



# **THE IgBS e-LEADERSHIP MBA CODE OF CONDUCT**



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## Summary

The IGBS e-Leadership MBA Code of Conduct is an internal act of the Algebra University College and, together with its Ordinance on Study and Studying, is a key reference document which seeks to ensure that all participants in the IGBS e-Leadership MBA Program understand their rights and responsibilities, including the outlines of clear procedures in the event of academic misconduct. All students sign the MBA Pledge which comprises agreement to abide by the MBA Code of Conduct. The MBA Code of Conduct covers student behavior, in the classroom and in terms of deliverables which are part of the assessment procedures for the program. Academic Misconduct may include the following: Cheating; Fabrication; Plagiarism; Interference; Violations of Course Rules; and Facilitating Academic Dishonesty. Breaches of Standards of Classroom Conduct may also be treated as Academic Misconduct.

Any suspicion of academic misconduct should be investigated by the Faculty teaching the course, who decides whether there is a case to answer and discusses with the student concerned. Where the student denies the misconduct, the Faculty Member should then report the evidence to the Director of the IGBS eLeadership MBA who must then decide whether there is a need for the Conduct Review Committee (CRC) to meet to discuss the case. If the CRC meets, the CRC then makes recommendations regarding actions to be taken. Where the student accepts that misconduct occurred, the faculty member should take appropriate action, and report on this to the Director of the IGBS e-Leadership MBA.

In cases where the misconduct is a first offence and does not represent a serious breach of the MBA Code of Conduct, the Faculty Member should issue a warning and may deduct one grade point from the student's mark for the course. If the Faculty Member is unsure whether the breach is 'serious', they should seek the advice of the Director of the IGBS e-Leadership MBA. In the case of a repeat offence and/or where the misconduct is judged by the Faculty Member to be of a serious nature, the matter should be referred to the Director of the IGBS e-Leadership MBA who may decide to call a meeting of the CRC. If the Director of the IGBS e-Leadership MBA and the CRC are satisfied that this is a case of serious misconduct, they can consider the following actions:

- » Lowering the grade by two points
- » Failing the student on this course, requiring the student to retake the course with the next generation of students (at the student's expense)

In exceptional circumstances, the CRC may recommend that the student be expelled from the IGBS e-Leadership MBA Program.

Students may appeal to the Appeal Committee of the Algebra University College; whose decisions are final.

## Purpose

The Algebra University College (henceforth: AUC) IGBS e-Leadership MBA Program (henceforth: MBA Program) is committed to educating students and to maintaining the tradition of professional behavior. In almost all situations, this tradition is understood and shared by all members of an academic community. This IGBS e-Leadership MBA Code of Conduct (henceforth: MBA Code of Conduct) is a formal commitment which is useful both as a reminder of these shared commitments, and as a guide as to what to expect in exceptional situations in which behavior falls short of expected standards. All IGBS e-Leadership MBA students (henceforth: MBA Student/s) have obligations to commit to and uphold this tradition as articulated in the MBA Code of Conduct. The MBA Code of Conduct has the following objectives:

- » Promote ethical conduct – in all personal, professional and academic activities – amongst all MBA Program participants;
- » Effectively communicate the personal, professional and academic standards to which the MBA Program holds all MBA Students; and
- » Describe the procedures and general consequences MBA Students will face if they commit personal, professional or academic misconduct.

## Student Responsibilities

The responsibilities of the MBA Student are as follows:

- 1) to understand and abide by the MBA Code of Conduct and other internal acts of AUC;
- 2) to abide by the IGBS e-Leadership MBA Pledge (henceforth: MBA Pledge);
- 3) to affirm every deliverable produced as part of the MBA Program; and
- 4) to provide to the MBA Conduct Review Committee (henceforth: CRC) information relevant to acts of academic, professional, and personal misconduct in which students might participate or witness.

The following sections describe each of these four types of responsibilities in more detail.

**The MBA Code of Conduct.** It is the responsibility of every MBA Student to understand and abide by the MBA Code of Conduct and other internal acts of AUC, including Ordinance on Study and Studying, regulating students' rights and responsibilities as stipulated by the Act on Science and Higher Education. This responsibility generally encompasses behaving professionally and ethically in accord with the MBA Pledge (below) as well as meeting MBA standards for appropriate academic, professional and personal behavior. If a MBA Student is uncertain about the appropriateness of his/her actions in relation to this MBA Code of Conduct, he/she is required to seek the advice of a member of the IgBS e-Leadership MBA faculty or teaching staff (henceforth: MBA Faculty), the Director of the IgBS e-Leadership MBA (henceforth: MBA Director), or the Dean of the Algebra University College (henceforth: AUC Dean).

