

HAU CODE OF HONOR

INTERIM UNIVERSITY POLICY FOR SY 2020-2021



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HAU CODE OF HONOR

NURTURING A CULTURE OF ACADEMIC INTEGRITY

I. NATURE AND PURPOSE

Integral to the mission and core values of Holy Angel University is a commitment to live a life of integrity, honesty, and discipline. The University adheres to the Apostolic Constitution of the Church *Ex Corde Ecclesiae* which states that, “It is the honor and responsibility of a Catholic University to consecrate itself without reserve to the cause of truth.”

From this springs the expectation of the University community for its members to practice and uphold ACADEMIC INTEGRITY. This means that all of us HAU community members shall represent ourselves truthfully and engage honestly as we seek knowledge and build our skills and competence. This commitment to embrace academic integrity requires of us to produce, submit, and present intellectual outputs, scholarly works, researches, and other academic undertakings that are products of our own honest efforts, ever circumspect not to claim what is not ours. We are committed to preserve and respect the dignity, integrity, and property of individuals and of the community.

The HAU Code of Honor articulates the standards and expectations that reflect our individual and shared responsibility to maintain academic integrity.

The HAU Code of Honor is a set of conduct that addresses issues concerning academic fraud, which refers to actions, intentional or unintentional, that disregard honesty and/or diminish the integrity of both the individual and the community. Such actions are transgressions and denounced as unacceptable and contrary to our values, principles, and morals as a Catholic higher education institution. Moreover, they deprive the student of a valid learning experience which is crucial to educating the whole person.

Each Angelite therefore is expected to conduct himself/herself with integrity and uphold the HAU Code of Honor.

II. HAU CODE OF HONOR

The University recognizes Honesty, Respect, Trust, Fairness, Responsibility, and Courage as the fundamental values that support Academic Integrity, as the International Center for Academic Integrity (ICAI) posited in 2013.

These fundamental values are essentially rooted in the University's own core values of Integrity, Community, Christ-Centeredness, Excellence, and Societal Responsibility.

To affirm our commitment to uphold, promote, and nurture the culture of Academic Integrity in the University community, we built the HAU Code of Honor upon these six fundamental pillars, and thus proclaim:

HAU CODE OF HONOR

Honesty

We seek and advance truth and knowledge through learning, teaching, research, and service with intellectual honesty and fortitude. As a Catholic Higher Educational Institution, we conduct our business with sincerity, rectitude, and openness.

Respect

We understand the interactive, cooperative, and participatory nature of learning in the context of community. We welcome, value, and respect diverse opinions and ideas.

Trust

We rely upon the Gospel values and climates of mutual trust in fostering academic integrity. Gospel values nurture the formation of the right conscience which allows us to reach our full potential. Climates of mutual trust encourage and support the free exchange of ideas that makes scholarly inquiry possible.

Fairness

We uphold fairness in the interactions of students, faculty, and administrators with clear and transparent expectations, standards, and practices. We support just and proper engagements in the University and detest any form of discrimination and inequity.

Responsibility

Individually, and collectively as the University Community, we hold ourselves responsible for our thoughts, words, and deeds. For all our acts, we are accountable to all. We will take action when we encounter wrongdoing.

Courage

We stand firm and committed to preserve the values that we hold dear and defend the truth no matter the consequence.

ACADEMIC INTEGRITY PLEDGE

Students shall affirm and signify their abeyance to the HAU Code of Honor and thereby the commitment to uphold Academic Integrity by signing on to the Academic Integrity Pledge, which reads thus:

“I abide by the HAU Code of Honor. I pledge to conduct myself to the highest ideals of Academic Integrity in all my undertakings, guided by the Angelite virtues and the light of my faith.”

III. FRAMEWORK

It is the duty of the University to train its students at the highest levels of professionalism and proficiency. Apart from the quality of its academic programs, services, facilities, faculty, and employees, the University recognizes the central role that academic integrity plays towards the accomplishment of this task.

