

**SUBJECT: Academic Integrity**

## **RELATED DOCUMENTS**

*Standards for Licensure and Accreditation*, Commission for Academic Accreditation, Ministry of Education, United Arab Emirates – 2011 (Standard 5.11, p. 21); KUP 1400 University Standing Councils and Committees; Student Handbook; Ministry of Education Letter dated March 12, 2017.

## **SECTION 1 POLICY STATEMENT**

- 1.1. Khalifa University of Science and Technology (KU) is committed to the principles of truth and academic honesty. It is the responsibility of all KU community members – students, faculty, staff and administration alike – to promote academic integrity through active deterrence and reporting of violations.
- 1.2. Every student admitted to KU, upon admission, signs an honor pledge affirming that they will fully comply with the university's Academic Integrity Policy.

## **SECTION 2 SCOPE AND APPLICABILITY**

- 2.1 This policy document is applicable to all students at Khalifa University of Science and Technology.

## **SECTION 3 PURPOSE**

- 3.1 To establish and communicate to students, faculty and staff a standard academic integrity policy and procedures to be followed when the policy is violated.

## **SECTION 4 DEFINITIONS**

The following definition(s) apply to this policy document:

- 4.1. **Academic Integrity Council (AIC):** A standing council consisting of representatives from all colleges and the graduate school. It is charged with maintaining the highest levels of academic integrity and deliberating cases of suspected academic integrity violations.
- 4.2. **Cheating:** Using or attempting to use unauthorized materials and/or assistance in any academic assignment, exercise, examination, project, presentation, report, etc. This includes the possession of a mobile phone or any other unauthorized electronic devices during a test or an examination.
- 4.3. **Complicity:** Helping or attempting to help another person commit an act of academic dishonesty or willfully assisting another student in the violation of the academic integrity policy.
- 4.4. **Fabrication:** Falsifying or inventing research, citations, or any information on any academic assignment, exercise, examination, project, presentation, report, etc.
- 4.5. **Facilitating Academic Dishonesty:** Aiding or assisting others in any act of dishonesty.
- 4.6. **Falsifying Signatures:** Forging monograms, imprimaturs and other forms of authorization or identification – whether hand-written, electronic or otherwise – on official forms or documents, attendance lists or any academic assignment, exercise, examination, project, presentation, report, etc.

- 4.7. **Honor Pledge:** The Honor Pledge is a short statement attesting that each student will fully comply with KU's Academic Integrity Policy.
- 4.8. **Inappropriate Proxy:** Impersonating or completing another student's academic assignment, exercise, examination, project, presentation, report, etc.
- 4.9. **Judicial Officer:** A member of Academic Services charged with functions applicable to the implementation of this policy.
- 4.10. **Major Violation:** Including, but not limited to, *premeditated* cheating in academic assignments, exercises, examinations, projects, presentations, reports, etc. ordinarily having a *significant effect* on a student's course grade.
- 4.11. **Minor Violation:** Including, but not limited to, *opportunistic* cheating in academic assignments, exercises, examinations, projects, presentations, reports, etc. ordinarily having a *limited effect* on a student's course grade.
- 4.12. **Plagiarism:** Representing another's words or ideas as one's own or failing to give appropriate credit to outside sources of information in any academic assignment, exercise, examination, project, presentation, report, etc.

## SECTION 5 PROVISIONS AND GUIDELINES

- 5.1. Admission to Khalifa University of Science and Technology (KU) and registration in a course constitute an affirmation and acknowledgement by the student of their responsibility to abide by the terms and conditions of this academic integrity policy document in its entirety.
  - 5.1.1. *Students' Responsibility:* It is the students' responsibility to familiarize themselves with this document and adhere to it.
  - 5.1.2. *Dissemination of the Academic Integrity Policy Document:* The Academic Integrity Policy (ACA 3500 Academic Integrity) will be published in the Academic Catalog, Student Handbook, and on the KU website.
- 5.2. **Honor Pledge:** The Honor Pledge is a short statement that the student will fully comply with the university's Academic Integrity Policy. Every student admitted to KU will sign the Honor Pledge prior to enrollment in classes.
- 5.3. *Procedure to Report and Investigate Academic Dishonesty for Minor Violations*
  - 5.3.1. If an instructor suspects that a student has committed a minor violation, s/he should meet with the student to discuss the allegation. The meeting must take place within three (3) working days from when the alleged violation was identified.
  - 5.3.2. If the instructor determines that no academic violation has occurred, the matter is dropped.
  - 5.3.3. If the instructor determines that a minor violation has occurred, s/he shall:
    - 5.3.3.1. Apply a sanction, if any, in accordance with para 5.6.1.1, 5.6.1.2 and 5.6.1.3 of these provisions.
    - 5.3.3.2. Notify the student, the instructor's department chair and the relevant college dean in writing, detailing the violation and sanction applied (if any) within five (5) working days from when the meeting with the student(s) took place.

5.3.3.3. Following a second minor violation the student's file will be reviewed by the Judicial Officer (or designee), who will refer it to the Academic Integrity Council (AIC) when deemed necessary.

