

UUM CODE OF ETHICS FOR STUDENT RESEARCH AND ACADEMIC WRITING

TABLE OF CONTENTS

	Page
I. The Code	ii
II. Contents of the Code	ii
III. Preamble	ii
PART I: PRINCIPLES AND PRACTICES IN RESPONSIBLE RESEARCH	
Article 1 Interpretation	1
2 General Principles of Responsible Research	2
3 Management of Research Data	4
4 Responsible Research, Publication and Dissemination of Findings	5
5 Academic Review	6
6 Authorship	7
7 Conflict of Interest	7
8 Collaborative Research Across Institutions	8
PART II: RESEARCH MISCONDUCT	
9 General	9
10 Process and Procedures of Research Misconduct	10
PART III: PLAGIARISM POLICY	
11 Introduction	11
12 Acknowledgement and Citation of Sources	11
13 Acknowledgement and Citation	11
14 Common Types of Plagiarism	12
15 Dissemination of Information on UUM Code of Ethics for Student Research and Academic Writing	12
16 Procedure for Bringing Charges of Academic Dishonesty	12
17 The Student Disciplinary Committee	13
Appendix	
I Process and Procedures on the Investigation of a Research Misconduct	15
II Process and Procedures for Bringing Charges of Academic Dishonesty	16
III Process and Procedures for Bringing Charges of Student Disciplinary Cases	17

THE CODE

The purpose of the UUM Code of Ethics for Student Research and Academic Writing is to guide UUM students in conducting research responsibly. In describing good practice, this Code promotes students' integrity in research and explains what is expected of them by UUM. By providing advice on how to manage departures from best practice, this Code assists students, administrators, and supervisors.

This code provides guidance to students, administrators and supervisors in undertaking their research in compliance with the university regulations, rules, codes, and policies.

CONTENTS OF THE CODE

This Code consists of three parts:

- Part I describes the principles and practices for encouraging responsible conduct of research.
- Part II provides a framework for resolving allegations pertaining to breaches of this Code and research misconduct, addressing the responsibilities of both the university and the students.
- Part III provides a framework for the plagiarism policy and procedures for taking action.

Preamble

The aim of this Code is to serve as a guide for responsible research by UUM students and to provide a basic reference for appropriate policies and procedures in academic research and writing.

PART I

PRINCIPLES AND PRACTICES IN RESPONSIBLE RESEARCH

1. Interpretation

In this Code, unless the context otherwise requires

Academic review means impartial and independent assessment of research by others working in the same or a related field.

Authorship means rights that belong to the creator of an original work including literary, musical and artistic works, films, sound recordings, and broadcasts.

Code means UUM Code of Ethics for Student Research and Academic Writing.

Collaborative research means collaboration within and between institutions both domestically and internationally.

Conflict of interest means the existence of a divergence between the individual interest of a person and his professional responsibilities.

Plagiarism means using the works of others and communicating as if they are the student's own work. Plagiarism is one form of intellectual theft and it can come in many ways, including deliberate fraud or taking from other sources without due acknowledgment of the original author.

Policy means the Plagiarism Policy as used in UUM Code of Ethics for Student Research and Academic Writing.

Research means original investigation undertaken to gain knowledge, understanding and insight in pursuit of obtaining degrees offered by the university.

Research misconduct means any conduct which includes fabrication, manipulation, plagiarism, deception in proposing and carrying out or reporting the results of the research, and failure to declare or manage a serious conflict of interest. It includes avoidable failure to follow research proposals as approved by the research ethics committee, particularly where this failure may result in unreasonable risk or harm to humans, animals or the environment. It also includes the wilful concealment or facilitation of research misconduct by others.

Risk of harm caused by plagiarism includes discredit to authors, negating the value of work, giving rise to the launching of an internal disciplinary procedure, and if proven may lead to the revocation of the degree and may disgrace the university.

Student is a person who has registered for an academic programme at this University.

Supervisor is a person appointed to supervise a student's thesis/dissertation/research paper/project paper.

University means Universiti Utara Malaysia

2. General Principles of Responsible Research

(1) Responsible research is encouraged and guided by the research culture of the university. A strong research culture will demonstrate:

- i. honesty and integrity;
- ii. respect for human research participants, animals and the environment;
- iii. good stewardship of public resources used to conduct the research;
- iv. appropriate acknowledgement of the role of others in research;
- v. responsible communication of results; and
- vi. compliance with relevant laws.