HAU CODE OF HONOR

NURTURING A CULTURE OF ACADEMIC INTEGRITY

VISION

To become a role-model catalyst for countryside development and one of the most influential, best-managed Catholic universities in the Asia Pacific region

MISSION

To offer accessible quality education that transforms students into persons of **CONSCIENCE, COMPETENCE, and COMPASSION**. All these we shall do for the greater glory of God

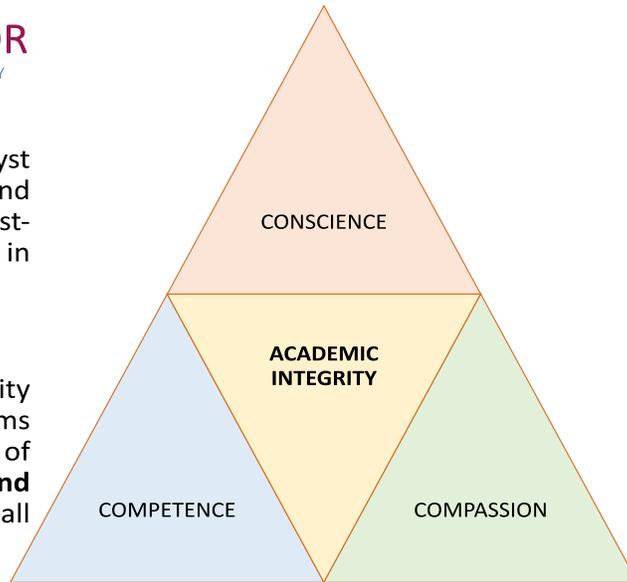


Figure 1. Academic Integrity at the Heart of the HAU Mission

The values underpinning academic integrity bind us to our mission to offer accessible quality education that transforms students into persons of conscience, competence, and compassion, all for the glory of God.

The voice of our **conscience** is our moral compass. Our aspirations to excellence cultivate **competence**, which helps foster nation-building, solidarity, and societal responsibility in the spirit of **compassion**.

