



Academic Affairs and Research

Academic Integrity Policy

MBZUAI–AAR–ACINTEGRITY–POL–V1.0

Effective Date: 15/12/2020

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1. Document Control Information

Policy Name	Academic Integrity Policy
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Policy Owner	Provost
Department Name	Academic Affairs & Research
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<i>For Office Use – Keywords for search function</i>	academic integrity, academic misconduct, academic dishonesty, cheating, plagiarism, fabrication, falsification.

2. Glossary of Terms

Term	Definition
Academic Integrity Committee (AIC)	<p>The AIC is a standing committee that is formed on a yearly basis by the president to be responsible for defining academic integrity and establishing policies and procedures for investigating, hearing and sanctioning alleged violations of academic integrity.</p> <p>The committee shall conduct hearings, investigations and make determinations of alleged violations of academic integrity policies and invoke the appropriate sanction as stipulated by MBZUAI’s policies on academic integrity.</p>
Cheating	<p>Cheating is using or attempting to use unauthorized materials, information, notes, study aids or other devices in any academic exercise, such as an academic assignment, examination, project, presentation or report. Some examples of Cheating are:</p> <ul style="list-style-type: none"> • Fraudulent possession of a test or parts of it prior to examinations’ date, including discussions of the substance of examinations and tests when it is expected these will not be discussed. • Failing to abide by the rules governing the conduct of examinations that are taken in-class, on-line or any other form of summative examination. • Copying from or looking at another student’s examination paper or receiving unauthorized assistance during a quiz, test or examination. • Using, accessing or possessing any material or electronic devices during an exam, such as cheat sheets, notes, books, cell phones, digital cameras, data storage devices, computers, internet or other electronic devices unless expressly permitted by the instructor for the required coursework. • Copying reports, laboratory work, computer programs or files and the like from other students. • Continuing to write after a timed exam has ended.

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Term	Definition
	<ul style="list-style-type: none"> • Submission of the same term paper or other work to more than one instructor, where no prior approval has been given. • Submission of purchased term papers or projects done by others. • Having another student take an examination for the student.
Fabrication and Falsification	<p>Presenting or making unauthorized alterations to information or inventing any information or citation in an academic exercise, such as:</p> <ul style="list-style-type: none"> • Including data or information in your work which you know to be false or incorrect. • Making up or fabricating data, evidence, research or experimental results, references, information or procedures. • Presenting data based on controlled investigations, experiments, surveys or analysis falsely claimed to have been carried out by you. • Counterfeiting a record of a practicum experiences such as internship, conference, workshop or seminar attendance. • Improper recording of data, negligence in collecting or analyzing data and selective reporting or omission of conflicting data. • The invention of references and/or false claims. • Altering grade reports or other academic records. • Submitting a false excuse for absence or tardiness in a scheduled academic exercise. • Altering a returned examination paper and seeking re-grading. • Selectively including or excluding research results for the purpose of promoting a false hypothesis/claim.
Misconduct in Research	<p>Includes any of the above examples given here in relation to research and/or other factors including a failure to comply with regulatory, legal and professional obligations.</p> <p>Examples of misconduct in research are:</p> <ul style="list-style-type: none"> • A breach of confidentiality. • Infringement of intellectual property rights. <ul style="list-style-type: none"> Failure to take due care for participants in research or of personal data. • Abuse of research subjects or materials. • Taking or releasing the data of others which were given in the expectation of confidentiality, e.g., appropriating ideas from submitted grant or contract proposals, or manuscripts for publication when one is a reviewer for granting agencies or journals/conferences. • Knowingly presenting material or publishing articles that will mislead listeners or readers, e.g., misrepresenting data (particularly its originality). • Serving as a co-author of a research paper or article without reviewing the material to be published. • Failure to adhere to safe research practices or to receive the approval required for work under research regulations of federal, local or university agencies.

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Term	Definition
	<ul style="list-style-type: none"> • Misuse of research funds. • Unethical research practices such as failing to report episodes of misconduct or breaches of research ethics.
Plagiarism	<p>Representing written, published, creative work, research findings, ideas, words or data of another person as one's own in any academic exercise. Some forms and examples of Plagiarism are:</p> <ol style="list-style-type: none"> a. Word-for-word copying of someone else's work, in whole or in part, without acknowledgment, whether that work be an article in a newspaper or a magazine, a part of a book, another student's paper, or any other composition not one's own, that includes all information collected from any source, including the Internet. b. An unacknowledged paraphrasing of the structure and language of another person's work. Changing a few words of another's composition, omitting a few sentences, or changing their order does not constitute original composition and therefore is not acceptable. c. Writing a paper based solely on the ideas of another person and claim them to be one's own. <p>In summary, plagiarism includes, but is not limited to:</p> <ul style="list-style-type: none"> • Using published work without proper citation, referencing or correctly presented acknowledgment. • Verbatim or word-by-word copying without using quotation marks even if the source is cited. • Copying coursework or another student's assignment, research results, or examination with or without permission from the author. • Copying another student's computer program/file and changing only minor items such as variable names or labels. • Paraphrasing without proper attribution. • Using phrases from another source embedded into original material without proper attribution. • Copying of intellectual property without proper attribution. Such as Internet websites, computer programs or files, research designs, ideas and images, charts and graphs, photographs, creative works, and other types of information that belong to another.
Recycling or Multiple Submissions	<p>Submission of one's previous work to count as new work. For example, submission of a student's work that has previously been counted in another unit of study is not allowed, unless explicitly authorized by the faculty members of both study units. In such a case, students must reference their previous work.</p>

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3. Introduction

MBZUAI seeks to create an environment that promotes academic achievement and integrity, that is protective of free inquiry, and that serves its educational mission. MBZUAI assumes that all students come to the Institute for a serious purpose and expects them to be responsible individuals who demonstrate highest standards of ethical behavior, honesty and academic integrity in their pursuit of knowledge.

