Title: Plagiarism and Academic Misconduct Policy

Code: GU-PL06PLG

Version: 3.1

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Approval Authority: Board of Trustees

Document Owner: Vice President for Academic Affairs

Review: The policy is subject to a periodic review every 4 years or in a shorter cycle as per amendments of university policies

1. Purpose

The purpose of this policy is to guide all Gulf University academic staff members and students in understanding the phenomenon of plagiarism and response to it.

2. Scope

The policy applies to academic staff and students enrolled in all programs at Gulf University.

3. Acronyms

BQA	Education and Training Quality Authority
GU	Gulf University

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.

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.   Policy Statement

Gulf University aims to provide students and staff with a clear understanding of knowledge construction and the ability to work in ways that are free of plagiarism. The university, therefore, seeks to induct students into academic writing norms and to guide them in how to avoid plagiarism. Where plagiarism and other forms of academic misconduct are found, penalties are fair and proportionate and are applied fairly and consistently.

6.   Policy Details

6.1 Gulf University has the responsibility of developing an understanding of academic integrity among staff and students and developing their ability to produce writing that is free of plagiarism.

6.2 The 'Assessment Policy and Procedures', 'Conduct of Examinations Procedures', and 'Assessment Verification and Moderation Procedures' all set out the ways in which the university upholds academic integrity through the assessment process.

6.3 The plagiarism procedures set out the formal arrangements for reporting and managing cases of plagiarism and academic misconduct.

6.4 Gulf university is responsible to foster in both staff and students a familiarity with the academic conventions of the discipline. The University needs to make expectations regarding knowledge production and academic writing explicit. This entails both an introduction to the notion of plagiarism and disciplinary norms of attribution and an ongoing provision of formative feedback that explicates the norms of referencing.

6.5 GU is committed to ensuring academic integrity amongst staff and students such that any submitted work is underpinned by ethics, honesty and accountability.

6.6 GU considers contract cheating as serious academic misconduct where student's work is done by a third party.

6.7 Where plagiarism is detected, despite such developmental assistance, appropriate action is taken to ensure the academic integrity of the learning and the qualification. This action is set out in the plagiarism procedures. The intention, negligence or innocence of staff and students in plagiarism are not relevant to any decision as to whether plagiarism has occurred, but it is vital to the application of a fair penalty system.

6.8 Artificial Intelligence (AI) tools should be used in an ethical and responsible manner otherwise it will lead to academic misconduct. Students should be guided on how to use AI tools appropriately to support their learning.

7. Responsibilities

Students are responsible for:

- Following this document appropriately.

Instructors and Assessors are 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.

Jury/Panel is responsible for:

- Appropriate implementation of this document.

The Vice President for Academic Affairs is responsible for:

- Systematic review of the effectiveness of this document as custodian.

8. Related Policies

- Assessment Policy
- Teaching and Learning Policy

9. Related Procedures

- Assessment Procedures
- Graduation Project Procedures
- Internship Procedures
- Teaching and Learning Procedures

10. Related References and Standards

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