

ACADEMIC INTEGRITY POLICY

Procedures and Regulations

ACADEMIC INTEGRITY POLICY

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Signature of Chairperson	

Related legislation, policies and regulations

Legislation and/or other regulatory obligations	Organizational policies, procedures, guidelines and regulations
<ul style="list-style-type: none"> • The University of Namibia Act (Act No. 18 of 1992) • Higher Education Act No. 26 of 2003 • Information Communication and Technology (ICT) Policy • The Copyright and Neighbouring Rights Protection Act (Act No. 6 of 1994) 	<ul style="list-style-type: none"> • Delegation of Authority Policy • Assessment Policy • Disciplinary Policy, Regulations and Procedures • Examination Guidelines and Instruction • General Information and Regulations • Guidelines and Regulations for Research • Intellectual Property Rights Policy • ODeL Policy • Quality Assurance and Management Policy • Research Ethics Policy • Research Policy • Student Code of Conduct • University General Information and Regulations

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1.0 ACRONYMS AND ABBREVIATIONS

Acronym/ Abbreviation	Explanation
AI	Artificial Intelligence
AIP	Academic Integrity Policy
AMS	American Mathematical Society
APA	American Psychological Association
CILT	Centre for Innovation in Learning and Teaching
IEEE	Institute of Electrical and Electronics Engineers
IOP	Institute of Physics
LMS	Learning Management System (e.g. Moodle)
NLJ	Namibia Law Journal
PAI	Policy on Academic Integrity
UNAM	University of Namibia

2.0 DEFINITIONS

Term	Definition
Academic Integrity	Adherence to academic ethical standards in learning, teaching and research, and the avoidance of academic dishonesty. It is the attitude of approaching academic work with honesty and acknowledging sources consulted, or assistance received in the process of creating academic work.
Academic Misconduct	Any action which gains, attempts to gain, or assists others in gaining or attempting to gain unfair academic advantage.
Academic Staff	All persons employed by UNAM whose conditions of employment include the obligation to undertake teaching or research, the Librarian appointed in terms of section 13(c) of the UNAM Act, and any incumbent of a post declared by the Council to be an academic post
Academic Work	All work product submitted to the University by a student for academic credit, or official evaluation, including, but not limited to, assignments, examination responses, essays, reports, projects, research results and/or analyses, presentations and/or presentation materials, and artistic works. Or the intellectual property and scholarly, pedagogical, research, or creative or artistic works in any medium developed by the University staff, researchers, or students.

Acknowledgement	The practice of indicating which sections of one's academic work are not one's own work, using the appropriate Referencing Style to cite original sources.
AI-assisted academic work	Academic work such as assignments, research reports or any assessment outputs that were completed with the use/ assistance of an AI tool to generate content or answers such as ChatGPT
Attribution	Formal acknowledgement of the source used to support arguments in academic work. Attribution usually includes citing the source in the text at the point it is used (in-text citation) and then providing a detailed citation in a footnote or reference list at the end of the paper.
Author	Refers to someone who creates or writes something, and this may be an individual, a group of several authors, an organisation such as a government department, non-governmental organization, an institution, or business company
Complainant	Any person (e.g., student, researcher or UNAM staff member) who files an academic integrity violation or academic integrity referral against a person suspected of violating the Academic Integrity Policy
Contract Cheating	Contract cheating is the practice of students engaging a third-party to complete assignments. It occurs when someone other than the student completes an assignment, and which the student then submits for assessment/credit.
Copyrighted Works	Any scientific, social or art works, including academic publications, scholarly books, articles, lectures, musical compositions, films, presentations, and other materials or works other than software, which qualify for protection under the copyright law.
Essay Banks	People, companies, or entities from which students can purchase pre-written essays, assignments, or academic work to submit as their own work, thereby committing academic fraud
Essay Mills	Businesses, services, or people that allow students to commission an original piece of writing or any academic artifact on a particular topic or to fulfil particular academic requirements, thereby cheating on their assignments.
Footnote	Full citation included on the bottom of the same page as the cited material
Intellectual Property	Inventions, technologies, developments, improvements, materials, compounds, processes and all other research results and tangible research properties, including software and other copyrighted works.
International staff	A staff member who is not a Namibian citizen and who requires a Work Permit to work at UNAM.

International Student	A student who is not a Namibian citizen and who requires a Study Visa to pursue academic studies at UNAM.
In-text Citation	Use of a specific source in academic work followed up with the proper acknowledgement, and it usually includes author, year published and page number. How the citation appears depends on the Referencing style used.
Quote/ Quotation	Word for word copy of the original text, identified with quotation marks and followed by a citation of the original source.
Paraphrase	Use of someone else's ideas but putting them in one's own words. Paraphrasing goes beyond changing just one or two words and requires understanding the ideas and writing them in own words, changing the original sentence structure, while still acknowledging the source of the information.
Plagiarism	Use or incorporation of another person's work or ideas in, or as a basis for, one's own work offered for academic consideration or credit or for public presentation without proper acknowledgement.
Reference List	List of only those sources cited in an academic work, usually appearing at the end of the work.
Referencing Style	A set of rules on how to acknowledge the thoughts, ideas and works of others in a particular way.
Researcher	Persons employed by UNAM, including student employees and technical staff, students, including graduate and postgraduate students and any including visiting scientists who use the UNAM resources and who perform any research task at the UNAM or otherwise participate in any research project administered by the Institute, including those funded by external sponsors.
Respondent	Any person, student, UNAM staff member or researcher, against whom charges are initiated for alleged violation(s) of this Policy.
Source	Where the content and ideas used in an academic piece originates from, which may include but not limited to books, journal articles, published or unpublished work, websites, interviews, podcasts, videos, newspapers, digital or analogue media.
Student	A person who is officially registered at UNAM for either full-time or part-time studies.
UNAM Staff	All academic and administrative staff including fulltime, part time and visiting scholars.
Verbatim	Copying or reproduction of something word-for-word that requires the use of quotation marks.