(2) The responsibilities of the University in encouraging responsible research conduct are:

- (i) in promoting responsible conduct of research, the university is expected to:
 - (a) promote awareness of all legislations, guidelines, codes, handbooks and policies related to conducting of the research;
 - (b) provide documents setting out clearly the policies and procedures based on this Code;
 - (c) actively encourage mutual cooperation with open exchanges of ideas between peers, and respect freedom of expression and inquiry; and
 - (d) maintain a climate in which responsible and ethical behavior is practised.
- (ii) The university should inspire students to employ ethical conduct in producing good quality research by complying to this code in minimizing the risk of harm for all involved and enhancing the reputation of the institution.
- (iii) The university should provide research induction, formal training and continuing education for all staff, supervisors and students.

(3) Responsibilities of students towards responsible research conduct, include:

(i) Maintaining high standards of responsible research.

Students must foster and maintain a research environment of intellectual honesty, integrity, scholarly and scientific rigour. Students should maintain responsible conduct by:

- (a) respecting the truth and the rights of those affected by their research;
- (b) managing conflicts of interest so that ambition and personal advantage do not compromise ethical or scholarly considerations;
- (c) adopting methods appropriate for achieving the aims of each research proposal;

- (d) abiding proper practices for safety and security;
- (e) citing awards, degrees conferred and research publications accurately, including the status of any publication, such as under review or in press;
- (f) abiding the principles of this Code and avoiding departures from the responsible conduct of research; and
- (g) conforming to the policies adopted by the university and bodies funding the research.

(ii) Reporting research responsibly

(Refer to the Plagiarism Policy in Part III).

(iii) Ethical Conduct of research participants

Students must comply with ethical principles of integrity, of justice, of beneficence, respect research participant, and must obtained written approval from the Ethics Committees and relevant parties.

(a) Humans

All research projects involving human and human specimens should ensure a balance between the need for research on human beings and human dignity. These should include the following:

- i. respecting human dignity, individuality and confidentiality;
- ii. getting the permission or consent in writing;
- iii. minimizing harm and maximizing benefits;
- iv. protecting vulnerable individuals who need extra protection;
- v. subjecting to review and approval of the appropriate or respective Ethics Committee or body recognized by the university; and
- vi. subjecting to Malaysian laws.

(b) Animals

All research projects that use animals and animal specimens shall ensure that the balance between the need to undertake research and respecting the dignity of animals is maintained. All researchers therefore must:

- i. respect animal welfare by minimizing hunger and thirst pangs, pain and injury, fear and suffering and allow the animals to show their natural behaviour;
- ii. minimize the number of animals used for research and replace the animals (if possible) with other alternatives;
- iii. ensure their research is subjected to be reviewed and approved by the appropriate or respective Ethics Committee or body recognized by the university.

(c) Environment

Students should conduct their research so as to minimize adverse effects on the wider community and the environment.

(iv) Reporting research misconduct

A student who considers that research misconduct may have occurred must act in a timely manner, with regard to this Code.

3. Management of Research Data

(1) Responsible conduct of research includes the proper management and retention of the research data. The central aim is that sufficient data are retained to justify the outcome of the research and to defend its integrity when challenged. The potential value of the material for further research should also be considered, particularly where the research would be difficult to conduct or impossible to be repeated.

(2) Responsibility of UUM schools

The university should:

(i) have a comprehensive policy to guide students in the management and usage of research data, including storage, access, ownership and confidentiality;

(ii) provide secure research data storage and record-keeping facilities;

(iii) ensure the security and proper inventory of the relevant research data and materials as well as the place of storage;

(a) the process should ensure that students are informed of relevant confidentiality agreements and restrictions on the use of research data;

(b) computing systems should be secure, and information technology personnel should understand their responsibilities for network security and access control;

(c) holders of primary data, including electronic forms, should be responsible for their security and access.

(3) Responsibility of students as researchers

They must:

(i) take account of professional standards, legal requirements and contractual arrangements in managing and maintaining research data;

(ii) make data available for use by other researchers unless this is prevented by ethical, intellectual property, privacy or confidentiality matters;

(iii) retain all relevant data so that if the results of the research are challenged, the matter can be resolved. Research records that may be relevant to allegations of research misconduct must not be destroyed;

(iv) manage research data in accordance with the policy of the university. To achieve this, students should:

- (a) keep clear and accurate records of the research methods and data sources, including any approval granted, during and after the research process;
- (b) ensure the security of the research data in the course of undertaking research;
- (c) provide the same level of care and protection to primary research records, such as laboratory notebooks, similar to the case accorded to analysed research data;
- (d) retain research data, including electronic data, in a durable, indexed and retrievable as prescribed in the Limitation Act 1953;
- (e) maintain catalogues of research data in an accessible form;
- (f) manage research data according to ethical protocols and relevant legislation.

(v) Students, who have been authorised to access confidential information must maintain its confidentiality. Confidential information must only be used in ways agreeable to those who provide it. Particular care must be exercised when confidential data are made available for discussion.

