

ACADEMIC CONDUCT POLICY

(Last update: 3 November 2022)

1. Types of academic misconduct (IBS Student Handbook)

Typical acts of academic misconduct include the following:

- Plagiarism: using someone else's ideas, words, data, or other material produced by them without acknowledgement and proper referencing.
- Copying: copying ideas, words, data, or other material from another student, with or without that student's permission.
- Self-plagiarism: using the student's own ideas, words, data or other material produced by them and formerly submitted for another formal assessment at IBS or another institution, or for publication elsewhere, without acknowledgement, unless expressly permitted by the assessment.
- Contract cheating: contracting a third party, or using artificial intelligence, to provide work, which is then used or submitted as part of a formal assessment as though it is the student's own work.
- Collusion: using the ideas or words originating from joint work with others, within or outside IBS, without acknowledgment and presenting them as though it is the student's own independent work, or allowing others to use the student's own work in the reasonable knowledge that some or all of it will be copied.
- Impersonation: pretending to be someone else in an online or offline examination or test, or arranging for someone to impersonate the student by sitting their online or offline examination or test.
- Unauthorised access: obtaining and/or maintaining unauthorised access to assessment materials, or introducing unauthorised material into the room used for an examination or in-class test.
- Fabrication, falsification or misrepresentation of data (e.g., interviews), results or other outputs or aspects of research, including fictitious documentation (e.g., references) or participant consent, or presenting or recording such data, etc, as if they were real.
- Failure to meet legal, ethical and professional obligations during assessment, e.g., by exhibiting disruptive behaviour or cheating during assessments or submitting assignments that include offensive or obscene material.
- Failure to meet legal, ethical and professional obligations in carrying out research. This includes failure to follow agreed protocol if this failure results in unreasonable risk or harm to humans, other sentient beings or the environment, and facilitating of misconduct in research by collusion in, or concealment of, such actions by others. It includes any plan or conspiracy to attempt to do any of these things.

2. Referencing

All references to online and offline materials, including those available on Moodle, in all student submissions must be appropriately referenced using the Harvard Style of Referencing, which is available on each module page.

3. Declaration of authorship

Students are expected to use Microsoft Office logged in with their own IBS account to create and save assignments. If, for any reason, students need to use someone else's computer, they must always make sure that they log in to their own Office account first using their own IBS login name and password.

By submitting any assignment (including examinations, tests, home assignments, etc.), the student automatically declares that it is their own original work. In addition, for MSc Dissertations, a separate declaration to this effect is required.

4. Checking authorship and preventing impersonation and cheating

IBS faculty may use a combination of methods to identify the authorship of submissions and to prevent attempts at impersonation in examinations and other assessments. These include, but are not limited to, the following:

- Using similarity detection software (e.g., Turnitin or similar) to check the authorship of student submissions, including examination scripts. The similarity checking plugin is integrated into Moodle and automatically forwards student submissions to the similarity checking platform for processing.
- Checking identity against the examination card issued by IBS or using a photo ID (passport, driving licence, or ID card) issued by a state authority at closed session examinations and tests.
- Employing invigilators to monitor student behaviour in closed session examinations and tests.
- Using online proctoring software (e.g., Alemira Proctor or similar) to check identity against the examination card issued by IBS or using a photo ID (passport, driving licence, or ID card) issued by a state authority at closed session examinations and mid-term assessments. The proctoring plugin integrated into Moodle requires students to identify themselves prior to beginning the examination.
- Using online proctoring software (e.g., Alemira Proctor or similar) to monitor student behaviour during closed session examinations and tests. The proctoring plugin integrated into Moodle requires students to set up their system in a way that enables the remote observation of their behaviour (e.g., clicking in a different window, looking away from the screen, etc.) during the entire duration of the examination or test.

Students commit themselves to permitting the operation of the above software on their computers by signing the Contract of Education.

In case of suspected misconduct, the (chief) invigilator, the seminar leader, or the module leader (as applicable) may initiate the procedure outlined in Section 5 below.

5. Procedures to be followed in case of suspected academic misconduct

(Chief) invigilators, seminar leaders, and/or module leaders report suspected cases of all types of plagiarism and cheating to the Academic Conduct Officer (ACO) of IBS, who keeps a record of such violations. The ACO has the right to invite students concerned for a hearing if they do not have sufficient evidence to make a decision.

For the detailed rules and applicable sanctions, refer to the Student Handbook.

Students can request an appointment from the ACO to ask for clarification of the decision. Students also have the opportunity to appeal against the Academic Conduct Officer's decision and can write to request@ibs-b.hu.

6. Viva voce examination and comprehension test relating to suspected academic misconduct

If the assessors suspect that an academic paper submitted for assessment might not have been produced by the student themselves or a suspected case of academic misconduct requires further investigation, a viva voce examination may be called. The purpose of the viva voce examination, which can be substituted by a written comprehension test at behest of the ACO, is to gather evidence about the authorship of the paper. The participants at the viva voce examination normally include the student, the ACO and an academic subject expert (usually the faculty member who reported suspicion of the academic offence). The committee is chaired by the Head of Academic Services to ensure objectivity and fairness to the student. The subject expert will ask questions about the work to check whether the student has an in-depth understanding of what they submitted. The IBS Student Handbooks provide more detail concerning such viva voce examinations.

7. Detailed regulations for both BSc and MSc programmes

- Types of plagiarism: Student Handbooks 4.3.10
- Rules of Behaviour: Student Handbooks 4.3.11 and 4.3.12
- Procedures in case of a suspected offence and possible sanctions: Student Handbooks 4.3.13