



# Academic Affairs and Research

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## Academic Integrity Procedure

MBZUAI–AAR–ACINTEGRITY–PRO–V1.0

Effective: 15/12/2020

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## 1. Document Control Information

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## 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"> <li>• 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.</li> <li>• 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.</li> <li>• Copying from or looking at another student’s examination paper or receiving unauthorized assistance during a quiz, test or examination.</li> <li>• 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.</li> <li>• Copying reports, laboratory work, computer programs or files and the like from other students.</li> <li>• Continuing to write after a timed exam has ended.</li> </ul>

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Term	Definition
	<ul style="list-style-type: none"> <li>• Submission of the same term paper or other work to more than one instructor, where no prior approval has been given.</li> <li>• Submission of purchased term papers or projects done by others.</li> </ul> <p>Having another student take an examination for the student.</p>
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"> <li>• Including data or information in your work which you know to be false or incorrect.</li> <li>• Making up or fabricating data, evidence, research or experimental results, references, information or procedures.</li> <li>• Presenting data based on controlled investigations, experiments, surveys or analysis falsely claimed to have been carried out by you.</li> <li>• Counterfeiting a record of a practicum experiences such as internship, conference, workshop or seminar attendance.</li> <li>• Improper recording of data, negligence in collecting or analyzing data and selective reporting or omission of conflicting data.</li> <li>• The invention of references and/or false claims.</li> <li>• Altering grade reports or other academic records.</li> <li>• Submitting a false excuse for absence or tardiness in a scheduled academic exercise.</li> <li>• Altering a returned examination paper and seeking re-grading.</li> </ul> <p>Selectively including or excluding research results for the purpose of promoting a false hypothesis/claim.</p>
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"> <li>• A breach of confidentiality.</li> <li>• Infringement of intellectual property rights. Failure to take due care for participants in research or of personal data.</li> <li>• Abuse of research subjects or materials.</li> <li>• 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.</li> <li>• Knowingly presenting material or publishing articles that will mislead listeners or readers, e.g., misrepresenting data (particularly its originality).</li> <li>• Serving as a co-author of a research paper or article without reviewing the material to be published.</li> <li>• Failure to adhere to safe research practices or to receive the approval required for work under research regulations of federal, local or university agencies.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Misuse of research funds.</li> </ul> <p>Unethical research practices such as failing to report episodes of misconduct or breaches of research ethics.</p>
<p>Plagiarism</p>	<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"> <li>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.</li> <li>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.</li> <li>c. Writing a paper based solely on the ideas of another person and claim them to be one’s own.</li> </ol> <p>In summary, plagiarism includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Using published work without proper citation, referencing or correctly presented acknowledgment.</li> <li>• Verbatim or word-by-word copying without using quotation marks even if the source is cited.</li> <li>• Copying coursework or another student’s assignment, research results, or examination with or without permission from the author.</li> <li>• Copying another student’s computer program/file and changing only minor items such as variable names or labels.</li> <li>• Paraphrasing without proper attribution.</li> <li>• Using phrases from another source embedded into original material without proper attribution.</li> </ul> <p>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.</p>
<p>Recycling or Multiple Submissions</p>	<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 procedure aims to:

1. Set out the steps and processes associated with the Academic Integrity Policy; and
2. Clarify the roles and responsibilities of the Academic Integrity Committee, faculty and students in the academic integrity processes.

### 5. Scope

This procedure applies to student conduct that occurs on MBZUAI premises or at MBZUAI-sponsored activities.

### 6. Procedures

#### 6.1. Academic Integrity Committee

#### Committee Description

- 6.1.1. The Academic Integrity Committee (AIC): is a standing committee that is formed on 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.
- 6.1.2. 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.

#### Committee Formation, Quorum and Voting

6.1.3. The committee is composed and votes as follows:

1. Composition:
  - Faculty members: The committee shall include at least four faculty members (including a chair) from diverse departments. All committee members serve one-year, terms. The chair shall be elected from among the faculty members.
  - Student members: One student appointed by the Student Council, shall serve on the committee.

