

## ACADEMIC INTEGRITY POLICY

### POLICY

Abu Dhabi University maintains that all students are expected to embrace the highest standards of Academic Integrity in their pursuit of knowledge. This policy is to ensure that faculty and students are aware of and understand the importance of Academic Integrity. This policy replaces the Academic Integrity Policy (09.PRO.005.R).

Executive Order	0639
Supersedes	EO 0388 (Old Policy Management)
Version Number:	08
Date Approved:	01.06.2011
Effective Date:	01.06.2011
Policy Owner:	Provost
Viewing Access Level:	Public
Next Review Date:	Fall 2017

### Change History

Version Number	Change Description	Date	Changed By
06	<ul style="list-style-type: none"> <li>The wording of the policy has been changed to make it clearer. Also, the list of possible sanctions for academic integrity violations has been expanded. The new policy includes a provision that students will be expelled from the university after a third academic integrity violation.</li> </ul>	20.03.2011	Provost
07	<ul style="list-style-type: none"> <li>Formatting and Signature Line to be in compliance with the new approved ADU Bylaws</li> </ul>	14.04.2014	VC
08	<ul style="list-style-type: none"> <li>Formatting and Signature Line to be in compliance with the new approved Policy on Policy Management</li> </ul>	14.09.2014	Chancellor

### Introduction

Academic Integrity Policy (AIP) establishes the framework for the expected conduct of students to maintain the highest standards of ethics.

The information on the following pages will help students and faculty to understand the various forms of Academic Integrity Violations and the consequences resulting from such violations.

## Academic Integrity Violations

There are various ways in which academic honesty can be violated which are discussed below.

### A. Cheating

Cheating is an act that diminishes learning process and is intended to gain grades and academic advantages without actually doing the intellectual work that merits the grades or degree.

Examples of cheating include but are not limited to:

1. Copying another person's test answers during an exam
2. Exchanging information regarding an exam during the exam
3. Copying answers from notes such as those written on the body, clothing, pieces of paper, or electronic devices such as mobile phones and/or calculators.
4. Obtaining a copy of or information about an examination ahead of time
5. Looking up answers in a book when the exam is specifically a closed book exam
6. Buying projects and term papers
7. Copying from someone else's paper, project or assignment.
8. Using notes or books during exams unless expressly allowed by the instructor
9. Hiring a surrogate test taker
10. Bringing forbidden materials such as calculators, computers, books, or notes into the exam unless expressly allowed by the instructor
11. Communicating with other students regarding the examination during the exam
12. Student failing to switch off a mobile phone during the exam

### B. Plagiarism

Plagiarism means representing another person's work as the student's own without acknowledgments. Plagiarism is a form of cheating. It means that students have submitted work for grading that they have not written themselves. Hence, there is no way to know if students have learned the material or merely copied it.

While students may source direct quotes and pieces of texts, these should be used to support ideas. Even if all the sources have been properly cited, extensive copying is unacceptable, as understanding can only be demonstrated by students using their own thoughts and words.

Examples of plagiarism include but are not limited to:

1. Borrowing all or part of another student's paper or using someone else's outline
2. Using the same paper for multiple classes
3. Submitting the same paper in two different courses and submitting it as the student's own work

### **C. Fabrication of data**

Fabrication is the falsification or invention of any information or citation in an academic exercise. Fabricated information or data may not be used in any laboratory experiment or research project.

Examples of fabrication include but are not limited to:

1. Deliberately misreporting results of an experiment or field research
2. Inventing data and resources for written, oral, or other presentations
3. Inventing case studies and relevant facts in reports, papers, or presentations

### **D. Presenting false credentials**

Presenting false or misleading credentials on applications, CV's, and any other documents presented as part of the student's life constitutes academic dishonesty.

Examples of false credentials include but are not limited to:

1. Claiming degrees that were not earned
2. Failing to report colleges and universities attended
3. Presenting falsified transcripts
4. Presenting falsified information
5. Falsely claiming employment
6. Misrepresenting immigration status
7. Using fake ID cards

### **E. Collusion**

Collusion occurs when students work together on a piece for assessed work when "working together" is not allowed. Collusion can occur when students copy from each other. Evidence of collusion on students' papers occurs when two or more papers have similar or identical wording.

An individual student's understanding cannot be assessed if "ownership" of the assignment cannot be determined.

A student who "lends" his paper to other students is just as guilty as those who have copied from it, and unless it can be proven with absolute certainty, who wrote the original paper, the "lender" will also be faced with academic penalties.



## F. Free Riding

When assigned to work in collaborative groups, all students should participate in the activity or project. Students who could not demonstrate their contribution to the group work/activity will be considered as cheaters.

## I. Penalty for Violations of Academic Integrity

All instances of violations of the AIP are subject to sanctions, including dismissal for cheating, other academically related egregious acts of deceptions and/or reckless disregard for the principle of academic integrity. Under special circumstances and/or based on lesser degree of severity of AIP violations, lower sanctions may be imposed.

Students found in violation of AIP for the second time will be subject to more heightened sanctions. Students found in violation of AIP for the third time will be subject to dismissal from ADU.

Imposition of any sanction for violation of AIP is subject to due-process being carried out, availability of sufficient evidence being examined, the adjudication process being completed, and the process of appeal being exhausted.

Students dismissed from ADU for violation of AIP will receive a failing grade (F) in the course in which the violation has occurred and Administrative Withdrawals (WA) in all other courses taken in the same semester. Students dismissed from ADU for violation of AIP are not eligible for receiving any refunds of tuitions and fees.

### Exceptions

For any conditions/circumstances and/or exceptions outside the conditions stated in this policy, a request shall be presented to the Board of Directors for decision.

### Authorization

This policy was authorized by the:

**University Chancellor:**

\_\_\_\_\_  
**Chancellor, Dr. Nabil Ibrahim**

14.09.2014

**Date**