3.0 INTRODUCTION

The University of Namibia Act, Act 18 of 1992, mandates the University “to provide higher education, to undertake research, to advance and disseminate knowledge”, while encouraging “the growth and nurturing of cultural expression within the context of the Namibian society”. This mandate is to be carried out under the guidance of the University’s core values that include Professionalism, Equity, Integrity, and Accountability. The University expounds Integrity as honesty and loyalty in conduct with others which includes the values of openness, trustworthiness, reliability, and dependability. For the University to fulfil its mandate and live out its values, academic integrity plays a pivotal role. The goal of the Academic Integrity Policy is therefore to promote high quality scholarship through high levels of integrity in all academic activities for students, researchers, and staff. This involves, amongst others, holding students, researchers, and staff to high standards of academic conduct, including enforcing their respect for the intellectual property of others and promoting honest, fair and responsible scholarship. The Policy articulates what academic integrity entails, provides instruments for identifying and discouraging infringements of academic integrity, and offers guidelines on how such cases should be handled.

4.0 POLICY OBJECTIVES

The Academic Integrity Policy aims to promote ethical and responsible scholarship amongst the students and staff of the University of Namibia. Through providing a framework for fostering academic integrity, this Policy seeks to:

- 4.1 promote values of the University of Namibia through scholarly activities
- 4.2 promote high levels of academic integrity among UNAM students and staff.
- 4.3 clarify the expected academic integrity behaviour at the University of Namibia.
- 4.4 ensure compliance with copyright laws applicable to Namibia and internationally.
- 4.5 safeguard the academic freedom and expression of UNAM staff and students.
- 4.6 promote respect for the rights and work of original authors.
- 4.7 support scholarly competence through self-discipline and academic rigour, and
- 4.8 promote the production of high-quality research output.

5.0 SCOPE

This Policy applies to:

- 5.1 All UNAM students and staff as defined in this Policy.
- 5.2 All former UNAM students (alumni) and staff whose alleged contravention of the Policy took place while they were enrolled or employed at the University of Namibia.
- 5.3 All scholars or researchers attached to and working in collaboration with the University of Namibia.

6.0 ACCOUNTABILITY AND RESPONSIBILITY

- 6.1 The Pro-Vice Chancellor: Academic Affairs is accountable to oversee the implementation of this Policy.
- 6.2 The following people or units shall perform the following responsibilities:
 - 6.2.1 Associate Deans and Directors shall take overall responsibility for the implementation of the Policy.
 - 6.2.2 CILT, in collaboration with relevant stakeholders, shall coordinate the implementation of this Policy.
 - 6.2.3 Heads of Departments shall ensure that students are given access to this Policy, using relevant platforms.
 - 6.2.4 Lecturers shall inform students about their (students') obligations regarding the Policy and students shall have the responsibility to meet the highest expectations of this Policy in all their academic activities.

7.0 POLICY PRINCIPLES

Commitment, even in the face of adversity, to UNAM's fundamental core values that define code of conduct, behaviour, ethical guidelines, interactions, and decision-making, namely Professionalism, Equity, Integrity, and Accountability. The Policy is further guided by the values of academic integrity, namely honesty, trust, fairness, respect, responsibility, and courage¹.

8.0 POLICY STATEMENT

UNAM shall:

- 8.1 Articulate the University and academic integrity values to be ascribed to
- 8.2 Forms of academic integrity infringement
- 8.3 Identify various types of plagiarism and provide guidelines on how they can be avoided
- 8.4 Implement curriculum and assessment guidelines to curb academic dishonesty.
- 8.5 Provide institutional support to both lecturers and students for enhancing academic integrity.
- 8.6 Stipulate the disciplinary processes and procedures against the contravention of the Academic Integrity Policy
- 8.7 Provide guidelines for the use of text-matching technologies to assist with the detection of plagiarism.
- 8.8 Describe the different roles of stakeholders in the implementation of the Policy
- 8.9 Stipulate the different levels of plagiarism and the relevant sanctions.
- 8.10 Establish the originality similarity threshold level

¹ International Center for Academic Integrity [ICAI]. (2021). The Fundamental Values of Academic Integrity. (3rd ed.). https://academicintegrity.org/images/pdfs/20019_ICAI-Fundamental-Values_R12.pdf

- 8.11 Provide information on the various referencing styles used by various academic Schools and Departments in the University
- 8.12 Provide academic integrity honour documents.
- 8.13 Provide guidelines on the reporting of incidents of academic dishonesty.

9.0 SANCTIONS

Staff members who breach or violate the content of this Policy, Procedures and Regulations shall be:

- 9.1 Subjected to disciplinary action specified in terms of the staff *Disciplinary Policy, Regulations and Procedures*.
- 9.2 Students and staff who breach or infringe upon the Policy, Procedures and Guidelines shall be subjected to disciplinary action specified in terms of the Student Code of Conduct.

10.0 PROCEDURES

The procedures and regulations of this policy are contained in the Procedures and Regulations as outlined in the subsequent sections, which form part of this Policy.

PROCEDURES AND REGULATIONS

A. ACADEMIC INTEGRITY

This Section provides an overview of UNAM values, Academic Integrity Values and what academic dishonesty entails, with examples of acts of academic dishonesty/ fraud.

A.1 UNAM VALUES

All students, researchers, and staff at UNAM shall uphold the core values of the University, namely professionalism, integrity, equity, and accountability.

- A.1.1 **Professionalism** is a commitment and dedication in relations with other people and competence in the University. The key associated behaviours include excellence, effectiveness, and ethical behaviour.
- A.1.2 **Integrity** refers to honesty and loyalty in our conduct with others and it is associated with key behaviours such as openness, trustworthiness, reliability, and dependability.
- A.1.3 **Equity** refers to fair and impartial treatment of colleagues and stakeholders, regardless of differences. Fairness, patience, tolerance and embracing diversity are the key associated behaviours for equity.
- A.1.4 **Accountability** is the due diligence in completion of assigned tasks, while also taking responsibility for actions. UNAM identifies accountability with due diligence, responsibility, and commitment as the key associated behaviours.

A.2 ACADEMIC INTEGRITY VALUES

All students, researchers, and staff at UNAM shall uphold the academic integrity values of honesty, trust, fairness, respect, responsibility, and courage.

- A.2.1 **Trust:** preparing work that is honest, thoughtful, and genuine.
- A.2.2 **Honesty:** being truthful about which ideas are one's own and which are derived from others, and about the methods and results of research or any academic work.
- A.2.3 **Fairness:** not trying to gain an advantage by unfair means: for instance, by passing off others' work as one's own.
- A.2.4 **Responsibility:** taking an active role in one's own learning: for instance, by seeking out the information one needs to study effectively.
- A.2.5 **Respect:** for fellow students, researchers, staff, lecturers, supervisors, and the work of other scholars.
- A.2.6 **Courage:** taking a stand to address a wrongdoing and defending integrity and abiding to ethical standards in the face of academic pressure and other challenging circumstances.

