

Annexure 07

KAATSU
Highly Advanced Medical Technology Training Centre
Private Limited

STUDENT'S
ETHICS
POLICY

Version 1

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1. Purpose

Hallmarks of the education at KAATSU Highly Advanced Medical Technology Centre (PVT) Limited (KIU) include acquisition of skills and knowledge while building character and independence. Essential components of this education are innovation, truthfulness, insight and respect.

This Ethics Policy is based on the shared core values stated in the Value Statement. Each member of this institute, whether student, faculty or staff, holds himself or herself and others to the highest standards based on the values of excellence, respect, diversity, integrity and accountability.

Students enrolled in the KIU are expected to conduct themselves in a manner that upholds the values of this institution of higher education. Each student is obligated to refrain from violating academic and professional ethics principles and non-academic standards of conduct outlined on the succeeding pages.

2. Academic Ethics Code Violations

KIU considers the following as Academic Code violations.

- (1) Plagiarism
- (2) Cheating on examinations
- (3) Improper use of Internet
- (4) Improper use of electronic device for or during examinations (e.g., Mobile phone, laptop, calculator)
- (5) Unauthorized collaboration
- (6) Alteration of graded assignment
- (7) Forgery and falsification
- (8) Facilitating academic dishonesty
- (9) Unfair competition
- (10) Infringement on the rights of others
- (11) Assault
- (12) Destruction or defacement of property
- (13) Theft
- (14) Disruption or obstruction of events such as classes, meetings and organized social events
- (15) Violation of any rules and regulations of the KIU (e.g., as outlined in course syllabus, catalogue, academic program manuals, website)

3. Definitions & Examples of Honour Code Violations

3.1 Plagiarism

- 3.1.1 Submission of the same or substantially similar work of another person, such as an author or a classmate.
- 3.1.2 Improper documentation of quotations, words, ideas, or paraphrased passages taken from published or unpublished sources.

- 3.1.3 Use of the results of another student's work (e.g., exam, papers, lab data, patient care plan or other patient evaluation documentation) while representing it as one's own.
- 3.1.4 Unauthorized submission of a paper as original work in one course when the paper has received credit in another course.

3.2 Cheating on Examinations

- 3.2.1 Use of unauthorized materials (e.g., devices, notes, books) during an in-class or take-home examination.
- 3.2.2 Consultation of unauthorized materials while being excused (e.g., on a bathroom break) from an examination room.
- 3.2.3 Copying answers from another student or allowing another student to copy your answers.
- 3.2.4 Unauthorized discussion of an exam's content during its administration
- 3.2.5 Obtaining an examination or answers to an examination prior to its administration.
- 3.2.6 Studying from an old exam whose circulation was prohibited by the instructor.
- 3.2.7 Failing to comply with designated time limits for an academic evaluation prior to its administration.
- 3.2.8 Acting as a substitute for another or utilizing another as a substitute during an academic evaluation of any type.
- 3.2.9 Making unauthorized photocopies of examinations.

3.3 Improper Use of Internet

- 3.3.1 Plagiarism from a published or unpublished Internet source.
- 3.3.2 Improper or lack of documentation of an Internet source.
- 3.3.3 Use of paper writing services or paper databases on the Internet.
- 3.3.4 Posting of patient/client data or photographs.
- 3.3.5 Accessing Internet during an examination without prior approval.

3.4 Improper Use of Electronic Devices

- 3.4.1 Consultation of unauthorized electronic devices (e.g., calculators, cellular phones, smart phones, computers) during examinations.
- 3.4.2 Use of electronic devices to communicate within or outside an examination room (e.g., use of cellular phones is not permitted during an exam).
- 3.4.3 Storage of test answers, class notes, and other references in electronic devices for use during examination.
- 3.4.4 Improper use during examination of email, text paging, and instant messaging.
- 3.4.5 Transmittal of patient/client data or photographs.
- 3.4.6 Use of electronic device to record examination questions.

3.5 Unauthorized Collaboration

- 3.5.1 Collaboration on homework assignments, papers, or reports unless explicitly assigned or approved by faculty.

3.6 Alteration of Graded Assignments

- 3.6.1 Submission of an examination or assignment for re-grading after making changes to the original answers.

3.7 Forgery and Falsification

- 3.7.1 Falsification or invention of data in laboratory experiments, data analysis, or patient evaluation.
- 3.7.2 Citation of non-existent sources or creation of false information in an assignment.
- 3.7.3 Attributing to a source ideas or information not included in the source
- 3.7.4 Forgery of institute documents, such as academic transcripts or letters of reference.

