

ANTI-CHEATING AND ACADEMIC HONESTY POLICY FOR STUDENTS AT HRI

PREAMBLE

All institute members are expected to maintain the highest standard of academic honesty and integrity while performing their academic duties and tasks. For a discussion on academic ethics in general, one may refer to the 'HBNI Code of Ethics 2019' [1].

The goal of this document is to outline the anti-cheating policy of the institute and specify the disciplinary action that a student might face if it is found that he/she has violated this policy during the examinations and coursework.

1. EXAMINATION AND COURSEWORK POLICY

- (1) Students are not allowed to bring or use any electronic device (computer, laptop, mobile phone, smartwatch, etc.) to the examination hall. An exception can be made to this rule only with the permission of the course instructor¹.
- (2) Students are not permitted to refer to any notes/books during an examination. An exception can be made to this rule only with the permission of the course instructor¹. If students are permitted to refer to any notes or books during an examination, each student would be individually responsible for bringing his/her own notes/books as permitted.
- (3) Students are not permitted to cheat or use any unfair means during the examination. Copying during an examination or actively sharing/encouraging another student to copy from one's answer script is a violation of this policy. Verbal communication of any kind during the examination with the intention of communicating solutions or cheating is a violation of this policy.
- (4) Students are expected to complete any assignment/homework given to them during their coursework with utmost academic honesty. If an instructor permits collaboration/discussion while working on assignments/homework, students should follow the guidelines provided by the instructor.
- (5) Students are expected to maintain high academic standards and ethics during the course of their studies. Any activity deemed a violation of academic ethics will constitute a violation of this policy.

2. DISCIPLINARY ACTION

Any violation of the anti-cheating policy will be reported to the academic committee and the director of the institute. A violation of the anti-cheating policy can lead to disciplinary action. In consultation with the Dean Academic, the respective academic committee will recommend the appropriate disciplinary action to the institute's director. The disciplinary action might include but is not limited to any of the following:

- (1) Student caught verbally communicating (with an intention to cheat or procure solutions/hints) for the first time in an examination will be let off with a warning. If caught verbally communicating for the second time in the same examination, the student will fail the course.
- (2) If a student is caught copying from another student during an examination or after based on the answer sheets, the following penalties will apply:
 - The student who copied will fail the course.
 - The student from whom the solution was copied will be penalised. However, if it is determined that the student from whom the solution was copied did not participate and was a victim of the cheating, he/she will not face any penalty.
- (3) A student who is caught bringing any material beyond what is permitted by the course instructor (e.g., books, notes, formula sheets or other material with the intent to gain an unfair advantage) into the exam hall will fail the course.
- (4) If a student leaves the examination hall and resorts to cheating (for example, consulting references, or conversing with peers to obtain/get hints about the solution(s)), the student will fail the course.

¹The instructor should send an email to the students permitting the use of notes/books/calculators, etc. during the examination. This mail should be sent at least 72 hours before the start of the examination.

- (5) If a student is penalised and fails more than one course based on disciplinary action (1), (2), (3) or (4), he/she will be asked to withdraw admission from the institute for one semester or one year. During this time, the student will not be allowed to retain the institute accommodation. Also, the stipend will be discontinued for this period.
- (6) If a student is caught cheating even after this, he/she will be asked to leave the academic programme.

REFERENCES

- [1] Code of Ethics, HBNI, available at http://www.hbni.ac.in/aqar/2022/C3/m3_4_1/m341_supp_doc.pdf, 2019. 1