A.3 Forms of Academic Integrity Infringements²

Infringement of academic integrity involves the violation of academic integrity values as well as those of the University. The following are the major forms of infringement of academic integrity:

- A.3.1 **Cheating in examinations, tests and quizzes:** when a student fails to comply with the requirements, conditions and instructions specified for their conduct, including but not limited to:
- a) communicating, or attempting to communicate, with a fellow student or individual who is neither an invigilator nor a member of University staff;
 - b) copying, or attempting to copy from a fellow student;
 - c) attempting to introduce or consult during the examination, any unauthorised printed or written material, or electronic calculating or information storage device; or mobile phones or other communication devices;
 - d) recording, transmitting or disseminating questions and/or answers to themselves or another person;
 - e) impersonating another/ a student; or
 - f) failing to comply with an instruction by a University staff appointed to supervise the examination, test, quiz or any other form of assessment.
- A.3.2 **Misrepresentation:** when a student/ researcher presents an untrue statement about attendance or participation in practical, performance or professional learning activities, or includes citations to non-existent or incorrect sources or does not disclose any information or matter where there is a duty to disclose such information or matter. It includes impersonation of another person to complete an academic activity, unauthorised use of another individual's digital login details (ID and password) or having one student sign into an online system for another student to indicate that they were present when they were absent.
- A.3.3 **Solicitation:** when a student/ researcher requests, offers, encourages, induces or advertises for another individual/student to contract, commission, pay, procure, or complete on their behalf, assessment tasks and items (e.g., assignments, tests, exam papers, model exam answers, exam questions, exam scripts, on-line quizzes, and other types of assessment that are likely to result in their use for the purpose of cheating, misrepresentation and/or plagiarism. A student/ researcher who willingly assists another to circumvent the purpose of assessment (for example by willingly sharing their own work, giving them access to their own work, using a file swapping site or advertising the availability of their own work or someone else's work) may be guilty of solicitation.
- A.3.4 **Fabrication:** making up information for research-focused assessment tasks, such as experimental or interview data. It can also include:

² free guide from Turnitin, A. Executive guide: Plagiarism spectrum 2.0. Retrieved from <https://www.turnitin.com/resources/plagiarism-spectrum-2-0>

- a) inventing sources of data, evidence, or ideas by citing publications that are incorrect or that simply don't exist;
- b) Artificially creating data when it should be collected from an actual experiment or from the field;
- c) Unauthorised alteration of data, documents, codes, images, music, art or other work;
- d) Unauthorised omission of data, information, or results in documents, reports and presentations;
- e) Hiding data, results, or information using inappropriate scales, magnification and representation in charts, graphs, and other forms of representation;
- f) Making up citations or reference lists;
- g) Skewing data in accord with what the expected results.
- h) Changing answers after an exam/ test/ assignment has been returned/ submitted/ graded.

A.3.5 **Collusion:** when students or researchers engage in illegitimate or unauthorised cooperation with one or more other students to complete assessable academic work. It includes, but not limited to:

- a) Sharing work or answers with another student without the permission from the lecturer/ supervisor;
- b) Working together with another student on academic task, such as an assignment, that is meant to be carried out individually;
- c) Taking an online test, quiz, exam, or any other assessment with another/ other students, when it was meant to be taken individually.
- d) Sharing a computer code with another student.

A.3.6 **Recycling:** submitting academic work that has already been assessed, without permission. For example, submitting an assignment that was graded in a first-year module as part of the student's work in a third-year module.

A.3.7 **Contract Cheating:** getting someone else to complete part or all of one's academic work and then submitting the work as one's own. This can include a student asking someone else to sit an exam for him/her, or having them write an assignment, research report, or some other kind of assessment ('ghost-writing').

Examples include, but not limited to:

- a) Unauthorised purchase of assignments, papers, or exams
- b) Paying someone to copy their answers whether it is an in-class exam, homework, project, assignment, online test, etc.
- c) Taking an exam or test for someone or have someone take an exam/test for you.
- d) Asking someone (a friend, family member, partner, classmate, etc.) to complete any portion of or a whole assignment or paper for a student, whether it is for a reward or not.

- A.3.8 **Plagiarism:** Submitting academic work that is not one's own without acknowledging or attributing to the original source/s of the work, or simply representing another entity's work or ideas as one's own.
- A.3.9 **False Authorship:** "a form of plagiarism where a student or researcher is not the author of the work they have submitted, distinguished by the fact that the student has deliberately engaged with a third party and/or software tool to complete an assessment, either in part or whole. This engagement may include work produced by; another student, an essay mill, a family member or friend, a tutoring service, or the use of Artificial Intelligence (AI) software (e.g., Generative Pre-trained Transformer (ChatGPT, Chatbots and other AI software))."³
- A.3.10 **Software-based Text Modification/ Tampering:** Taking content written by another and running it through a software tool (text spinner, translation engine) to evade plagiarism detection.
- A.3.11 **Manual Text Modification/ Tampering:** Manipulating text with the intention of misleading plagiarism detection software.
- A.3.12 **AI-generated Academic Work:** use of AI tools such as Chat Generative Pre-trained Transformer (ChatGPT), or any other generative AI or similar tools, to generate responses to an assignment or to respond to an assessment activity, without acknowledging this fact.

B. TYPES OF PLAGIARISM AND ATTRIBUTION INFRINGEMENTS

Plagiarism may be intentional, deliberately using ideas that are not one's own, without attribution; or unintentional, such as being a consequence of poor academic writing. Whether plagiarism was intended or not, one is still be held responsible for the work they submitted. All forms of plagiarism are therefore prohibited by this Policy. Forms of plagiarism include but not limited to the following:

B.1 SECONDARY SOURCE: INACCURATE CITATION

Secondary source inaccurate citation is when a person uses a secondary source, however, only cites the primary source contained within the secondary. Secondary source plagiarism fails to attribute the work of the authors of the secondary sources, while providing a false sense of the amount of review that went into the research.

Example: When carrying out literature review, a student/ researcher comes across a relevant study and paraphrases from it heavily. However, while he/she cites

³ University of Nottingham. (2022). False authorship. Retrieved from <https://www.nottingham.ac.uk/qualitymanual/assessment-awards-and-deg-classification/pol-academic-misconduct.aspx>

the original sources of the studies, the study that the information came from was not consulted.

Avoidance: When information from a secondary source is used, only that secondary source must be cited and listed on the reference list.

