



Title: Plagiarism and Academic Misconduct Procedures

Code: GU-PR06PLAM

Version: 3.1

Date of Issue: 2023

Effective Date: November 2023

Approval Authority: University Council

Document Owner: Vice President for Academic Affairs

Review: The procedures are subject to periodic reviews as per amendments of
Plagiarism Policy

1. Purpose

The purpose of this document is to describe the procedures to be followed by all Gulf University students and academic staff, to ensure consistency in implementation of Plagiarism Policy across all Colleges, Departments, and programs.

2. Scope

The document applies to students and academic staff members in all programs at Gulf University.

3. Acronyms

A&R	Admission and Registration
BQA	Education and Training Quality Authority
COO	Chief Operating Officer
HOD	Head of Academic Department

4. Definitions

Assessors: Assessors are those responsible for designing the assessment task and for implementing and marking this task. In the case of formative assessment, this is often the instructor responsible for the course. In the case of summative assessment, the assessor may be internal or external to Gulf University or a combination of both.

Cheating: Cheating refers to any act of gaining or attempting to gain any credit for academic work through any deceptive and/or fraudulent prospects in the examination, quiz, assignment, project, classwork, graduation project or in any research task(s).

Formative Assessment: A formative assessment includes all forms of assessment that has learning enhancement and the provision of feedback to students as its primary purpose. Formative assessment serves to motivate and deepen student learning, to consolidate work done thus far and to give students a sense of their achievements and areas requiring further attention. Formative assessment always includes developmental feedback and is often followed by summative assessment.

Instructor: An instructor is an individual appointed by Gulf University to teach courses.

Plagiarism: Plagiarism is the copying of ideas and content from another source without appropriate reference. This can include the copying of work from another student. Where plagiarism has been detected in any assessment, the Plagiarism Policy and Procedures must be implemented. There are four types of plagiarism cases: a) students/staff copying someone else's document(s); b) Students/staff copying their own submitted previous work; c) plagiarized graphic work; and d) work completed and submitted by other than the student/staff.

Student: A student is any individual who has completed the formal procedures necessary to register on a program offered by Gulf University.

Summative Assessment: A summative assessment includes all forms of assessment that lead to the measurement of student learning, usually in the form of a mark or score, for the purposes of determining student success in demonstrating achievement of set outcomes. Summative assessment is thus the means by which student progress is determined.

5. Procedure Details

5.1 Avoiding Incidents of Plagiarism by Students

Gulf University endeavors to induct students into appropriate academic writing. Teaching explicitly about knowledge construction, disciplinary writing norms and attribution are undertaken as in multiple ways, including:

- 5.1.1 Instructors shall provide students with ample opportunities for developing writing skills with supportive feedback.
- 5.1.2 Instructors shall design assessment tasks that make plagiarism more difficult, such as not repeating assignment tasks, and developing assignment tasks that entail personal response.
- 5.1.3 Instructors shall ensure that students understand what constitutes good academic practice and the consequences of not adhering to it.
- 5.1.4 Colleges and Departments shall ensure that the development of students' understanding is embedded into their arrangements for delivering the curriculum from initial induction and beyond.
- 5.1.5 The e-learning Unit shall introduce students to Text-Matching Software (Turn-it-in) via the e-Learning System (Moodle) to show them how to use this to improve their writing.

5.2 Using Text-Matching Software

Gulf University applies the software (Turn-it- in) to detect text-matching. Students and staff have access to this software and can use it to improve writing and to check concerns about possible plagiarism.

The University is aware that text-matching software (Turn-it-in), only flags matched passages and it is, therefore, necessary to treat any percentage with caution and check the detailed report to determine if highlighted passages are indeed plagiarism.

5.3 Detecting Plagiarism for Graphics, Drawing and Media work

For detecting plagiarism in graphics specialized tools shall be implemented by the Program staff (e.g. - www.tineye.com).

5.4 Identifying Plagiarism

5.4.1 Gulf University considers 15%-20% text-matching for undergraduate programs as “minor infringements,” and above 20% matching is considered to be major infringements. This includes all kinds of text and visual based assignments. For academic staff, students research publications and post graduate programs, the University considers a 10% matching as acceptable, provided that the research manuscript/thesis does not contain matching of a whole block or a paragraph without reference.

5.4.2 Gulf University considers plagiarism or cheating in any form (copy answers from books, e-books, external sources, the Internet, peers, or any other person) during online exam/assessment as academic misconduct. All the answer sheets for midterm and final examinations conducted online shall be checked in Turn-it-in. Cases of plagiarism shall be dealt strictly with appropriate action for violating the principles of academic integrity.