4. Responsible Research, Publication and Dissemination of Findings

(1) Responsible research writing, publication and dissemination of research findings are important parts of the research process.

(2) Responsibility of the university

The university should implement the following activities:

- (i) promote responsible research, publication and dissemination of findings by promoting an environment of honesty, integrity, accuracy and responsibility;
- (ii) inform all relevant parties to the research of the nature and scope of confidentiality agreements;
- (iii) maintain a policy that protects the intellectual property rights of the institution, the students, and the sponsors;
- (iv) encourage the sponsors of research to utilize the research findings;
- (v) assist the dissemination of research findings to the wider public.

(3) Responsibility of students

The students should:

- (i) disseminate their research as broadly as possible;
- (ii) comply with any relevant laws relating to intellectual property, cultured values and historically sensitive data;

- (iii) take reasonable actions to ensure that their findings are accurate and properly reported. Any misleading or inaccurate statements about research findings must be corrected as soon as possible;
- (iv) avoid publishing similar works in several publications. An author whose work is submitted substantially similar to work previously published or otherwise to more than one publishers, should disclose it at the time of submission and obtain permission from the previous publisher;
- (v) acknowledge the sponsor for funding sources of the research;
- (vi) register clinical trials with recognized registered bodies; and
- (vii) inform the university of the requirements, conditions and restrictions to communicate their research findings to the audience.

5. Academic Review

- (1) An academic review provides expert scrutiny of a project, helps to maintain high standards and encourages accurate, thorough and credible research reporting.
- (2) An academic review is important in the detection of fabrication and fraud in research. However, on its own, it cannot ensure research integrity.
- (3) Responsibility of the university
 - (i) The university should recognize the importance of the academic review process and encourage and support researchers to participate in the peer review process.
 - (ii) Members involved in the academic review should take the following action:
 - (a) act fairly and timely in their review;
 - (b) act in confidence and not disclose the content or outcome of any process in which they are involved;
 - (c) avoid and declare all conflicts of interest in the review process;
 - (d) do not take undue or calculated advantage of knowledge obtained during the review process;
 - (e) ensure that they are informed about, and comply with, the criteria to be applied;
 - (f) do not agree to participate in any review process outside their area of expertise;
 - (g) give proper consideration to research that challenges or changes accepted ways of thinking.
- (4) Responsibility of the students
 - (i) Do not influence the process or outcome of the academic review.
 - (ii) Respect the confidentiality and independence of the academic review panel.
 - (iii) Attend the review session and present their research contributions.

6. Authorship

(1) Attribution of authorship depends to some extent on the discipline, but in all cases, authorship must be based on substantial contributions in a combination of:

- (i) the conception and design of the project;
- (ii) the analysis and interpretation of the research data;
- (iii) drafting significant parts of the work or critically revising it so as to contribute to the interpretation.

(2) A person who qualifies as an author must not be included or excluded as an author without their permission. This should be in writing, and include a brief description of their contributions to the work.

(3) The editor of a significant collective work or anthology has responsibilities analogous to those listed above for authorship and, in such cases criteria that apply “author” apply to “editor”.

(4) Responsibility of the students

(i) Collaborating students should agree on the authorship of a publication at an early stage in the research project and should review their decisions periodically.

(ii) Publication of joint research must offer authorship to all contributors.

(iii) Authorship should not be offered to those who do not contribute to the research. For example, none of the following contributions, in and of themselves, justifies the inclusion of a person as an author:

- (a) being head of department, holding other positions of authority, or being a personal friend of the authors;
- (b) providing a formatting/proofread contribution but no other intellectual input to the project or publication;
- (c) providing data that has already been published or materials obtained from third parties, but with no other intellectual input.

(iv) Students must ensure that all those who have contributed to the research, facilities or materials are properly acknowledged, such as research assistants and technical writers.

(v) Authors should take the responsibility for the publication’s content and must be clearly identified in the publication.

7. Conflict of Interest

(1) The university and the students should avoid conflict of interest in application and interpretation of the research data.

(2) Conflict of interest has the potential to compromise judgments and decisions that should be made impartially. Such compromise could determine public trust and confidence in research work.

(3) Responsibility of the university

The university's policy for managing conflict of interest should:

- (i) ensure that the policy is clearly written and readily available to all stakeholders;
- (ii) encourage full disclosure of circumstances giving rise to the conflict of interest;
- (iii) ensure the party in conflict not to participate in the decision-making processes;
- (iv) take minutes and record the proceedings of the conflict of interest; and
- (v) ensure that there is a policy for managing conflict of interest that arise in collaborative research.

