Mazoon College

Academic Integrity Policy

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Approved by	College Council
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Contents

Abbreviations

HOD	Head of Department
ADAA	Assistant Dean of Academic Affairs

Definitions

Plagiarism	A literacy theft that represents someone else's ideas from a published or unpublished manuscript, art or electric form without acknowledgment (Park, 2003).
Cheating	A person who behaves dishonestly in order to gain an advantage. (Oxford dictionary, 2010).
Copyright	The legal right to control all use of an original work, such as a book, play, movie, or piece of music, for a particular period of time. (Cambridge Dictionary, 2008).

1. Introduction

The *Academic Integrity Policy* at Mazoon College is a supportive document which provides guidance on how academic staff, non-academic staff, and students should conduct their scholarship with honesty and integrity.

2. Purpose of the Policy

Any actions that are in violation of academic integrity (such as plagiarism or cheating) are regarded as serious breaches of regulations and will not be tolerated by Mazoon College. It is an expectation that all academic and non-academic staff and students adhere to and enforce this policy. This policy guides the academic staff, non-academic staff, and students in academic honesty and transparency.

3. Rationale for Policy

Academic integrity is highly regarded by academics at Mazoon College, and it is important to provide guidance on how to keep within the norms of ethics. It is important to understand the ethical use of information that is publically available, and which is owned by others. It is important to hold an academic staff, non-academic staff and students accountable for producing honest academic work.

4. Scope of policy

The context of Academic Integrity Policy includes violations such as academic dishonesty, cheating, and breach of copyright. This policy applies to all academic staff, non-academic staff, and students involved in academic activities in the College.

5. Policy Statement

5.1   General

Adhering to academic and ethical principles is binding on all faculty members and students in presenting their scholarly work or research. Maintaining academic integrity is an essential part of the academic code of conduct. Students are expected to learn and embrace academic honesty. Academic and non-academic staff members are expected to instill principles of academic integrity through instruction and support.

All academic staff, non-academic staff, and students are responsible for following disciplinary regulations on plagiarism, cheating, and breach of copyright. Committing a breach of copyright, cheating or indulging in plagiarism will be dealt with according to the regulatory procedures of College.

5.2   Plagiarism

Plagiarism is referred to in the context of academia as follows:

- Copying verbatim one or more passages from a paper or electronic work without putting these passages in quotation marks and without mentioning the source.
- Summarizing the original idea of an author by expressing it in their own words (paraphrasing) without mentioning the source.
- Partially or completely translating a text without mentioning its source.
- Submitting a work of others (with or without the consent of the other).
- Submitting work from a website for the achievement of academic grades or exchange of academic work.

The policy states that project work, thesis work, dissertation work or any other text generated for the purpose of acquiring credits or grades has to be significant new work/knowledge as compared to either already published or under consideration to be published elsewhere. No sentence, equation, diagram, table, paragraph or section should be copied exactly from a previous work unless it is placed within quotation marks and duly referenced.

5.3   Breach of copyright

Breach of copyright is the violation of international copyright standards by reproducing any media[1] without due reference, and/or in quantities that exceed the definition of reasonable usage.

5.4   Cheating

Cheating involves any act of dishonesty where a student has taken advantages of having additional materials into the assessment room, received information through an electronic device, or from another student either inside or outside the assessment room, or any other act of dishonesty.

6. Procedures

6.1   Plagiarism detection and penalties

The following procedures will apply for instances of plagiarism as detected by the similarity detection software:

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[1] Any form of media including PowerPoint or other presentations, YouTube clips, large sections of reference materials, maps, graphics, images, photographs, sketches or drawings, etc. without due reference to the source.

- All students are required to submit the final version of their work for grading to Turnitin, and this version of the students' work will be assessed for grading purposes.

- Any student who is found to be manipulating the similarity detection software to influence the level of similarity will receive a score of zero for the assessment and a formal warning.

- Any students' work that is found to have a similarity index of more than 20% from a number of sources *(no more than 5 % from one source)*, shall not be accepted.

- Any work that receives a zero for any of these reasons should be approved by the Head of Department (HoD).

6.2   Cheating in controlled assessments[2]

- Students who are found to have been acting dishonestly in controlled assessments, as per the way in which cheating is defined above, will receive a score of zero for the assessment and a formal warning.

- A second offense in this regard will result in disciplinary action, while a third offense may result in dismissal from the College.

- The HoD should maintain a record of all incidents during controlled assessments and report these to the Assistant Dean of Academic Affairs (ADAA) after any such occurrence.

6.3   Breaches of copyright

- All academic staff is required to submit a list of reference materials (including page references) to the HoD for the purposes of monitoring for breaches of copyright.

- All departments are to submit a collated list of reference materials (including page references) to the ADAA for the purposes of monitoring.

- Any breaches of copyright are to be rectified immediately by the HoD and/or the ADAA.

- Academic staff who are found to have consistently breached copyright regulations and/or have not rectified identified breaches can be subject to disciplinary action.

7. Implementation Guidelines

The *Academic Integrity Policy* is applied to all form of submissions which can influence the grade/mark/recognition/Academic Rank/position/designation of the person concerned, such as assignments, case studies, theses /dissertations/project reports, journal articles and other miscellaneous documents.

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[2] See *Article (22): "Cheating and Plagiarism Disciplinary Measures*" of Student Handbook 2018-2019

7.1 Students' roles and responsibilities

- Become familiar with the regulations on plagiarism, cheating, and breach of copyright.

- Conduct oneself honestly and ethically by adopting principles of academic integrity in their studies.

- Be vigilant in the use of the sources to avoid plagiarism.

