

Definitions:

- **Student:** an individual enrolled or at Al Neelain University in full- or part-time courses, both undergraduate and post graduate programs.
- **Academic staff:** an individual working at Al Neelain University as full- or part-time or joint appointment who is involved in teaching, research or service provision.
- **Breach of Academic Honesty:** refers to an intentional or unintentional or improper attempt to obtain academic advantage, an academic credential, or admission to a program through deception and/or fraudulent means.
- **Suspension due to breach of academic honesty:** a variable but limited period during which the student may not register in the College. Suspension may be imposed for academic offences and only by the Dean of the School. A student who is otherwise eligible to graduate, but is suspended, may not apply to graduate until the suspension expires or is lifted.
- **Expulsion due to breach of academic honesty:** permanently terminating a person's right to continue as a student in the College. This penalty may only be determined through a hearing.

Introduction:

Higher education and society benefit when universities have standards of integrity that provide the foundation for a stimulating academic life, promote scientific progress, and prepare students for social responsibility.

Al Neelain University defines academic integrity as a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.

Al Neelain academic community flourishes when its members are committed to the five fundamental values. Integrity is built upon continuous conversations and training about how these values are important and embodied in institutional life. Vigorous academic integrity policies and procedures, with faculty and student support, promote the learning process and the pursuit of truth.

Values:

1. Honesty:

Honesty is the foundation of teaching, learning, research, and service and the prerequisite for full realization of trust, fairness, respect, and responsibility. Campus policies uniformly

deplore cheating, lying, fraud, theft, and other dishonest behaviors that jeopardize the rights and welfare of the community and diminish the worth of academic degrees.

2. Trust:

Faculty responds to consistent honesty with trust. Trust is also promoted by faculty who set clear guidelines for assignments and for evaluating student work; by students who prepare work that is honest and thoughtful; and by schools that set clear and consistent academic standards and that support honest and impartial research.

3. Fairness:

All faculty members have a role in ensuring fairness, and a lapse by one member of the community does not excuse misconduct by another. Rationalizations such as “everyone does it” or “the curve was too high” do not justify or excuse dishonesty.

4. Respect:

Faculty must show respect for the work of others by acknowledging their intellectual debts through proper identification of sources.

5. Responsibilities:

Individuals should take responsibility for their own honesty and should discourage and seek to prevent misconduct by others. This may be as simple as covering one’s own answers during a test or as difficult as reporting a friend for cheating, as required by some honor codes. Whatever the circumstances, members of an academic community must not tolerate or ignore dishonesty on the part of others.

Purpose of policy:

Academic integrity is the foundation of any academic institution. This policy recognizes the general responsibility of Al Neelain University and its faculty members, and staff to ensure standards of academic conduct, and of its students to be aware of and comply with such standards. Therefore, suspected breaches of academic honesty will be investigated, principles of procedural fairness followed, and appropriate remedies and penalties applied.

Scope of policy:

The academic integrity policy applies to academic staff working at the university, students enrolled in any academic program at the university, that is to say all undergraduate and postgraduate students.

Objectives:

- To define forms of breach of academic integrity
- To determine the punishment and penalties for each form of breach of academic integrity

Principles of academic integrity:

1. Proper acknowledgement and citation when using the ideas, results, or words of others.
2. Properly acknowledge all contributors to a given piece of work.
3. Make sure that all work submitted as one's own is produced without the aid of impermissible materials or impermissible collaboration.
4. Obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with one's own interpretation or conclusions.
5. Treat students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress.
6. Treat academic staff in an ethical manner and respect their integrity.
7. Uphold the standards of the ethical or professional code of the profession both for staff and students.

Significance of the policy:

Adherence to academic integrity principles is necessary in order to ensure that:

- i. Everyone is given proper credit for his or her ideas, words, results, and other scholarly accomplishments.
- ii. All student work is fairly evaluated and no student has an inappropriate advantage over others.
- iii. The academic and ethical development of all students is fostered.
- iv. The reputation of the University for integrity in its teaching, research, and scholarship is maintained and enhanced.

Breach of academic integrity:

1. **Plagiarism:** To present another person's ideas, writing, artistic work, creations, etc. as one's own. This includes:
 - i. Inclusion of more than a single phrase from another's work without the use of quotation marks and acknowledgement of source
 - ii. Summarizing another's work by changing a few words or altering the order of presentation without acknowledgement
 - iii. Copying another's work

