



The British University in Egypt

Academic Misconduct Procedure

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Contents

Introduction.....	4
Definition of Academic Misconduct	4
Investigation of allegations of academic misconduct	6
Penalties for Academic Misconduct	7
Appeals against Faculty Academic Misconduct Panel outcomes	8
Non-academic misconduct.....	9

1. Introduction

- 1.1 The Academic Misconduct Procedure applies to every student enrolled and registered with the University.
- 1.2 Students are required to meet all published timescales and deadlines for submission of responses and/or evidence in cases of academic misconduct. If a student is unable to adhere to these, he or she should contact Academic Services to explain their reasons. It is at the sole discretion of the University to extend any timescales and/or deadlines.
- 1.3 There may be cases where the University needs to extend the timeframe for specific case(s), and in such instance(s), students will be contacted to explain the delay and a new deadline for the next stage will be set.
- 1.4 Tighter timeframes may be applied for the Summer Assessment Period (SAP), based on the tight gap between SAP assessments and Examination Board dates, and in recognition of the smaller student numbers during SAP.
- 1.5 Students may seek advice and support regarding this procedure from Student Services, Academic Services and/or the University's Legal Department.

2. Definition of Academic Misconduct

- 2.1 According to the law of the Egyptian Universities Organising Act, *there are two types of university misconduct*. An Academic misconduct (as opposed to non-academic misconduct, which relates to student behaviour, and is specified in the University's by-laws, Article 22) by any student falls within these Academic Regulations, and is defined as engagement in one or more of the following activities:
 - 2.2.1 Clear and identifiable cheating and/or inappropriate behaviour in an examination venue are disciplinary offences, will be investigated by the University's Legal Department, and may then be referred to the Faculty's Disciplinary Committee¹ as per Article 226 of the University's by-laws, in which specific sanctions are applied².

¹ Membership of the **Disciplinary Committee** is: Dean of Faculty (Chair) - *note: to comply with legal requirements, the Chair must be the Dean, not his or her deputy or representative*; Vice Dean (Teaching and Learning) [for UG students] or Vice Dean (Postgraduate Studies) [for PG students]; the most senior professor from the Faculty according to the law.

² If a student is caught cheating, or there is a suspicion of cheating, in the examination venue, the following process will be applied:

- a. The cheating object will be confiscated for the remainder of the examination by the Senior Invigilator, and the student permitted to continue without them.
- b. A bilingual incident report template provided by the Legal Department will be completed and signed by the Senior Invigilator and the student.
- c. The report with relevant evidence documents [image(s) of the cheating object will be inserted in an envelope and signed and sealed by the Senior Invigilator.
- d. The cheating object can be returned to the student at the end of the examination.
- e. The envelope will be sent to the Dean who will send it to the Legal Department immediately after the examination and on the same day.
- f. The student will be required to attend a Legal Department meeting to determine whether there is a cheating case to answer or not.
- g. If the Legal Department decides there is a case to answer, its investigation report will be sent to the Faculty Disciplinary Committee
- h. If the Legal Department decides there is no case to answer, its investigation report will state this and the case will be closed.

