/1
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FINAL/ RESIT/ RETAKE EXAMINATION
SESSION: JAN / MAR / MAY / JULY / SEPT _____ (year)

Part A:

Name of Student: _____ Matriculation No.: _____
(In CAPITAL LETTERS)

Exam Paper & Course Code: _____ Programme: _____

Date and Time: _____ Venue: _____

Name of Invigilator / Officer: _____

Name of Witness: _____ Signature (Witness): _____

Use one form for each student

INSTRUCTIONS FOR INVIGILATORS:

1. Please fill up the report on the reverse side and ask the student concerned to sign.
2. Allow the student to finish the examination and then ask him/her to contact the Office-in-charge of the relevant Faculty/School/Centre according to the subject/course involved by the next working day after the exams.
3. Upon completion of this report, please tear **STUDENT COPY** and give it to the student concerned.
4. Please return this form to the EXAMINATIONS CENTRE after the invigilation session.

For Exams Centre official use

Tick the appropriate box for the referred Faculty/School/Centre

☐ FOBA ☐ FOCIT ☐ FOEAT ☐ FOELLA ☐ FOHS ☐

☐ Others (please specify) _____

Part B:

- REPORT -

- (i) Salient details of the case: (e.g., the method used in cheating, the approximate time with respect to the exam period when the case was detected, the position of the student within the venue, etc.).

- (ii) Evidence (e.g., materials taken from the student etc.):

.....
(Signature of the student)

LAYOUT OF TABLES AND SEATING ARRANGEMENT OF GROUP OF STUDENTS SUSPECTED OF ACADEMIC DISHONESTY
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(iii)

Part C:

FACULTY

I am aware of the charge posted to me and I understand that I will be required to attend the hearing called by the Faculty regarding the above incident.

I am to liaise with the Faculty / School / Centre concerned within 3 working days regarding the date and time of the hearing. I also understand that if I do not attend the above hearing, the Faculty, University will make the final decision deemed appropriate in my absence.

Name of Student: _____ Matriculation No.: _____
(In CAPITAL LETTERS)

Address: _____

Contact Tel. No: _____ Hand Phone: _____ Email Address: _____
Signature: _____ Date: _____ Time: _____

STUDENT COPY

(This copy is to be given to the student concerned)

I am aware of the charge posted to me and I understand that I will be required to attend the hearing called by the Faculty regarding the above incident.

I am to liaise with the Faculty concerned within 3 working days regarding the date and time of the hearing. I also understand that if I do not attend the above hearing, the Faculty and University will make the final decision deemed appropriate in my absence.

Name of Student: _____ Matriculation No.: _____
(In CAPITAL LETTERS)

Address: _____

Contact Tel. No: _____ Hand Phone: _____ Email Address: _____
Signature: _____ Date: _____ Time: _____

STI MYANMAR UNIVERSITY	SUSPECTED ACADEMIC DISHONESTY REPORT	FORM NO.: TA/7/Form/2
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(for assessments other than FINAL / RESIT / RETAKE EXAMINATION)

SESSION: JAN/ JUNE / SEPT _____(year)

***Instructions for the lecturer or relevant staff reporting the suspected AD**

- 1) Please fill up the report (Part A, Part B and Part C)
- 2) Upon completion of this report, please tear STUDENT COPY in part C and give it to the student concerned.
- 3) Please submit this form to the Dean of Faculty (DOF) Head of Programme (HOP) of the relevant Faculty

Part A

Name of Student: _____ Matriculation No.: _____
 (In CAPITAL LETTERS)

Type of Assessment: _____
 (e.g: Mid-term test, project, assignment, etc)

Course Code: _____ Programme: _____ Faculty _____

Lecturer concerned: _____ Date of Report: _____
 (Name / Signature)

Witness: _____
 (Name / Signature)

Part B: Description of the suspected AD

- (i) Salient details (eg: type of cheating, method used, the approximate time and date the case is detected, etc.)

Part B: Description of the suspected AD

- [illegible]

- (iii) Please attach more details if necessary.

Part C:

FACULTY

I am aware of the charge posted to me and I understand that I will be required to attend the hearing called by the Faculty regarding the above incident.

I am to liaise with the Faculty concerned within 3 working days regarding the date and time of the hearing. I also understand that if I do not attend the above hearing, the Faculty and University will make the final decision deemed appropriate in my absence.