- iv. Use of another's ideas without acknowledgement or the presentation of work as if it were one's own which is substantially the ideas of another
 - v. Paraphrasing someone else's work without proper acknowledgement
2. **Falsification:** improper recording of data, negligence in collecting or analyzing data, to selective reporting or omission of conflicting data. Improper use of materials or manipulation of equipment to yield desired results.
3. **Fabrication:** is the invention or falsification of sources, citations, data, or results, and recording or reporting them in any academic exercise. Some examples are:
- i. Citing a source that does not exist
 - ii. Making up or falsifying evidence or data or other source materials.
 - iii. Falsifying research papers or reports by selectively omitting or altering data that do not support one's conclusions or claimed experimental precision
4. **Cheating:** is the attempt to gain an improper advantage in academic activities. Forms of cheating include but are not limited to the following:
- i. Copying from another student or permitting another student to copy material
 - ii. Consulting an unauthorized source during an evaluation
 - iii. Using unauthorized aids or materials during an evaluation
 - iv. Obtaining a copy of an examination or test (in whole or in part) in advance of the date and time for writing the examination or test
 - v. Submitting the work one has done for one class or project to a second class, or as a second project, without the prior consent of the faculty member receiving the assignment
 - vi. Submitting work prepared in collaboration with another member(s) of a class, when collaborative work on a project has not been authorized by the faculty member
 - vii. Submitting work prepared in whole or in part by another person or source and representing that work as one's own
 - viii. Offering for sale essays or other assignments, in whole or in part, with the expectation that these works will be submitted by a student for appraisal; and
 - ix. Preparing work in whole or in part, with the expectation that this work will be submitted by another student for appraisal
5. **Impersonation:** to have someone impersonate oneself in class, in a test, examination or interview, or at any stage in the admission process, or in connection with any other type of assignment or placement associated with a course or academic program. Both the impersonator and the individual impersonated will be subject to discipline.

- 6. Aiding in breach of integrity:** to encourage, enable or cause others to do or attempt any of the above with intent to mislead a faculty member, academic unit, program, office or committee as to a student's academic status, qualifications, actions or preparation, or knowingly assisting anyone in a breach of academic honesty.
- 7. Unsuitable Use of Electronic Technology:** to use another person's identification and/or password, or unauthorized entry into a computer file for the purpose of using, reading, changing or deleting its contents, or the unauthorized transfer in whole or part of files for academic gain. In addition to academic honesty policies and procedures, refer to the College's Computer Use Policies and the Code of Conduct for further information regarding restrictions on the use of College technology.
- 8. Inappropriate use of university learning materials:** unauthorized removal, defacing, and destruction of materials from the learning resource centers or related facilities will deprive other students of academic resources; this is considered a breach of academic honesty.
- 9. Inappropriate writing:** assignments, researches and essays should have the writer's point of view; therefore most of the writings should be paraphrased when referring to others' work. If direct quotations are to be used, it should not be more than 20% for staff writings, not more than 30% direct quotations for postgraduate writings and not more than 40% direct quotations for undergraduate writings.

Penalties for Breach of Academic Honesty and integrity:

After due process, breaches of academic honesty may lead to one or more of the following remedies or sanctions:

1. Written reprimand or warning
2. Lower grade on the original assignment, test, or examination
3. A failing grade in the assignment, test, or examination, or practicum
4. Lower grade overall in the course
5. Failure in the course or practicum
6. Failure in the course with permanent record of grade on the transcript, even if the course is successfully repeated
7. A ban from reapplying to the College for a specified period of time or permanently
8. Notation on the transcript that indicates that a breach of academic honesty has occurred
9. Suspension from the College due to breach of academic honesty, for a minimum of one full academic year. The student may apply for re-admission consideration prior to the suspension's end date as long as the semester for which the student is reapplying begins after the suspension is served.

10. In cases of suspension, a transcript notation may be recommended for a specified period of time: Student suspended due to a breach of academic honesty. Once the time period has elapsed, the student may apply to the Dean for removal of the transcript notation.
11. A written letter indicating the offence and expected student behavior will be issued by the Chair of the academic integrity committee. It will also include the notice that repeat violations of the Academic Honesty and Plagiarism policy will lead to progressive increments in penalty.

The following penalties, if recommended, shall be forwarded to the Senate for approval:

1. Expulsion from the College, due to breach of academic honesty.
2. In cases of expulsion, a transcript notation may be recommended: Student expelled due to a breach of academic honesty.
3. Cancelling of a College academic credential, credit, award, etc.

Staff breach of academic Honesty and Integrity:

Staff working at Al Neelain University will be held accountable and should practice academic integrity at all times and especially when involved in academic work such as:

1. Supervising students both undergraduate and postgraduate.
2. Writing proposals for funds.
3. Writing scientific articles.
4. Writing a book or a chapter in a book.

Staff writings will be checked and investigated for academic integrity when applying for:

1. Promotion
2. Publication of articles, books
3. When whistle blower makes a complaint against a certain member of staff at Al Neelain

Staff Penalties for Breach of Academic Honesty and integrity:

1. Written reprimand or warning
2. Ban from undergraduate supervision
3. Ban from postgraduate supervision
4. Ban from applying for promotion for 2 years
5. Suspension from work at Al Neelain University for 2 years
6. Expulsion from working at Al Neelain University

Thank you