- Students are explicitly warned not to put themselves at risk of being accused of cheating by having cheating objects with them in the examination venue, such as mobile phones, smart devices, smart watches, notes, or any other object that is not expressly required for the examination, regardless of whether the object is associated with the module or not.
- 2.2.2 Failing to comply with the *Rules for the Conduct of Students in Examination Halls*, including cheating and/or inappropriate behaviour during examinations;<https://www.bue.edu.eg/academic-services/academic-regulations-bue>
- 2.2.3 Gaining an assessment advantage by unfair means for self or another student, including by collusion, impersonation, passing off of one individual's work as another's, or undeclared failure to contribute to group coursework assignments;
- 2.2.4 Misleading examiners by the fabrication or falsification of data or by other means;
- 2.2.5 Use of essay writing services, arranging for another individual to undertake the required academic work, and similar forms of cheating;
- 2.2.6 Plagiarism, defined by the University as 'submitting work as the student's own of which the student is not the author', even if there is no explicit intention to deceive. Students are expected to demonstrate academic integrity/honesty by acknowledging clearly and explicitly the ideas, words or work of another person or group whether these are published or unpublished;
- 2.2.7 Unauthorised, undeclared or otherwise inappropriate use of Generative Artificial Intelligence (AI) tools, such as ChatGPT, where this is explicitly disallowed³.
- 2.3 Students must certify, when submitting work for assessment, that the work is his/her own and no academic misconduct, as defined above, has taken place. Using the online *Coursework Submission and Statement of Academic Honesty* form, students make a formal declaration of the authenticity and academic honesty of their submission, and any aspects of their submitted work that are AI-generated, AI-assisted and/or AI-referencing.
- 2.4 Turnitin software, or other packages used to identify academic similarity, are indicative tools, and are not typically used to uphold an academic misconduct charge of plagiarism without supplementary evidence of the sources believed to have been plagiarised (indeed not all student work can be assessed for academic similarity using Turnitin, for example, non-textual assignments such as art, design and media artefacts).
- 2.5 A high or low similarity score (percentage) does not therefore result automatically in either action or inaction. High similarity scores are carefully examined, additional evidence is sought, viva confirmations may be adopted where necessary and practicable, and the Module Leader, Head of Department and/or Programme Director employs their discipline expertise and academic judgement in reviewing the student's submission where there is a concern about possible academic misconduct.
- 2.6 Faculties provide clear, consistent and effective information on discipline-specific expectations of permissible use of Generative AI, inappropriate or unethical use, and how to acknowledge, reference

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- i. The student will also be invited to the Faculty Disciplinary Committee meeting for investigation within the faculty.
- j. The Faculty Disciplinary Committee's decision and proposed penalty will be sent to the President's Office for official approval.
- k. The student may appeal against the President's official approval to the Higher Disciplinary Board, only on one of both of the following grounds:
- i) there are relevant circumstances that the Legal Department or the Faculty Disciplinary Committee was not aware of when making its decision, and an appropriate written explanation for not declaring these circumstances to the Legal Department or the Faculty Disciplinary Committee is provided,
- ii) there is procedural irregularity or bias in the investigation conducted by the Legal Department or the Faculty Disciplinary Committee, and a compelling written justification is submitted for this allegation.

³ The British University in Egypt continues to monitor Egyptian and international Higher Education sector guidance related to development and use of Generative Artificial Intelligence (AI), and is committed to the principles of academic integrity, including ethical and responsible use and engagement of students in consideration of fairness and transparency.

or cite its assistance in work submitted for assessment. Faculties therefore set their own acceptable percentage of likely Generative AI use as appropriate to their disciplines and practices. Module Leaders inform and ensure students are aware of the positive use of AI in their learning experience.

