

ACADEMIC CONDUCT POLICY

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DOCUMENT HISTORY

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INTRODUCTION

British University Vietnam (BUV) is committed to maintaining the highest standards of academic integrity across all degree programmes. This Academic Conduct Policy establishes a comprehensive framework to promote ethical academic behaviour, prevent academic misconduct, and ensure fair, consistent, and transparent processes for handling breaches of academic integrity.

As a signatory to the UK Quality Assurance Agency (QAA) Academic Integrity Charter, BUV aligns its academic conduct standards with international best practices while fully complying with Vietnamese higher education regulations, particularly Circular No. 10/2016/TT-BGDĐT issued by the Ministry of Education and Training (MOET).

This policy should be read in conjunction with the Academic Conduct Procedure and other relevant University policies to ensure a shared and comprehensive understanding of academic expectations, responsibilities, and decision-making processes.

PURPOSE

The purpose of this policy is to uphold the highest standards of academic integrity and academic quality across all BUV degree programmes. The policy seeks to foster ethical academic behaviour among students by establishing clear expectations and guidance, while ensuring fairness, consistency, and transparency in teaching, learning, and assessment practices.

In addition, this policy provides a clear framework to support staff in identifying, reporting, and addressing academic misconduct. It aligns BUV's academic conduct standards with international best practices and quality assurance requirements, demonstrates the University's commitment to academic excellence, and ensures compliance with Vietnamese regulatory requirements. Ultimately, the policy aims to protect the academic reputation and credibility of BUV degrees while supporting students in developing essential academic skills and a sound understanding of academic integrity principles.

ABBREVIATIONS

BUV – British University Vietnam

UCAA – University Compliance, Audit and Accreditation

AAP	–	Assessment and Academic Partnerships
HoS	–	Head of School
DL	–	Discipline Lead
PL	–	Programme Lead
ML	–	Module Leader
AM	–	Academic Misconduct
EC	–	Exceptional Circumstances
MOET	–	Ministry of Education and Training (Vietnam)
QAA	–	Quality Assurance Agency (UK)

A. SCOPE AND APPLICATION

1. This policy applies exclusively to students enrolled in BUV's own degree programmes. It covers all forms of assessed academic work undertaken by students, including but not limited to coursework and assignments; written, oral, and practical examinations; research projects and dissertations; presentations and group work; and any other academic activity that contributes to assessment outcomes.

2. This policy is developed in compliance with Vietnamese higher education regulations, particularly Circular No. 10/2016/TT-BGDĐT issued by the Ministry of Education and Training (MOET), the principles of the UK Quality Assurance Agency (QAA) Academic Integrity Charter, international quality assurance standards, and BUV's academic quality framework.

In the event that any future regulation issued by MOET conflicts with the provisions of this policy, the new regulation shall take precedence. This policy will be reviewed and updated accordingly within 30 working days from the effective date of the new regulation.

3. This policy does not apply to students enrolled in partner university programmes, who are required to follow the academic conduct policies and procedures of their respective partner institutions. It also excludes non-academic disciplinary matters, which are governed by the Student Disciplinary Procedure; matters relating to staff academic conduct, which are covered under the Staff Code of Conduct; and research misconduct at postgraduate level, which is addressed under the Research Ethics Policy.

B. DEFINITIONS

1. *Academic integrity* refers to acting consistently in accordance with the fundamental values of honesty, fairness, responsibility, respect, trust, and courage in all aspects of a student's studies, research, and academic conduct.

Where a student does not act with academic integrity, their work or behaviour may reflect poor academic practice or may constitute academic misconduct, depending on the nature and severity of the breach.

2. *Academic misconduct* refers to any action or attempted action that may give a student, or another individual, an unfair advantage in an assessment, including examinations. It also includes any conduct that may compromise or undermine the fairness, integrity, or credibility of assessment and research activities conducted by the University.

3. For the purposes of this policy and related procedures, all references to *days* shall mean working days, defined as Monday to Friday, excluding public holidays and officially designated University closure days.

