



## INTERNAL POLICY & PROCEDURE

Subject: Policy and Procedure for Academic Integrity and Plagiarism Prevention

Dates: Original:

29 November 2018

Last Revised:

Effective:

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### 1. PURPOSE

This policy describes academic integrity and the procedures for handling academic dishonesty at the College of Dentistry, King Saud bin Abdulaziz University for Health Sciences and its programs.

### 2. DEFINITIONS

2.1 **Academic Integrity:** It is the commitment to ethical behavior's core values such as honesty, respect, fairness, and compassion.

2.2 **Academic dishonesty:** It is the failure to maintain academic integrity. Academic dishonesty includes but is not limited to:

2.2.1 **Plagiarism** – Plagiarism is the “wrongful appropriation” and “stealing and publication” of another author’s “language, thoughts, ideas, or expressions” and their representation as one’s own original work. Plagiarism is a form of academic dishonesty. It is subject to sanctions like penalties, suspension, and even expulsion. It includes but is not limited to:

- Use of another’s exact words without use of quotation marks and acknowledgement of that use in a footnote or endnote.
- Use of another’s organizational scheme without acknowledgement of that use in a footnote or endnote.
- Use of close paraphrasing of the work of another without attribution.
- Submission of work that is largely a paraphrasing of another’s work without attribution.
- Submitting same assignment previously submitted in another course without the consent of the instructor.

2.2.2 **Cheating** – the use or attempt to use unauthorized materials, information, or study aids in any academic exercise.

2.2.3 **Fabrication** - the falsification or invention of any information or citation in an academic exercise.

2.2.4 Offering bribery for grades, transcripts, or diplomas;

2.2.5 Obtaining or giving aid on an examination.

2.2.6 Sitting for an examination by surrogate or acting as a surrogate.





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### 3. RELATED REFERENCES

1. Internal Policies and Procedures for Monitoring Students Performance and Progress.
2. Internal Policies and Procedures for Examinations and Assessment.
3. Internal Policies and Procedures for Students Code of Conduct.
4. University Student Right and Responsibility Bylaws.
5. Executive Regulations for Study and Examinations.
6. University Student Guide Booklet.

### 4. POLICY STATEMENTS

- 4.1 Plagiarism is an unacceptable academic misconduct and severe breach of university bylaws that will not be tolerated by College of Dentistry.
- 4.2 Students must be aware of the seriousness of plagiarism and its consequences.
- 4.3 Each student of the College of Dentistry is obliged to be aware of the policy against plagiarism and a claim of lack of awareness of the policy does not excuse a violation of it.
- 4.4 Students shall not be permitted to graduate while charges of plagiarism are pending against them.
- 4.5 Students of D.M.D. program must be educated on how to avoid plagiarism during the program.
- 4.6 All students' written assignments shall be subjected to anti-plagiarism evaluation.
- 4.7 Anti-plagiarism software available in Blackboard will be used for implementation of anti-plagiarism policy with regard to students' written assignments.
- 4.8 Plagiarism in a written assignment will be considered in case the anti-plagiarism software report of that assignment contained 25% or more similarities with other texts (excluding references).
- 4.9 A faculty member who believes plagiarism has been committed by a student is responsible for reporting the incident to the Associate Dean for Academic and Student Affairs.
- 4.10 Investigation and documentation of the incident is the responsibility of The Student Disciplinary Committee chaired by the Associate Dean for Academic and Student Affairs.
- 4.11 In case of proven violation, the committee determines a penalty from those listed in the KSAU-HS Student Bylaws, and issues a written verdict signed by the dean.
- 4.12 The committee shall complete all procedures related to the violation within twenty (20) working days from the initial report of the violation.
- 4.13 Penalties approved by KSAU-HS regulations include:





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- A verbal warning with documentation of the warning instated in the student's record.
- A written warning, with a written pledge signed by the offender vowing not to repeat the offense again.
- Mandatory community service to be performed by the student, or enrollment in extracurricular programs not exceeding a period of one (1) month.
- The confiscation of all devices used to commit the offense and to be returned to the student only through a college's administration or the University administration.
- The restrictions of student privileges.
- A temporary ban (not exceeding two semesters) from University extracurricular activities.

## 5. PROCEDURES

- 5.1. Identification and Preparation of Written Assignments for Submission through Anti-plagiarism Software:
  - 5.1.1. A list of courses with written assignments that may carry risk of plagiarism are identified by course coordinators, reviewed by department chairpersons and approved by curriculum committee then sent to Information Technology unit (IT) at COD.
  - 5.1.2. Before the beginning of each academic year, Information Technology unit (IT) at COD will be responsible for preparing student assignments on Blackboard for each course identified in the list mentioned above. The submission dates and deadlines will be announced on Blackboard.
  - 5.1.3. Written assignments must be documented in the Course Books to be distributed to the registered students.
  - 5.1.4. Courses that focus on research and critical review of scientific evidence may utilize the software as an educational tool early in the course.
- 5.2. Awareness of students and faculty towards the use of anti-plagiarism software will be improved by:
  - 5.2.1. Orientation session on the use of the anti-plagiarism software at the beginning of the academic year.
  - 5.2.2. Short videos on submission and assignment review available on Blackboard and COD website.