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- The Director of Students Affairs or their designee who shall serve as a non-voting member.
- 2. Quorum: A quorum is necessary for all AIC business. A quorum is defined as three (3) voting members of the AIC.
- 3. Voting privileges: Faculty and student members serve as voting members of the committee. The chair will only vote in cases where there is a tied vote. If any member of the committee is in any way involved in the matter to be considered by the committee, then that member must declare a conflict of interest and recuse him/herself from the voting.

**The Academic Integrity Committee Hearing Process**

- The purpose of a hearing is to explore and investigate the incident giving rise to the appearance of academic dishonesty and to reach an informed conclusion as to whether or not academic dishonesty occurred. All persons at a hearing are expected to assist in a thorough and honest exposition of all related facts. AIC hearing proceedings are not legal proceedings.
- The sequence of a hearing is necessarily controlled by the nature of the incident to be investigated and the information to be examined. It lies within the judgment of the committee chair to determine the most reasonable approach. The following steps are generally recommended:
- The referring faculty member or academic department chair reporting an alleged violation, and then the student, will briefly present their respective cases, including any relevant information or arguments. The faculty may recommend a sanction.
- Only witnesses who have knowledge of the incident or can offer documents or other materials bearing on the case may be called.
- Members of the AIC may request additional material or the appearance of other persons, as needed.
- The referring faculty member or academic department chair reporting the allegation and the student may make brief closing statements.
- The AIC will meet privately to discuss the case and determine whether a violation has taken place based on considerable evidence.
- If the student is found in violation, the AIC will independently determine an appropriate sanction. Prior to determining the sanction, the AIC will be informed of any other violations of Academic Integrity on the part of the student, as well as past sanctions.
- The Committee Chair will provide the referring faculty or academic department chair, the student, and the President with a written report of the facts found, identifying the parts of the policy that have been violated and describing the sanction, if any, to be imposed.

6.1.4. The AIC Committee Chair will ensure that the following rules are observed:

- The student may be accompanied by a person of his or her choosing for emotional support only, provided that the support person is not a party to the case. This person will not actively participate in the hearing process in any way.
- Presence at a hearing lies within the judgment of the Committee Chair. A hearing requires a deliberative and candid atmosphere, free from distraction. Accordingly, it is not open to the public.
- The Committee Chair may remove from the hearing any person who disrupts or impedes the investigation, or who fails to adhere to the rulings of the Committee Chair.
- The Committee Chair will direct that persons, other than the student, who are to be called upon to provide information, be excluded from the hearing except for that purpose.
- Members of the AIC may conduct private deliberations at such times and places as they deem proper.

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- Failure to appear before the AIC will not prevent them from hearing evidence and determining outcomes.
- It is the responsibility of the person desiring the presence of a witness before an AIC to ensure that the witness appears. Written statements by witnesses should not be used unless the individual cannot reasonably be expected to appear. Any written statement must be dated, signed by the person making it, and witnessed by a University employee. The work of an AIC hearing will not, as a general practice, be delayed due to the unavailability of a witness.
- A hearing is not a trial. The AIC will consider all relevant, probative, and credible evidence. The AIC chair in consultation with AIC members will determine what evidence will be considered.

## 6.2. Interim Action

- 6.2.1. The President or their designee involved may suspend the student from one or more classes or labs for an interim period prior to resolution of the Academic Integrity Committee proceeding if they believe that the information supporting the allegations of academic misconduct is reliable and determine that the continued presence of the student in classes or experiential assignments poses a significant threat to any person or property.
- 6.2.2. The President or their designee must provide a written notice of the interim suspension to the student (with a copy to the President if issuer is the President designee) and the Director of Student Affairs. The interim suspension will become effective immediately on the date of the written notice.
- 6.2.3. A student who is suspended for an interim period may request a meeting with the President or their designee to review their decision and to respond to the allegations that they pose a threat, by making a written request to the President or their designee for a meeting. The President or their designee will schedule the meeting no later than five (5) working days following receipt of the written request and decide whether the reasons for imposing the interim suspension still stand or decides to revoke the suspension if the request is supported by persuasive evidence.
- 6.2.4. The interim suspension will remain in effect until a final decision has been made on the pending academic misconduct charges or until the President or their designee, determines that the reasons for imposing the interim suspension no longer exist or are not supported by the available evidence.