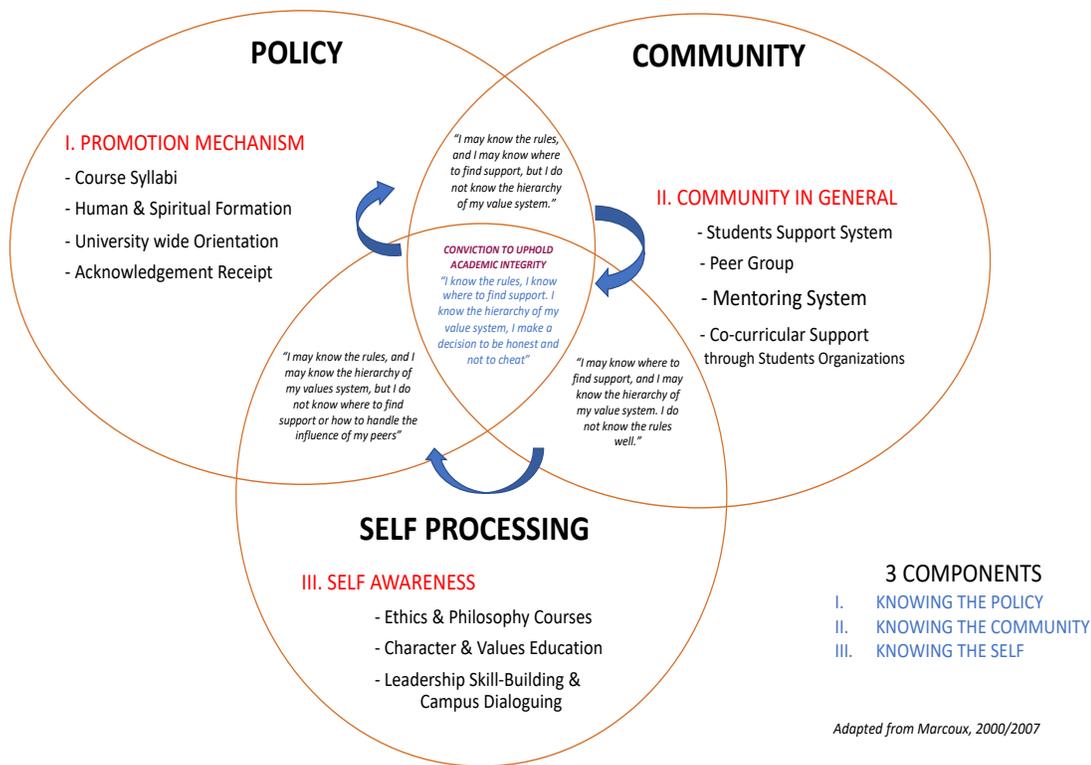


Figure 2. Components of the HAU Code of Honor

The development of the HAU Code of Honor is a response to the challenge to strengthen and nurture the culture of academic integrity in the University. Figure 2 illustrates the three important components and their intertwining relationships in forming and building the University’s commitment to uphold ethical standards in the HAU community. Each of these components, namely, Policy, Community, and Self, plays a unique role which influences the personal as well as the communal commitment to academic integrity.

IV. ORIENTATION, PROMOTION, AND PROCESSING

1. The HAU Code of Honor shall be made known through the University's various public print and digital communication platforms for wide circulation. The Code shall also be integrated into the University's written and online guidelines, incorporated in course syllabi, student handbooks, and related materials, and reflected in institutional undertakings.
2. The University shall disseminate information on the HAU Code of Honor through student orientation sessions, classes, seminars, and various online communication tools. All faculty members shall present and explain the Code to their respective classes during the first weeks of the semester. In these discussions, participants shall be directed to examine academic integrity as reflected in the Angelite Pledge (Attachment A).
3. Students shall confirm understanding of and abeyance to the HAU Code of Honor by signing on to the Academic Integrity Pledge (Attachment B). Copies of the pledge shall be distributed to and accomplished by Basic Education learners during their Christian Living Education and Philosophy classes, while college freshmen and sophomores shall complete theirs in their Theology classes. Third and fourth year college students shall execute the pledge forms handed out in their major subject classes.

A downloadable copy of the Academic Integrity Pledge shall also be uploaded in the University's website.

The signed document shall be filed in the student's individual record and kept by the University Guidance Center.

The Academic Integrity Pledge shall be circularized through the University's various public print and digital communication platforms. It shall also be integrated into the University's incorporated in course syllabi, student handbooks, and related materials.

Further, the Pledge shall be affixed in all exams, projects, submissions, and other academic requirements as an affirmation that students have completed the undertaking with full integrity. The regularity of this practice strengthens the culture of intellectual honesty.

4. The University shall orientate HAU faculty and non-teaching personnel on the HAU Code of Honor via HRD- and CEP-sponsored seminars, general assemblies, faculty meetings, and other fora. The code shall also be integrated in the declaration of the virtues of the month, campus events, psycho-spiritual sessions, and related activities.
5. HAU shall create awareness among parents and guardians on the importance of academic integrity in their children's education and seek their involvement and support in the undertaking to create and nurture a culture of academic integrity in the University. Parents and guardians shall be requested to affirm their cooperation by signing the Integrity Pact (Attachment C), which reads thus:

INTEGRITY PACT

“I have read and I understood the HAU Code of Honor which promotes the culture of Academic Integrity in the HAU community.

At home, I pledge to support the University by affirming the values that uphold Academic Integrity. Hence, I will look with disfavor all acts contrary to the HAU Code of Honor and reprimand any form of cheating, dishonesty, and fraud.”

A downloadable copy of the document shall be uploaded in the University’s website, the link to which shall be endorsed to parents by the faculty in-charge.

6. The University shall administer an academic integrity survey of students during the orientation week. Attachment D shows the survey form for college and graduate students while that for the Basic Education Department is presented in Attachment E. An essay-type academic integrity survey (Attachment F) shall also be administered as a reflection guide to students.

The survey shall be accomplished by Basic Education learners during their Christian Living Education and Philosophy classes, while college freshmen and sophomores shall complete theirs in their Theology classes. Third- and fourth- year college students shall answer the survey in their major subject classes.

7. The University shall conduct a follow-up academic integrity survey (Attachment G) among college students towards the end of the midterm, and among Basic Education learners by the third quarter period.

All of the foregoing surveys are conducted for self-assessment purposes and in complete anonymity.

