



Policy Number ACD 003  
Academic Integrity Policy  
6<sup>th</sup> Cycle Amendment

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**Academic Integrity Policy**

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## 1. Introduction

ThinkTalent is committed to upholding the highest standards of academic integrity across all programmes. Academic integrity ensures fairness, honesty, and respect in teaching, learning, and assessment, while safeguarding the credibility of qualifications awarded. This policy sets out the principles, responsibilities, procedures, and consequences relating to academic misconduct, aligning with best practices from international higher education institutions and MFHEA requirements.

## 2. Principles of Academic Integrity

At ThinkTalent, academic integrity is defined by the following principles:

- a. Honesty: Students must present their own work and provide accurate information in all academic activities.
- b. Fairness: All assessments must be undertaken fairly, with equal opportunity for every student.
- c. Respect: Proper acknowledgment must be given when using the work, ideas, or words of others.
- d. Responsibility: Students are expected to understand and uphold academic standards.
- e. Trust: Academic integrity fosters trust between students, trainers, and the institution.
- f. Courage: Students are encouraged to take responsibility for their learning and resist dishonest practices.

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### 3. Types of Academic Misconduct

Academic misconduct includes, but is not limited to:

- a. Plagiarism: Presenting another's work, ideas, or words as one's own without proper citation. This includes close paraphrasing without attribution, using AI-generated work without disclosure, or re-using past submissions without approval.
- b. Cheating: Using unauthorised materials, devices, or communication during exams or assessments.
- c. Fabrication: Inventing or falsifying data, results, references, or documents.
- d. Collusion: Working with others on an assignment or exam without permission.
- e. Duplicate Submission: Submitting the same or substantially similar work for multiple assessments without prior approval.
- f. Contract Cheating: Paying or arranging for another individual or service to complete academic work on one's behalf.
- g. Misrepresentation: Falsely claiming participation, attendance, authorship, or academic achievement.

### 4. Reporting Academic Misconduct

Trainers, examiners, or staff who suspect misconduct must report it immediately to the Training Programmes Director and QA Director. Reports should include supporting evidence such as similarity reports, emails, or marked scripts. Anonymous reporting by students is also encouraged through the official feedback forms on the ThinkTalent LMS or directly via the QA Office.

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## 5. Consequences of Academic Misconduct

ThinkTalent applies a graduated system of consequences depending on the severity and recurrence of the misconduct:

- a. Written Warning: For minor or first-time offences, with an emphasis on education and corrective action.
- b. Grade Penalty: Reduction of marks or assignment failure if misconduct affects assessment validity.
- c. Programme Failure: A failing grade for the entire course if misconduct undermines learning outcomes.
- d. Academic Suspension: Temporary removal from studies in cases of repeated or severe misconduct.
- e. Expulsion: Permanent dismissal from ThinkTalent in cases of gross academic dishonesty.

Note: All cases are documented and retained for reference within the QA framework, and external awarding bodies such as OTHM or MFHEA will be informed where required.

## 6. Appeals Process

Students may appeal decisions on academic misconduct within 10 working days of receiving the outcome. Appeals must be submitted in writing to the Head of Institute, stating the grounds for appeal (e.g., procedural error, new evidence, or disproportionate penalty). The Appeals Panel, consisting of the QA Director, one independent faculty member, and a student representative, will review the case. The panel's decision will be final.

## 7. Education and Prevention

ThinkTalent recognises that preventing misconduct requires proactive education. To this end:

- Academic integrity awareness is embedded into induction and orientation programmes.
- Workshops and resources are available on correct referencing, citation, and use of digital tools.
- A plagiarism-detection system is integrated into the LMS for student and trainer use.
- Trainers provide guidance on collaborative work boundaries and academic writing standards.

Students are strongly encouraged to consult their trainers or the QA Office whenever unsure about referencing, collaboration, or academic expectations.

## 8. Conclusion

Academic integrity is essential to the credibility of ThinkTalent's qualifications and the success of its students. By enrolling in ThinkTalent programmes, students commit to upholding these standards and accept the consequences of academic misconduct. The institution, in turn, commits to fair, transparent, and educative processes that support student growth and uphold the integrity of the academic community.



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## Academic Integrity Policy

Prepared by Mario Cordina

Verified by Beverly Cutajar

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