## 6.3. Monitoring and Enforcing Academic Integrity Through Faculty and Student Training

- 6.3.1. The university will regularly conduct various activities, trainings, initiatives and measures for its students and faculty to ensure that academic integrity is fully enforced. It will seek to spread awareness and educate students on the acceptable behavior stressing on the importance of academic integrity compliance.

Some of the measures are:

- Prior to arriving at MBZUAI, students will be asked to read the Academic Integrity Policies and the Code of Conduct. Correspondingly, they will be asked to write a brief response outlining how they intended to uphold these standards.

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- Conducting specific training sessions addressing academic integrity, providing information and materials on the code of conduct as part of the student’s orientation program
- Conducting Quizzes for all Students on Academic Integrity in addition to other course policies during the course orientation
- Communicating to Students -through different methods- the availability of support and mentorship on Academic Integrity through faculty, advisors and the Student Affairs Department.
- MBZUAI will be ensuring that materials and guidelines on Academic Integrity are embedded within faculty and staff induction programs
- MBZUAI will make sure that all information on the Academic Integrity Policy and Procedures are continuously updated, available and accessible to students through different printed material and online platforms (Student Handbook, Catalog, Student Learning Platforms and Systems...etc.)
- On a bi-annual basis, students and faculty will be requested to read the Academic Integrity Policies and Procedures as well as the Code of Conduct. They will asked to submit a signed Affirmation Document indicating their awareness of the Academic Integrity Policies and the Code of Conduct.
- Encourage faculty and staff to discuss, in detail, about MBZUAI’s Academic Integrity standards and their expectations of the student’s adherence to these standards throughout the course.
- Faculty and staff are encouraged to explain the standards of Academic Integrity in their field with the students.
- Having courses specific to the Academic Integrity policies such as proper ways of scientific writing and use of sources.
- Encouraging faculty and staff to publish their expectations of Academic Integrity adherence in course work.
- MBZUAI will be conducting training sessions for all faculty members on plagiarism detection programs/systems and encouraged to use them should suspect any plagiarism case.
- Developing an online Academic Integrity training for students on the university intranet.

#### 6.4. Important Guidelines for Faculty

- Help define and support campus-wide Academic Integrity standards.
- Recognize and affirm Academic Integrity as a core institutional value
- At the beginning of each term, discuss University policy on Academic Integrity with Students.
- Provide a clear explanation on what constitutes a violation of Academic Integrity.
- Encourage student responsibility for Academic Integrity.
- Affirm the role of faculty as guide and mentor.
- Make clear to the Students what are the expectations regarding permissible academic conduct. It is important that this be done in the context of each specific subjects.
- Teach Students proper methods of attribution. Describe and give examples of plagiarism, paraphrasing and direct citation.
- Teach Students how to successfully research and write a paper or prepare a lab report.
- In all cases of alleged violations of Academic Integrity, faculty members must maintain confidentiality and not disclose information beyond those individuals who had a need to know.
- Collect accurate records of an Academic Integrity violation and submit those records to concerned parties when needed.
- Encourage Students who have been accused of an Academic Integrity violation to contact the Director of Student Affairs or designee, who can serve as a resource and provide advice.
- Develop fair and creative forms of assessment.
- Reduce opportunities to engage in academic dishonesty.

