

# 1. Student Integrity and Academic Honesty Policy

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Last updated: September 1, 2017

## 1. Intent of Policy

Academic and professional integrity and honesty are fundamental of education and training of Babel University Professional School of Translation (the School). This policy is intended to reinforce the importance of integrity and honesty of the students in an academic and professional environment of the School. This Policy applies to all students including regular students, coursework students and research higher degree candidates at the School (the Student).

## 2. Honesty of Identity

The Student shall not falsify in his or her identity at admission and entrance examination and through being enrolled in the School. The Student shall not impersonate or spoof in the School's campus on the website or masquerade as others in the School's lessons and the place of education and training. The Student shall not have any other person impersonate or spoof in the School campus on the website or masquerade in the School's lessons and the place of education and training for himself or herself.

## 3. Cheating

- 1) In any submission for assignment, test, examination, dissertation and master's thesis, or any other process in judgment or evaluation of the Student's ability and knowledge, the Student shall take such examination process strictly in conformity with a way authorized by the School. The Student's unauthorized conducts in violation of the School's instructions shall be deemed to be cheating. The Student shall not take any cheating conduct in submission of assignment, test, examination, dissertation and master's thesis or any other process in judgment and evaluation of ability and knowledge learned and trained.
- 2) In the same situation, the Student shall not get other person's help by having such other person spoof on the web or otherwise masquerade for himself or herself.

## 4. Plagiarism and Fabrication

- 1) In any submission for assignment, dissertation and master's thesis, or any other works to be submitted to the School, the Student shall not or shall not attempt to plagiarize, whether deliberate or unintentional, of an idea, phrase, sentence or materials from a source without proper acknowledgement of that source. The risk of plagiarism can be avoided by clearly indicating either in footnotes or in the paper itself the source of any major or unique idea or wording that the Student did not arrive at on his/her own.
- 2) The Student shall not falsify any information, data, or citation in his or her materials to be submitted to the School.
- 3) It is the Student's duty that Student shall not be involved in plagiarism and fabrication even outside of the School.

## 5. Copyright Infringement

All the materials provided by the School are copyrighted for the School. The Student shall not copy, reprint, reproduce, distribute or use the materials without consent of the School.

## **6. Officer in Charge**

The responsible officer in charge of the Student's misconduct including falsification, impersonation, cheating, plagiarism and copyright infringement is Educational Director of the School.

## **7. Other Student's Duty**

Any student who has known other student's misconduct shall inform it to the School.

## **8. Penalties, Procedure for Imposing Penalties, and Investigation and Discipline Committee**

- 1) The Student who commits the any of misconducts stipulated in this Policy may be penalized for any of following sanctions:
  - a) Suspension of granting the passing grade of the course or revocation thereof;
  - b) Entry in the Student's record of the School;
  - c) Termination of supplying all the education and training of the School;
  - d) Revocation of enrollment of the School;
  - e) Banishment from the School;
  - f) Announcement to other students and/or the translation industry personnel.
  
- 2) In the event that a student is suspicious to have committed any misconduct mentioned in this Policy, the School convokes an investigation and disciplines committee and has the committee investigate the fact. The investigation and disciplines committee is constituted by Educational Director, Student Service Manager, and Advertisement and Promotion Manager. After investigating the fact on the Student's misconduct, Educational Director will pronounce the penalties upon the Student.

## **9. Student's Complaint**

If the Student to whom the penalties are pronounced has an objection, The Student may raise the objection in accordance with the School's Complaints Policy.