(4) Responsibility of the students

- (i) Students are responsible for the following:
 - (a) read and understand the policies of the UUM Schools;
 - (b) maintain records of all relevant activities that may lead to conflict of interest in their research;
 - (c) report to the university or withdraw if the students are appointed as members of a university committee or its equivalent, that should raise conflicts of interest; and
 - (d) disclose any actual or apparent conflict of interest as soon as it becomes apparent.

8. Collaborative Research Across Institutions

(1) The university and the students should comply with the policy concerning collaborative research.

(2) Responsibility of the university

The university should initiate the following measures:

- (i) enter into an agreement with the partner(s) on the management of the research.
- (ii) ensure that the agreement is in writing covering the issue of intellectual property, confidentiality, sharing commercial returns, responsibility for ethics, safety and reporting to appropriate agencies.
- (iii) the agreement may be signed by the Vice-Chancellor, or any authorized person, and all parties.
- (iv) ensure that researchers and students are aware of, and understand, the policy and agreements governing joint research collaboration.
- (v) identify a person to be involved in the management of research data and other items to be retained at the end of the project from the collaborating parties.

(3) Responsibility of the students

Students should observe the following:

- (i) Comply with all policies and written agreements related to the project.
- (ii) Disclose to the university authorities as soon as possible any actual or apparent conflict of interest related to any aspect of the project.

PART II RESEARCH MISCONDUCT

9. General

(1) Principles relating to research misconduct contained in this part are intended to ensure the findings of fact, if any, on the alleged research misconduct that has occurred.

(2) Affected parties must be treated fairly and the situation remedied, and appropriate steps taken to maintain public confidence in the research endeavour.

(3) Responsibility of the university

The university should observe the following:

(i) the university should have a written policy on receiving complaints or allegations related to student research;

(ii) when a complaint is lodged against a student, the university may respond by taking any of the following steps:

(a) a discreet investigation;

(b) a formal inquiry;

(c) imposition of a sanction or penalty;

(d) actions to remedy the situation; and

(e) seek advice from expert groups and release appropriate public statements.

(iii) a student who is the subject of an allegation must be treated fairly and be provided with opportunities to respond to the allegations in writing.

(iv) the university should establish a Student Research Misconduct Committee (SRMC).

(v) the functions of SRMC are as follows:

(a) deal with student research ethical issues including carrying out investigations or assessment of the student research misconduct allegation;

(b) advise any staff member on the research misconduct issue;

(c) advise students who have been alleged of research misconduct.

(vi) SRMC should consist of experienced and knowledgeable people appointed by the respective UUM School Deans. The committee should comprise of:

- (a) a Chairman (Dean or any authorised person);
- (b) two (2) representatives from the field of expertise on the matter in dispute from the respective school;
- (c) one (1) representative from any UUM staff who has qualifications in law;
- (d) one (1) representative from another school; and
- (e) the Assistant Registrar of the school concerned as the secretary.

(vii) a member of SRMC must not participate in dealing with any case if he or she has a conflict of interest.

(viii) the duties of SRMC are as follows:

- (a) investigate the alleged misconduct;
- (b) refer the matter directly to the parties regarding the allegation that has been made;
- (c) to ensure procedural fairness, the allegations of research misconduct must be stated clearly in writing; the person facing the allegations has the right to be heard, and the members of SRMC must be free from bias or preconception;
- (d) provide its findings, and the reasons for those findings, in writing to the Deans of the Schools who should then communicate the findings to the accused;
- (e) recommend to the university appropriate resolutions, penalties, punishments or decisions (the findings) regarding any student research misconduct upon the completion of the investigation and assessment; and
- (f) carry out any other duties that are deemed relevant.

10. Process and Procedures of Research Misconduct

(1) The university and the students must comply with proper procedures in the investigation of research misconduct.

(2) Complaint and allegation

(i) The university should inform its staff and students on the procedure of lodging a complaint or allegation of any research misconduct.

(ii) The process and procedure of research misconduct is shown in **Appendix I**.

(3) Person responsible for resolving the complaint or allegation of research misconduct. Officers responsible for resolving the complaint or allegation of research misconduct include:

- (i) the Vice-Chancellor or any authorised person;
- (ii) the Dean of the School;

- (iii) SMRC (the members who are appointed by the respective Dean of the School;
- (iv) the relevant head of department or research centre;
- (v) supervisor(s); or
- (vi) other parties who are deemed relevant to be called upon or are responsible to handle the allegation as considered fit by the Dean of the School.

PART III

PLAGIARISM POLICY

11. Introduction

(1) Most academic work submitted for assessment by students at both the undergraduate and postgraduate levels will be evaluated based on their written work, which often contains information and ideas put forward by other writers. In this case, the contribution of the original writing may be seen from the selection, ordering, citations, summarizing and interpreting what others have said.

