The Regent College Code of Conduct/ Academic Operational Policies

Code of Conduct

All members of The Regent College must:
- Comply with Academic and Operational Policies;
- Demonstrate honesty and integrity;
- Respect differences in people, their ideas, and their opinions;
- Treat others with dignity and respect, especially when there is disagreement;
- Respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, creed, sex, age, family status, or disability;
- Respect the rights of others;
- Show proper care and regard for school property and the property of others;
- Take appropriate measures to help those in need;
- Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- Respect the needs of others to work in an environment that is conducive to learning and teaching.
- Discourage others from engaging in bullying or cyber-bullying

The Regent College has established the following academic & operational policies in the following areas:

Standards of Behaviour Conduct
- Mutual Respect
- Acceptable Use
- Academic Integrity

1. Mutual Respect

The Regent College is committed to providing a safe, supportive, and disciplined learning environment that is free from discrimination, harassment or bullying. The Principal is required to take action whenever an incident or concern is raised.

- School Administration should record all details of the event, including names, frequency, time, date, location and witnesses. They should also indicate the names of other people who were informed as well as the
  names of anyone else that may have experienced similar conduct;
- School staff should talk with Students to determine the appropriate next steps;
- All reports should be taken seriously and should be handled in a timely and respectful way.

2. Acceptable Use

The Acceptable Use policy defines the ways in which a user may behave at The Regent College, Abuja . All participants are required to conduct themselves in a respectful manner and to avoid unethical or illegal activities. Please note that the Learning Management System (LMS)(Exam.net) logs all online activity for all users.

The Regent College's LMS is intended for educational purposes. Commercial, illegal, obscene, and other inappropriate activities are prohibited. Participants who do not follow these guidelines will have their access withdrawn. Disciplinary action may include suspension from the course or expulsion from The Regent College.

3. Academic Integrity

Cheating, plagiarism, and any other sort of academic dishonesty will not be tolerated at The Regent College. All staff and students are required to complete the Academic Integrity Course and sign the Academic Integrity Contract. Any student who breaks their Academic Integrity Contract can expect to receive the consequences listed below.

Cheating on Tests and Exams
Tests and exams are monitored in-class by teachers. Where a student cannot be in class and has to write his/her exam online, the parents or guardians must provide exam conditions and monitor the students all through the duration of the exam.

Cheating on a test or exam includes:
- viewing or using tests or examinations without permission of the invigilator;
- bringing and using notes, electronic or online translators, or other unauthorized aids in an examination;
- getting help from other people (teachers, tutors, administrators, other students) during test/exam;

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- sharing or allowing another student to copy or use one's test/exam;
- theft of a test or examination.

Consequences for Cheating:

First Offence:
- The submitted test or exam will receive a grade of zero.
- The student's parents or guardians will be notified about the incident and required to sign an Academic
  Integrity Report and Agreement Form.
- The student cannot re-take the test/exam.

Second Offence:
- The student may be withdrawn from the course. Regent College is not responsible for any delay in graduation date that may result from the withdrawal.

Plagiarism in Course Assignments
Plagiarism is the theft of someone else's work, which includes the unacknowledged use of another's words, ideas,
arguments or research. Plagiarism includes (but is not limited to):
- Using another writer's words or phrases directly without using quotations
- Using another writer's ideas without citations
- Using graphs, charts, figures or images from another source without citations

Consequences to Plagiarism:

First Offence:
- The submitted work will receive a grade of zero.
- Academic Integrity Report is sent to the Parents.
- The student is allowed to resubmit the affected assignment (provided the course allows resubmission).

Second Offence:
- The submitted work will receive a grade of zero.
- The student's parents or guardians will be notified about the situation and required to sign an Academic Integrity Agreement Form.
- If the student does not return the signed Academic Integrity Agreement Form, they may be suspended for a time determined by The Regent College.
- No re-submission for the plagiarized assignment is allowed.

Third Offence:
- The student may be withdrawn from the course. Regent College is not responsible for any delay in graduation date that may result from the withdrawal.