V. ACTIONS THAT VIOLATE THE HAU CODE OF HONOR

The following actions violate the HAU Code of Honor:

1. Cheating: Copying someone else's work or giving your own work to another; resubmitting one's own previously assessed work; unauthorized use of study aids or collaboration during testing; obtaining and/or distributing copies of testing materials from unauthorized sources; unauthorized giving or receiving information regarding a test before, during, or after its scheduled administration;
2. Plagiarism: Representing others' ideas or expressions, whether published or unpublished, as your own without proper citation of credit;
3. Falsifying data/citations: Buying, selling, giving, contracting, or receiving term papers, research papers, assignments, projects, and other academic requirements, from any source, including the Internet;
4. Fabrication of academic documentation: Submitting contrived or improperly altered information in any academic requirements; (e.g., letters of reference, certificates, transcript of records, diplomas, making up data for research, changing data to bias its interpretation, citing non-existent articles, contriving sources, and the like);
5. Abuse of library privileges: Defacing books or other library materials; failing to return overdue books, thus depriving others of their use;
6. Participation in the abusive use of cyber space such as but not limited to cyberbullying, character assassination, pornography, uploading/dissemination of fake news, identity theft, and breach of data privacy policy governing distance learning;
7. Installation or use of any device for listening to, observing, photographing, recording, amplifying, or transmitting sounds or events where the individual/group involved has a reasonable expectation of privacy, without consent of all persons involved. This includes meetings between students and deans involving disciplinary issues or between two or more people whose conversations are intended to be confidential. The recording or photographing of a recognized group's proceedings, performances, classes, lectures, programs, workshops, or other similar events without the specific authorization of the sponsoring organization, faculty member, speaker, or other party related to the event is prohibited;
8. Purposeful destruction, theft, or misuse of electronic media (computer hardware or software), and
9. Lying to an administrator or teacher during investigations concerning academic dishonesty.

VI. GRIEVANCE PROCEDURE AND SANCTIONS

In addressing issues relating to alleged violations of the Code of Honor, the teacher shall initially speak with the concerned student/s to ascertain the facts. The details of this conversation, as well as the facts drawn from the discussion, shall be reported in writing. All materials pertinent to the situation shall be endorsed to the Office of Student Affairs and Services and the Committee on Discipline, which will review the validity of the case in five (5) working days. If valid, the case is endorsed to the Fact-Finding Committee for further investigation.

The Fact-Finding Committee is responsible for the conduct of the investigation, identification of the violation of the Code of Honor, and determination of applicable sanctions and/or appropriate remedies. The Committee shall submit a report on its findings along with recommended sanctions to the Office of Student Affairs and Services and the Committee on Discipline for appropriate action.

In cases where it is proven that a violation of the Code of Honor was committed, the University shall issue an official notification (HAU Code of Honor Violation Form, Attachment H) to the student and his/her parents or guardians. The following sanctions shall be applied:

1. For a first offense, the student may either receive a grade of zero without the opportunity of a retake or be assigned an enrichment work, undergo a counseling session, and do a community service or a home-based reflection on honesty, integrity, fairness, respect and responsibility.
2. For a second offense, the student shall receive no credits in the given academic work and shall be subjected to suspension (with number of days to be specified) with a non-graded home-based enrichment activities related to the subject/course.
3. For a third offense, the student shall be removed from the program.

ATTACHMENTS

Attachment A

THE ANGELITE PLEDGE

I am an Angelite. I am conscientious.
I believe in God dwelling in me.
I strive to live a life of integrity and discipline.

I am an Angelite. I am competent.
I joyfully give my best in all I do.
I will innovate to help make a better change.

I am an Angelite. I am compassionate.
I am a person of love and sacrifice.
I recognize God's presence in every person.

I am an Angelite. I will co-create meaningful experiences here at HAU.
It is here where I can also enrich my relationship with myself, with others and with God,
as I am continually formed into a person of conscience, competence, and compassion.

Laus Deo Semper!

Attachment B

ACADEMIC INTEGRITY PLEDGE

I abide by the HAU Code of Honor. I pledge to conduct myself to the highest ideals of Academic Integrity in all my undertakings, guided by the Angelite virtues and the light of my faith.

Signed:

Signature over printed name of student

Department: _____
Course/Major: _____

Date: _____

Attachment C

INTEGRITY PACT

I have read and I understood the HAU Code of Honor which promotes the culture of Academic Integrity in the HAU community.