(2) Each time a writer uses the works or ideas of others she/he must acknowledge the source. It is important for students to make clear and precise reference to the works of others and learn how to cite them. In so doing, the contribution made by the original authors will be duly recognized and appreciated.

12. Acknowledgement and citation of sources

- (1) Students must acknowledge and cite sources in the following situations:
- (i) when copying the exact words of another person's works;
 - (ii) when rewriting, paraphrasing or summarizing information from other sources;
 - (iii) when introducing facts that they found in any other source;
 - (iv) when obtaining information from any third parties;
 - (v) when introducing information that is not common knowledge; and
 - (vi) when producing or modifying any diagram, illustration, chart, picture or other visual materials created by others.

13. Acknowledgement and citation

- (1) Students need not acknowledge and cite sources in the following situations:
- (i) when writing own experiences, whether based on own observations, opinions, thoughts, or making own conclusions;
 - (ii) when writing results obtained through laboratory work, field experiments, artwork, etc;
 - (iii) when it is a general knowledge that is widely accepted;

- (iv) when it is public information such as historical dates or historical events; and
- (v) when using information that is considered as established fact that has been confirmed in many sources.

14. Common types of plagiarism

(1) There are several types of plagiarism which include the following:

(i) Copying directly from original sources without acknowledgement.

Plagiarism often involves using one or more sentences or parts of sentences that are copied directly from an original source (with or without footnotes). These measures cannot be accepted. Copying from any text requires the insertion of quotes in phrases. Longer passages should be offset in indented blocks of a paragraph.

(ii) Copying directly from original sources by placing footnotes/citations.

Copying nearly all or a part of the work of others is considered to be plagiarism. However, copying a few sentences or passages from various documents by placing footnotes/quotations at the end of each sentence or paragraph is still regarded as having elements of plagiarism. In the obvious case, none of the words in the passage used belong to the author.

(iii) Submission of work done by others

Copying something written by any other person and then submitting that as own work is considered plagiarizing. This action can easily be detected and proved. Authors can work with others to complete certain tasks (any form of written assignment, thesis, essay, report, tutorial exercise, reflection paper, written review, rejoinder or commentary, etc.) but what is submitted must be their own work.

(iv) Failure to cite sources or references

Each time a new fact which is the result of the work done by another person is obtained, sources or references must be provided. Ideally, it should be a reference to the primary literature especially when it comes from a scientific journal or a book.

15. Dissemination of information on the UUM Code of Ethics for Student Research and Academic Writing

The university is responsible to disseminate information of the UUM Code of Ethics for Student Research and Academic Writing to the UUM staff and the students.

16. Procedures for bringing charges of academic dishonesty

(1) Any member of the university community may bring a charge against a student for an alleged act of academic misconduct by using the procedures of this policy.

(2) Allegations of academic misconduct shall be submitted in writing by the complainant to the Dean of the School using Form A (Complaint Form). The Dean of the School will then submit the form together with a copy of all the relevant information and evidence to the respective Deputy Vice-Chancellor.

(3) The Respective Deputy Vice-Chancellor will set up the Academic Dishonesty Committee (ADC) which comprises of

- (i) the respective Deputy Vice-Chancellor or any authorised person acting as the chairperson;
- (ii) two (2) full-time academic staff from the school concerned other than the staff who conducted or involved in the investigation process; and
- (iii) the Assistant Registrar of the Department of Academic Affairs as the secretary.

(4) The Chairman of the ADC shall read the charge and ask the respondent to reply to the allegation(s) contained in the complaint. If the respondent is absent or refuses to answer, it shall be presumed that the respondent denies the allegation(s) made.

(5) The Chairman shall call upon all parties to present any further information relevant to the case, summarizing the evidence and/or arguments against the suspect.

(6) If the student admits to the academic misconduct charge, the judgment of academic dishonesty by the respective college shall be in writing and shall be followed by an appropriate punishment.

(7) The Academic Dishonesty Committee shall make appropriate recommendations and issue an appropriate penalty. If a student is found guilty, one (1) of the following punishments will be imposed:

- (i) F grades will be given to all courses registered for during the said semester or some of the courses taken prior to the said semester; or
- (ii) F grades will be given to all courses associated with the case; or
- (iii) a written warning will be issued to the student to rectify the plagiarised work within a reasonable time;
- (iv) the thesis or dissertation will be considered as a failure if the student failed to comply with the written warning; or
- (v) the case will be referred to the Student Disciplinary Committee.