**The MBA Pledge.** All MBA Students will pledge as follows:

*As an IgBS e-Leadership MBA Student I will act professionally with civility and respect toward others and with honor and integrity in all my work. I will not receive unauthorized aid in completing any deliverable. I have read, understand, and agree to abide by the IgBS e-Leadership MBA Code of Conduct.*

This pledge will be the guiding light by which an MBA Student is expected to conduct himself or herself. In the absence of direct address of a situation by the MBA Code of Conduct and AUC Ordinance on Study and Studying, it is this MBA Pledge that will become the default standard of conduct. Each MBA Student will be required to acknowledge this MBA Pledge in writing, as a condition of matriculation to and continued participation in the MBA Program.

**Deliverable Affirmation.** The signed acknowledgement of the MBA Pledge indicates an affirmation of these standards with each deliverable required of them throughout the MBA Program. The term "deliverable" covers all exams/quizzes/tests (either take-home or in-class) as well as all assignments such as papers, briefs, reports, homework, and presentations. By submitting a deliverable, the MBA Student affirms that he/she have not received "unauthorized aid". If a MBA Student is in doubt about what is "authorized aid" versus "unauthorized aid" he/she should consult the appropriate MBA Faculty for clarification before submitting the deliverable.

Working with a team on homework assignments, for example, may be allowed by some MBA Faculty members and not others. Moreover, joint work may be allowed by an MBA Faculty member for one homework assignment in his/her course but not allowed in the case of other assignments for the same course. Unless specified otherwise, a MBA Student should assume that collaboration is not allowed. Unauthorized aid is not limited to information from other people, however. Materials retrieved from computer-based resources (including the internet), written documents, or audio/visual materials could also be considered unauthorized aid. In the case of exams, quizzes, and tests (either take-home or in-class), MBA Students should assume collaboration is not allowed, and they should also consider these deliverables closed-book/closed-note unless stated otherwise by the MBA Faculty member.

**Student Notification.** If an MBA Student believes he or she may have committed academic misconduct, even if unintentional or accidental, the student is required to advise the MBA Faculty of the class in which the violation occurred. If the academic misconduct occurred unrelated to a specific course, the MBA Student is required to notify the MBA Director directly. Proactively addressing one's own academic misconduct, whether intentional or accidental, will greatly mitigate any sanction to be recommended by the CRC.

If an MBA Student believes that he or she may have witnessed academic misconduct, the student is required to report that misconduct to the appropriate authority. Not doing so will subject the MBA Student to potential sanctions for failing to report misconduct. If an MBA Student believes he or she may have witnessed academic misconduct, the student is required to advise the MBA Faculty of the class in which the violation occurred or contact the MBA Director.

## **The Conduct Review Committee (CRC)**

The CRC is established for each MBA Program generation by the MBA Director to adjudicate on any matters of a breach of the MBA Code of Conduct brought to his attention. The CRC shall consist of 3 members including MBA Director, the AUC Vice-Dean for Students, and a MBA Student representative elected at the start of the MBA Program. The CRC will then sit with the MBA Faculty member and MBA Student concerned to address any matters of academic misconduct brought to its attention.

## Faculty and Staff Responsibilities

The responsibilities of the MBA Faculty and staff are as follows:

- 1) bring to the attention of the MBA Director any suspected act of academic misconduct in a timely manner;
- 2) aid the CRC in investigation of any accusation of academic misconduct; and
- 3) strongly consider implementing any sanction(s) recommended by the CRC for any act of academic misconduct.

Requirements for MBA Faculty and staff to meet with MBA Students accused of misconduct are described in the previous section. MBA Student notification both before and after the CRC is involved is also outlined above. It is important that MBA Faculty and staff members who witness or are made aware of an act of academic misconduct report that act to the MBA Director. Critical to the success of the Code of Conduct and achievement of the goal of ethical behavior amongst all MBA Students is the consistent application of the MBA Code of Conduct. Essential to the consistent application of the MBA Code of Conduct is avoiding any appearance of favoritism or circumvention of due process and equal protection. MBA Faculty and staff must foster the MBA Code of Conduct by deriving a personal sense of duty of enforcement.