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- Change assessments each semester or create three or four versions that you rotate throughout the year.
- Prepare new exam questions each time you teach the course. If a pool of multiple-choice questions is available, rotate their use.
- Prepare in advance for Students who will report sick for exams.
- Prepare a seating plan or have Students sit in every other seat
- Make an effort to explain to Students on every occasion or the start of an examination the behavior expected of them when taking examinations or when preparing and submitting other course work.
- Ask Students to leave their bags and backpacks at the end or at the front of the room before sitting down to take exam or test.
- Require that student phones are face down on top of desks so that it's clear if a student picks up his/her phone and looks at it during an assessment is committing a violation.
- Discourage any additions after exams or tests are returned to Students, place a mark or dash at the end of each answer and/or a line through any unused sections of their examination papers or booklets.
- Consider adding a statement on all course submissions to have the Students confirm with a signature that the submitted paper, exam, assignment or any other course work, is entirely their own and does not violate MBZUAI's Academic Integrity policy.
- Discourage cheating during exams by circulating in the classroom frequently and ensure that all areas are covered and monitored.
- Collect examination papers individually.
- Prepare new assignments each semester.
- Provide specific guidelines for the format of written assignments and adhere to them when evaluating student work.
- Have Students submit an essay outline or first draft for feedback.
- Discuss areas of difficulty in assignments. Meet with Students to monitor their progress and offer feedback and support.
- Challenge academic dishonesty when it occurs.
- Deal with the problem immediately. Talk with the student about your suspicions and listen carefully to the student's response. If you still are convinced the student behaved unethically or dishonestly, pursue the matter according to your established policy.
- At their discretion, faculty may submit student work and assignments to plagiarism–detection software, browser lockdown tools, and identity detection facilities for review without prior notice to Students, to check work for copying and other fraud

### 6.5. Important Guidelines for Students

- Credit and acknowledge whenever:
  - a. One quotes another person's actual words or replicates all or part of another's product. This includes all information gathered from any source, including the Internet.
  - b. One uses another person's ideas, opinions, work, data, or theories, even if they are completely paraphrased in one's own words.
  - c. One borrows facts, statistics, or other illustrative materials.
- Familiarize yourself with MBZUAI Academic Integrity Policy
- Because expectations about academic assignments vary among specializations and faculty members, consult with your instructors about any special requirements related to citation.

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- Make sure you know what the standards are for the course work, essay, paper or thesis you are working on and apply it accurately
- If in doubt about what is required in any particular assignment, what referencing styles are appropriate, etc., always ask. Your instructor or supervisor will be able to point you in the direction of appropriate sources of advice and information
- Always use quotations when you are directly quoting someone
- Check the text you have paraphrased against the original text so that to ensure that you have not used the same phrases or words, and double check that the information is accurate.
- Report any incident of academic misconduct to the faculty member, instructor or Student Affairs Department.
- Promptly recorded original research results and ensure that they are kept in an organized and accessible fashion.
- In group projects, the project leader should supervise the design of experiments and the process of acquiring, recording, examining, interpreting and sorting data. (editing of manuscripts only, does not provide adequate supervision).
- Clearly define and mention in writing permitted or expected collaboration on any assignment, project or course work.
- An author submitting a paper should never include the name of a coauthor without that person’s consent.
- Each coauthor should be furnished with a copy of the manuscript before it is submitted.
- Co-authorship should be offered to (and limited to) anyone who has clearly made a significant contribution to the work.
- Anyone accepting co-authorship of a paper should realize that this action implies a responsibility as well as a privilege. If a potential coauthor has serious reservations concerning a publication the individual should decline co-authorship.
- The senior author or authors of a paper should be prepared to identify the contributions of each coauthor.
- Refrain from the simultaneous submission of essentially identical manuscripts to different journals as this is considered improper.

## 6.6. Procedure for Faculty Charging a Student with a Violation

6.6.1. When a faculty member or a department chair has evidence of an alleged violation of the Academic Integrity Policy, they should contact the AIC to determine if the student has a previous violation, in such event the case must be referred to the AIC. If the student has no previous violations, the below listed procedure should be followed:

1. To notify the student an official e-mail and/or personal communication of the allegation within ten (10) working days. Any discussion of sanctions should be reserved for the meeting.
2. Arrange a meeting with the student which is to be held as soon as possible, but at least within three (3) working days’ notice to the student.
3. An exception to meeting with the student may occur at the end of a semester when a student is no longer accessible for a meeting with the faculty member. In these cases, the faculty member should make every reasonable effort to contact the student through an official e-mail to discuss the matter. If reasonable attempts to contact the student fail, the instructor may resolve the issue by submitting an Academic Integrity violation report form, which the student has the right to later appeal to the Academic Integrity Committee.

