



## Academic Integrity Policy

<b>Prepared by:</b>	Examination Committee SRC Research
<b>Approved by:</b>	Scientific College Council
<b>Issued by:</b>	QAD
<b>Version No:</b>	3
<b>Date Approved:</b>	CCM1, Sep 5, 2019
<b>Next Revision Date:</b>	2 years
<b>Signed by:</b>	Dean

## **1. Introduction**

Al Zahra College for Women (ZCW) is dedicated to pursuit of quality in teaching and research. ZCW expects honesty and academic integrity of its staff and students. Academic integrity is the commitment to and demonstration of honest and moral behavior in an academic setting. It is essential at the College level as it relates to protection of the college's reputation and providing credit to other people when using their ideas, and gaining, communication and generation of knowledge.

## **2. Purpose**

The purpose academic integrity policy is to create a culture of academic honesty by providing the staff members and students of ZCW with a guidance on how violations of Academic Integrity will be dealt with by the College.

## **3. Policy Statement**

ZCW has highly taken in consideration the allegations of violation of academic integrity in case of misconduct and any action taken by a staff member and/or a student that include plagiarism, cheating, fabrication, falsification, academic dishonesty, and lack of acknowledging other efforts or works.

## **4. Scope of Application**

This policy applied to Staff Members and Students who gain, communicate and generate of knowledge at ZCW.

## **5. Definitions**

- a. "Academic Integrity (AI)" includes honesty, trust, respect, fairness, and responsibility in learning, teaching and research done by the staff members and/or students of ZCW.
- b. "Plagiarism" (P) means copying from others' works without referring to the source or acknowledging them, writing full statement or paragraph(s) directly without using quotation marks. Moreover, adopting others' ideas through paraphrasing the statements without citation.

- c. “Cheating” (C) can be classified into two categories; (i) cheating during conducting an assignment and (ii) during the exam, i.e. either having an unauthorized assistance or using unauthorized materials.

## 6. Violations/Penalties

These violations may include the following types:

**Type 1:** Violation may occur due to lack of knowledge of the guidelines of academic integrity such as inability of using proper citation and referencing. This is applicable only for 1<sup>st</sup> Semester students.

Typical penalty for this type may be imposed by the course instructor such as resubmitting the work and/ or reduction of marks.

**Type 2:** Violation may occur due to breaching of honesty such as quoting or paraphrasing with referring to the original source, submitting the same work for more than one course by the same student or submitting the same work by two students.

Typical penalty for this type may be imposed by the Examination Committee of department and approved by the Examination Committee at College level and the Dean such as giving zero for the assignment and/ or failure in the course.

**Type 3:** Violation may occur due to breaching of honesty such as cheating during appearing in the exam either by facilitating such as using any kind of media including mobiles and electronic devices, copying from another student and/or using impermissible materials.

Typical penalty for this type may be imposed by the Examination Committee of department and approved by the Examination Committee at College level and the Dean which is giving zero for the test leading to possible failure in the course.

## 7. Protection

- a. The students: they are required to be acquainted honestly and ethically with compliance of the academic integrity during their studies at ZCW.
- b. Staff members: they are responsible for making their students aware of the values of academic integrity during their studies at ZCW.
- c. Examination Committee(s): the committee(s) is/ are responsible for applying this policy by assuring that the staff members and students are aware of the principles of academic integrity.

## 8. Approving Body

This policy shall be approved by the Board of Trustee (BoT).

## 8. Breach of Policy

- a. Any breach of this policy should be given in writing to the Dean.
- b. If the Dean is satisfied, a committee will be constituted to investigate the matter and submit its report and recommendations.
- c. Punishment for the breach of policy will be imposed on the concerned stakeholder as per recommendation of the committee and in accordance to rules and regulations of ZCW.

## 9. Further Information

For further information on this policy contact Dean's office or Quality Assurance Department.

### Documentation Control

Section Number	Reason for Revision	Outline of Revision	Date of Ratification