3. Investigation of allegations of academic misconduct

- 3.1 **The University's Legal Department must be informed immediately (i.e. on the same day) of all cases of alleged academic misconduct.**
 - 3.1.1 Clear and identifiable cheating and/or inappropriate behaviour **in an examination venue** are disciplinary offences. The student will be ejected immediately from the venue by the Dean or representative, the examination attempt forfeited, and the case investigated by the **University's Legal Department**.
 - 3.1.2 Thereafter, the student is referred to the **Disciplinary Committee** as **per Article 226** of the University's by-laws, in which specific sanctions are applied. Membership of the Disciplinary Committee is:
 - **Dean of Faculty (Chair) - note: to comply with legal requirements, the Chair must be the Dean, not his or her deputy or representative;**
 - **Vice Dean (Teaching and Learning);**
 - **The most senior professor from the Faculty according to the law**
 - 3.1.3 Please note as above that clear and identifiable cheating and/or inappropriate behaviour in an examination venue will be investigated immediately by the Legal Department and thereafter sanctioned by the Faculty's Disciplinary Committee as per Article 226 of the University's by laws.
- 3.2 Legal rules applicable to cases of alleged academic misconduct are:
 - 3.2.1 Articles 224-42 of the internal Regulations of The British University in Egypt, issued in October 2019 and amendments thereto;
 - 3.2.2 Article 27 of the Decision of the President of the Arab Republic of Egypt No. 302 of 2010 on the Executive Regulations of the Private Universities Act No. 12 of 2009.
- 3.3 Where more than one student is involved in a case of suspected academic misconduct (including in group work), it is at the Faculty's discretion whether the allegation should be investigated jointly or separately.
- 3.4 The Module Leader submits a full and detailed explanation of why academic misconduct is suspected and evidence supporting the case for review by a Faculty Academic Misconduct Panel
- 3.5 The Faculty Academic Misconduct Panel typically meets once per semester.
- 3.6 The student is informed in writing by the Faculty's Senior Assistant Registrar that an evidenced allegation of academic misconduct is being considered by the Faculty's senior management.
- 3.7 The student may (or may not) choose to submit a written defence against the allegation of misconduct within five working days of receiving the SAR's communication.
- 3.8 **Membership of the Faculty Academic Misconduct Panel, as per the requirements of the law of the Egyptian Universities Organising Act No. 49 of 1972, is:**
 - **Dean of Faculty (Chair) - note: to comply with legal requirements, the Chair must be the Dean, not his or her deputy or representative;**
 - **Vice Dean (Teaching and Learning);**

- **The most senior professor from the Faculty according to the law;**
 - **The SAR of the relevant Faculty.**
 - **The Dean of Faculty can invite a representative of Academic Services to act as secretary to the Panel.**
- 3.9 The Faculty Academic Misconduct Panel considers reported cases and concludes one of the following outcomes:⁴
- 3.9.1 **No case to answer** – mark awarded is normally approved;
- 3.9.2 **Poor academic practice but not academic misconduct** – mark awarded is normally approved, and the Module Leader is asked to provide the student with additional guidance about academic integrity/honesty and/or an associated task;
- 3.9.3 **Allegation of academic misconduct upheld** – an academic misconduct penalty is imposed.⁵
- 3.10 Where there is unresolved disagreement between members of the Faculty Academic Misconduct Panel, the case is referred to the Provost for conclusion.
- 3.11 In accordance with the law of Egyptian Universities Organising Act, Articles 124-126, the Faculty Academic Misconduct Panel’s decision must be communicated to the student by its Chair (Dean of Faculty) and *not his or her deputy or representative*.
- 3.12 Communication of the Faculty Academic Misconduct Panel’s decision to the student must be within five working days of the meeting date.

4. Penalties for Academic Misconduct

- a. Article 27 of the Executive Regulation of the Law of Private and National Universities (No. 12, 2009) states that penalties should be “in accordance with the rules contained in the university’s internal regulations, provided that these rules take into account general guarantees in discipline, *in particular ensuring the right to defence in all stages of...procedures*”.
- b. Penalties for general misconduct according to the law and the Article No 236 of The British University in Egypt’s Regulations, issued in October 2019, range from written warning to temporary or final dismissal from the University, and *these have been interpreted for academic misconduct purposes only* as the following:

Level of study	First year of study (Preparatory Year)			Higher levels of study (Degree Year 1 and above)		
	1 st offence	2 nd offence	3 rd offence	1 st offence	2 nd offence	3 rd offence
Academic Misconduct offence						
Attempt to cheat in assessment or	Zero mark for examination	Zero mark for whole module with opportunity	Zero mark for whole module with no	Zero mark for examination	Zero mark for whole module with opportunity	Zero mark for whole module with no

⁴ The University’s oversight of Academic Misconduct is conducted via an annual audit of numbers and types of upheld and dismissed cases and penalties imposed from each Faculty. This is held centrally by Academic Services, which scrutinises data and prepares an annual briefing for the Provost.