3.8 Lying

- 3.8.1 Request for special consideration from faculty or institute officials based upon false information or deception.
- 3.8.2 Fabrication of a medical or emergency excuse as a reason for needing an extension on an assignment or for missing an examination.
- 3.8.3 Claiming falsely to have completed and/or turned in an assignment.
- 3.8.4 Falsely reporting an ethics violation by another student.

3.9 Facilitating Academic Dishonesty

- 3.9.1 Intentionally or knowingly aiding another student to commit a violation of academic conduct.
- 3.9.2 Allowing another student to copy from one's examination during administration of the exam.
- 3.9.3 Providing copies of course material whose circulation was prohibited (e.g., exams or assignments) to students enrolled in or planning to take that course.
- 3.9.4 Taking an examination or completing an assignment for another, or permitting one to do so.
- 3.9.5 Providing specific information about an exam to a student who has not yet taken the exam.

3.10 Unfair Competition

- 3.10.1 Wilfully damaging the academic efforts of other students.
- 3.10.2 Stealing another student's academic materials (e.g. book, notes, assignment, USB flash drives, etc.)
- 3.10.3 Denying another student needed resources in a deliberate manner, such as hiding library materials or stealing lab equipment.

3.11 Infringement on the Rights of Others

- 3.11.1 Using behaviour that jeopardizes the rights or safety of members of the institute community, or jeopardizes the orderly functioning of institute -related activities.

3.12 Assault

- 3.12.1 The threat of or commission of physical or psychological harm against any member of the institute community or any person present on institute property.

3.13 Destruction or Defacement of Property

- 3.13.1 Wilful or otherwise unwarranted destruction or damage of property belonging to the institute or sites used by the institute for other educational or business purposes.

3.14 Theft

- 3.14.1 Theft of any item or property or knowing possession of stolen property belonging to the institute, any member of the institute community, or any site used in conjunction with institute educational purposes.

3.15 Disruption or Obstruction of Events

- 3.15.1 Use of abusive, violent, obscene or irresponsible behaviour on institute property or during institute sponsored events.

3.16 Violation of any of the Rules and Regulations of the Institute

- 3.16.1 Examples include but are not limited to illegal use of drugs, firearms, and sexual harassment.

4. Professional Code of Ethics

In addition to the academic and behavioural norms outlined in previous pages, each student enrolled in the Institute is expected to uphold the professional code of ethics which is an essential part of the foundation of students pursuing courses.

- Students are expected not only to adhere to the morals and norms of the profession but also to embrace them as part of **what it means to be a nurse**.
- The student recognizes that his/her first obligation is to the patient's welfare and that all other needs and duties are secondary.
- The practitioner/nurse/care giver student adheres to this same value. An honour code makes the professional goals, values, and obligations of a student more explicit, assisting the student in the development of his/her professional ethics.
- A student at Institute will strive to act in a professional, ethical manner in accordance with the Professional Code of Ethics for and the Academic Ethics Policy. Each student will:
 - 4.1 Read the Academic Ethics policy (this document) and be accountable for its contents.
 - 4.2 Be responsible for his/her own learning and honour other students' right to learn and be successful in academic environment.
 - 4.3 Demonstrate respect in verbal and non-verbal behaviours to all others and academic settings (e.g., interact with others without using threats of, or commission of, physical harm, verbal abuse, unwanted sexual advances or contact, or other unwarranted physical contact. Arrive to class on time, silence beepers and mobile phones in class, etc.).
 - 4.4 Assess patient status carefully upon assuming responsibility for his/her care.
 - 4.5 Provide safe, competent care, seeking assistance when personal knowledge and/or skill are not adequate. Avoid use of any substances that would impair ability or judgement (e.g., prepare for assignment to develop required knowledge and skill, review patient's medical record, and seek assistance according to course and curricular objectives).
 - 4.6 Provide the same standard of care to all patients and families regardless of race, ethnicity, age, sexual preference, disability, religion, economic status, employment status, or the nature of their health problem(s). Accept that others have the right to their own cultural beliefs and values and respect their choices (e.g., demonstrate compassion and respect for every individual, provide the best quality of care possible to all patients, be non-judgmental of cultural differences).
 - 4.7 Provide patient care without expectation of, or acceptance of, any remuneration over and above salary (if applicable) (e.g., do not accept gratuities or personal gifts of monetary value).
 - 4.8 Document in a thorough, accurate, truthful, and timely manner data that reflects findings from one's own personal assessment, care, interventions, teaching, or the patient's and/or family's response to those activities (e.g., documentation errors are corrected in an acceptable manner, documentation is unaltered, vital signs are recorded at the time they are measured, and late entries are duly noted).
 - 4.9 Act in a manner that contributes to the development and maintenance of an ethical educational and practice environment. Recognize that the primary commitment and that respectful interactions are expected (e.g., act as a role model for other students and colleagues, speak up if another student is speaking disrespectfully to classmates or faculty, work through appropriate organizational channels to share concerns about situations that jeopardize patient care or affect the educational environment, advocate patient safety).