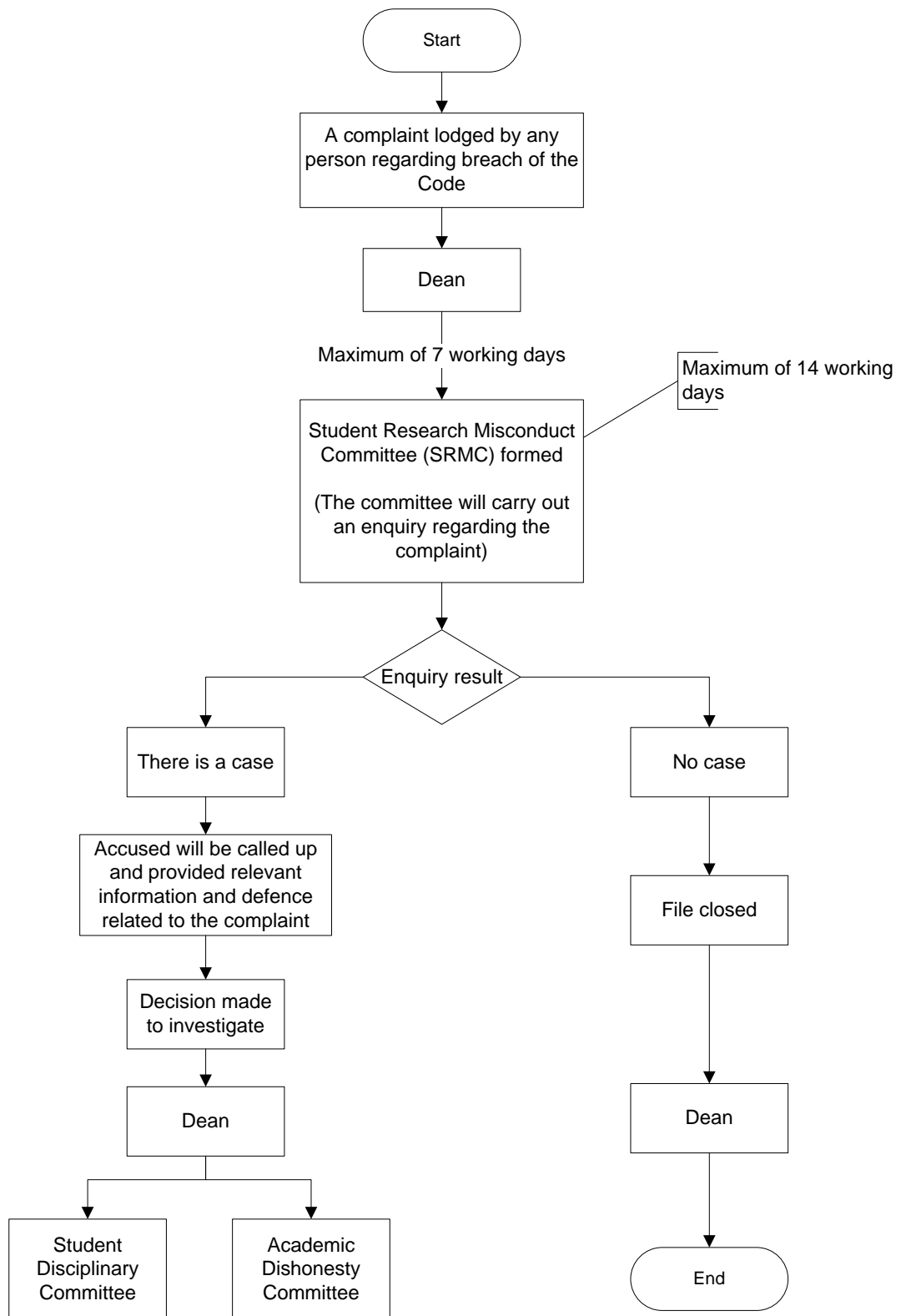
(8) Students who are caught plagiarizing, beyond reasonable doubt, will have the valid certification of the thesis or dissertation released by the Board of Examiners annulled and the Master or PhD qualification be revoked with immediate effect.

