

## EAST BRIDGE TRAINING (EBT)

### ACADEMIC HONESTY & ASSESSMENT INTEGRITY POLICY

**Policy Reference: EBT-POL-AH-001**

**Version: 1.0**

**Policy Created: September 2025**

**Effective Date: 03 September 2025**

**Review Date: 03 September 2026**

**Approved By: Director, East Bridge Training (EBT)**

---

#### **1. Purpose**

**The Academic Honesty & Assessment Integrity Policy ensures that all teaching, learning, and assessment activities conducted at East Bridge Training (EBT) maintain the highest standards of ethical conduct and fairness.**

**The policy supports compliance with:**

- **Executive Council Resolution No. 30 of 2021 (Regulating Vocational Education in Dubai)**
- **KHDA Vocational Education Standards A3.4, B3.6, B4.1, B4.2**
- **Awarding body requirements for vocational qualification integrity**

**EBT maintains zero tolerance toward any form of academic dishonesty or malpractice.**

---

#### **2. Scope**

**This policy applies to:**

**Learners**

**All individuals enrolled in any EBT KHDA-approved vocational qualification or training program.**

### **Staff**

**Trainers, Assessors, Internal Verifiers, Academic Coordinators, administrative personnel involved in teaching, assessment, and verification.**

### **Stakeholders**

**External verifiers, industry assessors, and awarding body representatives.**

**This policy governs all assessments including written assignments, exams, practical demonstrations, workplace assessments, online submissions, and portfolios.**

---

### **3. Policy Statement**

**EBT is committed to ensuring:**

- Authentic learner work**
- Fair and reliable assessment**
- Transparent academic processes**
- Compliance with all KHDA requirements**
- Alignment with awarding body quality assurance procedures**

**EBT prohibits:**

- Plagiarism**
- Collusion**
- Contract cheating**

- **Impersonation**
- **Falsifying data or evidence**
- **Unauthorized assistance**
- **Misrepresentation**
- **AI-generated work submitted as original**
- **Tampering with grades or records**
- **Malpractice or maladministration by staff or learners**

**Any breach will result in sanctions as defined in this policy.**

---

#### **4. Definitions**

##### **Plagiarism**

**Using another person's work, ideas, words, images, or AI-generated content without proper acknowledgment.**

##### **Collusion**

**Working with others on tasks meant to be completed individually.**

##### **Contract Cheating**

**Outsourcing assignments to a third party, including AI.**

##### **Impersonation**

**Completing assessments on behalf of another individual.**

##### **Learner Malpractice**

**Any unauthorized behavior that provides an unfair academic advantage.**

##### **Staff Malpractice**

**Any action by staff that compromises assessment integrity or awarding body expectations.**

**Maladministration**

**Inefficient, incorrect, or negligent handling of assessment procedures or records.**

---

## **5. Preventive Measures**

### **5.1 Induction**

**All learners complete an Academic Integrity Induction during enrollment.**

### **5.2 Transparent Assessment Criteria**

**Clear rubrics, assessment briefs, and expectations are provided before every assessment.**

### **5.3 Staff Training**

**Assessors and Trainers receive periodic training in academic integrity, malpractice prevention, assessment ethics, and awarding body standards.**

### **5.4 Plagiarism Detection**

**EBT uses verification tools and manual review to ensure authenticity.**

### **5.5 Secure Assessment Handling**

**All assessment materials, results, and data are securely stored to meet KHDA Standard A2.10 and B4.1(e).**

---

## **6. Reporting & Investigation**

### **6.1 Reporting**

**Any suspected academic dishonesty must be reported to:**

- **Academic Head**
- **Lead Assessor**
- **Internal Verifier**
- **Director**

**Reports remain confidential.**

## **6.2 Investigation**

**EBT forms an Academic Integrity Panel consisting of:**

- **Academic Head**
- **Lead Internal Verifier**
- **Representative of the Director**

**The panel reviews evidence, interviews involved parties, and ensures impartiality.**

## **6.3 Investigation Steps**

- 1. Receive written report**
- 2. Notify learner formally**
- 3. Review submitted evidence**
- 4. Conduct interviews**
- 5. Issue written decision**
- 6. Apply sanctions**
- 7. Record outcome**
- 8. Notify awarding body/KHDA where required**

---

## 7. Sanctions

### 7.1 Minor Offenses

- **Written warning**
- **Mandatory academic integrity training**
- **Resubmission with reduced grade**

### 7.2 Moderate Offenses

- **Zero mark for the assessment**
- **Re-assessment fee**
- **Formal warning on academic record**

### 7.3 Major Offenses

- **Disqualification from the assessment**
- **Removal from the qualification**
- **Suspension or expulsion from EBT**
- **Report to awarding body**
- **Report to KHDA when required**

### 7.4 Staff Malpractice

**Handled under EBT's Staff Malpractice & Maladministration Policy and may result in:**

- **Removal from assessment duties**
- **HR disciplinary procedures**

- **Mandatory reporting to KHDA as required under Standards A4.6 and B4**

---

## **8. Use of AI Tools**

**AI tools may only be used for:**

- **Research**
- **Drafting ideas**
- **Concept explanation**

**AI may not be used to generate assessment responses.**

**Learners must:**

- **Declare AI usage**
- **Ensure all submissions reflect original work**

**Undeclared AI-generated work is classified as contract cheating.**

---

## **9. Record Keeping**

**EBT retains all records of:**

- **Reports**
- **Investigation notes**
- **Evidence**
- **Decisions**
- **Corrective actions**

**for five years, ensuring compliance with KHDA Standards A4.10 and B4.1(e).**

---

## 10. Appeals

Learners may appeal decisions under the EBT Appeals & Grievances Policy within 5 working days of receiving the decision.

---

## 11. Roles & Responsibilities

### Director

Ensures overall compliance with KHDA and awarding body requirements.

### Academic Head

Implements this policy and leads the Academic Integrity Panel.

### Assessors

Ensure authentic assessment work and report concerns.

### Internal Verifiers

Ensure assessment integrity and detect irregularities.

### Learners

Submit only original work and comply with this policy at all times.

---

## 12. Policy Review

This policy is reviewed every 12 months in line with KHDA standards and awarding body requirements.

Next review due: 03 September 2026

---

### Approval

**Name: Shivanjan Chakraborty**

**Title: Director, East Bridge Training**

*Shivanjan Chakraborty*

**Signature: \_\_\_\_\_**

**Date: 03 September 2025**