- 4.10 Complete legally required training and Institute regarding confidentiality. Use patient data in all work, papers, presentations, research findings and in a manner that is accurate, truthful, and confidential. Patient data must have a justifiable reason for its presence. Acknowledge real data gaps that may exist in written work. Identify patient in paper by initials, not full name.
- 4.11 Refrain from unauthorized use or possession of equipment, or items dispersed or intended for (e.g., do not download Institute software onto a personal PC or mobile device;; do not use a hospital computer terminal for personal use such as playing online games; do not take a patient's prescribed medication for personal use).

5. Ethics Procedures

Responsibilities of Students and Faculty Reporting Academic or Behavioural Misconduct

Allegations of academic ethics and behavioural misconduct are investigated and resolved using a standardized procedure. Faculty members generally initiate investigations, either by detecting violations themselves or by receiving reports from teaching assistants, students, and/or Institute staff members.

Students or staff who witness violations should report these to the appropriate course faculty. They may consult beforehand with the HOD /Dean or the chair of the Academic Ethics Board .The HOD/ Dean may refer information from any source to the Ethics Board for investigation and resolution.

Both students and faculty should follow these procedures:

- 5.1 Overt violations of the Ethics Code that are well substantiated should be referred directly to the Ethics Board after consultation with the HOD/ Dean.
- 5.2 In the case of a suspected academic ethics violation, the faculty member should meet with the student or students involved in the incident to discuss the accusation. If the faculty member believes the accusation has no merit, the issue can be dismissed, but documentation of the conversation should be forwarded to the HOD/Dean.
- 5.3 If, after meeting with the student(s) involved, the faculty member believes the situation has merit, he/she should contact the HOD/ Dean to determine if this is the first offence.
- 5.4 The HOD/ Dean shall determine if this is the student's first offence, a fact that shall affect the resolution of the case.
- 5.5 If a student has a prior offence, the Academic Ethics Board must resolve the case in a hearing (see next section).
- 5.6 If the student has no prior offence:
 - 5.6.1 Discuss the situation with the HOD/ Dean to determine whether there are grounds for calling an Ethics Board hearing or whether a settlement can be reached between faculty and student.
 - 5.6.2 If it is determined that the faculty and student may agree upon a settlement without any Ethics Board hearing, the resolution must be recorded in writing and signed by both the faculty member and the student. A copy of this document must be sent to the HOD/ Dean and Student Affairs. A settlement reporting form for faculty can be obtained from the Office of Student Affairs.
 - 5.6.3 The HOD/ Dean is available throughout this process for Consultation.
- 5.7 Faculty members must notify the HOD/ Dean when a hearing is required. A hearing request form can be obtained from the Office of Student Affairs.

- 5.8 The HOD/ Dean shall convene a meeting of the Academic Ethics Board in consultation with the chairperson of the Academic Ethics Board.
- 5.9 Students should report violations of ethics policies to appropriate course faculty HOD or the chair of the Academic Ethics Board.

6. Academic Ethics Board Selection & Academic Ethics Panel Hearings

- 6.1 An Academic Ethics Board shall be constituted each year. A Board chairperson will be selected from among the full-time faculty by the Senate before the commencement of proceeding academic year.
- 6.2 The Ethics Board will consist of three Panel Members who will be elected for one-year terms by the Faculty Senate.
- 6.3 Ethics Board will consist of the following for the academic year 2014/2015
 - 1. Dean (Chairman / Registrar)
 - 2. Head of Department (of accused student)
 - 3. Board Member (nominated by MD)
- 6.4 After receiving a request, relevant HOD/Faculty Dean initiates an Academic Ethics Board hearing with the chairperson.
- 6.5 At each hearing panel, the Assistant Registrar will be the recording registrar, as called by the Chairperson. Attendance of the Chairperson /Dean is mandatory. In the absence of the Chairperson due to unavoidable circumstances such as ill-health or going overseas, the delegation should be upwards to the Vice Chancellor or his/her nominee.
- 6.6 The Academic Ethics Board meets annually in the full semester and as needed thereafter. The 3-member Board will constitute the quorum. Board shall invite other members of staff or student representatives during the inquiry.
- 6.7 The hearing assistant for the student will be his/her academic advisor or other faculty member chosen by the student.
- 6.8 The hearing assistant for the faculty shall be his/her faculty member of choice.
- 6.9 The assistant will meet with the respective parties to prepare evidence, testimony, and questions for the hearing. Assistants may attend and participate in the hearing.
- 6.10 All evidence for the hearing must be placed on file in the Office of the Chairperson.
- 6.11 Students and faculty can submit evidence directly to the Recording Registrar or indirectly through the assistant or the chairperson. The recording registrar will issue and acknowledgement to such evidence received. All documentary evidence should be submitted in duplicate.
- 6.12 Severity of Violations will be classified. Board should sit within a specified period of time based on this classification and close the inquiry as specified below.