5.5 Minor Infringements

5.5.1 In case of “minor infringements” plagiarism in submitted coursework, Instructor shall first check “student’s record of Plagiarism; provided by Unit of A&R”.

5.5.2 If the record shows no previous case(s) of Plagiarism, Instructor shall provide the student with detailed written feedback and why this is unacceptable, shall counsel the student about the expectations by informing him/her about the serious consequences of committing plagiarism.

5.5.3 Instructor shall send a record of such a case to Unit of A&R (to be retained in student file) and shall ask the student to resubmit the work free of plagiarism.

5.5.4 If the “student’s record of Plagiarism” shows previous case(s) of Plagiarism, Instructor shall issue the following disciplinary penalties: “Warning” in writing, and the student being assigned “fail” in the submitted coursework, shall send a record of such a case to Unit of A&R (to be retained in student file).

- 5.5.5 In case of repeated plagiarism in the re-submitted work, Instructor shall issue the following disciplinary penalties: “Warning” in writing, and the student being assigned “fail” in the re-submitted coursework.
- 5.5.6 The instructor shall report such case(s) to relevant HOD and shall send a record of the case to Unit of A&R (to be retained in student file).
- 5.5.7 If the student commits any further plagiarism in the same course, Instructor shall report the case to relevant HOD, who shall review the case followed by referring it to relevant Dean.
- 5.5.8 The Dean shall review the case, shall interview both student and Instructor; shall issue disciplinary decision that assigns the student “fail” in the whole course, and shall inform student, Instructor, HOD and Unit of A&R.
- 5.5.9 The Unit of A&R shall retain the decision in the student file as well as uploading the assigned “F” grade in Academic Information Management System and inform the sponsor (if any).

5.6 Major Infringements

- 5.6.1 In case of “major infringements” plagiarism in submitted coursework, Instructor shall first check “student’s record of Plagiarism; provided by Unit of A&R”.
- 5.6.2 If the student record shows no previous case(s), Instructor shall issue the following disciplinary penalties: “Warning” in writing, and the student being assigned “fail” in the submitted coursework, shall send a record of such a case to Unit of A&R (to be retained in student file).
- 5.6.3 If the record shows one or a maximum of two more previous case(s) of plagiarism during the student’s period of study, the instructor shall provide the student with detailed particulars of the major plagiarism case.
- 5.6.4 Instructor shall submit a detailed report of the major plagiarism case with “student’s record of Plagiarism” to relevant HOD, who shall review the case followed by referring it to relevant Dean.
- 5.6.5 The Dean shall review the case, shall interview both student and Instructor; shall issue disciplinary decision that assigns the student “fail” in the whole course.
- 5.6.6 If the “student’s record of Plagiarism” shows that the student has received 3 disciplinary decisions for committing major plagiarism during the period of study, Instructor shall provide the student in writing, with detailed particulars of the major plagiarism case.
- 5.6.7 Instructor shall submit a detailed report of the major plagiarism case with the “student’s record of Plagiarism” to relevant HOD, who shall review the case followed by referring it to relevant Dean.

- 5.6.8 The Dean shall review the case, shall interview both student and Instructor; shall issue disciplinary decision that assigns the student “dismissed” in the whole semester. The Dean shall inform the student, Instructor, HOD and Unit of A&R.
- 5.6.9 If the student commits any further major plagiarism, s/he shall be dismissed from the University.
- 5.6.10 The Unit of A&R shall retain the decision in student file as well as uploading the assigned “F” grade(s) in Academic Information Management System and inform the sponsor (if any).

5.7 Appeal

- 5.7.1 The student has the right to appeal against the disciplinary decision by submitting a written appeal to the Students’ Appeal Committee within one week of the date of receiving the disciplinary decision.
- 5.7.2 The Students’ Appeal Committee shall re-investigate the case by reviewing “Student’s Record of Plagiarism”, and interviewing the student, Instructor, HOD, and Dean.
- 5.7.3 The Students’ Appeal Committee shall issue its recommendations for the appeal within one week from the date of receiving the appeal request, either approving, declining, or providing further recommendation.
- 5.7.4 The Students’ Appeal Committee shall send its recommendations for appeal against disciplinary decisions other than student’s dismissal, to President of the University for approval or taking the decision he deems appropriate. The decision of the President in this regard shall be final.
- 5.7.5 The Students’ Appeal Committee shall send its recommendations for appeal against disciplinary decisions of student’s dismissal, to the University Council for approval or taking the decision it deems appropriate and this decision shall be final and irrevocable.
- 5.7.6 The final decision on the appeal shall be announced at the Unit of Student Services no later than one week from its issue.
- 5.7.7 The Students’ Appeal Committee shall retain the decision in Appeal File, shall inform student, Instructor, HOD, Dean and Unit of A&R.
- 5.7.8 Unit of A&R shall retain the details of the decision in “Student File”, shall upload the decision in the electronic system. The Unit of A&R shall also inform the sponsor (if any).