- Submit a declaration confirming the genuineness of the work submitted *(Appendix A).*

- Check the similarity of text percentage using the standard plagiarism checking tool/software before the final submission of all assignments.

7.2 Academic staff members roles and responsibilities

- Educate their students about the principles of academic integrity and support them in learning fair use of resources i.e. citation, documentation and acceptable formats.

- Include statements in course information sheets pertaining to academic integrity and consequences of academic dishonesty and violations.

- Monitor the observance of academic honesty in student's work.

- Lecturers may ask for a viva or presentation of assignment to investigate suspicious assignments if they reflect complex grammatical and syntactical structure as well as rich text which is beyond the ability of the students in the context of his /her other coursework proficiencies in that course.

- Report violations to academic administration where appropriate.

7.3 College roles and responsibilities

- Make reasonable efforts to ensure that all members of the College community have awareness of general principles of academic integrity and specific expectations of college related to academic honesty.

- Provide adequate technical support (*subscription of software to detect plagiarism*) to ensure fair and consistent implementation of policy.

- Investigate and adjudicate academic dishonesty to assess the severity and context of the breach on the breach of policy through a valid decision-making process.

7.4 Fair use of teaching and learning resources

The issue of fair use of resources at Mazoon College is governed by the *Royal Decree No. 65/2008 promulgating the Law on Copyright and Related Rights Article (20)*[3]. Under the

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[3] https://wipolex.wipo.int/en/text/224003

aspirations of the law, Mazoon College describes the fair use of resources as following. The fair use is a defense against a claim of copyright infringement for copying copyrighted material for a limited transformative purpose no other than clarification, study or research. A personal judgment about the following issues is important while using copyrighted material.

- This would be a stronger case of fair use if the material is copied from a published work than an unpublished work

- Make sure that the use of copyrighted work should not deprive the copyright owner of income or undermines a new or potential market for the copyrighted work.

- Use of the work is for clarification during face-to-face or teaching purposes with no direct or indirect compensation.

7.4.1 Copying from College library resources (textbooks /reference books/journals)

The amount of material from learning resources that can be copied for educational purposes under fair dealing at Mazoon College is:

- One chapter of a book that is not exceeding 10% of a copyright protected work.

- A single article from a periodical, journal or newspaper.

- An artistic work from a copyright protected work.

- A single piece of art or musical work.

7.4.2 Internet sources

- The material posted to the Internet with the authorization of the copyright owner and without restriction to access such as subscription, password or payment is applicable to educational use.
- Use of open access /free software for study purpose is fair use for purposes of face To-face learning activities
- PowerPoint slides and handouts prepared by the faculty members should properly acknowledge the source.

7.4.3 Mass reproduction and distribution

Mass reproduction and distribution of copyrighted material to students or for research does not fall under the criteria of "Fair Use". MC will deal with such incidents as a breach of copyright and responsible persons may be penalized according to the academic integrity policy of the college. However, the reproduction of library materials for the purpose of maintaining the original copy or replacing a lost damaged copy for which it is not possible to obtain a substitute will be considered fair use.

7.5 Penalties for violations to academic and non-academic staff

The breach of the policy of academic dishonesty by faculty members and non-teaching staff will be served with penalties as following.

7.5.1 First Offense

- For faculty members and non-teaching staff, the issue will be examined by the unit head and a formal warning will be issued to the responsible person.

7.5.2 Second Offense

- A second offense by the faculty members and non-teaching staff during an academic year will be reported to the Assistant Dean of Academic Affairs and an ad-hoc committee will decide further action in line of college rules.

7.5.3 Third Offense

Committing a breach of academic integrity policy third time during an academic year may result in one of the following decisions by the Dean office for Mazoon College Staff.

- Removal from position/rank
- Restriction on increment
- Dismissal from service if the breach is found as serious after an investigation by the college

7.6 Appeal

A student or a staff member convicted for academic dishonesty may appeal against the decision to the Dean of the college. The right of appeal is for one time. An ad-hoc dishonesty appeal hearings committee constituted by the Dean may concede or converse a decision.

8. Monitoring and review

The Assistant Dean for academic affairs will monitor the effectiveness of the policy through the following parameters.

- A self-assessment of ethical conduct of the work.
- Submission of declaration of ethical conduct.
- A number of cases reported to the Disciplinary Committee for students and the ad-hoc committee for academic and non-academic staff.
- Record of warnings and decision of penalization.

References

Oxford Dictionary (2010). UK: Oxford University Press.

Park, C. (2003). In other people's words: plagiarism by university students—literature and lessons. Assessment & Evaluation in Higher Education, 28(5), 471-488

Dictionary, C. (2008). Cambridge advanced learner's dictionary.

Appendix A: ASSIGNMENT FRONT PAGE AND DECLARATION

Student name		Student ID								
Course Name:		Course Code								
Lecturer's Name:										
Title of Assignment:										
Assignment Submission		Date:								

Assessment Summary

Task	Max. Marks	Marks Obtained	Comments
1			
2			
3			
Total Marks (in figures)			
Total Marks (in words)			
Evaluator's Signature			

The following declaration must accompany all assignments submitted. No assignment will be accepted unless the declaration has been completed and attached.

Declaration

1. I am aware of the policy of Mazoon College regarding plagiarism and understand the consequences.
2. I declare that the work hereby submitted is my own original work. All the sources used in the assignment have been properly acknowledged and referenced.
3. This submitted work is not produced previously by another student or a person to hand in as my own.
4. I will not allow anyone to copy my work with the intention to pass it f as his or her work.

   Signature:……………………………………………………
   Date: …………………………………..