17. The Student Disciplinary Committee

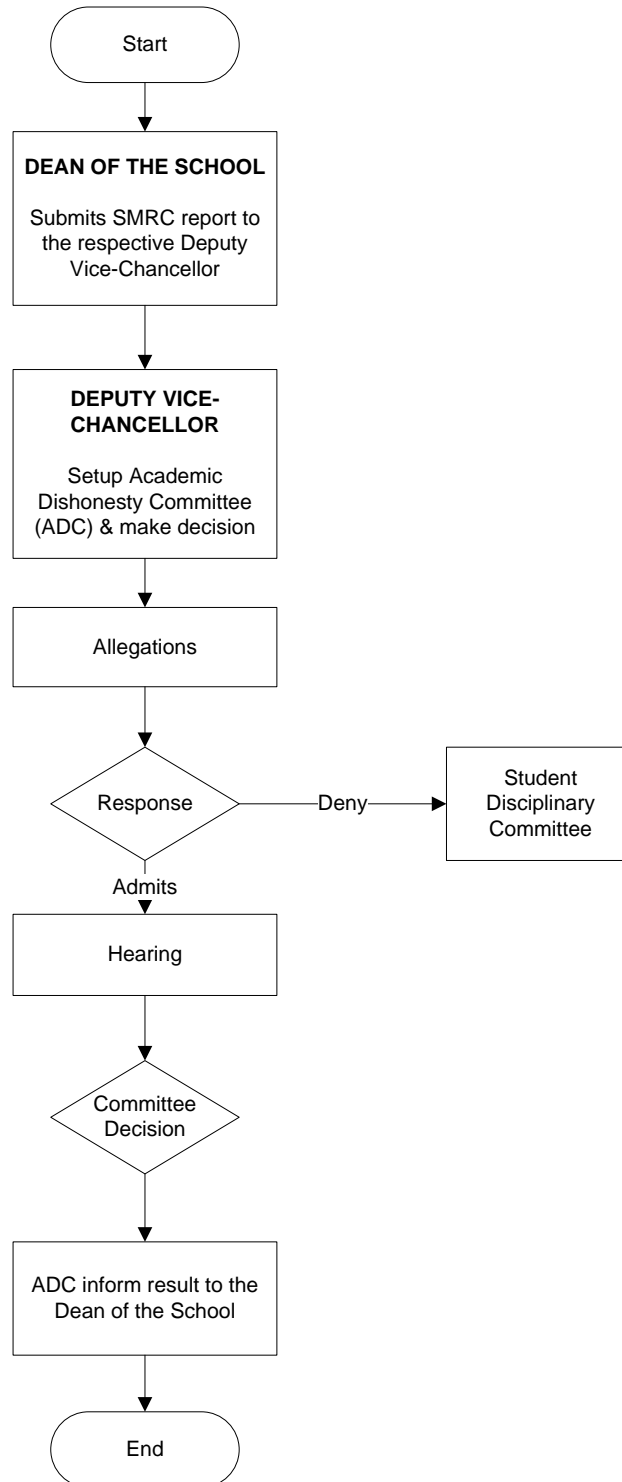
(1) If a student denies the allegation of academic misconduct, the ADC will forward the charge to the Student Disciplinary Committee (SDC), chaired by the Deputy Vice-Chancellor (Student Affairs and Alumni) for further action. The ADC must, in writing, submit the charge to the Deputy Vice-Chancellor (Student Affairs and Alumni) with all the evidence and relevant documentation.

- (2) The student can continue to attend classes and consultations during the investigation period or when the charge is still pending.
- (3) If the Deputy Vice-Chancellor (Student Affairs and Alumni) determines that a review is justified, then the Deputy Vice-Chancellor (Student Affairs and Alumni) or an authorized person in charge shall immediately establish and convene a SDC meeting. The SDC comprises of:
- (i) the Deputy Vice-Chancellor (Student Affairs and Alumni) as the chairman;
 - (ii) the Dean of the Student Development and Alumni or any authorised person;
 - (iii) the Director of the Department of Student Affairs and Alumni;
 - (iv) the Director of the Department of Academic Affairs;
 - (v) the university Legal Advisor or any authorised person; and
 - (vi) the Assistant Registrar of the Department of Student Affairs and Alumni as the secretary
- (4) The complainant staff member shall not be involved in the decision making process.
- (5) The SDC shall review the facts involved in the incident and make recommendations to the Deputy Vice-Chancellor (Student Affairs and Alumni) or the authorised person in charge. The Deputy Vice-Chancellor (Student Affairs and Alumni) shall then announce the results and if the student is found guilty, the SDC can impose any one or more of the following penalties:
- (i) a written warning will be issued and recorded in the student's academic record;
 - (ii) a fine not exceeding RM200.00;
 - (iii) exclusion from any specific part or parts of the university for a specified period;
 - (iv) suspension from being a student of the university for a specified period; and
 - (v) expulsion from the university.
- (6) Students who are caught plagiarizing beyond reasonable doubt will have the valid certification of the thesis or dissertation released by the Board of Examiners annulled and the degree revoked with immediate effect.
- (7) The Vice-Chancellor can use his discretion where necessary to prevent students, who are found to have violated any of the regulations from taking any part of the examination or the examination if he is satisfied and the evidence of prima facie exists regarding the said violation.
- (8) The process and procedures in bringing charges of academic dishonesty cases is provided in **Appendix II**.

