



INSURANCE ACADEMY OF BOTSWANA

Study. Learn. Earn.



STUDENT NOTICE | EFFECTIVE 2026

Academic Integrity & Responsible AI Use

Your work must be your own.



Plagiarism is cheating.

Undisclosed AI-generated work is not your work.

Submitting copied, purchased, shared, impersonated or AI-generated content as your own is a serious academic offence. It may result in a mark of zero and further disciplinary action.



BE ORIGINAL

Create and submit your own work.



BE TRANSPARENT

Declare sources and approved AI use.



ASK FOR HELP

Contact iAB before the deadline.

WE'RE HERE TO SUPPORT YOUR JOURNEY



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EMAIL: registrations@iab.co.bw



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BQA
ACCREDITATION NO.:
ETP0198



TVET NO.:
TVET 000700



HRDC
ACCREDITED

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STUDY. LEARN. EARN. WITH INTEGRITY.

01 PLAGIARISM

Submitting someone else's work as your own

- Copying words, ideas, calculations, diagrams, answers or structure without clear acknowledgement.
- Submitting an assignment obtained from another student, colleague, institution, website, tutor, essay service or file-sharing group.
- Sharing your completed work so another student can copy or adapt it.
- Reusing your own work from another subject or institution without written permission. This is self-plagiarism.
- Working together where individual work is required, or submitting substantially identical assignments.
- Using unauthorised notes, devices, calculators, messaging tools or assistance during a test or examination.

02 ARTIFICIAL INTELLIGENCE

Rules for AI-generated and AI-assisted content

AI tools may only be used when the assessment instructions expressly allow them. Permission to use AI for one task does not create permission for every task.

- Submitting text, answers, calculations, analyses, presentations, images or references produced mainly by an AI tool as your own work is prohibited.
- AI-generated or substantially AI-written assignments will be flagged for review. Where prohibited or not disclosed, the student will receive zero for the affected assessment, subject to iAB's academic review process.
- Invented quotations, sources, legislation, statistics, case studies or references generated by AI remain the student's responsibility and may constitute misconduct.
- Where AI use is permitted, the student must disclose the tool used, how it was used, and which parts of the submission were assisted.
- Students may be asked to explain their reasoning, provide drafts or source files, or complete a short oral verification to confirm authorship and understanding.



How iAB may verify academic integrity

Reviews may consider similarity reports, source checking, writing-style inconsistencies, document history, metadata, prior work, oral questioning and AI-content indicators. No single automated indicator is treated as conclusive on its own.



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03 CONSEQUENCES

What may happen when misconduct is confirmed

-  A mark of zero for the affected question, assignment, test or examination.
-  A requirement to redo an assessment or repeat a module, including payment of applicable fees.
-  Referral to the Disciplinary Committee and suspension of studies for a defined period.
-  Expulsion for serious or repeated offences.
-  Notification to an employer, sponsor or bursary provider where required by an agreement, law or institutional process.
-  Possible professional or workplace consequences where integrity or fit-and-proper standards apply.



ZERO MARK RULE FOR PROHIBITED AI CONTENT

A student who submits prohibited, undisclosed or substantially AI-generated work as their own will be awarded zero for the affected assessment and may face additional disciplinary action.

04 YOUR RESPONSIBILITY

Before submitting any assessment

-  Read the assessment instructions and confirm whether collaboration, external assistance or AI tools are permitted.
-  Write in your own words and cite every source used, including online material, templates and AI assistance where permitted.
-  Keep your notes, drafts, calculations, source files and version history until results are finalised.
-  Do not give another student your completed work, login details, test questions or assessment files.
-  Submit before the deadline. Pressure, workload or misunderstanding does not justify copying or undisclosed AI use.



NEED HELP BEFORE YOU SUBMIT?

Contact the iAB programme administrators if you do not understand the task, need support with referencing, are struggling to meet a deadline, or are uncertain whether a tool or source may be used.



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