Unethical behavior is not worthy of members of the University community and will be dealt with severely. Academic dishonesty in any form undermines the very foundations of higher education and will not be tolerated.

4. Objective

This policy aims to:

- Support faculty, staff and students to embed good practice and develop methods for enhancing academic integrity;
- Clarify the types of behaviors that are considered to be academic misconduct; and
- Ensure fair and equal treatment of all students when considering whether academic integrity has been breached.

5. Scope

This policy and its associated procedures apply to student conduct that occurs on MBZUAI premises or at MBZUAI-sponsored activities.

6. Policy

6.1. Academic Integrity

- 6.1.1. Any act which facilitates or encourages violations of academic integrity by another person is itself a violation of academic integrity.
- 6.1.2. In order to demonstrate academic integrity, students must produce their own work, acknowledging explicitly any material that has been included from other sources or legitimate collaboration. Students must also present their own findings, conclusions or data based on appropriate and ethical practice.
- 6.1.3. primary responsibility for bringing a charge of academic dishonesty involving academic work or other documents submitted in a course rests with the faculty or other instructors of record (hereafter called faculty). Graduate assistants, teaching assistants, research assistants or coordinators and any other persons who assist or support faculty in teaching should report suspected instances of academic dishonesty to the instructor of record.
- 6.1.4. The primary responsibility for bringing a charge of academic dishonesty involving a Master's or Doctoral project or thesis rests with the student's thesis or project supervisor or members of the committee evaluating the thesis or project.
- 6.1.5. The primary responsibility for bringing a charge of academic dishonesty involving suspected falsification or use of falsified documents rests with the faculty, section head or the academic

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department chair who received the document in question. Any violation that is discovered in a non-academic department or section (e.g., transcripts, letters of recommendation, medical documentation) shall be reported to the appropriate instructor or academic department chair.

- 6.1.6. The primary responsibility for bringing a charge against a student suspected of academic dishonesty of a nature that does not clearly fall under the preceding sections, shall rest with the appropriate faculty or academic department chair involved. Any violation that is discovered in a non-academic department or section shall be reported to the appropriate instructor or academic department chair.
- 6.1.7. Students should strictly avoid any appearance of academic dishonesty. This includes but is not limited to: joking to others about cheating, permitting others to cheat off them, talking during examinations, plagiarizing, fabrication or falsification of information or forging documents.
- 6.1.8. Students should be aware and adhere to instructor guidelines for projects, papers and exam situations including use of appropriate citations. This includes the extent of independent and collaborative work allowed for an assignment. All electronic devices (cellular phones, tablets and computers) should be turned off and placed completely out of sight during test situations, unless otherwise directed by the instructor.
- 6.1.9. When a student suspects that a violation of the academic integrity policy has occurred, ideally, the student will report that violation to the instructor of record or if the instructor is not known or unavailable then to Executive Vice President and Provost or the Director of Student Affairs. In this report, the student should describe the violation and what action s/he has taken, such as talking with the other student (s) involved, or with the faculty or staff member. Every effort will be made to preserve the anonymity of the student reporting the incident; confidentiality, however, cannot be guaranteed. Students may also report anonymously to the faculty or staff member.
- 6.1.10. When the person who bears the primary responsibility does not bring a charge for suspected violation within a reasonable time, the Executive Vice President and Provost or Department Chair may bring a charge forward should the situation become known to them.
- 6.1.11. Once a student is notified, orally or in writing, that a faculty member suspects academic dishonesty in a course, the student may not change his or her registration in the course while the matter is pending, or in which a finding of academic dishonesty has been made. Any attempt to withdraw from a course under these circumstances shall be considered a separate violation of this policy.
- 6.1.12. After the sanction has been determined, a student may withdraw from the course with the faculty permission, providing that the alleged violation occurred during the University deadline for withdrawing, and provided the sanction is not a failure for the course. Withdrawing from a class does not automatically remove the violation report.
- 6.1.13. A grade of F received as a result of an academic integrity violation cannot be removed from the calculation of the GPA should the course in question be repeated.
- 6.1.14. Any grade received as a result of a second academic integrity violation cannot be removed from the calculation of the GPA should the course in question be repeated.
- 6.1.15. False statements made during the course of the process may result in additional sanction(s) and a referral to the Director of Student Affairs for a Student Code of Conduct violation.
- 6.1.16. Academic dishonesty can take a number of forms. Please refer to the glossary of terms for examples.

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7. Related Documents

Section	Related Document(s)
6.1	Academic Integrity Procedure

8. Version History

Version number	Person responsible	Date of change	Comments
V1.0	Provost	15/12/2020	First Approved Version
V1.0	Dir of Academic Development	16/02/2023	The first approved version remained with no amendment as advised by Dir of Academic Development

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