⁵ In *imposing a penalty*, the Faculty Panel takes into account the nature and seriousness of the offence, the student’s level of study, and any history of previous academic misconduct (see *Penalties for Academic Misconduct* table below).

examination		to re-sit	opportunity to re-sit		to re-sit	opportunity to re-sit
Plagiarism	Assessment mark capped at minimum passing mark	Zero mark for assessment	Zero mark for assessment	Zero mark for assessment	Zero mark for whole module with opportunity to re-sit	Zero mark for whole module with no opportunity to re-sit
Assessment Regulations breach	Formal reprimand	Assessment mark capped at minimum passing mark	Zero mark for assessment	Assessment mark capped at minimum passing mark	Zero mark for assessment	Zero mark for whole module with opportunity to re-sit

- 4.3 Academic misconduct history is counted on a semester basis, with more than one offence within the same semester considered as one, and offences from one semester considered as history for the following semester including the Summer Assessment Period (SAP).
- 4.4 Starting from the *fourth offence*, the Faculty Academic Misconduct Panel can consider the following penalties for repeat academic misconduct offences:
- 4.4.1 Failure in all modules from the relevant semester with opportunity to re-sit during the SAP.
- 4.4.2 Failure in all modules from the relevant semester with no opportunity to re-sit during the SAP.
- 4.5 **The University's Legal Department may decide to refer student(s) demonstrating repeated academic misconduct offences to the Faculty's Disciplinary Committee, chaired by the Dean (this is the process for all Disciplinary Committee referrals).**

5. Appeals against Faculty Academic Misconduct Panel outcomes

- 5.1 A student may (or may not) choose to submit a written appeal against the Faculty Academic Misconduct Panel's decision within five working days of receiving the Dean's communication.
- 5.2 **Such appeals are examined by the University's Supreme Academic Misconduct Panel comprised of:**
- **One of the University's Vice-Presidents;**
 - **Dean of the Faculty of Law, or his or her nominated professor from the Faculty of Law;**
 - **A professor from the relevant Faculty.**
- 5.3 The University's Legal Department must be informed immediately (i.e. on the same day) of receipt of any such appeal.
- 5.4 The appeal must have clear and appropriate grounds, for example, previously undisclosed and relevant information, clearly evidenced procedural irregularity, and/or justified claim of bias on the part of the Panel.
- 5.5 Without appropriate grounds, the appeal will be rejected.
- 5.6 The decision of the University's Supreme Academic Misconduct Panel is final.
- 5.7 **If allegations of bias are unsubstantiated, the University's Legal Department may decide to refer the student to the Faculty's Disciplinary Committee, chaired by the Dean (this is the process for all Disciplinary Committee referrals).**

6. Non-academic misconduct

- 6.1 *Non-academic misconduct* relates to student behaviour and is specified in the British University in Egypt's Regulations, Article 224. It is treated the same as academic misconduct from a procedural standpoint, as both may be submitted to the Faculty's Disciplinary Committee, and in both the student has a right to appeal.
- 6.2 Penalties for *non-academic misconduct*, according to the Law and Article No 226 of the British University in Egypt's Regulations, issued in October 2019 are:
 - 6.2.1 written notice;
 - 6.2.2 warning;
 - 6.2.3 deprivation of certain student services;
 - 6.2.4 deprivation of attendance at a programme for a period not exceeding one month;
 - 6.2.5 dismissal from the University for a period not exceeding one month;
 - 6.2.6 deprivation of examination in one module or more;
 - 6.2.7 suspended enrolment for a master's degree or doctorate for a period not exceeding two months or for a semester;
 - 6.2.8 cancellation of examination in one module or more;
 - 6.2.9 dismissal from the University for not more than one semester;
 - 6.2.10 deprivation of examination for one semester or more;
 - 6.2.11 deprivation of master's or doctoral enrolment for one or more semesters;
 - 6.2.12 dismissal from the University for more than one semester.
- 6.3 The University's President may impose a final dismissal from the University penalty on a student engaging in acts of sabotage that harm the educational process or facilities, attack on people and/or public or private properties, and/or incitement to violence or use of force. Such *non-academic misconduct* is dealt with separately, in accordance with the Egyptian Universities Organising Act, Article 184.
- 6.4 Final dismissal will follow investigation, and the student may appeal against this penalty according to the University's Regulations, Article 231.