


# ACADEMIC MISCONDUCT POLICY

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| **Policy Name** | **Academic Misconduct Policy** |
| **Document Type** | **Policy** |
| **Administering Entity** | **Academic Senate** |
| **Latest Approved Date/Amendment Date** | **21st July,2022** |
| **Approval Authority** | **Governing Council** |
| **Indicative Time of Review** | **20th August 2023** |

**1. Purpose**
The purpose of this policy is to uphold the integrity of the academic environment at the University of Lilongwe by establishing clear definitions of academic misconduct, outlining procedures for reporting and investigating alleged violations, and providing guidelines for disciplinary actions.

**2. Definition of Academic Misconduct**
Academic misconduct includes, but is not limited to, the following behaviors:

**2.1 Plagiarism**
The act of presenting someone else's work, ideas, or intellectual property as one's own without proper attribution.

**2.2 Cheating**
Using unauthorized materials or assistance during examinations or assignments, including copying from another student or using prohibited resources.

**2.3 Fabrication**
Falsifying or inventing any information, data, or citations in academic work, including research, assignments, or examinations.

**2.4 Collusion**
Collaborating with others on assessments without the lecturer's permission or submitting work that is the result of unauthorized collaboration.

**2.4 Impersonation**
Taking an examination or completing an assignment on behalf of another student.

**2.5 Facilitating Academic Dishonesty**
Helping or attempting to help another student engage in academic misconduct.

**3. Reporting Suspected Misconduct**
Any member of the university community (students, faculty, staff) who suspects academic misconduct should report the incident using the Academic Misconduct Reporting Form. Reports should be made as soon as possible after the incident occurs.

**4. Investigation Procedures**
Upon receipt of a report of suspected academic misconduct, the following steps will be taken:

**4.1. Initial Review:**
The designated academic integrity officer will review the report to determine if there is sufficient evidence to warrant a formal investigation.

**2.Investigation:**
If warranted, an investigation will be conducted. This may include interviews/hearing with the reporter, the accused student, and any witnesses, as well as a review of relevant evidence.

**3. Findings:**
After the investigation, a report will be compiled detailing the findings and recommendations for action.

**5. Disciplinary Actions**
Disciplinary actions for confirmed instances of academic misconduct may include:

**5.1 Warning**
A formal warning may be issued to the student.

**5.2 Grade Penalties**
The student may receive a failing grade for the assignment, exam, or course.

**5.3 Probation**
The student may be placed on academic probation, with conditions outlined.

**5.4 Suspension**
The student may be temporarily suspended from the university.

**5.5 Expulsion**
In severe cases, the student may be permanently expelled from the university.

**6. Appeals Process**
Students have the right to appeal any disciplinary action taken against them. Appeals must be submitted in writing to the appropriate academic appeals committee within 10 business days of receiving notification of the disciplinary action. The committee will review the case and make a determination based on the evidence provided.

**7. Confidentiality**
All proceedings related to academic misconduct are confidential. The university will take measures to protect the identities of all parties involved, although complete confidentiality cannot always be guaranteed.

**8. Education and Prevention**
The University of Lilongwe is committed to fostering a culture of academic integrity. Educational programs and resources will be provided to students and faculty to raise awareness of academic misconduct and promote ethical scholarship.

**9. Review of Policy**
This policy will be reviewed periodically to ensure its effectiveness and relevance. Any changes will be communicated to the university community.

This Academic Misconduct Policy aims to maintain the integrity of the educational environment at the University of Lilongwe and to ensure that all students have the opportunity to succeed through honest and ethical means.




**Academic Misconduct Reporting Form**

**Instructions:**
This form is to be used to report instances of suspected academic misconduct. Please complete all sections of the form to the best of your ability. Submit the form to the designated office or individual as outlined in the university's academic integrity policy.

**1. Reporting Information:**

- Name of Reporter:……..

- Email Address:……..

- Phone Number:……

- Relationship to the Student (e.g., Faculty, Student, Staff):……
  [Your Relationship]

**2. Student Information:**

- Name of Student Accused:……..…….

- Student ID Number:……..……

- Course Title and Code: ……..

-Lecturer's Name: ……..

**3. Details of the Alleged Misconduct**

Date of Incident: ……..

Location of Incident: ……..…….

Type of Misconduct (e.g., plagiarism, cheating, fabrication, etc.):

……..…….

Description of Incident (Provide a detailed description of the alleged misconduct, including any relevant facts and evidence. Attach additional pages if necessary.)

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**4. Evidence**

List of Evidence Provided:((Attach any supporting documents, such as copies of assignments, exams, or other relevant materials.)

5. Witnesses (if any):

Name and Contact Information of Witnesses(List any witnesses to the incident, if applicable.)

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6. Additional Comments: (Include any additional information that may be relevant to the report.)

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7. Signature:

Signature of Reporter:

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Date:
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**Submission Instructions:**
Please submit this form to the Office of the Executive Dean or the designated academic integrity officer at the University of Lilongwe. Ensure that all supporting documentation is attached.

**Confidentiality Notice:**
All reports of academic misconduct will be treated with the utmost confidentiality. The identity of the reporter will be protected to the extent possible, consistent with the need for a thorough investigation.

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For Official Use Only:

Date Received:
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Received By:
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Case Number:
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This form is meant to facilitate the reporting process for academic misconduct and to ensure that all incidents are addressed appropriately in accordance with university policies.