B.2 INVALID SOURCE ATTRIBUTION: MISLEADING CITATION

Invalid source attribution occurs when a person cites either an incorrect or a non-existent source. Though this may be the result of sloppy academic writing rather than an intent to deceive, it may also be an attempt to increase the list of references and hide inadequate review of literature. In some cases, if a source is weak, a student may substitute it for a more valid one. Neglecting to cite the actual source and swapping it out for an invalid one violates academic honesty.

Example: When a student/ researcher is unable to find a quality source to support an argument, he/she wants to make, either creates a source or misconstrues the meaning or context of a real source. Another example is poor record keeping of the large amounts of notes from various sources that a student/ researcher later fails to trace, resulting in sections of the work appearing to be his/her own work.

Avoidance: Using a reference management application to collect, organise and keep record of sources. One should never fabricate or falsify sources.

B.3 SELF-PLAGIARISM (DUPLICATION/ RE-USE)

Self-plagiarism happens when person reuses work from their own previous studies and research papers without citing to the original source. It also involves a student submitting work which that s/he has previously submitted for credit as part of the same or another module, or at another institution.

Example: A student/ researcher inserts sections of text from an earlier published or unpublished manuscript into a new academic work that he/she submits to a different publisher, without citing the earlier source. Or a student/ researcher uses a complete or part of the original work or inserts sections of text from an earlier assignment to a new assignment that he/she is submitting to a different module or lecturer.

Avoidance: For published research papers, when using parts from one's own previous work, one should take care to cite such works correctly. In cases of assignments, students are not allowed to make duplicate submissions of assignments without prior consent of lecturers involved.

B.4 INAPPROPRIATE PARAPHRASING/ MOSAIC PLAGIARISM

Inappropriate paraphrasing is usually when an author replaces a few words of a source's phrasing with synonyms, making it appear that an idea or even a piece of research is original

when, it came from an uncited outside source. This amounts to intellectual theft where the student/ researcher uses patchwork by subtle lifting of ideas, phrases, sentences, and paragraphs from various sources without attribution.

Example: A student/ researcher incorporates ideas or data from original sources but rewrites the information in his/her words without attribution. Unacknowledged ideas, phrases or sentences are copied and pasted from different sources and then knitted together to be presented as the author's original work.

Avoidance: Making sure that all ideas, data, and elements from outside sources are cited correctly. Using reference management tools such as RefWorks, Zotero, etc. to record all sources throughout the writing process.

B.5 VERBATIM PLAGIARISM/COPYING

Verbatim plagiarism involves the copying of another's words and works without providing appropriate acknowledgement, citation, or attribution. Verbatim plagiarism happens when the student/ researcher uses copies and pastes complete or part of the original work without attribution, essentially claiming the words and/ or ideas of someone else to be their own. Verbatim Plagiarism is one of the most common and most easily detected forms of plagiarism, as well as one of the most serious.

Example: A student/ researcher copies and pastes a block of text from someone else's work into a paper/assignment without citing the source/s, nor using quotation marks.

Avoidance: As with paraphrased plagiarism, any sourced material used should always be carefully cited. In the case of material used verbatim, the text that is a direct quote should be clearly indicated, either through block-quoting/ indentation, or quotation marks. Some types of original work such as figures and diagrams may require more than just acknowledgement, needing request for explicit permission from copyright holders.

B.6 COMPLETE PLAGIARISM/CLONING

Complete plagiarism is an extreme scenario when a student/ researcher takes an academic work done by another student or scholar and simply submits it under his/her own name. It may involve a student knowingly submitting as his/her own an assignment, artwork, design, music composition, or any other intellectual work, which is not the student's own. It constitutes the most serious type of plagiarism.

Example: A student/ researcher simply replaces the cover page of the assignment or research report or makes cosmetic changes, then submits, the entirety of work published, submitted, or written by someone else.

Avoidance: There would be no circumstances where submission of unoriginal work in their entirety would be acceptable.

B.7 TRANSLATED PLAGIARISM⁴

Translated plagiarism refers to a scenario where a student/ researcher translates academic work written in one language by another author into a different language and presents it as his/her own without attribution.

Example: A student/ researcher translates academic work written in Russian or a local language by the original author, and translates the version into another language, e.g., English, as his/her own work. This may particularly be tempting for work that has not been digitised, available online, giving the plagiarist an incentive to beat the text-matching software.

Avoidance: Research or written text that is translated/interpreted into another language must be attributed to the original author, regardless of the language medium of its original source.

B.8 CITATION STUFFING⁵

Citation stuffing occurs when an author intentionally cites his/her own work, regardless of its relevance to the work at hand, to manipulate their own articles' impact factor.

Example: An author cites his/her previously published journal articles or books even though they do not directly address or are irrelevant to the subject matter at hand.

Avoidance: The references used in a paper should only be those that are directly related to its subject matter. The intentional inclusion of references of questionable relevance for purposes such as manipulating a journal's, or a paper's impact factor or a paper's chances of acceptance, is an unacceptable academic practice.

B.9 BLUFFING PLAGIARISM

Bluffing plagiarism involves a student/ researcher consulting an original academic work, take notes of the key ideas from the work, then when s/he writes the new version, s/he uses new words and does not refer to the original sources. This would imply that the new work is original, even though the key concepts and essence of the ideas come from elsewhere.

B.10 AI-GENERATED CONTENT PLAGIARISM

The use of artificial intelligence tools by students/ researchers, such as the Generative Pre-trained Transformer chatbots like ChatGPT and others, may be considered plagiarism as the content they generate cannot be considered the student's own work, but rather a synthesis of the work of other people on the web. Use of AI technology in completing academic work without explicit permission from the lecturer/ supervisor may be considered

⁴ Ouriginal. (2021). What is cross-language plagiarism? Retrieved from <https://www.ouriginal.com/cross-language-plagiarism-and-challenges/>

⁵ Roig, M. (2006). Avoiding plagiarism, self-plagiarism, and other questionable writing practices: A guide to ethical writing (2nd revision). Retrieved from <https://ori.hhs.gov/sites/default/files/plagiarism.pdf>

plagiarism. Text-matching software such as Turnitin has tools for detecting AI-generated content in student's work.

Example: A student/ researcher uses ChatGPT to write an entire or part of the assignment or answer assignment questions for him or her. This would not be the student's own work and therefore amounts to plagiarism – claiming non-original work as one's own.