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- 5.2.3. IT helpdesk services that provide support for students and faculty on use of anti-plagiarism software.
- 5.2.4. A statement referring to this IPP will be added to course specifications and course books of courses with written assignments (listed in 5.1.1)
- 5.3. Student's Written Assignment Submission and Faculty Review of Submitted Assignments:
  - 5.3.1. Students can review the anti-plagiarism report of their assignments on Blackboard before official submission of their assignments.
  - 5.3.2. The faculty member responsible for review of the assignment must review the anti-plagiarism report of the initial draft and advise student with results exceeding 24% to edit and revise.
  - 5.3.3. It is the student responsibility at final assignment submission to present a report with less than 25% similarity. If final submission report reached or exceeded 25% similarity, the faculty member must reject the submission and request another submission within the deadline of final submission.
  - 5.3.4. If the student resubmitted for a second time, but failed to produce a better than 25% similarity report, then a report on this incident will be issued by the course coordinator or faculty member responsible for the assignment and the student will get zero on that assignment.
- 5.4. Academic dishonesty Incident Report, Investigation and Penalties:
  - 5.4.1. Upon receiving the plagiarism incident report from a faculty member, the Associate Dean for Academic and Student Affairs will refer the case to The Student Disciplinary Committee, to determine whether plagiarism has been committed by the student.
  - 5.4.2. At the hearing, the faculty member who reported the incident will introduce the evidence relevant to the question of whether plagiarism has been committed and the awareness steps taken in the course to educate the students on anti-plagiarism software.
  - 5.4.3. The student is entitled to introduce relevant evidence to defend his/her work.
  - 5.4.4. To support a finding of plagiarism, the majority of members of the committee must identify plagiarism beyond a reasonable doubt. A finding of plagiarism by the committee in accord with the procedures established by this policy shall be final and binding on the Associate Dean for Academic and Student Affairs and the student.





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- 5.4.5. Recommendations are decided by the majority, and in deadlock cases, the side voted for by the chairman is upheld.
- 5.4.6. The committee shall file with the Associate Dean for Academic and Student Affairs a written report on its proceedings and its findings. If the committee has found plagiarism, the report shall include a recommended penalty in line with KSAU-HS approved bylaws and penalties.
- 5.4.7. The committee report shall be forwarded to the Dean for approval within five (5) days of its issuance.
- 5.4.8. The dean is required to either approve or request a revision within five (5) working days from the date of receipt.
- 5.4.9. The Dean's approval of the final determination of the appropriate penalty for plagiarism shall be expressed in writing and a copy of the approved report is then sent to the University General Disciplinary Committee for approval and appropriate action within five (5) working days from the report's issuance date.
- 5.4.10. After approval of the University General Disciplinary Committee, a copy of the Dean's approval of penalty shall be sent to the student, the Student Disciplinary Action Committee members and the complaining faculty.
- 5.4.11. The Dean's approved penalty may be appealed by the student to the Vice President of Educational Affairs of the University.
- 5.4.12. In response to appropriate inquiries, the College shall make available the official written committee report and the Associate dean's final determination of penalty.
- 5.4.13. Decision will be made in favor of the student in situations where the assigned committee fails to find plagiarism has been committed. In that case, the Associate Dean for Academic and Student Affairs shall assign to another faculty member the task of grading the work of the originally accused student when necessary.





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6. RESPONSIBILITY

- Dean
- Associate Dean for Academic and Student Affairs
- Department chairpersons
- IT Unit
- Faculty including course coordinators
- Students at COD
- Student Disciplinary Committee
- General Disciplinary Committee

7. APPROVAL

PREPARED BY:

MR. RUFIANUL HAQ

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20/12/2018

Date

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Chairman, Preventive Dental Science Department

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REVIEWED BY:

ENGR. AMIN AL AWAD

IT Manager, College of Dentistry, KSAU-HS

25/12/18

Date

PROF. KHALID AL FOUZAN

Chairman, Curriculum Committee and  
Associate Dean, Academic and Student Affairs-Male  
College of Dentistry, KSAU-HS

25/12/18

Date

RECOMMENDED BY:

DR. KHALID SAID

Head, Task Force to Create Anti-Plagiarism Committee and  
Chairman, Academic Quality Assurance and Accreditation Unit,  
College of Dentistry, KSAU-HS

27-12-2018

Date

APPROVED BY:

DR. ALI AL EHAIDEB

Chairman, COD Council and  
Dean, College of Dentistry, KSAU-HS

30-12-2018

Date