At home, I pledge to support the University by affirming the values that uphold Academic Integrity. Hence, I will look with disfavor all acts contrary to the HAU Code of Honor and reprimand any form of cheating, dishonesty, and fraud.

Name of Student: _____ HAU Student No.: _____

Department: _____ Course/Major: _____ Year Level: _____

Name of Parent(s)/Guardian(s): _____

Signature of Parent(s)/Guardian(s): _____ Date: _____

Please sign and return this form by uploading the signed document to the University Guidance Center or through the student portal via LMS/Canvas.

Attachment D

ACADEMIC INTEGRITY SURVEY FORM

UNDERGRADUATE /POST-GRADUATE LEVEL

Your university life is an opportunity to be a person of conscience, competence, and compassion. Participating in this survey manifests one's commitment to nurturing the culture of academic integrity.

Department: _____ Course/Major: _____ Gender: Male Female

Year Level:

- Freshman
 Sophomore
 Junior
 Senior
 Graduate Student

Carefully read each item and mark the correct answer; for example <input checked="" type="radio"/>	TRUE	FALSE
1. Upholding Academic Integrity means being accountable for my own work.	<input type="radio"/>	<input type="radio"/>
2. Part of academic integrity is one's personal decision to abide by the standards of ethical behavior governing the educational institution where he or she belongs.	<input type="radio"/>	<input type="radio"/>
3. Crucial to the achievement of academic success is the exercise of ethical behavior and independent thought.	<input type="radio"/>	<input type="radio"/>
4. Among the vital components of education are trust and respect among students, faculty, administrator, and staff.	<input type="radio"/>	<input type="radio"/>
5. Fundamental to building professional and educational careers is fostering Academic Integrity.	<input type="radio"/>	<input type="radio"/>
6. Using information accessible via the internet without citing the sources does not hold me liable for plagiarism as materials from the net need not be cited.	<input type="radio"/>	<input type="radio"/>
7. Using another student's answers or information derived from a source when taking a quiz and major exam is considered cheating.	<input type="radio"/>	<input type="radio"/>
8. Obtaining questions and/or answers or solutions to items in a quiz or a major exam prior to its administration without due permission from your teacher and/or professor is a form of cheating.	<input type="radio"/>	<input type="radio"/>
9. Using and/or presenting materials from other sources as though they are your own is plagiarism.	<input type="radio"/>	<input type="radio"/>
10. Failure to give due credit to rightful owners of materials or ideas from other sources mentioned in your work without proper citation is an act of plagiarism.	<input type="radio"/>	<input type="radio"/>
11. It is "okay" to collaborate with other students on academic assignments and laboratory exercises without permission from my teacher and/or professor.	<input type="radio"/>	<input type="radio"/>
12. Submitting false information in order to get an extension on a class requirement like assignment, quiz, exam, research paper, etc. is considered "misrepresenting facts" (e.g., a false medical certificate).	<input type="radio"/>	<input type="radio"/>