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4. If the student fails to attend a scheduled initial meeting with the faculty without a compelling excuse, the student will lose their opportunity to appeal the violation report and/or sanction to the Academic Integrity Committee.
5. Both faculty and student may invite witnesses with first-hand information to the meeting who can knowledgeably provide relevant information about the alleged infraction.
6. The faculty must request that a faculty representative of the AIC be present as an observer of the meeting. The request is to be submitted at least 3 working days before the scheduled meeting time. The AIC designee will:
  - Ensure that the student knows and understands the Academic Integrity Policy.
  - Inform the student about their right to appeal the violation report and/or sanction to the AIC based on the guidelines for appealing a violation report and/or sanction to the AIC.
  - Advise the instructor to submit the report of Academic Integrity violation, no later than fifteen (15) working days after the meeting.
  - Observe, but not participate in deciding whether a violation has occurred, or which sanction should be imposed.
7. In the meeting, the faculty should present the student with the allegation and all evidence in support of the charge against the student. The student should be given the opportunity to respond and, if they wish, to submit evidence refuting the allegation.
8. At the conclusion of the meeting, the faculty member determines if it is more likely than not that the student has violated the Academic Integrity Policy, and if so, the faculty member charges the student with a violation of the Academic Integrity Policy.
9. If the student is found responsible, the faculty shall impose a suitable sanction and Inform the student that they will receive a sanction letter from the AIC. Examples of common sanctions under this procedure include one or more of the following:
  - Formal warning
  - A reduction in grade for the assignment and/or reduction in the grade for the course
  - A failing grade for the assignment and/or reduction in the grade for the course
  - A failing grade in the course
  - A failing grade in the course with a transcript notation of academic dishonesty
  - Rescinding or changing a grade for a past course in which a violation occurred
  - Denial of access to internships or research programs
10. If the faculty member needs more time to decide on the case or give the student a reasonable timeframe for a response. A grade of Incomplete may also be assigned by the instructor if Academic Integrity is in question at the time grades are due and the instructor requires more time to resolve the issue.
11. The faculty member should complete the Academic Integrity violation report and submit it to the AIC.
12. The completed Academic Integrity violation report and other relevant documents must be submitted as soon as possible, but not later than fifteen (15) working days after the meeting unless there are exceptional circumstances and an extension has been granted by the AIC chair.
13. The report/documents can be sent by the faculty as a hard copy or on email. The submission of this form and documents will complete the Academic Integrity violation process for the faculty member unless the AIC finds the sanction imposed was not appropriate for the violation of Academic Integrity that occurred. The AIC Chair would send a note to the faculty member to revise the sanction.

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14. The student will receive a letter of sanction from the AIC chair along with information for appealing the violation report and/or sanctions. AIC will also send a copy of the letter and the Academic Integrity violation report to the Office of the President, Director of Student Affairs and the Registrar for the record.