Avoidance: Ethical ways a student/ researcher can use AI tools such as ChatGPT that may include brainstorming to explore an area or study and generate divergent ideas to explore further on the student's own should be discussed with the lecturer or supervisor. Using such tools to develop insight or understanding of new topics without the tool doing the work on the student's behalf may also be considered ethical use of AI and chatbots, but should be permitted by the lecturer or research supervisor.

C. CURRICULUM AND ASSESSMENT PROCEDURES FOR CURBING ACADEMIC DISHONESTY⁶

The following procedures may be used by lecturers/ educators to promote academic integrity and reduce cheating.

C.1 GENERAL COURSE ADMINISTRATION TO PROMOTE ACADEMIC INTEGRITY

- C.1.1 Heads of Departments shall monitor that each course outline refers to the Academic Integrity Policy
- C.1.2 Lecturers shall emphasise the importance of academic integrity and refer students to relevant academic writing and information literacy modules where necessary
- C.1.3 CILT shall ensure that information on academic integrity is accessible on the LMS, and within specific assessment tools on the LMS.
- C.1.4 CILT shall ensure that, students are introduced to the Academic Integrity Policy through the LMS, after which they (students) should be required to acknowledge their exposure to the contents of the Policy (see Appendix III)
- C.1.5 The Disability Unit shall facilitate the accessibility to the Academic Integrity Policy for students with disabilities
- C.1.6 Lecturers shall use various strategies to establish the authenticity of students' authorship of the academic work, including oral presentation of work completed
- C.1.7 Students may be required to write concept papers and project plans prior to completing major assignments or minor research projects, and be required to submit them along with their final work.

⁶ Instructional, C. Best Practice strategies to Promote academic Integrity in online education. Retrieved from <https://facstaff.necc.mass.edu/wp-content/uploads/2012/11/bestpractices-integrity-online-courses.pdf>

C.2 PROCEDURES FOR DESIGNING ONLINE ASSESSMENT (ASSIGNMENTS, TESTS AND EXAMS) TO REDUCE CHEATING

The following procedures may be used by lecturers to reduce cheating in online assessment. Measures for in-person invigilated assessments such as exams and tests are available in the University's *General Information and Regulation Prospectus*, Section 7.21.6 (Procedures during Examinations) and Section 7.21.7 (Examination Irregularities), as well as in Section E of the *Examination Guidelines and Instruction*.

Lecturers shall:

- C.2.1 Be encouraged to use online assessment platforms that allow the creation of question banks within the LMS to enable the randomisation of questions within any test or exam to reduce chances of cheating.
- C.2.2 Apply the question shuffle features on the answer options on the online multiple-choice assessments to reduce chances of student collusion.
- C.2.3 Make the assessment windows (period during which an assessment remains open on the LMS) short, e.g., the system to open for the duration of the actual assessment activity (e.g., 2 hours) instead of opening for the whole day/ several days, to reduce chances of cheating.
- C.2.4 Limit the number of attempts for online tests or exams to one attempt, to reduce chances of students accessing the questions prior to their actual attempt
- C.2.5 Apply all measures supported by the technology systems to reduce cheating opportunities (see Appendix VII)
- C.2.6 Regularly adjust the test items in online assessments from year to year, to reduce chances of collusion.
- C.2.7 Diversify the question types within a test or exam (i.e., Multiple-choice, Matching, True/False, Essay, file submission, calculate, etc.)
- C.2.8 Activate an honour statement on online assessment tasks where students shall confirm that the work they are submitting are their own work.

C.3 PROMOTING ACADEMIC INTEGRITY AMONG STUDENTS

- C.3.1 CILT shall provide guiding materials for students on Moodle on how to avoid plagiarism and to enhance research skills
- C.3.2 The Department of Language Development through academic writing courses, and the UNAM Library shall promote the development of writing competences that emphasise original thinking in scholarly conversations.
- C.3.3 Lecturers shall encourage students to find their own voices as distinct from others in their academic work
- C.3.4 Heads of Departments shall provide students with discipline specific requirements for citation and referencing practice (referencing styles/ rules).
- C.3.5 Lecturers shall discuss with students the similarity reports from the text-matching software to help students improve their work.

D. INSTITUTIONAL SUPPORT FOR ACADEMIC INTEGRITY

The following procedures are to be used by lecturers/ educators to promote academic integrity and reduce the probability of plagiarism.

D.1 STUDENT SUPPORT

- D.1.1 Heads of Departments shall oversee that students are informed about the implications of academic integrity and cheating, and what is considered dishonest and unacceptable behaviour in each module.
- D.1.2 Lecturers shall clarify the nature and levels of student collaboration permissible on assignments and other academic work.
- D.1.3 Heads of Departments shall coordinate the provision of referencing styles and rules applicable in their departments to be accessible to students.
- D.1.4 Lecturers shall include within their course outlines statements on how assessments would be checked for originality
- D.1.5 CILT offer training and user support on the effective use the originality checking software such as Turnitin.

D.2 LECTURER SUPPORT

- D.2.1 CILT shall include training interventions on academic integrity strategies in its continuous professional development offerings.
- D.2.2 CILT shall make academic integrity policy, guidelines, and strategies available to lecturers.
- D.2.3 CILT shall provide lecturers with access to originality-checker/ text-matching software through user accounts or through the LMS.
- D.2.4 Lecturers shall be guided on how to organise for students' work to be submitted electronically through the University LMS or the text-matching software platform.

D.3 TECHNOLOGICAL SERVICES

- D.3.1 The University shall acquire the services of the text-matching/ originality-checking software and provide access to both lecturers and students
- D.3.2 CILT shall make the relevant text-matching/ originality-checking software accessible through both the LMS and the web
- D.3.3 CILT shall promote the use text-matching software across the University
- D.3.4 CILT should provide technology support channels related to the effective use of text-matching software.

E. DISCIPLINARY PROCESSES

Disciplinary processes related to the violation of the Academic Integrity Policy are to be guided as per the regulations of the relevant policies and procedures for students and staff.

E.1 ACADEMIC INTEGRITY DISCIPLINARY PROCEDURES

- E.1.1 Academic Integrity disciplinary cases shall be handled as per the relevant codes of conducts and policies governing the behaviour of students and staff at UNAM. The *Student Disciplinary Policy, Regulations and Procedures* will apply to the student disciplinary process, while the procedures applying to staff are outlined in the *Disciplinary Policy, Regulations and Procedures*. The severity levels of academic integrity violations are addressed in Section G of these Policy guidelines.
- E.1.2 Appendix II provides a guide on how different levels of academic mic integrity may be sanctioned as per the respective disciplinary policies for students and staff

F. PROCEDURES FOR USING TEXT-MATCHING SOFTWARE TO IDENTIFY PLAGIARISM

The following are procedures for students, researchers, lecturers/ staff on the use of the relevant text-matching software that the University may choose to use. The University of Namibia shall use a text matching software that scans the submitted academic work to compare it with other sources. After comparing submitted work, to the database, the software generates a similarity/ an originality report that indicates how much of work submitted matches sources elsewhere.

