



**KNIGHTS**  
COLLEGE

# **Code of Academic Integrity**

Policy



## Document Overview

<b>Title:</b>	Code of Academic Integrity		
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Version No.	Date	Description of Changes	
V2	01/07/2025	Document amended due to company re-branding	

### Continuous Improvement

Policies, procedures and processes are meant to be 'living' documents that need to be followed, implemented and maintained. If the procedure does not reflect the current, correct work practice please contact us on

[quality@knights.edu.mt](mailto:quality@knights.edu.mt)

## **1. Code of Academic Integrity Policy**

### **1.1 Scope and Applicability**

This Policy of Academic Integrity is intended to guide behaviour and uphold the values of honesty, fairness, responsibility, and respect for intellectual property throughout the academic community, ensuring a culture of integrity and excellence in all academic pursuits. It applies to all academic activities and interactions conducted within KNIGHTS, whether on-campus or off-campus, and extends to all academic programmes, research and related activities.

### **1.2 Purpose**

The purpose of this Code is to establish and oversee the ethical academic standards of KNIGHTS. These standards prioritize the promotion of integrity in academic endeavours, encompassing the recognition of others' contributions and proper attribution whenever their work or ideas are utilised. It aims to uphold equitable evaluation processes and prevent any form of academic dishonesty. Furthermore, it encourages students to cultivate strong work and research ethics, submitting assignments and projects for assessment that adhere to KNIGHTS' ethical guidelines.

The KNIGHTS Code of Academic Integrity is founded on the following guiding principles, which underpin the behaviour and actions of all members of the academic community:

- **Honesty:** Commitment to truthfulness, transparency, and fairness in all academic endeavours.
- **Trust:** Building a reliable academic environment where individuals can rely on the integrity and authenticity of others' work and conduct.
- **Fairness:** Ensuring equitable treatment and opportunities for all students and faculty, including unbiased evaluation and assessment.
- **Respect:** Valuing the intellectual contributions of others, properly attributing sources, and acknowledging the collaborative nature of academic work.
- **Responsibility:** Taking accountability for one's own academic work, striving for excellence, and adhering to institutional policies and standards.
- **Academic Freedom:** KNIGHTS upholds the principle of academic freedom, encouraging all members of the academic community to explore, discuss, and express academic views freely and without censorship. This freedom is integral to fostering a culture of inquiry and innovation, provided that it aligns with the ethical standards set forth in this Code of Academic Integrity.

# Definitions

Abuse of Confidentiality:	Unauthorised disclosure or sharing of information concerning ideas, data, research, grant proposals, manuscripts, patent applications, proprietary information, or other projects or activities entrusted with the expectation of confidentiality.
Collusion:	Collaborating with others to cheat on assessments and/or deceive assessors.
Dishonesty in Publication:	This occurs when an author knowingly attempts to publish false, fabricated, deceptive, or misleading information or research, or published plagiarized content from others' work. Trying to publish work without the permission and appropriate credit of collaborators or contributors to the research, and denying joint authorship, when warranted as well as listing individuals as authors who did not contribute to the work are also example of dishonesty in publication.
Ghosting:	Excluding others from communication and action, thereby affecting their performance in assessments.
Plagiarism:	Presenting someone else's work as one's own, with or without their consent.
Recycling (Self-Plagiarism):	Submitting material previously submitted for a different assessment, even if this material was submitted by the same author.

Research Misconduct:

This concept can span several aspects of a research project. Some examples of research misconduct include

falsification of data leading to misrepresenting investigative outcomes, the fabrication of data, which entails inventing field data, research notes or records, or references, data theft, which encompasses the unauthorised use or acquisition of others' data, methods, or procedures without proper acknowledgment or permission, material non-compliance with legal requirements governing research, unauthorised use of KNIGHTS resources and failure to obtain appropriate approval from relevant Institutional Bodies when conducting research.

Unauthorised Modification of an Academic Record: Altering or attempting to alter examination results or other evaluative assessments, tampering with transcripts, letters of recommendation, or other evaluations provided by or for any current or former student.

Improper Access and/or Obstruction of Materials and Systems: Concealing or destroying materials available to all, overloading an online or digital system to prevent the completion of an assignment or test, theft of a term paper or test, or improperly obtaining and subsequently selling or distributing a term paper or test.

