CBS
COLLEGE OF BUSINESS STUDIES CYPRUS

ΚΟΛΛΕΓΙΟ ΕΠΙΧΕΙΡΗΜΑΤΙΚΩΝ ΣΠΟΥΔΩΝ

POLICIES

Academic Integrity Policy

October 2025

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General Policy on Academic Integrity

The purpose of this policy is to establish and maintain a culture of honesty, trust, fairness, respect, and accountability within our academic community. This policy applies to all students, faculty, and administrative staff and serves as the foundation for upholding the institution's credibility in line with international academic standards.

The commitment to the principles of academic integrity is integral to the mission of the College of Business Studies. Academic dishonesty violates the core values of the institution and undermines the achievements of the entire College. These principles are defined as follows:

Principles of Academic Integrity

1. **Honesty**: Commitment to honesty in all academic activities.

2. **Trust**: Promotion of mutual trust through reliability and accountability in all academic endeavours.

3. **Fairness**: Ensuring equal treatment and recognition of all contributions to academic work.

4. **Respect**: Protection of intellectual property, opinions, and ideas of others.

5. **Responsibility**: Taking accountability and aligning with the values and principles of the institution.

Violations of Academic Integrity

Violations include, but are not limited to, the following:

1. **Plagiarism**: The College defines plagiarism as the use or paraphrasing of another's words, ideas, data, code, or other original academic material without providing proper citation, acknowledgment, or attribution. Plagiarism can occur in any work, whether final or draft, and may be either accidental or intentional.

2. **Cheating**: The College defines cheating as the use or attempt to use unauthorized materials, tools, information, or study aids during any academic activity, as well as the unauthorized acquisition or use of exam content.

3. **Fabrication**: The College defines fabrication as the falsification, misrepresentation, or invention of any information, data, or citation during any academic activity. Examples of fabrication include, but are not limited to:

   – Inventing data, facts, or sources for an academic assignment.

   – Altering academic documents or results.

   – Citing a source in the bibliography that was not used.

   – Presenting an opinion as a scientifically proven fact.

4. **Collusion/Facilitation of Academic Dishonesty**: The College defines facilitation of academic dishonesty as the deliberate or knowing provision of assistance or contribution to the violation of any provision of this policy. Examples include, but are not limited to:

   – Completing academic work for another student.

   – Sharing previously used academic work with another person who intends to submit it as new.

- Collaborating on individual assignments without explicit permission.

- Copying.

5. **Participation in Academically Dishonest Activities**: The College defines participation in academically dishonest activities as any action taken with the intent to gain an unfair advantage over others. Examples include, but are not limited to:

   - Misrepresenting oneself or one's circumstances to an instructor.

   - Stealing an exam.

   - Purchasing a pre-written essay.

   - Selling, lending, or otherwise distributing material intended for cheating, plagiarism, or other academically dishonest acts.

   - Destroying, altering, stealing, or forging another student's work, library materials, lab equipment, academic records, course materials, or exam grades.

   - Deliberately missing an exam or assignment deadline to gain an unfair advantage.

   - Forging information or signatures on official University documents, such as attendance sheets, resumes, reference letters, statements of honesty, etc.

6. **Misrepresentation**: The College defines misrepresentation as providing false information to justify absences, extensions, or manipulation of grades.

Policy on Artificial Intelligence (AI) Usage

The use of Artificial Intelligence AI tools in the development of the Master Thesis or any other work performed by students must be transparent, ethical, and aligned with academic standards.

- Acceptable Use Cases: Students may use AI tools for limited and clearly defined purposes, including:

  - Language and grammar assistance (e.g., correcting sentence structure, clarity, or style).

  - Idea organization (e.g., helping outline or structure arguments, provided the content is student-generated).

  - Technical aid in coding, data cleaning, or statistical analysis (only when these tools are used in a transparent and reproducible way, and never for fabricating results).

  - Proofreading and enhancing the readability of the text.

- Unacceptable Use Cases: Students must not use AI tools to:

  - Generate original academic content such as literature reviews, theoretical frameworks, analysis, or conclusions.

  - Rewrite or summarize source material without proper citation.

  - Fabricate data, sources, or references or conduct AI-based "research" that is unverifiable.

  - Bypass critical thinking and independent analysis expected in graduate-level work.

  - Hide or disguise AI-generated content as original writing.

Disclosure and Transparency

- All AI usage must be explicitly disclosed in the thesis. This can be done in a separate Acknowledgment of AI Tools appendix, specifying which tools were used and how.

- Students should provide examples or logs of AI prompts or usage if requested by the supervisor.

Instructor / Supervisor Oversight and Program Discretion

- Instructors / Supervisors have the right to set stricter conditions on the use of AI tools based on the nature of the thesis or discipline.

- The College reserves the right to revise this policy in accordance with evolving college-wide AI guidelines and industry best practices.

Responsibilities

1. Students:

   – Understand the expectations for academic integrity.

   – Avoid and report any academic misconduct.

2. Faculty and Staff:

   – Communicate clear policies for courses and assessments.

   – Monitor and address potential violations of academic integrity.

3. Institution:

   – Provide resources for education on academic integrity.

   – Enforce the policy consistently and fairly.

Procedures for Addressing Violations

Academic Sanctions

If an instructor has substantial evidence that a student has cheated or plagiarised in academic work, the following academic measures may be taken:

- For assignments/exercises worth less than 10% of the total course grade, the instructor may assign a zero for the assignment.

- For assignments/exercises worth 10% or more of the total course grade, the instructor may fail the student in the course. The student must repeat all course requirements.

Warning

The instructor must notify the student the Program Coordinator and if necessary the Academic Director of any incidents and sanctions. The notification must be in writing. The Program Coordinator will monitor the claims and distribute copies of the letter to the student's file and the student, if not already done by the instructor. Decisions regarding sanctions must be approved by the Academic Committee. If the student appeals the "F" grade, they may be allowed to remain in the course and participate in all course activities at the instructor's discretion.

Additional Disciplinary Sanctions

The Academic Director may initiate further disciplinary measures, including expulsion from the College, if the nature of the offense or prior history suggests that further action is warranted. Decisions by the Academic Director and the Academic Committee regarding academic sanctions are final.

Prevention and Education

To foster a culture of academic integrity, the College is committed to:

- Providing resources and workshops on proper research and citation practices.
- Incorporating discussions on ethics and integrity into the curriculum.
- Using plagiarism detection tools to aid in education and enforcement.

Statement of Commitment

By participating in academic activities at this institution, all members agree to uphold the values of this Academic Integrity Policy and contribute to a fair and respectful academic environment.

Policy Review

This policy will be periodically reviewed and updated as needed to reflect changes in legislation, best practices, and feedback from the College community.