

Academic Integrity Code

About the Code

This Academic Integrity code aims to provide specific guidelines about students' expected behavior while attending Católica Lisbon School of Business and Economics of the Catholic University of Portugal, Lisbon.

The Mission of Católica Lisbon School of Business and Economics entails nurturing intellectual leadership and promoting principles of ethical behavior. We believe that a university culture with a strong emphasis on Academic Integrity contributes to the development of managers and economists with high ethical standards, and ultimately to the value they bring to society, the success of their careers, and their fulfillment as human beings. Academic Integrity is also important to guarantee the credibility of Católica Lisbon School of Business and Economics' degrees in the market.

Guaranteeing students' Academic Integrity is therefore necessary, not only to educate individuals according to the School's ethical standards, but also to support the proper development of the institution's day-to-day activities.

Fundamental principles of Academic Integrity are honesty, trust, fairness, respect and responsibility. Students should be aware that breaching any of these fundamental principles compromises their academic career and penalizes other colleagues, staff, professors, and the entire institution. Thus, all breaches of integrity are considered unacceptable and will be strongly penalized. Typical breaches include, but are not limited to, plagiarism, fabrication or misrepresentation of work, unethical collaboration, cheating, untruthful declarations, aiding or encouraging others' dishonest behavior, bullying, and any kind of harassment.

This document provides some guidelines about students' expected behavior in order to prevent the aforementioned breaches of Academic Integrity. We encourage all students to **contact the Students Office Coordinator immediately** whenever they have doubts or concerns related to Academic Integrity. Whenever these doubts or questions are in the context of a specific course, the student might refer to the Professor Responsible for that course.

The following sections describe the School's expectations regarding some of the most common issues related to Academic Integrity.

Most common Academic Integrity breaches

Plagiarism

According to the Merriam-Webster Dictionary "**Plagiarizing** is to steal and pass off the ideas or words of another as one's own and/or to use another's production without crediting the source."



The members of an academic community are expected to credit their sources, and not to present ideas or material from other sources as their own. Examples of plagiarism include:

- Using the work of other authors without any acknowledgement. Material requiring referencing includes everything accessible on the Internet, regardless of whether an author is indicated or not, as well as any other stored in electronic or physical mediums.
- Using a *verbatim* passage without quotation marks (even if the author acknowledges his/her source), would also be plagiarism. Verbatim material from other sources must always be in quotation marks and precisely referenced. Reproducing one's work without proper attribution, including submitting an item of academic work that has previously been submitted without fair citation of the original work, or authorization by the faculty member supervising the work.

There are very valuable resources in the library and on-line, further clarifying what constitutes plagiarism and how to avoid it. We would urge the academic community to study them to be better prepared to avoid plagiarism. More information about these resources is available in the school website or through Program coordinators and the office of the Dean.

Unethical Collaboration

Although you may discuss an assignment with classmates, your written analyses are expected to be either your own efforts, if it is an individual assignment, or your group effort, if the work was assigned to a group. In general, you can use discussion with other classmates to brainstorm what relevant issues are, evaluate alternative approaches to thinking about the problem, and consider the merits of various recommendations. For example, in discussion with classmates you may recognize that your planned course of action has some pitfalls you had not realized before and revise it accordingly. However, you should use your own judgment to decide what the most important issues are, to construct your arguments, and to select what you ultimately consider as the correct conclusion. Examples of unacceptable collaboration include:

- Student W gets a copy of the write-up Student X intends to hand in. He/she rewrites X's write-up in her own words and hands it in as his/her own work.

Groups 1 and 2 discuss a business case together. They make very detailed notes of what the issues are, what the evidence is, and what their recommendations will be. They then separate and compose their write-ups independently, although working from the same detailed outline.

- Because many schools use the same material, such as cases and homework assignments, there may be analyses similar to the ones you will be assigned available on the Internet, from a friend at another business school, or from someone who has previously taken the same course. Using these sources is unacceptable collaboration equivalent to copying the work of a classmate who is currently enrolled in the course.



Cheating in tests or exams

Cheating in exams is totally unacceptable. Cheating includes many possible forms, such as: i) copying answers from another student; ii) communicating with other students during the exam; iii) using materials not allowed by the instructor; iv) presenting fabricated materials; v) improperly obtaining access to an examination; vi) facilitating any of the previous by another student.

Untruthful declarations

Students are expected to make truthful declarations on behalf of themselves and others. Signing a document, such as an attendance sheet, on behalf of another student, assuming credit for a group assignment one did not contribute to, or presenting an untruthful justification for an absence are considered unacceptable.

Penalties for Academic Integrity breaches

Católica Lisbon School of Business and Economics takes breaches in Academic Integrity very seriously. The course instructors and dissertation examiners will be very attentive to this issue and cases of lapses in Academic Integrity will be considered as serious offenses by the School's management and scientific bodies.

Faculty and staff have the duty to report any breach of Academic Integrity to the Dean's office. Code violations of this kind will be included in students' academic records.

The consequences may be failing an assignment or exam, failing a course, or suspension or dismissal from the University. Repeated violations are likely to imply immediate dismissal from the University.

Students' Rights

Students have the right to a fair consideration of charges relating to Academic Integrity. Any procedures relating to a potential breach of Academic Integrity shall be conducted in a confidential manner.

Procedures

Faculty, students, or staff may initiate procedures involving violations of the Academic Integrity Code. Alleged breaches of Academic Integrity in the context of a course are initially handled by the faculty member teaching that course. Breaches unrelated to a course will be handled by the Students Office Coordinator.

The first step is to hold a faculty-student conference. The faculty member should contact the student to convene this conference within 8 business days of receiving evidence of the suspected violation. If a student does not respond after 8 days, the faculty member may proceed with a sanction for the alleged violation.

The faculty member shall confer with the student in private, explain allegations, present evidence, and hear the student's response. The faculty member may include another member of the faculty or administration in the faculty-student conference. If the faculty concludes from the conference that the student has engaged in misconduct, the faculty



member will propose sanctions to the Director of the student's academic program according to the seriousness of the misconduct. The faculty member will also inform the student of these proposed sanctions. The director of the academic program where the student is enrolled will review the proposed sanctions with the faculty member and validate them.

The student can appeal to the Dean of the Católica Lisbon School of Business and Economics within 5 days of being informed of the sanctions relating to the breach of conduct. If the student appeals, the Dean's office will set up an appeals board to review the allegations. The board will be composed of at least three members, including one student representative. The board will review any evidence and meet with both the faculty member and the student to assess the allegations and the proposed sanctions. The board will recommend a course of action that the Dean will ultimately approve within 30 days of the student's appeal.

All members of the academic community have the duty to uphold and promote the application of this code and to report any violations that might occur to the Students Office Coordinator.