

# Honor Code Policy

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It is the responsibility of every student at Babel University Professional School of Translation (the school) to adhere steadfastly to truthfulness and to avoid dishonesty, fraud, or deceit of any type in connection with any academic program. The following examples illustrate conduct that violated the Honor Code, but this list is not intended to be an exhaustive compilation of conduct prohibited by the Honor Code.

## 1. Unauthorized assistance

Giving or receiving unauthorized assistance, or attempting to give or receive such assistance, in connection with the performance of any academic work.

Examples: Cheating on tests, helping someone to cheat on a test, working on an assignment or homework with someone when it is not permitted, etc.

## 2. Unauthorized materials

Unauthorized use of materials on information of any type or the unauthorized use of any electronic or mechanical devices in connection with the completion of any academic work.

Examples: Cheating during tests, using a cell phone during a test when not permitted, etc.

## 3. Access to examination before examination

Access to the contents of any test or examination or the purchase, sales, or theft of any test or examination prior to its administration.

Examples: Disclosing the content of a test to a friend who is in another section and taking the test after you, stealing a test before it is given, etc.

## 4. Plagiarism: Unauthorized use of another person's work without proper acknowledgement of source.

Examples: Copying and pasting information as if it was your own work, not citing quotes of materials, poor paraphrasing, not citing after paraphrasing, using another student's paper and turning it in as your own, etc.

5. Lying: Intentional representation by word or action of any situation of fact, or omission of material fact, so as to mislead any person in connection with any academic work (including, without limitation, the scheduling, completion, performance, or submission of any such work).

Examples: Fabricating documents, signing someone in on the attendance sheet for a class (or asking someone to sign in for you). Taking a test or quiz for someone, lying about why you missed class, need to make up a test, or need an extension on an assignment, etc.

6. Bribery: Offering or giving any favor or thing of value for the purpose of influencing improperly a grade or other evaluation of a student in an academic program.

Examples: Offering someone money for a better grade in a class, on a project, etc.

Interference: Conduct intended to interfere with an instructor's ability to evaluate accurately a student's competency or performance in an academic program.

(End)