The MBA Program urges MBA Faculty members to include references to the MBA Code of Conduct in their IgBS e-Leadership MBA course (henceforth: MBA Course/s) syllabi and to explicitly state their intention to adhere to the MBA Code of Conduct on Day 1 of their MBA Courses. In addition, the MBA Program encourages MBA Faculty members to specify in sufficient detail the rules concerning deliverables so that MBA Students fully understand what materials are allowed or not allowed for each deliverable (e.g., papers, presentations, exams, quizzes, team projects, etc.), and in which tasks working as a team is allowed and which it is not.

## Standards for Academic Conduct

Referring to this MBA Code of Conduct and AUC Ordinance on Study and Studying, Algebra University College may discipline a MBA Student for academic misconduct, which is defined as any activity which tends to undermine the academic integrity of the institution. Academic misconduct includes, but is not limited to, the following:

### Cheating

MBA Student must not use or attempt to use unauthorized assistance, materials, information, or study aids in any academic exercise, including, but not limited to, the following:

- » External assistance on any “in-class” or “take-home” examination, unless the MBA Faculty member specifically has authorized external assistance;
- » Should not ask another student, during an “in-class exam”, for the translation of a word where that might constitute clarification of the meaning of that word;
- » Team based assignments – MBA Students may not work with others outside of their team for the completion of team based assignments unless specifically authorized cross-team work;
- » Individual assignments – a MBA Student may not work with other students in completing an individual assignment unless specifically authorized joint work;
- » It is at the MBA Faculty discretion whether MBA Students may discuss concepts and methodologies when completing an individual assignment. All submitted work must be original work from the individual;
- » MBA Student may not use his or her computer to connect to the internet or communicate with persons inside or outside of the classroom during exams, if not designated as ‘open book’ and ‘open computer’;
- » At the MBA Faculty discretion, computers may be used for computations or for composing written essays during ‘closed books’ exams. A MBA Student may only use a blank worksheet/document and may not use any other resource on his or her computer during the examination unless specifically authorized for the use of other resources, and then only the resources authorized may be used;
- » MBA Student must not use another person as a substitute in the taking of a test or quiz;
- » MBA Student must not steal examinations or other course materials;
- » MBA Student must not allow others to conduct research or to prepare work for him or her without advance authorization from the MBA Faculty to whom the work is being submitted. Under this prohibition, a MBA Student must not make any unauthorized use of materials obtained from commercial term paper companies or from files of papers prepared by other persons;
- » MBA Student must not collaborate with other persons on a project and submit a copy of a report which is represented explicitly or implicitly as the student’s individual work;

- » For team projects and assignments, MBA Students may not work with others outside of their team, unless the MBA Faculty specifically authorized cross-and-over team work;
- » MBA Student must not use any unauthorized assistance (in class or on field work);
- » MBA Student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the MBA Faculty to whom the work is being submitted (no “double dipping” – Originality assumption);
- » MBA Student must not alter a grade or score in any way.

MBA Faculty will make every effort to clarify what is “authorized” and “unauthorized” aid for each deliverable in the MBA Course. If a MBA Faculty member does not make this designation clear, it is each MBA Student’s responsibility to obtain clarification directly from the MBA Course instructor (email is the preferred method for doing so to establish documentation of the agreement between the MBA Course instructor and the MBA Student).

### **Fabrication**

MBA Student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, research results, and citations to the sources of information.

### **Plagiarism**

MBA Student must not adopt or reproduce ideas, words, or statements of another person or authoritative source without appropriate acknowledgment. MBA Student must give credit to the originality of others and acknowledge indebtedness whenever he or she does any of the following:

- » Quotes another person’s actual words, either oral or written;
- » Paraphrases another person’s words, either oral or written;
- » Uses another person’s idea, opinion, or theory; or
- » Borrows facts, statistics, or other illustrative material, unless the information is common knowledge.

When using text, which contains the same wording as the original, that text must appear in quotation marks with the appropriate citation. When paraphrasing text, the appropriate citation must appear in the text or in a footnote or endnote. This same use of citations is required for communicating another person’s ideas, opinions, or theories unless that information is common knowledge. In no case, should a MBA Student leave the reader or listener with the impression that the work is original if it is not.

### **Interference**

MBA Student must not steal, change, destroy, or impede another student’s work. Impeding another student’s work includes, but is not limited to, the theft, defacement, or mutilation of resources to deprive others of the information they contain.

MBA Student must not give or offer a bribe, promise favors, or make threats with the intention of affecting a grade or the evaluation of academic performance.

### **Violation of the MBA Course Rules**

MBA Student must not violate MBA Course Rules as contained in a MBA Course Syllabus which are rationally related to the content of the MBA Course or to the enhancement of the learning process in the MBA Course.