Attachment E

ACADEMIC INTEGRITY SURVEY FORM

BASIC EDUCATION LEVEL

<p>Your university life is an opportunity to be a person of conscience, competence and compassion. Participating in the survey manifest one's commitment to nurturing the culture of academic integrity.</p>		
<p>Department: <input type="radio"/> LES <input type="radio"/> JHS <input type="radio"/> SHS Section: _____</p>		
<p>Year Level: Gender: <input type="radio"/> Male <input type="radio"/> Female</p>		
<p><input type="radio"/> Grade 4 <input type="radio"/> Grade 7 <input type="radio"/> Grade 11</p>		
<p><input type="radio"/> Grade 5 <input type="radio"/> Grade 8 <input type="radio"/> Grade 12</p>		
<p><input type="radio"/> Grade 6 <input type="radio"/> Grade 9</p>		
<p><input type="radio"/> Grade 10</p>		
<p><i>Carefully read each item and mark the correct answer; for example</i> ● TRUE FALSE</p>		
1. Upholding Academic Integrity means being accountable for my own work.	<input type="radio"/>	<input type="radio"/>
2. Part of academic integrity is one's personal decision to abide by the standards of ethical behavior governing the educational institution where he or she belongs.	<input type="radio"/>	<input type="radio"/>
3. Crucial to the achievement of academic success is the exercise of ethical behavior and independent thought.	<input type="radio"/>	<input type="radio"/>
4. Among the vital components of education are trust and respect among students, faculty, administrator, and staff.	<input type="radio"/>	<input type="radio"/>
5. Fundamental to building professional and educational careers is fostering Academic Integrity.	<input type="radio"/>	<input type="radio"/>
6. Using information accessible via the internet without citing the sources does not hold me liable for plagiarism as materials from the net need not be cited.	<input type="radio"/>	<input type="radio"/>
7. Using another student's answers or information derived from a source when taking a quiz and major exam is considered cheating.	<input type="radio"/>	<input type="radio"/>
8. Obtaining questions and/or answers or solutions to items in a quiz or a major exam prior to its administration without due permission from your teacher and/or professor is a form of cheating.	<input type="radio"/>	<input type="radio"/>
9. Using and/or presenting materials from other sources as though they are your own is plagiarism.	<input type="radio"/>	<input type="radio"/>
10. Failure to give due credit to rightful owners of materials or ideas from other sources mentioned in your work without proper citation is an act of plagiarism.	<input type="radio"/>	<input type="radio"/>
11. It is "okay" to collaborate with other students on academic assignments and laboratory exercises without permission from my teacher and/or professor.	<input type="radio"/>	<input type="radio"/>
12. Submitting false information in order to get an extension on a class requirement like assignment, quiz, exam, research paper, etc. is considered "misrepresenting facts" (e.g., a false medical certificate).	<input type="radio"/>	<input type="radio"/>

Attachment F

ETHICS-IN-ACTION ESSAY FOR SHS AND COLLEGE LEVEL

The following essay questions will be given as a reflection guide for students in making relevant decisions manifesting their principles and values in life. Their answers will be kept in their portfolio for value reinforcement and served as a guide when making a course of action related to the given situation.

When you are faced with situations like cheating on an exam or assignment, spread negative things about other people on social media, through text or gossips, engage into bullying and/or risky behavior, and go to a party without the knowledge of your parents/guardians. Would my action pass these tests:

1. **BEST SELF TEST:** Does this action represent my best self? Does it reflect the kind of person I want to be?
2. **UNIVERSAL ETHICAL VALUES TEST:** Does this action violates any ethical values such as integrity, respect, fairness or kindness-that all people should live?
3. **CONSEQUENCE TEST:** Will this have a negative consequences-hurtful to someone else or myself-that I will come to regret?
4. **CONSCIENCE TEST:** Does this go against with my conscience tells me is right? If I do this, will I feel guilty or lose self-respect?
5. **PARENT/TEACHER/COACH TEST:** If I were to ask my parents, teachers, coaches, or any adults I respect, will they approve of my doing this?
6. **GOLDEN RULE TEST:** Would I want someone do this to me?
7. **WHAT-IF-EVERYBODY-DID-THIS TEST:** Would I want to live in a world where everybody did this (lied, cheated, stole, disrespected, or used others, etc.)
8. **TRUTH TEST:** Am I telling the whole truth and nothing but the truth-no lies, no omissions, and no half-truths?
9. **INTERNET TEST:** Would I want this made public through Facebook, YouTube, texting, etc. and seen by my parents, relatives, teachers, employers, or future spouse?
10. **RELIGION TEST:** If I have religious beliefs, what do they teach about whether this action is right or wrong?

Adapted from the Ethics-In-Action Quiz retrieved from
<https://www2.cortland.edu/dotAsset/0bc6919d-2b7a-48c9-bb05-5aa91aa70f8d.pdf>

Attachment G

MID-QUARTER ACADEMIC INTEGRITY SURVEY (ALL STUDENTS)

Disclaimer: The quiz will be taken in complete anonymity and answer will be used for the purpose of strengthening the formation of students on the value of Academic Integrity in their campus-wide and online experiences.