C. POLICY PRINCIPLES

1. This policy is underpinned by the following:

Fairness: All students are treated equitably and consistently regardless of background or circumstances

Transparency: Processes and decisions are clear, documented, and communicated effectively

Proportionality: Sanctions are proportionate to the severity and frequency of misconduct

Education: Focus on learning and prevention rather than solely on punishment

Due Process: Students have the right to be heard and to appeal decisions

Continuous Improvement: Regular review and enhancement of policies and practices

2. This policy operates in conjunction with:

- BUV Academic Conduct Procedure
- BUV Student Disciplinary Procedure
- BUV Assessment and Examination Regulations
- BUV Exceptional Circumstances Procedure
- BUV Appeals and Complaints Policy
- BUV Research Ethics Policy
- BUV Data Protection and Privacy Policy

3. The effective implementation of this Academic Conduct Policy requires clearly defined roles and responsibilities across the University to ensure consistency, fairness, and transparency in decision-making.

Role	Key Responsibilities
UCAA	Maintain policy; record cases; coordinate meetings; prepare reports; ensure compliance; communicate with students and, where appropriate, parents/guardians
Dean	Final approval of decisions; chair formal panels; ensure policy implementation
Head of School	Initial case review; chair informal panels; participate in panels; provide departmental oversight
Discipline Lead	Case assessment; participate in informal panels; provide academic guidance
Programme Lead	Support investigations; participate in panels; monitor cases at programme level
Module Leader	Identify and report suspected misconduct; provide evidence; educate students on academic integrity

D.ACADEMIC CONDUCT REGULATIONS

1. BUV is committed to embedding a culture of academic integrity across all aspects of teaching, learning, and assessment. The following core values underpin ethical academic practice:

Honesty: Students are required to accurately represent the origin of their work, clearly distinguishing their own contributions from those of others.

Fairness: Students must engage in academic activities equitably, avoiding any actions that provide unfair advantages or disadvantages to themselves or others, including the dishonest use of another's work.

Responsibility: Students are accountable for their own academic conduct and learning, expected to seek support when necessary and to help maintain a culture of integrity within the university.

Respect: Students must acknowledge the intellectual property, contributions, and efforts of others - whether peers, faculty, or scholars- through appropriate citation and ethical behaviour.

Trustworthiness: Academic integrity is built on mutual trust. Students should act in ways that reinforce confidence in the fairness and transparency of academic processes.

Courage: Students are encouraged to uphold integrity even when faced with challenges or external pressures, resisting opportunities for misconduct and promoting ethical academic standards.

2. BUV expects all students to demonstrate independent learning by completing their own assessments. The following behaviours may constitute academic misconduct, including unauthorised use of Artificial Intelligence (AI) or similar technologies:

Plagiarism occurs when a student submits work that is not their own without appropriate acknowledgment of the original source.

Self-plagiarism occurs when a student re-submits previously assessed work for a different module or assessment without proper citation or prior permission.

Collusion occurs when a student collaborates with others on work designated as an individual assessment and presents the joint work as entirely their own.

False declaration includes providing false, misleading, or fabricated information or evidence in support of an EC claim or an academic appeal.

Fabrication or falsification of data occurs when a student invents, alters, or manipulates data, evidence, or results and presents them as genuine in academic work.

Bribery or intimidation includes offering money, gifts, favours, or other inducements - or using threats or coercion - to influence assessment outcomes or gain academic advantage. Such cases may also be considered under the University's Student Disciplinary Procedure.

Contract cheating occurs when a student arranges for a third party to complete, in whole or in part, an assessment on their behalf and submits it as their own work. This includes purchasing work from essay mills or online platforms.

Examination misconduct refers to any misconduct during a formal assessment, including written, oral, practical examinations, and class tests. Examples include, but are not limited to, the use of unauthorised materials, misuse of technology, copying, unauthorised communication, or impersonation.

- Unauthorised materials include accessing or attempting to access examination papers in advance, as well as possessing unauthorised dictionaries, notes, or other materials during an examination.
- Technology misuse includes using or possessing mobile phones, smartwatches, hidden earpieces, or any other unauthorised electronic devices during an examination; storing unauthorised information on programmable devices; or using calculators with non-permitted functions.