5.4. *Procedure to Report and Investigate Academic Dishonesty for Major Violations*

- 5.4.1. If an instructor suspects that a student has committed a major violation, s/he should meet with the student to discuss the allegation. The meeting must take place within three (3) working days from when the alleged violation was identified.
- 5.4.2. If the instructor determines that no academic violation has occurred, the matter is dropped.
- 5.4.3. If the instructor determines that a major violation has occurred, s/he shall notify the student, the instructor's department chair, and the relevant college dean in writing, detailing the violation within five (5) working days from when the meeting with the student(s) took place.
- 5.4.4. The student will be notified in writing of the incident in question and the policy violation(s) under consideration. The notice (typically sent via email) will be delivered sufficiently in advance of the hearing to afford a reasonable opportunity to prepare a presentation and have access to the case file.
- 5.4.5. The student's file will be automatically referred to the Judicial Officer (or designee) who will review the case, gather the evidence and present it, in writing, to the AIC.
- 5.4.6. Upon submission of the case to the AIC,
  - 5.4.6.1. The AIC will hold a meeting with the Judicial Officer (or designee) and, if necessary, the student and/or instructor for the purpose of examining the evidence and questioning any witnesses or relevant parties.
    - 5.4.6.1.1. The student shall have the right to be assisted by an advocate. The advocacy role may be assigned to an academic advisor or counselor. External attorneys are not permitted to be involved in any grievance or appeal case.
  - 5.4.6.2. The committee may consult the university legal assessors or an expert (e.g., medical, psychological, etc.) for advice regarding any evidentiary issue.
  - 5.4.6.3. Based on the evidence, if the AIC decides that the student has committed an academic violation, they will recommend an appropriate sanction. The AIC may recommend any sanction in accordance with para 5.6 of this document.
  - 5.4.6.4. The AIC submits a full report, including the recommended sanction, to the provost (or designee) for a final decision. Such decision will be communicated to the Registrar's Office. Where the provost (or designee) determines to impose a sanction other than that recommended by the AIC, written justification shall be provided to the AIC.

5.4.6.5. The Registrar's Office will communicate the final decision to the student, the instructor, the department chair, and the relevant college dean.

5.5. *During an Academic Dishonesty Investigation*

5.5.1. A student under investigation for violation of this policy document may not withdraw from the course in question.

5.5.2. A student may not graduate as long as any alleged violation of the Academic Integrity Policy remains unresolved.

5.5.3. Non-availability of any of the concerned parties will not hinder the continuation of the investigation.

5.5.4. Students may seek advice about the policy and the associated procedures from the Judicial Officer (or designee).

5.6. *Possible Sanctions for Violations*

5.6.1. Guidelines for sanctions to be applied based on the severity of the violation.

5.6.1.1. Requirement to attend scheduled developmental workshops on relevant topics: Opportunistic cheating in assignments, exercises, examinations, projects, presentations, reports, etc. that have a limited effect on a student's course grade.

5.6.1.2. Reduced grade or 0 for the work: Opportunistic cheating in assignments, exercises, examinations, projects, presentations, reports, etc. that have a limited effect on a student's course grade.

5.6.1.3. Reduction in course grade by one letter grade: Premeditated cheating in assignments, exercises, examinations, projects, presentations, reports, etc. that have a limited effect on a student's course grade.

5.6.1.4. XF or reduction in grade for the course: Opportunistic cheating in assignments, exercises, examinations, projects, presentations, reports, etc. that have a significant effect on a student's course grade.

5.6.1.5. Suspension for one semester and an XF for the course: Premeditated cheating in assignments, exercises, examinations, projects, presentations, reports, etc. that have a significant effect on a student's course grade.

5.6.1.6. Expulsion from KU: Premeditated and/or repeated cheating in assignments, exercises, examinations, projects, presentations, reports, etc. that have a significant effect on a student's course grade.

5.7. *Suspension from KU*

5.7.1. A student found guilty of academic dishonesty may be suspended for one or more semesters. The AIC recommends the length of suspension.

5.7.2. Once imposed, the AIC recommends the effective date for suspension, which could be immediate.

5.7.2.1. If suspended during an academic semester, the student will receive a grade of XF (Failure due to Academic Dishonesty) for the concerned course and a W for all remaining courses.

- 5.7.2.2. KU will report the case to the student's guardian and sponsor.
- 5.7.3. A student may, prior to graduation, appeal an XF grade recorded in accordance with STL 5450 Student Grievances and Appeals.
- 5.8. *Appeals* A student has the right to appeal a sanction as per the provisions of *STL 5450 Student Grievances and Appeals*.
- 5.9. *Record of Sanctions*
- 5.9.1. All records of sanctions for all cases will be maintained in the student's file.
- 5.9.2. In cases of major violations, KU will provide a record of sanction upon request from the guardian and/or sponsor (see *ACA 3850 Confidentiality and Privacy of Student Records*).
- 5.10. *Academic Integrity Council Annual Report* The AIC will report a summary of its activities to the provost at the end of every spring semester. The report will include the number of investigations conducted during the previous twelve months and a brief summary of the nature and the disposition of the cases. Its report may include recommendations for changes in policy documents as needed.

## SECTION 6 RESPONSIBILITIES

- 6.1. The provost is responsible for the implementation of this policy document and its provisions.

## SECTION 7 REVIEW STATEMENTS

- 7.1. This policy document is reviewed once every four (4) years, or more frequently when requested by the provost or subsequent to published changes to the Standards for Licensure and Accreditation, Commission for Academic Accreditation, Ministry of Education, United Arab Emirates.

## SECTION 8 APPROVAL AND REVISION HISTORY

**This policy document has been approved by the Khalifa University of Science and Technology's Board of Trustees. Original documentation is on file in the Office of the President. The online version is definitive.**

*First disseminated by the Office of the Provost on 27 August 2017*

*Most Recent Review: 27 August 2017*

*Revision History:*

Revision No.	Effective Date	Description
2		
1		
0	27 August 2017	Policy document first approved

*Next scheduled review: 27 August 2021*

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