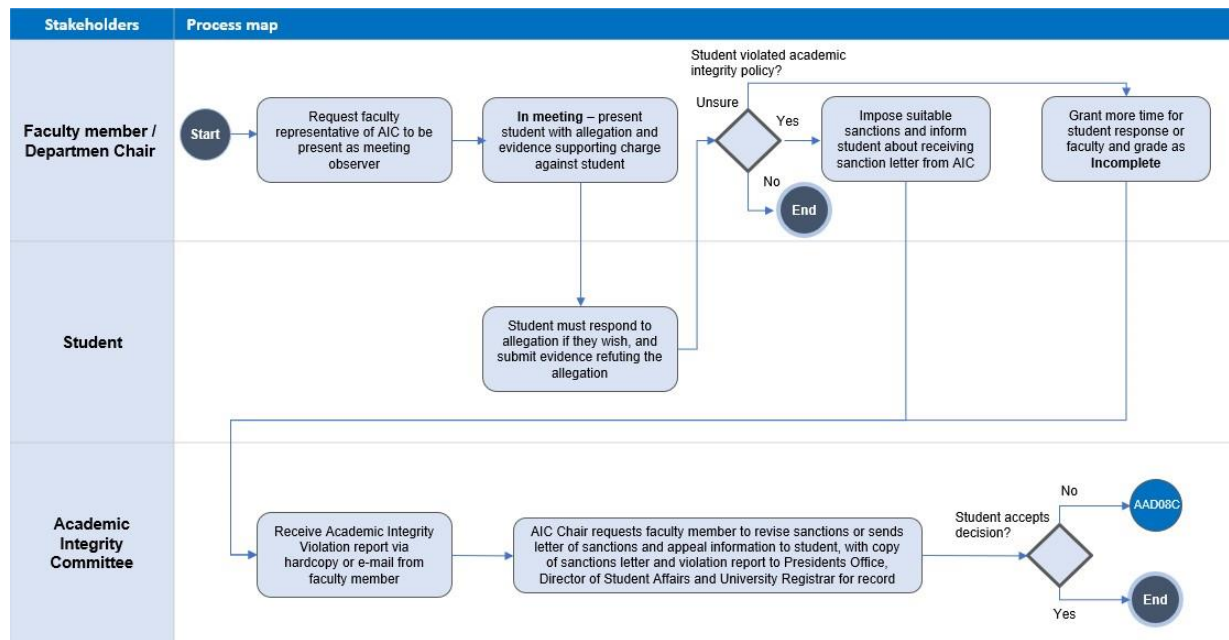


Figure 1: Academic Integrity - Charing a Student with a Violation

### 6.7. Procedure for Appealing to the Academic Integrity Committee

- 6.7.1. The student has the right to appeal the sanction within ten (10) working days from the date of the sanction letter. If s/he does not, then the case is closed permanently.
- 6.7.2. Any student who has received an AIC sanction letter is encouraged to schedule a meeting with the Director of Students Affairs or designee to discuss the situation prior to appealing the case.
- 6.7.3. If the student disagrees with the violation report, the sanction, and/or the prohibition to withdraw, the student can appeal any of the above to the AIC by writing an appeal letter addressed to the AIC chair. The appeal letter and any supporting documents can be sent via e-mail.
- 6.7.4. In exceptional circumstances, a student may request additional time to appeal the violation report and/or sanction by sending a request via e-mail to the AIC chair and extensions are granted at the sole non–appealable discretion of the AIC chair.
- 6.7.5. Requests for extensions must be made within ten (10) working days of the date of the sanction letter.
- 6.7.6. Appeals are not granted automatically as they must be thoughtful, well–reasoned and substantive and must demonstrate that at least one of the following criteria exists:

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- New evidence not available at the time of the meeting with the faculty member/administrator has become available and is potentially sufficient to alter the faculty member/administrator decision.
- There was a substantive procedural error made in charging the student.
- The sanction(s) imposed was not appropriate for the violation of Academic Integrity that occurred.
- The facts in the case were insufficient to establish that a violation of the policy occurred.

6.7.7. Appeals must also include pertinent evidence supporting one of the above criteria and names of witnesses the student requests be called who have first-hand information about the matter. New evidence will not be accepted at the hearing unless it can be demonstrated that it could not have been known or available to the student at the time of the appeal. Evidence submitted will be reviewed by the AIC chair and may be denied if cumulative or not probative of the disputed facts or to the determination of the case.

6.7.8. The AIC chair will notify the student via official e-mail whether or not the AIC has determined that there are grounds to conduct a hearing. Should the AIC determine there are grounds to conduct a hearing, the AIC will notify the student of the hearing and where it will be held at least five (5) working days in advance of the scheduled hearing date.

6.7.9. If the AIC decides to hear the student’s case, the AIC members who constitute a quorum, the Director of Student Affairs (non-voting) shall attend the hearing and following individuals will be invited to participate:

- The student.
- Any other persons called by the AIC chair, including material witnesses (such as the faculty member) whom the student or the AIC members deem relevant to the case.
- The student may also invite one person to provide support (e.g., friend or family member). This support person may not speak for the student and this individual may not be an (practicing or non-practicing) attorney.

6.7.10. Should the student fail to appear at the hearing before the AIC, the AIC shall have full authority to proceed in the student’s absence. Any student that misses the scheduled hearing with the AIC forfeits the right to appeal the AIC’s decision to the President.