- Copying includes copying from or attempting to copy from another candidate, as well as possessing or using concealed notes during an examination.
- Unauthorised communication includes attempting to communicate with any person other than the invigilator during an examination.
- Impersonation includes arranging for another person to take an examination on your behalf or taking an examination on behalf of another student. Both parties involved shall be considered to have committed academic misconduct. Impersonation may also constitute a criminal offence and may be reported to the police.

3. Academic misconduct violations are classified into three levels based on severity, impact, and whether the student has previous offences.

Minor misconduct is normally a first offence and is limited to a single module.

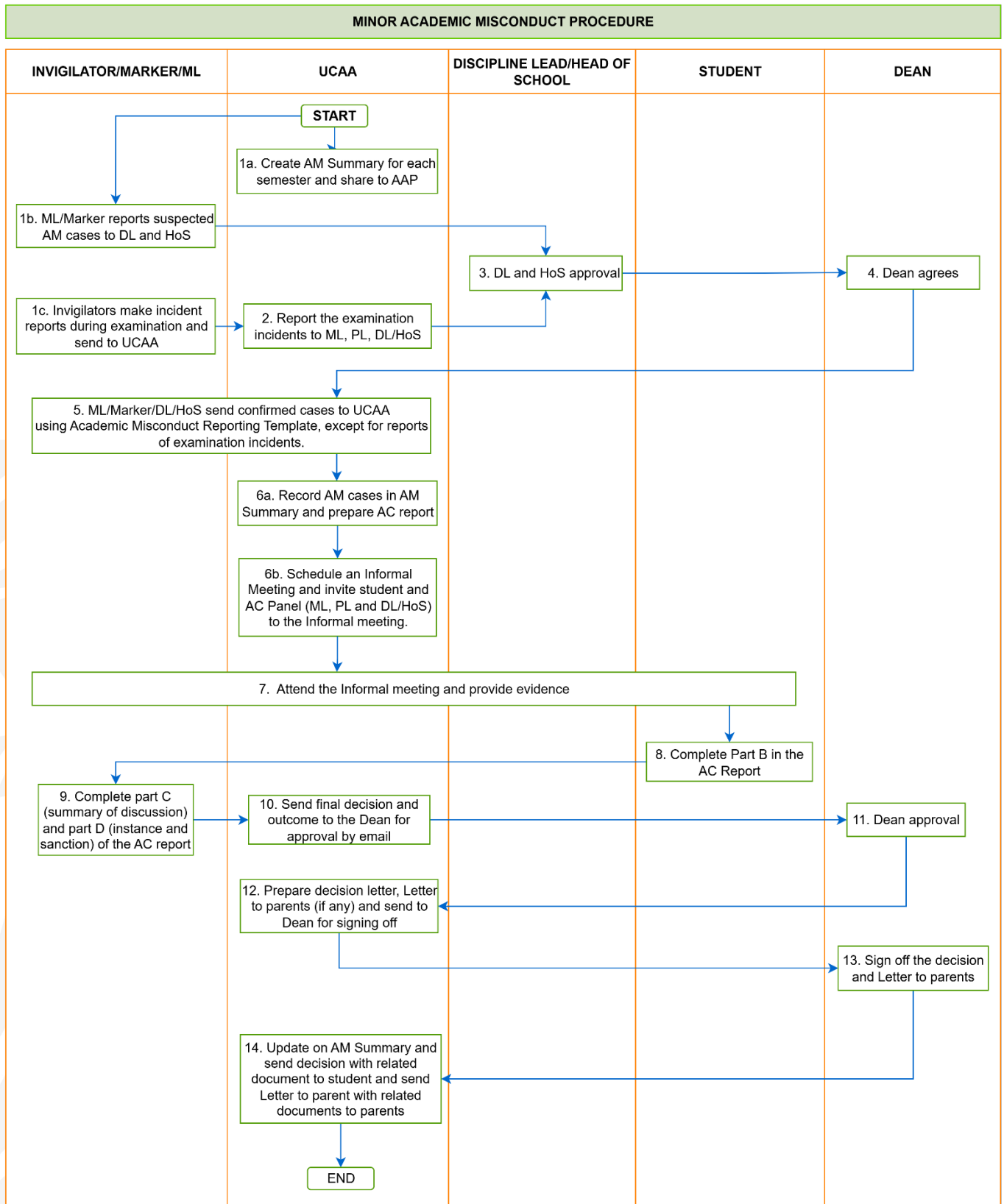
Major misconduct is normally a second offence or an offence that is widespread across multiple modules.