F.1 PROCEDURES FOR SUBMISSION OF ASSIGNMENTS AND STUDENT ACADEMIC WORK

- F.1.1 Lecturers should require students to submit formal assessment tasks such as assignments, research reports, theses, and dissertations electronically through the LMS or the suitable text-matching software to enable effective determination of the originality of student work. Thus, printing of formal assessment tasks is discouraged.
- F.1.2 Lecturers are expected to activate the text-matching software on assessments submitted on the LMS
- F.1.3 Lecturers are expected to prioritise the use of the text-matching software for formal assignments and research related tasks, especially those for final year students and in postgraduate programmes
- F.1.4 Lecturers are required to go through the text-matching similarity/ originality report with the students, to guide them on writing improvement strategies or explain the possible sanctions
- F.1.5 The appropriate system settings to be set for either draft and final submissions are provided in the *Turnitin Originality Checker User Guide for Lecturers*, **Appendix I**

F.2 USE OF TEXT-MATCHING SOFTWARE AS AN EDUCATIONAL TOOL

- F.2.1 Text-matching software enable lecturers or research supervisors to use them as an educational tool to help students improve their academic writing and understand correct conventions for acknowledging sources.
- F.2.2 Lecturers/ research supervisors can achieve this by providing students with opportunities to submit their draft work prior to submitting the final work.
- F.1.3 For each assignment, students may be limited to one draft submission and one final submission. However, the number of drafts or cycles of submission shall be determined by the lecturer/ research supervisor.
- F.2.4 The draft assignments are not to be graded and the similarity report for the draft assignment should be reviewed by the lecturer and collaboration with the student.

F.3 USE OF A TEXT-MATCHING/ PLAGIARISM DETECTION TOOL

- F.3.1 Lecturers can use a text-matching tool to screen the degree of originality of their students' work
- F.3.2 Lecturers are expected to study evaluate the text-matching similarity reports to assess whether students' work is original, and not simply rely of the percentage generated in similarity report
- F.3.3 Lecturers are expected to address any instances of suspected of plagiarism (and other forms of academic integrity violations) as per the procedures in **Section G** below

F.4 PROCEDURE FOR LECTURERS TO ACCESS THE TEXT-MATCHING SOFTWARE

- F.4.1 CILT shall be responsible for creating lecturers' user accounts for the text-matching software that the University has subscribed to.
- F.4.2 CILT shall ensure that the relevant text-matching software is integrated in the University's LMS to enable usage for screening the originality of student work
- F.4.3 CILT shall offer training to both lecturers/ research supervisors and students on the correct use of the text-matching software

F.5 ORIGINALITY REPORT % THRESHOLD

- F.5.1 A text-matching software's originality report generates a percentage of similarity that ranges between 0 – 100%.
- F.5.2 These percentage ranges indicate the degree to which an academic work has unoriginal content, whether such content has been cited or not cited.
- F.5.3 An acceptable threshold for a similarity index percentage refers to the percentage point at which unoriginal content is expected in a given academic work when screened with a text-matching software.
- F.5.4 The acceptable threshold percentage at the University of Namibia is set at **15%**
- F.5.5 The ranges similarity percentage and colour codes of the similarity report from the Turnitin software is availed below:

- **Blue:** No matching text
- **Green:** One word to 24% matching text
- **Yellow:** 25-49% matching text
- **Orange:** 50-74% matching text
- **Red:** 75-100% matching text

Figure 1: Levels of similarity index from the Turnitin text-matching software

	Blue – no matching text.	Blue indicates no text has been matched. This could mean that the work has no references at all and that there is little or no use of direct quotes. Depending on the nature of the assignment this is not necessarily an issue but a Blue score is worth checking just in case the student has simply submitted a paper with text that Turnitin cannot recognise.
	Green – one word to 24% matching text.	Green indicates matches between 1% and 24% and is the most common. While a Green score might suggest the document is OK, it is simply an indication of the amount of matched text, so potentially, up to 24% of the document could still have been copied without referencing.
	Yellow – 25% – 49% matching text.	<p>Yellow, Amber and Red denote percentage matches in bands above 24%. Higher percentage matches may indicate:</p> <ul style="list-style-type: none"> • An over reliance on direct quotation as a result of poor academic writing. • Cutting and pasting from other sources.
	Orange – 50% – 74% matching text.	
	Red – 75% – 100% matching text.	

Figure 2: A simplified description of the various levels of similarity percentage from the Turnitin software

G. LEVELS OF ACADEMIC INTEGRITY INFRINGEMENTS AND SANCTIONS

This Policy categorises academic integrity violations into 4 levels based on their severity. Each level of academic integrity violation is addressed in accordance with the Disciplinary Procedures as per the *Student Disciplinary Policy, Regulations and Procedures* (for students), and the *Disciplinary Policy, Regulations and Procedures* (for staff). The decision on assigning the academic integrity infringement at a given level of infringement shall be informed by evidence of the misconduct (such as those derived from the text-matching software for plagiarism cases), or history of previous infringements.

G.1 LEVEL 1 ACADEMIC INTEGRITY INFRINGEMENT

Level 1 represents the lowest level of academic integrity infringement. It may be a manifestation of poor academic writing, limited knowledge or awareness of higher education academic standards or limited competence in following academic writing conventions. This Level is typical of first-time students at higher education institutions who may not have been exposed to higher education ethical standards and regulations.

G.1.1 This level of infringement is characterised by one or more of the following:

G.1.1.1 Inadvertent plagiarism characterised by forgetting to properly cite or quote a source or unintentional paraphrasing

G.1.1.2 Poor knowledge and understanding of how to acknowledge sources using relevant citation and referencing procedures.

G.1.1.3 Lack of foundational understanding of academic integrity.

G.1.1.4 Poor language and/ or paraphrasing skills.