## **2. Responsibilities**

All members of the KNIGHTS community, including students, faculty, staff and KNIGHTS approved learning centres, are responsible for upholding the principles of academic integrity. Specific responsibilities include:

### **2.1 KNIGHTS**

KNIGHTS fosters an academic environment that promotes inclusivity, diversity, and mutual respect. Discrimination, harassment, or any form of intolerance based on race, gender, sexual orientation, religion, or other protected characteristics is strictly prohibited. Violations will be treated seriously and subject to disciplinary action.

All members of the KNIGHTS community must avoid any conflicts of interest that may compromise the fairness or integrity of academic and research activities. Faculty and staff are expected to disclose any potential conflicts to ensure transparency in decision-making processes, evaluations, and research collaborations.

KNIGHTS is committed to fostering a culture of academic integrity and provides comprehensive support and resources to ensure that all members of the community adhere to high academic standards. The responsibilities of KNIGHTS include:

- Providing specific training through one-to-one and assignment assistance sessions to all students on how to reference correctly using KNIGHTS's appointed Harvard referencing style and how to avoid academic misconduct.
- Sessions with the IT Administration offering training for tutors and students during induction on how to use plagiarism detection software effectively.
- Supplying comprehensive guidelines on what constitutes plagiarism and how to avoid it.
- Implementing and maintaining reliable plagiarism detection software to assist in identifying potential cases of academic misconduct.
- Ensuring a transparent and fair process for investigating alleged plagiarism incidents.
- Fostering a supportive academic environment that encourages questions, discussions, and ongoing education about academic integrity.

## **2.2 Students**

Students at KNIGHTS are expected to adhere to high standards of academic integrity.

Their responsibilities include:

- Understanding and adhering to the KNIGHTS Code of Academic Integrity and related policies.
- Properly citing all sources and ensuring that all submitted work is original.
- Avoiding any forms of academic dishonesty, including plagiarism, collusion, and cheating.
- Reporting any observed instances of academic misconduct to the appropriate authorities.

## **2.3 Faculty**

Faculty members play a crucial role in fostering academic integrity. Their responsibilities include:

- Promoting and modelling academic integrity in teaching and research.
- Providing clear guidelines on citation practices and the expectations for academic work.
- Using plagiarism detection tools and techniques to monitor and address potential academic misconduct.
- Encouraging open discussions about academic integrity and offering support to students on best practices.

## **2.4 Administrative Staff**

Administrative staff (Admissions and Student Affairs and Academic Affairs Teams) are essential in supporting and enforcing academic integrity policies. Their responsibilities include:

- Supporting the implementation and enforcement of the KNIGHTS Code of Academic Integrity.
- Maintaining records of academic misconduct cases and ensuring that policies are consistently applied.
- Providing resources and training to students and faculty on academic integrity practices.
- Facilitating a transparent and fair process for investigating and adjudicating cases of academic misconduct.
- Zero Tolerance for Discrimination and Harassment.

Procedures for handling academic misconduct and suspected cases of plagiarism and disciplinary actions can be found in the **Recognising and Avoiding Plagiarism Policy and Procedure**.

### **3. Education and Prevention**

KNIGHTS is committed to educating its community about academic integrity and preventing misconduct through:

- Orientation programmes for new students and faculty on academic integrity policies and expectations.
- Workshops on proper citation practices, research ethics, and avoiding plagiarism.
- Providing access to plagiarism detection software and other resources to help students and faculty maintain high standards of academic integrity.

By adhering to this Code of Academic Integrity, KNIGHTS ensures that all academic activities are conducted with the highest level of ethical standards, fostering a culture of trust, respect, and excellence in education and research.

#### **4. Associated Policies**

- KNIGHTSEthos
- Code of Ethics
- Research Ethics Policy
- Recognising and Avoiding Plagiarism Policy and Procedure
- Programme and Academic Regulations
- Assessment and Internal Verification Policy
- Assessment of Dissertations
- Students' Rights and Responsibilities and Code of Conduct
- Malpractice and Maladministration Policy and Procedure
- Data Privacy and Information Management Policy