Serious misconduct is normally a second or third offence, or any instance involving contract cheating or impersonation.

4. The process for handling suspected academic misconduct (AM) cases at BUV shall follow these steps:

- 1) ML/Marker identifies, and reports suspected academic misconduct to the DL and HoS.
- 2) DL and HoS review the case and, if in agreement, escalate it to the Dean for consideration.
- 3) If the Dean concurs that there is a case of suspected academic misconduct, the case proceeds. If Dean does not agree, the case is considered resolved with no misconduct identified.
- 4) ML, Marker, DL, or HoS submits confirmed cases using the AM Reporting Template to the UCAA.
- 5) UCAA then records the case in the AM Summary file, prepares the Academic Conduct Report, and schedules an Informal Meeting with the student and the Academic Conduct Panel (consisting of the ML, PL, and DL/HoS).
- 6) The student attends the Informal Meeting, provides any supporting evidence, and completes Part B of the Academic Conduct Report.
- 7) DL/HoS complete Part C (summary of discussion) and Part D (decision and recommended sanction) of the Academic Conduct Report.
- 8) UCAA submits the completed report to the Dean for final approval.
- 9) Upon Dean's approval, UCAA prepares the decision letter and, where applicable, a letter to the student's parents.
- 10) Dean signs the decision letter and parent letter (if applicable).

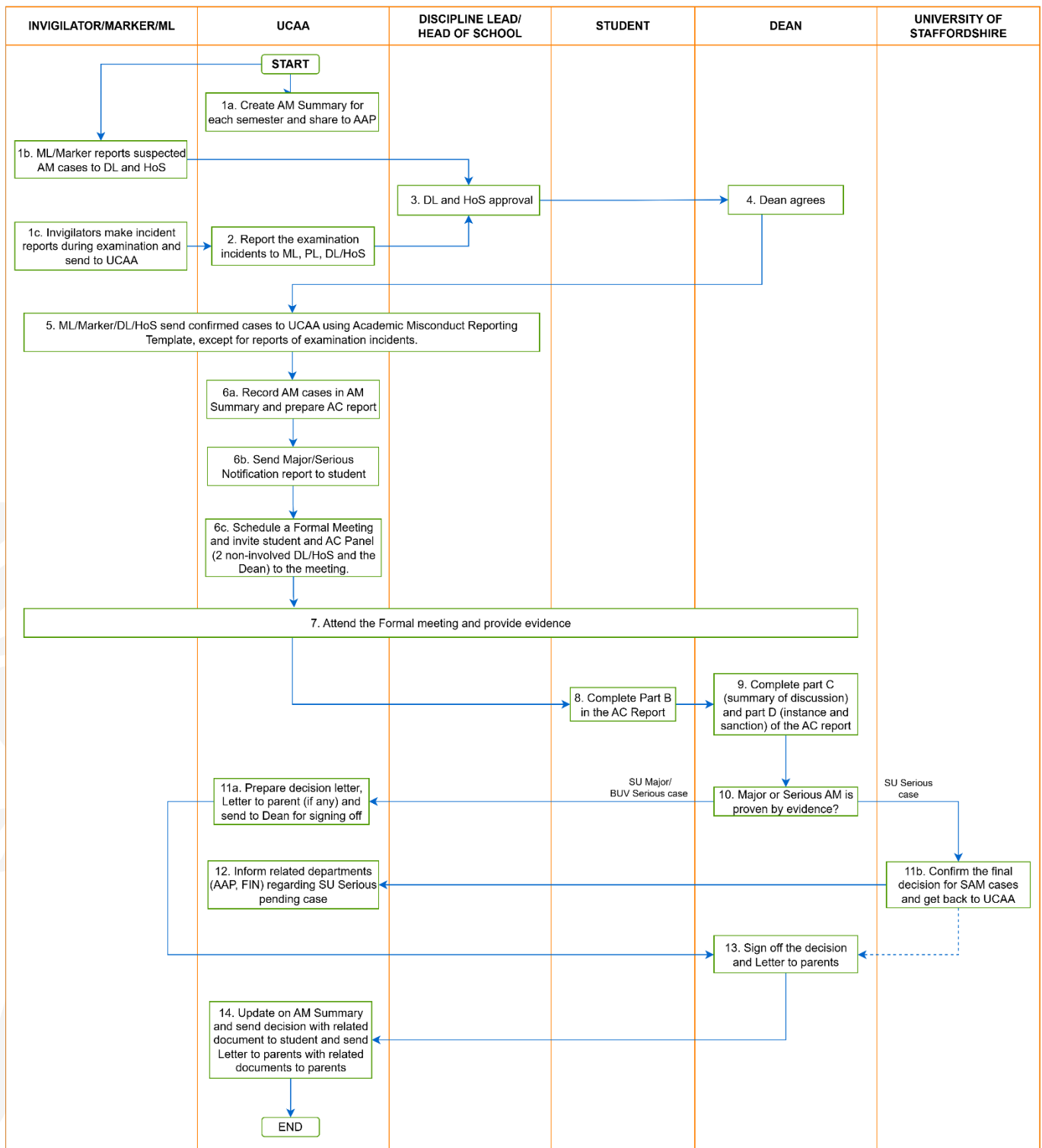
- 11) UCAA sends the outcome and relevant documentation to the student and parents and updates the AM Summary accordingly.