- If for any reason, the student needs to reschedule the hearing with the AIC, the committee needs to receive a 24 hours’ notice. Hearings will be rescheduled only for exceptional circumstances at the sole non-appealable discretion of the AIC chair.

6.7.11. At the start of the hearing, the student is invited to present their case. The student has the right to present relevant evidence supporting their claims that has been previously provided to the AIC in their appeal. The student should be brief, concise, and organized in presenting their case.

- The AIC chair may conclude the hearing at any time should the committee feel that the student is straying from the relevant facts of the case or reasons for the violation report and/or sanction to be vacated.
- Although the committee may ask the student to review briefly the events of the case, the student comments should focus primarily on specific reasons the violation report and/or sanction meet one of the above specified grounds for appeal.
- AIC members may ask the student questions about the case for clarification

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6.7.12. The student and witnesses are expected to maintain proper decorum during the proceeding or risk being excused. If a student is excused, the hearing will continue in their absence.

6.7.13. After the student has presented the case and all questions have been addressed, the student and faculty member will be excused, and the AIC will deliberate. Deliberation may result in the following:

- A decision to uphold, modify or overturn the initial sanction. The AIC reserves the right to modify or overturn the instructor’s sanction.
- A determination that additional information is needed. In this case, the decision is suspended until all necessary information has been obtained. In this case, the student will be notified as soon as possible, but within a few no more than five (5) working days, after the meeting.

Examples of common sanctions under this procedure include one or more of the following:

- Formal warning
- A reduction in grade for the assignment and/or an additional reduction in the grade for the course
- A failing grade: 1) for the assignment and/or an additional reduction in the grade for the course; or 2) A failing grade in the course; or 3) A failing grade in the course with a transcript notation of academic dishonesty
- Rescinding or changing a grade for a past course in which a violation has occurred
- Withdrawing admission into the university, a program or internship
- Withdrawing an academic degree or certificate
- Disciplinary probation
- Removal of the privileges This shall have a set time of duration indicating when and under what conditions the student may regain the privilege.
- Disciplinary suspension from the University for one or two semesters, excluding summer terms. Students suspended for academic dishonesty cannot transfer into MBZUAI any credits earned during the suspension.
- Dismissal from the university.

6.7.14. After the AIC makes its decision, the chair will notify the student in writing and via e-mail. Decisions of the AIC are based on the standard of proof whether it is more likely than not that the student violated the Academic Integrity Policy.

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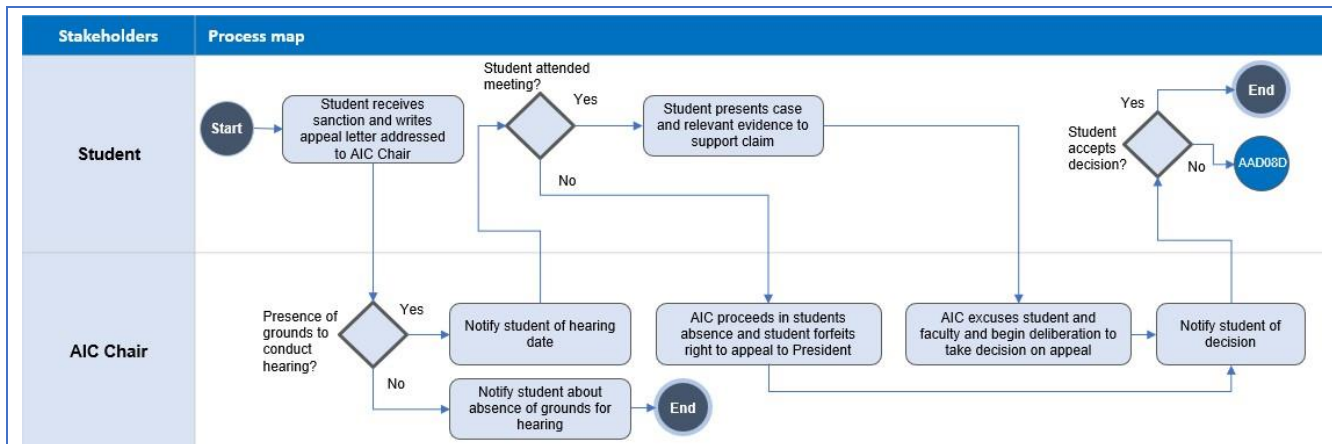