SEVERITY	BOARD SITTING	RESOLUTION WITHIN
Level 1	Within 96 hours	24 Hours from sitting
Level 2	Within 72 hours	24 hours from sitting
Level 3	Within 48 hours	24 hours from sitting
Level 4	Within 24 hours	24 hours from sitting

- 6.13 The Academic Ethics Board hearing is an orderly discussion, not a legal proceeding. Legal representation is not permitted.
- 6.14 The hearing proceeds in this manner:
 - 6.14.1 The party initiating the complaint will present an account of the events to the charge of academic or behavioural misconduct.

- 6.14.2 Witnesses will give their accounts. Ethics hearing panel members, initiating parties, the alleged honour code violator, and the hearing assistant may ask questions.
- 6.14.3 The alleged honour code violator may refute the charges and invite witnesses.
- 6.14.4 The initiating party and the alleged honour code violator will be allowed to make a closing statement.
- 6.14.5 At the conclusion of the hearing, all parties will withdraw, and the deliberations of the hearing board will be held in private.
- 6.14.6 The alleged honour code violator and the initiating party will be informed in writing by the chairperson of the Ethics Board’s decision within five working days of the Board’s decision.
- 6.14.7 Depending on the severity and type of infraction, the student may be removed from the Institute immediately after a decision has been reached, such decisions will be communicated verbally to the student by the Chairperson. Written confirmation will follow. Any student found not guilty is exonerated of all charges.
- 6.14.8 Students found guilty face the following potential sanctions, based on the Board’s determination of the severity of the infraction.

7. Academic Ethic Sanctions

A record of all documented violations will be maintained in the Office of the Vice Chancellor and Registrar. Notice of all documented violations will also be sent to the Dean of Students. Any reported violation that involves a research activity, as defined in the research misconduct policy, will be reported to the Research Misconduct Officer and the investigation and sanction of research misconduct will be coordinated.

Students accused of a violation of academic ethics may appeal the decision using the Academic Grievance Process.

The table below is a guideline to be used by the Ethics Board when arriving at the actions to be taken after the hearing is concluded. Any offence not listed below may be evaluated with similar offences and action arrived at through consensus of the Ethics Board members.

Level of Severity	Type of Offence	Action to be Taken
Level 1	<ul style="list-style-type: none"> I. Working with another student on a homework assignment or a lab report when the instructor has not explicitly authorized collaborative work. II. Failure to properly cite once in a paper. 	<p>Possible sanctions are, but are not limited to:</p> <ul style="list-style-type: none"> I. Giving no credit for the assignment; course grade determined in the usual manner. II. Requiring a makeup assignment that is more difficult than the original assignment. III. Completing an assignment involving practice of proper citation. IV. Reprimanding the student in writing in the form of a letter addressed to the student and copied to the faculty department head, the student’s department head (if different) and the Office of the Vice Chancellor and Registrar. The letter should document the academic ethics violation and action taken. The letter must also advise the student of his/her right to file a grievance and provide the