5. For cases classified as Major or Serious, the following procedure shall apply:

- 1) Steps 1 to 5 of the Minor Academic Misconduct procedure are followed.
- 2) UCAA issues a Major/Serious Academic Misconduct Notification to the student.
- 3) UCAA schedules a Formal Meeting and invites the student(s) and the Academic Conduct Panel. The Formal Academic Conduct Panel shall include the Dean (Chair) and two senior academic staff members **not involved** in the informal stage or earlier review.
- 4) The student attends the Formal Meeting, provides supporting evidence, and completes Part B of the Academic Conduct Report.
- 5) Dean completes Part C (summary of discussion) and Part D (finding and sanction) of the Academic Conduct Report.
- 6) UCAA prepares the decision letter and, if applicable, a letter to the parents, and submits both to the Dean for sign-off.
- 7) The Dean signs the decision letter and, where relevant, the parent letter.
- 8) UCAA sends the outcome and related documents to the student and parent (if applicable) and updates the Academic Misconduct Summary log accordingly.

MAJOR/SERIOUS ACADEMIC MISCONDUCT PROCEDURE



6. The following disciplinary measures may be applied to students who violate academic conduct rules under BUV Own Degree programmes. Sanctions are determined based on nature, severity, and frequency of misconduct, and aim to uphold academic standards while ensuring fairness and transparency.

Instance	Range of sanctions which can be applied
Warning	A formal notice issued that the student's academic conduct must improve.
Poor Academic Practice	A warning for behaviors that don't constitute misconduct but show poor academic habits that may lead to future violations.
Minor instance	Failure of the assessment. The student will be reassessed, should an opportunity exist.
Major instance	Failure of the module concerned, with the right to be reassessed should an opportunity exist.
Serious instance	Failure of the level. All marks will be wiped clean, and the student will re-start the level at the next opportunity.

7. Students have the right to appeal against findings of academic misconduct and/or the sanctions imposed. Any appeal must be submitted in writing to UCAA within 10 working days (equivalent to two working weeks) from the date of receipt of the decision letter.

Appeals will only be considered on one or more of the following grounds:

- Procedural irregularity: The procedure was not followed correctly, and this affected the outcome
- New evidence: Material evidence that was not available at the time of the original decision has become available
- Disproportionate sanction: The sanction imposed is disproportionate to the offence committed
- Bias or prejudice: There is evidence of bias or prejudice in the conduct of the case

8. All academic misconduct cases must be fully documented and recorded. UCAA is responsible for maintaining a centralised Academic Misconduct Summary, which serves as the official register of all cases, as well as individual case files containing relevant reports, evidence, meeting minutes, decisions, and formal correspondence, including letters issued to parents where applicable.

9. All personal data relating to academic misconduct cases shall be processed in accordance with applicable data protection legislation and BUV's Data Protection Policy. Students have the right to access their personal records and to request the correction of any inaccurate or incomplete information.