### **Facilitating Academic Dishonesty**

MBA Student must not intentionally or knowingly help or attempt to help another MBA Student to commit an act of academic misconduct

### **Procedures Following Suspected Academic Misconduct**

Any suspicion of academic misconduct should be brought to the attention of the MBA Faculty teaching the course. He or she should then investigate the matter and decide on whether there is a case to answer. If there is a case to answer, he/she should discuss with the MBA Student concerned. Where the MBA Student denies the misconduct, the MBA Faculty member should then report the evidence to the MBA Director who must then decide whether there is a need for the CRC to meet to discuss the case. If the CRC meets, the CRC then makes recommendations regarding actions to be taken. Where the MBA Student accepts that misconduct occurred, the MBA Faculty member should take appropriate action, and report on this to the MBA Director.

In cases where the misconduct is a first offence and does not represent a serious breach of the MBA Code of Conduct, the MBA Faculty member should issue a warning and may deduct one grade point from the MBA Student's mark for the MBA Course. In the case of a repeat offence and/or where the misconduct is judged by the MBA Faculty member to be of a serious nature, the matter should be referred to the MBA Director who may decide to call a meeting of the CRC. If the MBA Director and the CRC accept that this is a case of serious misconduct, they can consider the following actions:

- » Lowering the grade by two points;
- » Failing the MBA Student on this MBA Course, requiring the student to retake the course with the next generation of MBA Students (at the student's expense)

In exceptional circumstances, the CRC may recommend that the MBA Student be expelled from the MBA Program.

### Appeals

MBA Students may appeal on the referred MBA Director and CRC conclusions to the Appeal Committee of the AUC.

Decisions of the Appeal Committee of the AUC are final.

### Transitional and Final Provisions

This MBA Code of Conduct shall enter into force upon its endorsement by the MBA Director.

The provisions of this MBA Code of Conduct shall apply from the day of its endorsement, unless otherwise regulated.

In case the provisions of this MBA Code of Conduct are not sufficiently comprehensive or do not entirely comply with the provisions of the Ordinance on Study and Studying and/or other internal acts of AUC, the Act on Science and Higher Education of the Republic of Croatia shall apply to ensure seamless functioning of this MBA Program according to its accreditation issued by the Ministry of Science, Education and Sports on 30th of May 2016 (Class: UP/I-602-04/15-13/00010), URBROJ: 533-20-16-0006), in Algebra premises in Zagreb or off-site as required.

Algebra University College  
IgBS e-Leadership MBA

MBA Director  
Goran Radman



Zagreb, November 15th, 2016

## **Annex: Standards of Classroom Conduct**

### **Classroom Behavior**

Classroom behavior will be specifically addressed by each MBA Faculty in the MBA Course Syllabus. As a rule, MBA Students are expected to adhere to the norms of responsible classroom behavior. These include, but are not limited to the following:

- » Be on time for the start of the class;
- » Contribute, participate, and engage in the classroom learning experience;
- » Use of computer is allowed for the MBA Course purpose only. If need to surf the internet, check email, or use skype, MBA Student should turn the sound off and/or use headphones. MBA Students must close/turn-off computers when asked by the teaching MBA Faculty and during any guest speaker;
- » Turn mobile phones, tablets and other communication devices 'silent' when/if not used for the MBA Course purpose. Turn them 'off' when specifically asked by the teaching MBA Faculty and/or guest speaker;
- » Do not disturb classmates with excessive noise or talking during the MBA Course class;
- » Respect your MBA Faculty members and your MBA Student classmates;
- » If need to leave a class during session (i.e. for an urgent personal matter or illness), MBA Student should do its best to notify this to the teaching MBA Faculty in advance.

### **Absences**

MBA Student should be on time to classes and avoid absences. If a student must be late or absent, please inform the MBA Office in advance if possible (either via e-mail, telephone call, or through face-to-face communication). If advanced notice is not possible, contact the MBA Office afterwards to brief on the reason for absence/tardiness. Some (but not all) MBA Faculty may allow making up the class by attending another section, but must ask or get permission in advance. Some (but not all) MBA Faculty may allow making up the class with an assignment.

### **Procedures Following Breaches of Classroom Conduct**

The first breach of classroom conduct which is not deemed to be of a serious nature, should be handled by a written warning to the MBA Student, with a copy to the MBA Director. Subsequent (or serious) breaches shall be treated in the same way as academic misconduct and should be met by actions appropriate to the case. Responses may include any or all the sanctions listed above.