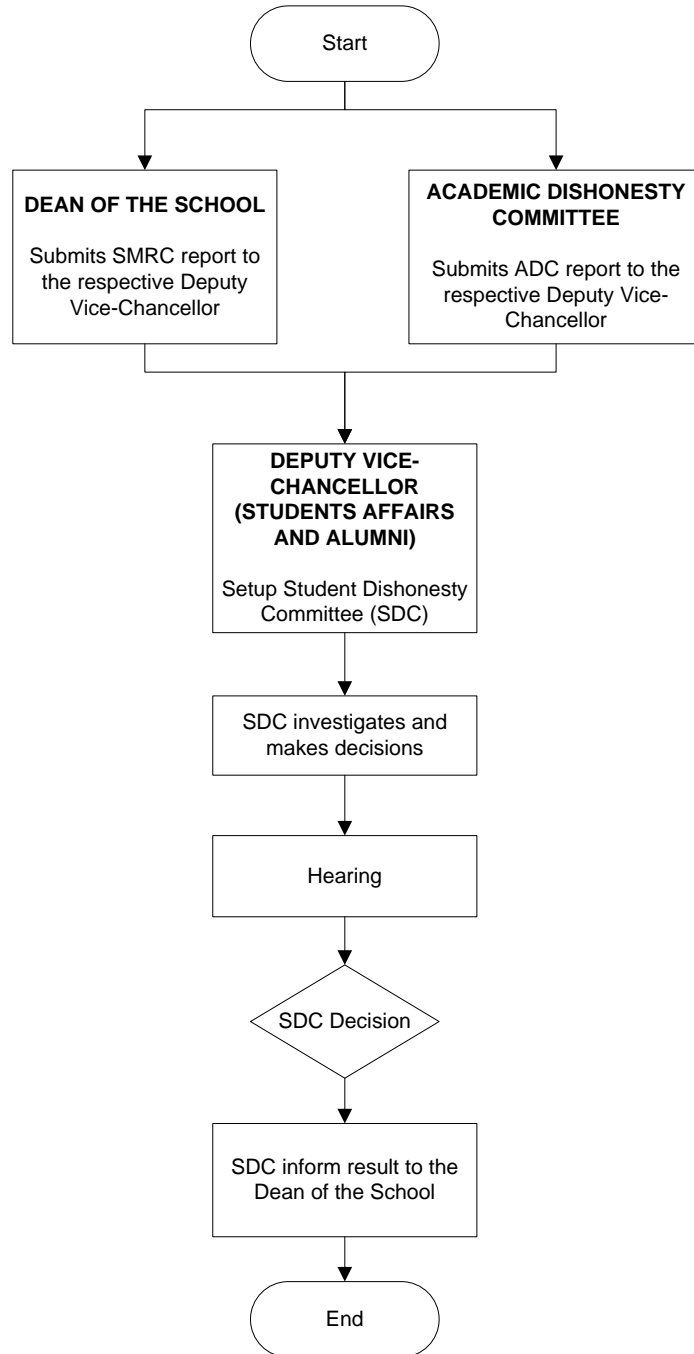
PROCESS AND PROCEDURES ON THE INVESTIGATION OF A RESEARCH MISCONDUCT



PROCESS AND PROCEDURES IN BRINGING CHARGES OF ACADEMIC DISHONESTY



PROCESS AND PROCEDURES FOR BRINGING CHARGES OF STUDENT DISCIPLINARY CASES



COMPLAINT FORM
(ACADEMIC MISCONDUCT & PLAGIARISM)

School: _____

College: _____

Programme: _____

Student's Name: _____

Matric Number: _____

Complainant's Name: _____

Type of Work (e.g. assignment/project paper/research paper/report/dissertation/thesis/etc.)

Title/Topic of Work:

Details of Suspected Academic Misconduct or Plagiarised Work

No.	TYPE OF ACADEMIC MISCONDUCT OR PLAGIARISM (copied whole sentences/whole paragraphs/submitted other's work/etc)**	PAGE

Complainant's Signature: _____ Date: _____

Note:

**Please attach the alleged dishonest work or other relevant documents.

DEAN'S REPORT
(ACADEMIC MISCONDUCT & PLAGIARISM)

Dean's Name: _____

School/College: _____

Student's Name: _____

Matric Number: _____

Complainant's Name: _____

Facts of academic misconduct/plagiarism

(please use separate sheet if the space provided is not enough)

Findings and decisions of SRMC

(please use separate sheet if the space provided is not enough)

Dean's Signature: _____ Date: _____

Official Stamp:

Note:

**Please attach the alleged dishonest work or other relevant documents and SRMC full report.