5.8 Dealing with Plagiarism for Scientific Research

- 5.8.1 The researcher shall examine any existence of plagiarism in his/her manuscript using the approved “Text-Matching software”.

- 5.8.2 The researcher shall submit the manuscript with the examination form, (Form GU-PR06PLG-F01), to relevant HOD.
- 5.8.3 The HOD/Dean shall re-examine the manuscript in case of suspicion of plagiarism.
- 5.8.4 In case of proved plagiarism, which is considered as serious misconduct, Dean shall issue “Final Warning” in writing, shall report the case to President of University, Vice President for Academic Affairs, Research Council, Human Resources Department (for the staff member, to be retained in staff file) or to Unit of A&R (for the student, to be retained in student file).
- 5.8.5 Any further proved case of plagiarism committed by the researcher, Dean shall deal with the case in accordance with “Staff Disciplinary Procedures” or “Students Conduct and Discipline Procedures”.

5.9 Dealing with Plagiarism for Staff Produced Documents

- 5.9.1 Staff members (both academic and administrative) shall examine any existence of plagiarism in any document produced by them and is requested by their line manager and/or University Management, using the approved “Text-Matching software”.
- 5.9.2 The staff member shall submit the manuscript of the document with the examination report (generated by the “Text-Matching software”, to relevant line manager.
- 5.9.3 The line manager shall re-examine the manuscript in case of suspicion of plagiarism and in case of proved plagiarism, line manager shall ask the staff member to resubmit the work free of plagiarism.
- 5.9.4 In case of repeated plagiarism in the re-submitted work, line manager shall refer the case to either Dean (for academic staff) or COO (for administrative staff), who shall deal with the case in accordance with “Staff Disciplinary Procedures”.

5.10 Academic Misconduct- Cheating in Class Activities and Examinations

5.10.1 Avoiding Incidents of Cheating by Students:

- i. Gulf University endeavors to ensure students study with full academic honesty and objectivity for which:
 - a. Instructors shall provide effectively designed and develop assignments and class tasks that require individual analytical opinions and response.
 - b. Instructors shall ensure stringent vigilance during the conduct of any quiz and class work.
 - c. Instructors shall deploy various assessment methods to ensure that the possibility of any occurrence of cheating incident could be minimized such as the usage of e-learning platforms (Moodle).

- d. During the examinations, the University shall ensure vigilant behaviors with effective deployment of invigilators in the examination venue(s).
- ii. Gulf University addresses all acts of cheating as equal acts of misconduct.

5.10.2 Cheating Cases in Class:

- i. In case of student found ‘attempting’ to cheat in a quiz/class task, the instructor shall verbally warn and outline stringent action upon any similar attempt during the activity.
- ii. In case of student found cheating in a quiz/class task, Instructor shall stop the student from further carrying out the quiz/task and check “student’s record of Cheating”; provided by Unit of A&R”.
- iii. If the student record shows no previous case(s) of cheating, Instructor shall assign the student being “fail” in the quiz/class task, shall send a record of the case to Unit of A&R (to be retained in “Student File”).
- iv. In case of repeated act of misconduct for the second time, Instructor shall issue the following disciplinary penalties: “Warning” in writing and the student being assigned “fail” in the quiz/class task, shall send a record of such a case to Unit of A&R (to be retained in “Student File”).
- v. If the “student’s record of Cheating” shows two or more previous cases of cheating during the student’s period of study, Instructor shall report the case to University Disciplinary Committee for further investigation and action, as follows:
 - a. For approved case of cheating for third time during the student’s period of study, Disciplinary Committee shall issue the following disciplinary penalties: “Warning” in writing, and the student being assigned “fail” in whole course.
 - b. For approved case of cheating for fourth time during the student’s period of study, Disciplinary Committee shall issue the following disciplinary penalties: “Warning” in writing, the student being assigned “Fail” in the course, and “being dismissed for the semester”.
 - c. For any further approved case of cheating during the student’s period of study, Disciplinary Committee shall issue the following disciplinary penalty: “the student being dismissed from the University”.
 - d. The Disciplinary Committee shall seek the University President for endorsement of Dismissal Decisions.
 - e. The Disciplinary Committee shall inform the student, Instructor, HOD, Dean and Unit of A&R.
 - f. Unit of A&R shall retain the details of the decision in “Student File”, shall upload the decision in the electronic system. The Unit of A&R shall also inform the sponsor (if any).