		<p>web address of the grievance policy.</p> <p>Level One reprimand will be placed in the student’s file maintained in the Office of the Vice Chancellor and the Registrar but will not be made public or attached to transcripts or other records. The Registrar will notify the student in writing that such action has been taken.</p>
Level 2	<p>Examples include but are not limited to:</p> <ul style="list-style-type: none"> I. Direct quotation or paraphrasing, more than once in an assignment without acknowledging the source. II. Copying during an examination. III. Giving unauthorized assistance to someone during an exam. IV. Submitting the same work or major portions of a work to satisfy the requirements of more than one course without permission from the instructor. V. Using the work of collaborators on an assignment or laboratory report without acknowledging their contributions. 	<p>Possible sanctions include, but are not limited to:</p> <ul style="list-style-type: none"> I. No credit for the assignment; course grade determined in the usual manner. II. No credit for the assignment; reduction in course grade. III. Completing an assignment on academic ethics. <p>Reprimanding the student in writing in the form of a letter addressed to the student and copied to the faculty department head, the student’s department head (if different) and the Office of the Vice Chancellor and Registrar. The letter should document the academic ethics violation and action taken. The letter must also advise the student of his/her right to file a grievance and provide the web address of the grievance policy. The Vice Chancellor and Registrar or designee will notify the student in writing that such action has been taken.</p>
Level 3	<p>Level Three violations include dishonesty that affects a major or essential portion of work done to meet course requirements or assisting others to dishonestly complete such work. A third Level One violation or second Level Two violation will also be considered as a Level Three violation.</p> <p>Examples include but are not limited to:</p> <ul style="list-style-type: none"> I. Using prohibited materials during an exam. II. Altering an exam or assignment and submitting it for re-grading. III. Acquiring or distributing exam questions from an unauthorized source. IV. Acquiring or distributing an exam answer key from an unauthorized source. 	<p>Required sanctions:</p> <ul style="list-style-type: none"> I. Disciplinary failure for the course. (This will appear on the student’s transcript.) II. Reprimanding the student in writing in the form of a letter addressed to the student and copied to the faculty department head, the student’s department head (if different) and the Office of the Vice Chancellor and Registrar. The letter should document the academic ethics violation and action taken. The letter must also advise the student of his/her right to file a grievance and provide the web address of the grievance policy. The Vice Chancellor and Registrar or designee will notify the student in writing that such action has been taken. <p>Possible further sanction, determined by the Office of the Vice Chancellor and Registrar, based on the student’s prior record of academic ethics violations, includes disciplinary probation.</p>

	<ul style="list-style-type: none"> V. Plagiarism that exceeds the Level Two violation threshold. VI. Presenting the work of another person as one’s own. VII. Interfering with other students’ access to course materials in the library or electronically posted. VIII. Fabricating research data. 	
<p>Level 4</p>	<p>Level Four violations are the most serious breaches of intellectual ethics.</p> <p>Examples include but are not limited to:</p> <ul style="list-style-type: none"> I. Breaches of academic ethics which involve forgery, theft or falsification of Institute documents or credentials. II. Sitting an exam for someone else or having someone else sit an exam for you. III. Fabrication of evidence, falsification of data, quoting directly or paraphrasing without proper acknowledgment of the source and/or presenting the ideas of another as your own in a senior thesis, master’s thesis or doctoral dissertation, in scholarly articles submitted to publications or conferences as a student. IV. Wilful violation of a canon of an ethical code of the profession for which a student is preparing. V. Repeated lower level violations such as fourth Level One, third Level Two or second Level Three violation. 	<p>Required sanctions:</p> <ul style="list-style-type: none"> I. Reprimanding the student in writing in the form of a letter addressed to the student and copied to the faculty department head, the student’s department head (if different) and the Office of the Vice Chancellor and Registrar. The letter should document the academic ethics violation and action taken. The letter must also advise the student of his/her right to file a grievance and provide the web address of the grievance policy. The Vice Chancellor and Registrar or designee will notify the student in writing that such action has been taken. II. Permanent expulsion from the Institute and a notation of “academic disciplinary separation” on the student’s transcript.

7.1 In the case of students with prior offences, the minimum sanction an Ethics Hearing Panel may impose is failure in a course with a notation on a student’s transcript, which states that the grade resulted from academic misconduct.

- 7.2 After the hearing, the respective Deans assist the chairperson in implementing the Academic Ethics Board's decision. This will include notifying appropriate Institute personnel (i.e., Registrar and Vice Chancellor).
- 7.3 The Dean with the assistance of the recording registrar maintains original notes from all Board meetings in a confidential file.
- 7.4 The chairperson submits a yearly report to the Senate outlining types of hearings held and decisions made during the year. Students will not be identified by name in this report.

8. Appeals Process

- 8.1 Students may appeal decisions of the Academic Ethics Board in writing to the VC of Institute within 10 business days of the Ethics Board's decision.
- 8.2 The student's statement will set forth the grounds for the appeal. The VC will have access to documents reviewed during the Ethics Board hearing.
- 8.3 The Dean may meet with the accused and, when necessary, with the accuser, before reaching a final decision.
- 8.4 The Dean will present a written response to the student. Copies of all appeals and correspondence will be sent to the panel members involved in the hearing

9. Records

The confidential records of the Academic Ethics Board will be held in the Office of the Managing Director / CEO.