G.1.2 Actions to be taken:

The following procedure applies to suspected cases of plagiarism only. For other types of academic integrity infringements such as cheating in exams, fabrication of research data, academic fraud, etc. reference should be made to relevant University regulations addressing such as the University's *General Information and Regulation Prospectus*, (addressing Procedures during Examinations and Examination Irregularities), the *Examination Guidelines and Instruction*, the *Research Ethics Policy, Regulations and Guidelines*, etc.

G.1.2.1 Having used the text-matching software and studied the Similarity Report, or any other relevant evidence, the **responsible lecturer/ research supervisor** shall, preferably within 5 working days of discovering the alleged infringement:

- a) Collect the similarity index report as evidence of suspected transgression.
- b) Summon the student involved.

G.1.2.2 Upon the students' acceptance of the transgression, the lecturer shall record the incident using **Appendix VI**

G.1.2.3 The report of the incident (**Appendix VI**) shall be submitted to the **Head of Department** within 5 working days of the recording of the incident

G.1.2.4 A copy of the incident report shall be filed by the Head of Department.

G.1.3 Sanctions

G.1.3.1 For a first offence of Level 1 plagiarism, the following sanctions shall apply:

- a) The student shall correct the plagiarised areas of the assignment/ research report/ work concerned; or
- b) The submitted work is declared null and void and the student is required to complete new assessment work; and
- c) The student shall be referred to academic writing courses or Library Information Literacy classes, and proof of attendance be provided to the lecturer and HOD;

G.1.3.2 Where the student has denied the charge of academic integrity transgression at Level 1, the case would be referred to the **School Disciplinary Committee**

G.2 LEVEL 2 ACADEMIC INTEGRITY INFRINGEMENT

Level 2 of academic integrity infringement constitutes **minor academic misconduct** as defined in the *Student Disciplinary Policy, Regulations and Procedures* and the *staff Disciplinary Policy, Regulations and Procedures*. A repeated infringement at Level 1 shall also be classified at Level 1.

G.2.1 This level of infringement is characterised by one or more of the following:

The student or researcher:

- G.2.1.1 has previously been cautioned against academic integrity infringement;
- G.2.1.2 minor academic misconduct or academic integrity infringement;
- G.2.1.3 Rephrasing a source's ideas without proper attribution;
- G.2.1.4 Copying and pasting content without proper attribution

G.2.2 Actions to be taken

The following procedure applies to suspected cases of plagiarism only. For other types of academic integrity infringements such as cheating in exams, fabrication of research data, academic fraud, etc. reference should be made to relevant University regulations addressing such as the University's *General Information*

and Regulation Prospectus, (addressing Procedures during Examinations and Examination Irregularities), the *Examination Guidelines and Instruction*, the *Research Ethics Policy, Regulations and Guidelines*, etc.

G.2.2.1 Having collected the relevant evidence, the responsible lecturer or supervisor shall, preferably within 3 working days of discovering the alleged infringement: Report the incident and submit the report to the **Head of Department**.

G.2.2.2 The **Head of Department** shall, within 5 working days of receiving the report of the infringement, summon the student and discuss the matter. Upon acceptance of the charge of plagiarism, the **HOD** shall give the student/ researcher a warning as per the appropriate disciplinary guidelines

G.2.2.3 The report of the incident (**Appendix VI**) shall be submitted to the **Associate Dean**

G.2.3 Sanctions

G.2.3.1 Where a student/ staff has admitted level 2 infringement, the appropriate recommended sanctions per the relevant disciplinary policy (*Student Disciplinary Policy, Regulations and Procedures* and the *staff Disciplinary Policy, Regulations and Procedures*) shall apply

G.2.3.2 Where the student/. staff has denied the charge of academic integrity transgression at Level 2, the case would be referred to **School Disciplinary Committee** for students or the **relevant disciplinary committee for staff**.

G.3 LEVEL 3 ACADEMIC INTEGRITY INFRINGEMENT (SERIOUS ACADEMIC MISCONDUCT)

Level 3 plagiarism constitutes **serious academic misconduct** as defined in the B.4.1 of the *Student Disciplinary Policy, Regulations and Procedures*, or regulations B.4.11 and B.4.24 from the *staff Disciplinary Policy, Regulations and Procedures*.

G.3.1 This level of infringement is characterized by one or more of the following:

The student or researcher:

G.3.1.1 has previously been found guilty of plagiarism at level 2

G.3.1.2 has submitted work that is identical or contains elements of another student's work, showing possible collusion, or has permitted another

student to submit their work or copy from their work to submit for academic credits

- G.3.1.3 has reused previously published or submitted work without proper attribution
- G.3.1.4 has submitted work with substantial sections copied from sources, without attribution
- G.3.1.5 has committed mosaic plagiarism or provided inaccurate or incomplete information about sources such that they cannot be found.

G.3.2 Actions to be taken

The following procedure applies to suspected cases of plagiarism only. For other types of academic integrity infringements such as cheating in exams, fabrication of research data, academic fraud, etc. reference should be made to relevant University regulations addressing such as the University's *General Information and Regulation Prospectus*, (addressing Procedures during Examinations and Examination Irregularities), the *Examination Guidelines and Instruction*, the *Research Ethics Policy, Regulations and Guidelines*, etc.

- G.3.2.1 Having collected the relevant evidence, the **lecturer or supervisor** shall, preferably within 5 working days of discovering the alleged infringement: Report the incident and submit the report to the Head of Department.
 - G.3.2.2 The **Head of Department** shall, within 5 working days of receiving the report, refer the case to the **School Disciplinary Committee** for students, or the **relevant disciplinary committee for staff**.
- ### G.3.3 Sanctions
- G.3.3.1 Where a student has been found guilty of Level 3 plagiarism, the sanctions under **Serious Misconduct** shall apply as per the *Student Disciplinary Policy, Regulations and Procedures*, and the staff *Disciplinary Policy, Regulations and Procedures* respectively.

Additionally,

- a) The submitted work is awarded a "0" mark with no opportunity of resubmission or substitution of the assignment/ academic task.
- b) The module/ research report receives a fail final mark, and the student must repeat the module/ redo the research project without any financial waivers.

G.4 LEVEL 4 ACADEMIC INTEGRITY INFRINGEMENT (SEVERE ACADEMIC MISCONDUCT)

Level 4 academic integrity infringement constitutes **severe academic misconduct** and falls under the Severe Misconduct type in the as defined in the *Student Disciplinary Policy, Regulations and Procedures* and the *Disciplinary Policy, Regulations and Procedures* for staff.

