

BUV OWN PROGRAMMES

ACADEMIC CONDUCT POLICY

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DOCUMENT HISTORY

Version	Author	Approved by	Date
1.0	University Compliance, Audit and Quality Assurance		

1. PURPOSE

British University Vietnam (BUV) is dedicated to upholding the highest standards of academic integrity and quality throughout its degree programmes. This policy is designed to foster ethical academic behaviour among students and to provide clear guidance to staff, ensuring fairness and transparency in teaching and assessment. All instances of academic misconduct are addressed consistently and openly, in line with international best practices and BUV's commitment as a signatory to the UK QAA Academic Integrity Charter.

This policy should be read alongside the Academic Misconduct Procedure and has been developed in accordance with Vietnamese higher education regulations, particularly Circular 10/2016/TT-BGDĐT issued by the Ministry of Education and Training (MOET).

2. SCOPE

- a. This policy applies solely to students enrolled in BUV's own degree programmes.
- b. It complies with current MOET regulations; if any future MOET regulation conflicts with this policy, the new regulation will take precedence and the policy will be updated accordingly.
- c. Students enrolled in partner university programmes must adhere to the academic conduct, complaints, and appeals procedures of the respective partner institution.

3. DEFINITIONS

This section includes all relevant terminology and abbreviations referenced in the policy.

3.1. Abbreviations

Abbreviation	Definition
BUV	British University Vietnam
HoS	Head of School
DL	Department Lead
PL	Programme Lead
ML	Module Leader
ASSA	Academic Services and Student Administration
UCAQA	University Compliance, Audit and Quality Assurance
EO	Exams Office
UKPW	Pathway to University of Staffordshire
AC	Academic Conduct
AM	Academic Misconduct

3.2 Terminology

Term	Definition
Academic Integrity	Acting consistently in accordance with the fundamental values of honesty, fairness, responsibility, respect, trust and courage in your studies, research and conduct. Where a student does not act with academic integrity, their work or behavior may demonstrate poor academic practice, or it may constitute academic misconduct.
Academic Misconduct	Any action which could give a student, or someone else, an unfair advantage in an assessment, including examinations. It is also any action which could undermine the fairness of assessment and research at the University.
Day	All days in this procedure are working days (from Monday to Friday, excluding public holidays & school closing days).

4. PRINCIPLES OF ACADEMIC INTEGRITY

4.1. Core Values

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

- a) Honesty:** Students are required to accurately represent the origin of their work, clearly distinguishing their own contributions from those of others.
- b) 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.
- c) 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.
- d) Respect:** Students must acknowledge the intellectual property, contributions, and efforts of others – whether peers, faculty, or scholars—through appropriate citation and ethical behaviour.
- e) Trustworthiness:** Academic integrity is built on mutual trust. Students should act in ways that reinforce confidence in the fairness and transparency of academic processes.
- f) Courage:** Students are encouraged to uphold integrity even when faced with challenges or external pressures, resisting opportunities for misconduct and promoting ethical academic standards.

4.2. Academic Misconduct Behaviors

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

Submitting work that is not your own without appropriate acknowledgment of the source.

Self-Plagiarism

Re-submitting your own previously assessed work for a different module or assessment without appropriate citation or permission.

Collusion

Collaborating with others on individual assessments and submitting the joint work as entirely your own.

False Declaration

Providing false or fabricated evidence in support of:

- An Exceptional Circumstances claim
- An Appeal

Fabrication or Falsification of Data

Inventing or manipulating data or results and presenting them as genuine in academic work.

Bribery or Intimidation

Offering payment, gifts, or other inducements—or using threats or coercion—to influence assessment outcomes or gain academic advantage. Such cases may also be referred under the University's Student Disciplinary Procedure.

Contract Cheating

Arranging for a third party to complete, in whole or in part, an assessment on your behalf and submitting it as your own work. This includes purchasing work from essay mills or online platforms.

Examination Misconduct

Misconduct during any formal assessment, including written, oral, practical exams, and class tests. Examples include, but are not limited to:

- **Unauthorised Materials**
 - Accessing or attempting to access exam papers in advance
 - Possession of unauthorised dictionaries or notes
- **Technology Misuse**
 - Using or possessing mobile phones, smartwatches, hidden earpieces, or other devices
 - Storing unauthorised information on programmable devices
 - Using calculators with non-permitted functions
- **Copying**

- Copying from or attempting to copy from another candidate
- Possessing or using concealed notes
- **Unauthorised Communication**
 - Attempting to communicate with anyone other than the invigilator during an exam
- **Impersonation**
 - Arranging for someone else to take your exam or taking an exam on behalf of another student.
 - Both parties involved are considered to have committed academic misconduct. Impersonation may be treated as a criminal offence and reported to the police.

5. ACADEMIC MISCONDUCT PROCEDURES

5.1. Classification of Violations

Academic misconduct violations are classified into three levels:

- **Minor misconduct:** Normally a first offence and limited to a single module.
- **Major misconduct:** Normally a second offence or an offence which is widespread across multiple modules.
- **Serious misconduct:** Normally a second or third offence or any instance of contract cheating/impersonation.

5.2. Minor Academic Misconduct Procedure

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 UCAQA.
5. UCAQA 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. UCAQA submits the completed report to the Dean for final approval.
9. Upon the Dean's approval, UCAQA 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. UCAQA sends the outcome and relevant documentation to the student and parents and updates the AM Summary accordingly.

5.3. Major/Serious Academic Misconduct Procedure

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. UCAQA issues a Major/Serious Academic Misconduct Notification to the student.
3. UCAQA 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. UCAQA 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. UCAQA sends the outcome and related documents to the student and parent (if applicable) and updates the Academic Misconduct Summary log accordingly.

6. DISCIPLINARY MEASURES

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.

Appendix: Related policies, procedures and documents

No	Name of document
1	Academic Conduct Procedure
2	Exceptional Circumstances Procedure