

Far Eastern University

POLICY ON ACADEMIC INTEGRITY

Anchored on the core values of Fortitude, Excellence and Uprightness, Far Eastern University (FEU) believes that its students, administration, faculty and staff should demonstrate academic integrity at all times. Academic integrity means that the members of the entire academic community adhere to the fundamental values of honesty, hard work, originality, respect and responsibility. FEU students are expected to always adhere to the highest standards of academic excellence.

FEU students are expected to demonstrate beliefs, attitudes and behaviors associated with academic honesty. Thus, all acts of academic dishonesty in FEU are not tolerated. Academic dishonesty comes largely in two forms: cheating and plagiarism. It is considered a major offense subject to disciplinary actions if students cheat or plagiarize their work.

Cheating is broadly defined as getting unauthorized help on an assignment, quiz or examination. The following are considered as acts of cheating:

- Copying from another student during a test or examination, with or without his/her knowledge;
- Allowing another student to copy his/her work;
- Using unpermitted notes during a test or examination;
- Having in one's possession written notes or electronic devices during a test or examination;
- Getting questions or answers from someone else who has already taken a test or examination;
- Turning in work done by someone else;
- Taking a test or examination for another student;
- Writing or providing an assignment for another student.

Plagiarism is another form of academic dishonesty. All FEU students are expected to turn in work that is a product of their own efforts, study and research. Thus, copying work of others (in whole or in part) and claiming it as one's own is considered an act of plagiarism. A work is also plagiarized if the student did not properly cite or acknowledge the sources or references for his/her work. One must remember that plagiarism is identified not through **intent** but through the **act** itself. The following are considered acts of plagiarism:

- Repeating someone else's words verbatim without acknowledgement;
- Presenting someone else's ideas without acknowledgement;
- Paraphrasing, translating, or summarizing someone else's ideas without acknowledgement;
- Improperly acknowledging of sources, as with incomplete/imprecise documentation;
- Having one's work done by someone else or having one's work substantially revised by someone else.

POLICY ON NON-SOLICITATION OF FUNDS

All official fees of the University are collected through the Cash Department. Students should not pay any additional fees such as those for tickets, entrance fees, transportation fees, hand-outs, readings, quizzes or tests to any faculty or staff member of the University.