Figure 2: Academic Integrity - Student 1st Appeal

### 6.8. Procedure for Appealing to the President

- 6.8.1. If unsatisfied with the outcome of the AIC hearing to contest the violation report and/or sanction, the student may appeal the decision of the AIC to the President by sending an e-mail to the President within five (5) working days of receiving the AIC decision including the reason(s) for appeal and supporting documentation. A review will be conducted by the President or their designee.
- 6.8.2. In exceptional circumstances, a student may file a request to the President for an extension to the appeal period by sending an e-mail request. Requests for extensions must be made within the appeal period.
- 6.8.3. Appeals are not granted automatically as they must be thoughtful, well-reasoned and substantive and must demonstrate that at least one of the following criteria exists:
  - There is new and significant evidence which was not available at the time of the AIC hearing has become available and which may further clarify and support the defense of the student. In this instance, the case should be referred back to the AIC for reconsideration.
  - There was a substantive procedural error that may have prohibited the hearing from being conducted fairly in light of the violation report and/or sanction.
  - There is clear reason to believe that the sanction imposed is not appropriate or consistent with the seriousness of the violation that occurred.
  - The facts in the case were insufficient to establish that a violation of the policy occurred.
- 6.8.4. If the appeal documentation does not fall into one of the permissible grounds or does not support the claim, the appeal shall be denied.
- 6.8.5. Upon appeal, the President or their designee shall review the faculty member’s decision, sanctions and supporting evidence, and any evidence provided by the student, and may confer with the faculty member and the student. The President or their designee shall have the authority to uphold, modify, or overturn the AIC’s decision and sanctions.
- 6.8.6. The President or their designee shall notify the student, the faculty member and the Director of Student Affairs in writing of their decision. The President or their designee’s decision is final on

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all Academic Integrity Policy violation cases. No further review or consideration will be granted following this decision.

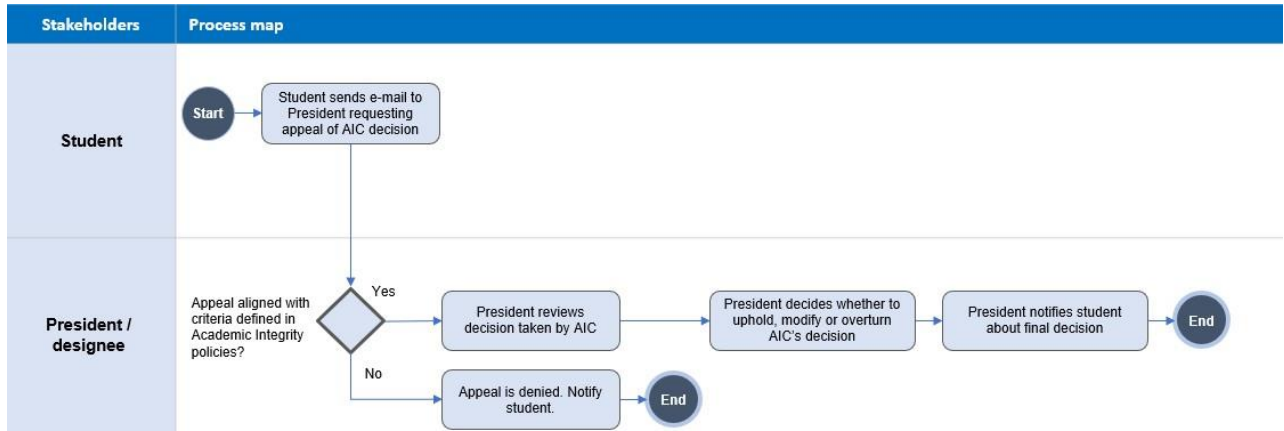


Figure 3: Academic Integrity - Appealing to the President

## 7. Related Documents

Section	Related Document(s)
6.1, 6.4, 6.7 and 6.8	<a href="#">Academic Integrity Policy</a>

## 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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