Academic Integrity Policy

VICTORIA CAREER COLLEGE OF HEALTH AND BUSINESS LTD.

PTIB Institution No.	ID-03879
Effective Date	1st September, 2026
Position Responsible	Senior Education Administrator

Policy:

Victoria Career College is committed to fostering a culture of honesty, fairness, trust, respect, responsibility, and academic excellence. Academic integrity is fundamental to the educational mission of the College and is expected of all students throughout their academic journey.

This policy applies to all students enrolled in any Victoria Career College program and governs all academic activities, including assignments, quizzes, examinations, presentations, projects, research, practical assessments, online learning activities, and any other work submitted for academic evaluation.

Students are expected to complete all academic work honestly, independently, and ethically unless collaboration has been expressly authorized by the instructor. Students must acknowledge the ideas, words, research, data, and intellectual property of others through appropriate citation and referencing in accordance with the College's Referencing and Citation Policy.

Academic misconduct undermines the integrity of the learning process, compromises the value of academic credentials, and is considered a serious breach of College policy. Acts of academic misconduct include, but are not limited to:

- Plagiarism
- Cheating
- Unauthorized collaboration (collusion)
- Fabrication or falsification of information
- Contract cheating

- Impersonation
- Unauthorized use of Artificial Intelligence (AI) tools
- Any attempt to gain an unfair academic advantage

Students found to have engaged in academic misconduct may be subject to disciplinary action in accordance with this policy. Victoria Career College is committed to ensuring that all allegations of academic misconduct are investigated fairly, consistently, and objectively.

Students who are uncertain about academic integrity expectations are encouraged to seek clarification from their instructor before submitting academic work.

Procedure for Academic Integrity:

1. Student Responsibilities

Students are responsible for maintaining academic integrity by:

- Completing all academic work honestly and independently unless otherwise instructed.
- Following instructor directions for assignments, quizzes, examinations, and projects.
- Properly acknowledging all sources used in academic work.
- Using APA 7th Edition referencing where required.
- Maintaining confidentiality of examination materials.
- Refraining from assisting others in committing academic misconduct.

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2. Examples of Academic Misconduct

Academic misconduct includes, but is not limited to:

- Submitting another person's work as your own.
- Copying or sharing answers during quizzes or examinations.
- Using unauthorized notes, electronic devices, or other materials during assessments.
- Purchasing or downloading assignments from external sources.
- Submitting the same assignment in multiple courses without instructor approval.
- Fabricating research findings, documents, or records.
- Falsifying medical notes or other supporting documentation.
- Allowing another individual to complete academic work on your behalf.
- Completing academic work for another student.

- Using Artificial Intelligence (AI) tools in a manner that violates instructor or College requirements.
- Recording or distributing examination materials without authorization.

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3. Reporting Academic Misconduct

Any instructor or College employee who reasonably believes that academic misconduct has occurred shall document the incident and report it to the Senior Educational Administrator.

Supporting documentation may include assignments, examination materials, plagiarism reports, witness statements, screenshots, electronic records, or any other relevant evidence.

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4. Investigation Procedure

1. The instructor identifies the suspected academic misconduct and gathers supporting evidence.
2. The instructor informs the Senior Educational Administrator of the alleged violation.
3. The student is notified of the allegation and provided an opportunity to respond.
4. The Senior Educational Administrator reviews all available evidence, including the student's explanation.
5. Where appropriate, the Senior Educational Administrator may consult with the instructor before reaching a decision.
6. The student will be informed in writing of the outcome of the investigation and any disciplinary action imposed.

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5. Disciplinary Action

Depending on the nature, severity, and frequency of the misconduct, disciplinary action may include one or more of the following:

- Educational counselling regarding academic integrity
- Verbal warning
- Written warning
- Resubmission of the assignment
- Reduction of marks
- Grade of zero on the assessment
- Failure of the course
- Academic probation

- Suspension from the College
- Dismissal from the College

The College reserves the right to determine the appropriate disciplinary action based on the circumstances of each case.

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6. Student Appeal

Students have the right to appeal disciplinary decisions related to academic misconduct in accordance with the College's Student Appeals Policy.

Appeals must be submitted in writing within the timelines established by the College and should clearly state the grounds for the appeal together with any supporting documentation.

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7. Record Keeping

The Senior Educational Administrator shall maintain records of academic misconduct investigations, disciplinary decisions, and related correspondence in the student's official file.

These records shall be retained in accordance with College policies and applicable privacy legislation.