5.10.3 Cheating Cases in Examinations:

- i. In cases of any student that causes disturbance inside examination venue, cheating or attempting to cheat, Head Invigilator shall dismiss the student from the examination venue and shall report the incident to Examination Committee, (Form GU-PR12CE-F06).
- ii. The Examination Committee shall refer the case to the University Disciplinary Committee to further action.
- iii. Disciplinary Committee shall first check “Student Record of Cheating” provided by Unit of A&R”, and investigate the case, shall act accordingly as follows:
 - a. For approved case of cheating with no previous case of cheating:
 - The Disciplinary Committee shall assign the student being “fail” in the examination (for final examination the student shall be assigned “fail” in whole course).
 - The Disciplinary Committee shall inform the student, Instructor, HOD, Dean and Unit of A&R.
 - b. For approved case of cheating for the second time during the student’s period of study:
 - The Disciplinary Committee shall assign the student being “fail” in the examination (for final examination the student shall be assigned “fail” in whole course).
 - The Disciplinary Committee shall inform the student, Instructor, HOD, Dean and Unit of A&R.
 - c. If the “Student’s Record of Cheating” shows two or more previous cases of cheating during the student’s period of study:
 - For approved case of cheating for third time during the student’s period of study, Disciplinary Committee shall issue the following disciplinary penalty: “Warning” in writing, and the student being assigned “fail” in the course.
 - For approved case of cheating for fourth time during the student’s period of study, Disciplinary Committee shall issue the following disciplinary penalties: “Warning” in writing, the student being assigned “Fail” in course, and “being dismissed for the semester (for cheating in midterm examination) or dismissed for the subsequent semester (for cheating in final examination)”.
 - For any further approved case of cheating during the student’s period of study, Disciplinary Committee shall issue the following disciplinary penalty: “the student being dismissed from the University”.
 - The Disciplinary Committee shall seek the University President for endorsement of Dismissal Decisions.

- The Disciplinary Committee shall inform students, Instructor, HOD, Dean and Unit of A&R.
- iv. Unit of A&R shall retain the details of the decision in “Student File”, shall upload the decision in the electronic system. The Unit of A&R shall also inform the sponsor (if any).

5.10.4 Appeal

- i. The student has the right to appeal against the disciplinary decision by submitting a written appeal to the “Students’ Appeal Committee” through the Unit of Student Services within one week of the date of receiving the disciplinary decision.
- ii. The Students’ Appeal Committee shall re-investigate the case by reviewing “Student’s Record of Cheating”, and interviewing student and Instructor, shall ask Head Invigilator and Disciplinary Committee if it deems necessary.
- iii. The Students’ Appeal Committee shall issue its recommendations for the appeal within one week from the date of receiving the appeal request, either approving, declining, or providing further recommendation.
- iv. The Students’ Appeal Committee shall send its recommendations for appeal against disciplinary decisions other than student’s dismissal, to the President of the University for approval or taking the decision he deems appropriate. The decision of the President in this regard shall be final.
- v. The Students’ Appeal Committee shall send its recommendations for appeal against disciplinary decisions of student’s dismissal, to the University Council for approval or taking the decision it deems appropriate and this decision shall be final and irrevocable.
- vi. The final decision on the appeal shall be announced at the Unit of Student Services no later than one week from its issue.
- vii. The Students’ Appeal Committee shall retain the decision in the Appeal File.

6. Responsibilities

Students are responsible for:

- following this document appropriately.

Instructors and Assessors are responsible for:

- implementing this document appropriately.

University Disciplinary Committee is responsible for:

- implementing this document appropriately.

Students' Appeal Committee is responsible for:

- implementing this document appropriately.

Heads of Departments are responsible for:

- ensuring that all faculty members and students are fully informed of this document.
- ensuring that this document is appropriately implemented.

Deans are responsible for:

- ensuring that all faculty members and students follow this document.
- ensuring that this document is appropriately implemented.

The Vice President for Academic Affairs is responsible for:

- appropriate implementation of this document.

University Policy Development and Review Committee is responsible for:

- systematic review of the effectiveness of this policy.

7. Related Policies

- Assessment Policy
- Plagiarism and Academic Misconduct Policy
- Students Complaints and Grievance Policy
- Teaching and Learning Policy

8. Related Procedures

- Assessment Procedures
- Conduct of Examinations Procedures
- Graduation Project Procedures
- Internship Procedures
- Students Complaints, Grievance, and Appeal Procedures
- Teaching and Learning Procedures

9. Related References and Standards

BQA	Institutional Review Handbook
BQA	Programs-within-College Reviews Handbook