Name of Student: _____ Matriculation No.: _____
(In CAPITAL LETTERS)

Correspondence Address: _____

Contact Tel. No: _____ Hand Phone: _____ Email Address: _____

Signature: _____ Date: _____ Time: _____

STUDENT COPY

(This copy is to be given to the student concerned)

I am aware of the charge posted to me and I understand that I will be required to attend the hearing called by the Faculty regarding the above incident.

I am to liaise with the Faculty concerned within 3 working days regarding the date and time of the hearing. I also understand that if I do not attend the above hearing, the Faculty and University will make the final decision deemed appropriate in my absence.

Name of Student: _____ Matriculation No.: _____
(In CAPITAL LETTERS)

Correspondence Address: _____

Contact Tel. No: _____ Hand Phone: _____ Email Address: _____

Signature: _____ Date: _____ Time: _____

STI MYANMAR UNIVERSITY	REPORT OF INTERVIEW WITH STUDENT	FORM NO.: TA/7/Form/3
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Faculty (FADC): _____

Case No : _____

Reported by : _____
(Name)

Date of the report : _____

Student's name: _____ Matriculation No.: _____

Programme / Course Code: _____

Contact Tel. No. (house): _____ Hand phone: _____

Email address(es): _____

Date and time of examination (if during final exam): _____

Evidence: _____

The student's awareness of the consequences of Academic Dishonesty: _____

The student's reaction: _____

Sample of the student's handwriting (if necessary): _____

The student admits to the suspected offence: _____

FADC Secretary: _____ / _____ Student: _____

Name / Signature Signature

Faculty: _____ Date: _____

STI MYANMAR UNIVERSITY

**REPORT ON ACADEMIC
DISHONESTY**

FORM NO.: TA/7/Form/4

Faculty / School / Centre: _____

Case No: _____

Student's name: _____

Matriculation No.: _____

Course Code: _____

Programme: _____

Contact Tel. No. (house): _____

Hand Phone: _____

Type of Academic Assessment: Final exam / Resit exam / Mid-term exam / Test / Term paper / Term project /
Others _____

Date of hearing: _____

The decisions of the Faculty Academic Dishonesty Committee (FADC) are as follows:

(Approved item shall be ticked and signed by the Chairman of FADC and delete whichever not applicable)

1. **there is no case against the student and no further action is taken:** - ()

OR

2. **there is circumstantial but not concrete evidence against the student, as such:** - ()

(a) the student is given a warning letter; ()

(b) the student is sent for counselling by a Counsellor at the Counselling Centre and/or the HOP; ()

OR

3. **there is a case against the student who may be given one or more of the following penalties:** - ()

(a) the particular component of the evaluation is given a zero mark; ()

(b) the examination paper is given a failed grade; ()

(c) the student is suspended for one semester; ()

(d) the student is asked to withdraw from the University; ()

(e) the student is not allowed to resit the paper; ()

(f) the student's I.C. No. (without name) is displayed at appropriate places in the campus stating as well the details of the nature of student's offences and the punishment accorded; ()

(g) a letter containing the decisions of the Faculty Academic Dishonesty Committee together with a warning is sent to the student with a copy to the parents / guardians; ()

(h) send the student for counselling by a Counsellor at the Counselling and/or the HOP; ()

(i) others _____

Remarks: _____

**Names & Signatures of members of the
Faculty
Dishonesty Committee:**

(a) _____

(b) _____

(c) _____

Approval by: Director of Board of Studies

Remarks / Decision: _____

Date: _____

(Name & Signature)

(Please print this on letterhead)

To : The Chairperson,
Faculty Academic Dishonesty Committee,
Faculty of
STI Myanmar University

ACKNOWLEDGEMENT SLIP

Part A:

I _____ (full name) read your letter dated
and understood its contents. I agree to abide by the decisions.

Signature_____
Matriculation No._____
Date

Part B:

I _____ (full name) read your letter dated _____ and
understood its contents. However, I would like to request for an appeal to the Appeal
Committee on the following grounds (including new evidence).

Signature_____
Matriculation No._____
Date**GROUND ON REQUEST FOR APPEAL:**

(Any decision by the Appeals Committee shall be final and binding. Student shall neither have further grounds of appeal nor grounds for any legal action whatsoever against the University).

****Note: Please change accordingly***

STI MYANMAR UNIVERSITY
APPEALS COMMITTEE
Report On Academic Dishonesty Case

Case No.:

Name of the Student : _____
Matriculation No. : _____
Programme / Course Code: _____
Date of Hearing : _____

The decisions of Appeals Committee are as follows:

Names & signatures of members of the Appeals Committee:

a) _____
b) _____
c) _____
d) _____

Date: _____