G.4.1 This level of infringement is characterised by one or more of the following:

G.4.1.1 The student or staff has previously been found guilty of academic integrity infringements at Level 3

G.4.1.2 The student or staff has committed sought, bought, or commissioned academic work with the intention of presenting it as his/her own work

G.4.1.3 The student or staff has committed contract cheating or offered contract cheating services to other students

G.4.1.4 The student ran text through a software tool (text spinner, translation engine) to evade plagiarism detection, or has manually manipulate text with the intention of misleading plagiarism detection software.

G.4.1.5 Student has forged academic work or falsified or fabricated data or improperly appropriated someone else's work.

G.4.2 Actions to be taken

The following procedure applies to suspected cases of plagiarism only. For other types of academic integrity infringements such as cheating in exams, fabrication of research data, academic fraud, etc. reference should be made to relevant University regulations addressing such as the University's *General Information and Regulation Prospectus*, (addressing Procedures during Examinations and Examination Irregularities), the *Examination Guidelines and Instruction*, the *Research Ethics Policy, Regulations and Guidelines*, etc.

G.4.2.1 Having collected the relevant evidence, the **responsible lecturer or supervisor** shall, report the incident and submit the report to the Associate Dean through the HOD.

G.4.2.2 The case shall be referred to the **School Disciplinary Committee** for students or the **relevant disciplinary committee for staff**.

G.4.3 Sanctions

G.4.3.1 Where a student has been found guilty of level 4 academic integrity infringement, the sanctions under **Severe Misconduct** shall apply as per the *Student Disciplinary Policy, Regulations and Procedures*, and the staff *Disciplinary Policy, Regulations and Procedures* respectively.

Additionally:

- a) The submitted work is declared null and void with no opportunity of resubmission or substitution of the assessment task.
- b) The module shall be considered failed, and the student shall repeat the module or the research task without any financial waivers, or as per the sanctions of the relevant disciplinary policy.

H. REFERENCING STYLES AT UNAM

H.1 The following are the approved referencing styles in use at the University of Namibia. Faculties, Schools, and Departments have a discretion to use referencing styles that may be different from those listed below and have a responsibility to communicate this to students.

H.2 Find the UNAM Library guides on referencing online here: [Citation and referencing](#)

School	DEPARTMENT	REFERENCING STYLE
School of Humanities, Society and Development & School of Education	All departments	APA
School of Agriculture and Fisheries Sciences	Department of Fisheries & Ocean Sciences	African Journal of Marine Sciences (AJMS),
	Department of Animal Production, Agribusiness & Economics	American Society of Animal Science
	Department of Food Sciences & Systems	APA
School of Science	Department of Environmental Science	Harvard
	Department of Computing, Mathematical, & Statistical Sciences	American Mathematical Society (AMS)
	Department of Physics, Chemistry & Material Science	Institute of Physics (IOP)
	Department of Biochemistry, Microbiology & Biotechnology	Vancouver
	Department of GeoSciences	
School of Military Science	All Departments	APA
School of Engineering and Built Environment	Department of Civil & Mining Engineering	IEEE
	Department of Electrical & Computer Engineering	
	Department of Mechanical & Metallurgical Engineering	Harvard
Faculty of Health Sciences and Veterinary Medicine	School of Medicine	Vancouver
	School of Dentistry	
	School of Nursing	APA
	School of Public Health	Vancouver
	School of Pharmacy	
	School of Allied Health Sciences	APA
	School of Veterinary Medicine	

Faculty of Commerce, Management & Law	School of Law	Namibia Law Journal House Style
	School of Accounting	APA
	School of Business Management, Governance and Commerce	
	Namibia Business School	

I. **ACADEMIC INTEGRITY HONOUR DOCUMENTS**

All modules through the course outlines and the selected platforms on the LMS should include the following Academic Integrity forms and statements to enhance student awareness and enable them to pledge their commitment to high standards of academic integrity.

I.1 **ACADEMIC INTEGRITY HONOUR CODE**

The Academic Integrity Honour Code is a form that all students will sign to commit themselves to the values of academic integrity and to confirm that they have access to the Academic Integrity Policy and are familiar with its contents. This form is to be availed to students at the beginning of each academic calendar. This form is available as **Appendix III**

I.2 **ORIGINALITY DECLARATION FORM**

Each formal assessment/ assignment shall be accompanied by an integrity honour form, the Originality Declaration Form. This form or its contents shall be availed on the Moodle learning management system, on each assessment or on each Moodle assignment requiring students to read and acknowledge. The contents of the Honour Code are appended to this Policy as **Appendix IV**

J. **ORIGINALITY REPORTS, PLAGIARISM INCIDENT REPORTING**

These are guidelines on the request of originality reports by students, and how incidences of plagiarism may be reported for both students and staff.

J.1 **ORIGINALITY REPORT REQUEST FORM**

The assessment of all postgraduate assignments and research reports shall be subjected to originality checking using the text-matching software. In cases where the student requires his/her thesis or dissertation to be checked for originality, this can be requested through the student supervisor using **Appendix V**

J.2 **ACADEMIC INTEGRITY INCIDENT REPORT FORM (STUDENTS/ RESEARCHERS)**

Upon reception of the evidence of academic integrity infringement such as a similarity index report in the cases of suspected plagiarism, the lecturer/ research supervisor must complete an Academic Integrity Incident Report form on **Appendix VI**.

J.3 **STUDENT ACADEMIC MISCONDUCT DISCIPLINARY ACTION FORM**

Students who have either accepted the charge of academic integrity infringement or been found guilty of such an infringement through disciplinary procedures shall be subjected to the sanctions as stipulated in the *Student Disciplinary Policy, Regulations and Procedures*

J.4 STAFF ACADEMIC MISCONDUCT DISCIPLINARY ACTION FORM

Staff members who have either accepted the charge of academic integrity infringement or been found guilty of such an infringement through disciplinary procedures shall, be subjected to the sanctions as stipulated in the *Disciplinary Policy, Regulations and Procedures*

APPENDICES TO THE ACADEMIC INTEGRITY POLICY

APPENDIX NUMBER	URL/ location of the Appendix
Appendix I	Lecturers' Turnitin User Guide
Appendix II	UNAM Sanctions Scale for Academic Integrity Offences
Appendix III	UNAM-Student-Honour-Code
Appendix IV	Declaration-of-Originality-Form
Appendix V	Request-for-Originality-Report-Form
Appendix VI	Academic-Integrity-Incident-Report-Form
Appendix VII	Guide to Enhancing Reliability of Online Tests