



Annexure- A

NED University of Engineering and Technology Students Ethics Policy for Online Assessments

Students are expected to act as responsible members of the University's community. Honesty, integrity and personal ethics are not only moral obligations but are mandatory as per University's policy. The University views cheating, acting dishonestly and/or collusion in a graded assessment as a serious disciplinary offence that may result in disciplinary action, with the most severe penalty being expulsion from the University. Students are required to adhere to the following Ethics Policy while taking online assessments (including sessional work, midterm examination, and end-of-semester examination) or else it will be considered as a violation warranting disciplinary action.

1. General Policy

- i. Comply with the instructions of course teachers/invigilators regarding conduct and submission of assessments.
- ii. Students are required to refrain from engaging in any form of academic dishonesty.
- iii. For open-book quizzes/ exams, students are allowed to consult textbook and lecture notes only. Any help from any other source is strictly prohibited.

2. Individual Submissions for Sessional Work

- i. While submitting work, students must submit work which has not been submitted, either partially or in full, before; and indicate clearly the presence of all material they have quoted from other sources, including any diagrams, charts, tables or graphs.
- ii. The submitted work must be entirely their own work, except where otherwise indicated explicitly and must not have been copied/ plagiarized from the work of any other candidate (similarity index as calculated by Turnitin software must be less than 20%, where applicable).
- iii. All answers should be provided in student's own wording. Directly copying from textbook or lecture notes is considered plagiarism and is not allowed.
- iv. For all assessment activities, students are not allowed to collaborate/ consult with each other or discuss or show contents of assessment with anyone including other students unless explicitly allowed by the respective teacher.
- v. Misrepresentation of data for example submitting made-up information in any assessment is not allowed.



3. Quizzes, Midterm Exam and End-of-Semester Exam

- i. Use of any unfair means (e.g. unauthorized material, assistance or study aids) during any assessment is strictly prohibited.
- ii. The University considers that sharing the questions with other students or disclosing quiz/ exam content during or after you have taken an exam, falls within the definition of cheating and of acting dishonestly, and should not be done under any circumstances.
- iii. A student must not consult or collude with any other candidate during a quiz/ examination; receiving or giving any assistance to another student taking a quiz/ examination, including discussing the examination with students in another section of the course is strictly not allowed.
- iv. No candidate shall aid, or attempt to aid another candidate by discussing answers via email, text, whatsapp, etc.
- v. Using cell phones or other electronic gadgets to obtain outside information during a quiz/ examination is strictly prohibited.
- vi. Late submission/ Non-submission of quiz/ examination for reasons other than those beyond the control of the student may lead to serious consequences.
- vii. Multiple submissions of the same assignment/quiz/ examination (without prior approval from the concerned teacher) are not allowed.
- viii. Students are not allowed to attempt to gain any unfair advantage over fellow students.
- ix. Students are not allowed to share G-Suite login details to anyone.
- x. Students are not allowed to impersonate other or allow anyone to impersonate himself/ herself.

4. Violation of Ethics Policy

- i. Any student found in violation of ethics policy will be penalized as per the University rules.
- ii. Violation of ethics policy may lead to cancellation of the relevant course examination or all semester examinations.
- iii. In severe cases, the violation may lead to expulsion from the University.