Carefully read the items in column A. Mark them how often you have engaged in any of these behaviors in Column B. And in Column C please mark the gravity or the “seriousness” of each type of the behavior. Shade the circle that correspond to your answer ●

A Behavior	B				C			
	Never	Once	More Than Once	Relevant	Not Cheating	Trivial Cheating	Moderate Cheating	Serious Cheating
1. I copied from another student during a quiz or exam.	<input type="radio"/>							
2. I used unauthorized copy of noted during a quiz or exam.	<input type="radio"/>							
3. I got questions or answers from a friend or a fellow who have taken the test.	<input type="radio"/>							
4. I used digital or electronic devices as unauthorized aid during a quiz or exam.	<input type="radio"/>							
5. I help a student to cheat on a quiz or exam.	<input type="radio"/>							
6. I submitted work I copied from another student.	<input type="radio"/>							
7. I submitted an assignment or a requirement prepared by my parents or a contracting party.	<input type="radio"/>							
8. I copied materials from the site on the internet without citing the author/s.	<input type="radio"/>							
9. I copied ideas, materials from a book, magazine, or other sources without proper citation.	<input type="radio"/>							
10. I let other student copy my work and submit it as his/her own.	<input type="radio"/>							
11. I rely on the efforts of my friends or group when we are tasked to work individually.	<input type="radio"/>							
12. I submitted a downloaded term paper from the internet, recycled term paper and assignment.	<input type="radio"/>							
13. I distributed copy of quizzes, exams and essay questions to a student with the same teacher/professor.	<input type="radio"/>							

Attachment H

HAU CODE OF HONOR VIOLATION FORM

I. General Information

Date Filed:	Date/Time of Incident:
Location:	Dep't./Course/Yr. Level/Sec.:
Semester:	School Year:

A. Faculty Information

Name:	Department:
Email:	Office Phone No.:

B. Student Information

Name:	Student No.:
Contact No.:	Parent/Guardian:
Email:	Contact No.:

II. Alleged Violation

Tick the item(s) that correspond(s) to the violation(s) made.

<input type="checkbox"/>	Cheating
<input type="checkbox"/>	Plagiarism
<input type="checkbox"/>	Falsifying data/citations
<input type="checkbox"/>	Fabricating academic documentation
<input type="checkbox"/>	Abuse of media center privileges
<input type="checkbox"/>	Participation on the abusive use of cyber space
<input type="checkbox"/>	Installing or using any device for listening to confidential conversations
<input type="checkbox"/>	Purposeful destruction, theft, or misuse of electronic media
<input type="checkbox"/>	Lying to an administrator or teacher
<input type="checkbox"/>	Others (please, specify):

Please, provide a brief description of the circumstances of the violation in the space provided below. Be sure to include all dates, locations, facts leading to suspicion of violation, names of witnesses, and other pertinent data. Given the limited space, you may attach additional sheets as necessary. In addition to the description of the circumstances of the violation, please, attach supporting documentation (e.g., exams, papers, or other relevant documentation).

III. SANCTION

The Committee has determined the severity of the violation of the code of honor and recommend the selected sanction(s) below.

FIRST OFFENSE

_____ The student(s) shall receive a grade of zero in the given academic work without the opportunity of a retake. Parents and guardians will be duly informed of the said violation and its corresponding sanction.

_____ The student(s) shall be assigned an enrichment work and undergo a counseling session and do a community service or a home-based reflection on honesty, integrity, fairness, respect and responsibility. Parents and guardians will be duly informed of the said violation and its corresponding sanction.

SECOND OFFENSE

_____ The student(s) shall receive NO CREDITS in the given academic work and shall be subjected to _____ days suspension with a non-graded home-based enrichment activities related to the subject/course. Parents and guardians will be duly informed of the said violation and its corresponding sanction.

THIRD OFFENSE

_____ The student(s) shall be removed from the program. Parents/guardians shall receive a notice pertaining to the decision.

IV. ACKNOWLEDGEMENT

To the Student:

Please, review the entire Code of Honor Violation Form and indicate your plea by ticking one of the three options below and affixing your initials next to your choice. Your signature should also appear over your printed name along with the date of signing.

	I acknowledge committing the violation of the Code of Honor and I accept the sanction(s) assigned by the instructor and I have five (5) university days from today to file an appeal.
	I acknowledge committing the violation of the Code of Honor but I do not accept the sanction(s) assigned by the instructor and I have five (5) university days from today to file an appeal.
	I do not acknowledge committing the violation of the Code of Honor and I have five (5) university days from today to file an appeal.

Student's signature over printed name

Date

Name and signature of Committee Head

Date

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