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Procedural Guidelines for Preventing and Detecting Plagiarism

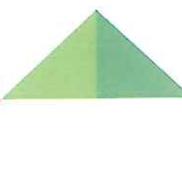
Endorsement and Approval		Signature
Prepared & Documented by :	Interim Head, Officer, Office of Academic Integrity	 Mar 29/2015
Reviewed and Approved by :	Provost	 30 March '15



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1. Purpose:

- 1.1 To raise awareness about plagiarism and provide guidelines to detect and avoid it

2. Scope of Application:

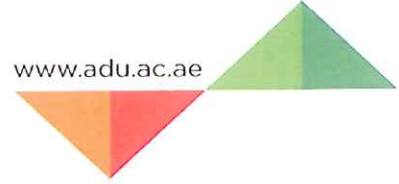
- 2.1 All the written assignments

3. Process Owner:

- 3.1 The Office of Academic Integrity (OAI)

4. Process Contributors

The OAI, Deans Council, Academic Council, and University Council



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5. Process:

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I. Introduction

Plagiarism is an "intentional theft of intellectual property," and is subject to sanction. However, at Abu Dhabi University (ADU), many cases of plagiarism lack the element of "intent," and can occur due to the following reasons:

- Lack of knowledge about the definition of plagiarism, and
- The belief that since the information is available in public domain, there is no need for the acknowledgement of the source.

The responsibility to minimize or eradicate incidents of plagiarism is collective and rests with the Office of Academic Integrity (OAI) and the faculty members at ADU. Only through the collective efforts of the OAI and the faculty members, students can be educated to recognize what are the negative aspects of plagiarism and take necessary measures to avoid it.

The following sections describe the responsibilities of the OAI and the faculty members in combating, preventing, and detecting plagiarism.

II. Responsibilities of the OAI

The overall responsibility of the OAI is to provide the necessary resources to educate and raise awareness of plagiarism among ADU community. The other responsibility of the OAI is to implement the relevant section of the Academic Integrity Policy (AIP). As for the former, the OAI continues to undertake initiatives aimed at:

1. Providing support to students, faculty, and staff to ensure full understanding of plagiarism,
2. Training faculty members and staff on plagiarism detection mechanisms such as the use of the Turnitin Software, and
3. Providing individual tutorials on the ways and means of detecting plagiarism.

The implementation of the above initiatives started at the beginning of the fall semester of the academic year 2009-10. The initiatives covered both campuses of ADU and offered training sessions for students, faculty, and staff. Specifically, the initiatives covered areas such as:

1. Defining plagiarism,
2. Describing different forms of plagiarism,

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3. Explaining the use of external resources (especially, the Internet) without committing plagiarism,
4. Introducing the American Psychological Association (APA) style of citation and referencing,
5. Formulating effective strategies to prevent plagiarism, and
6. Providing training on the Turnitin Software and the methods of analyzing its computer generated report.

In all, the above initiatives have continuously enhanced the awareness of ADU community about plagiarism which is one of the most widespread Academic Integrity (AI) violations.

III. Responsibilities of the Faculty Members

Success in combating plagiarism requires collaboration of the faculty members. The main responsibility of the faculty members at ADU is to educate their students about plagiarism and how to avoid it. This responsibility can be met through the following approaches:

1. Providing students with practical/hands-on experience with methods of writing, citations, and references through a short (one to two pages) "trial" assignment,
2. Running the trial assignment through the Turnitin Software and generating reports,
3. Distributing the Turnitin reports among students, and
4. Using one or two samples of the Turnitin reports in class to demonstrate the way the Turnitin Software works, the way the report is generated, and the way it is analyzed.

In addition to the above, faculty members are required to adopt the following guidelines. These guidelines are designed to ensure avoidance of plagiarism through full compliance with the APA style of citation and referencing.

1. Request all students' written assignments (including projects) to be submitted in both hard and soft copies.
2. Run the assignments (including end of the term reports/projects), through the Turnitin Software, and obtain a full report.
3. Analyze the Turnitin report by excluding 1% Similarity Indexes (SI) shown on the report.
4. Refer to the OAI the suspected cases of plagiarism (the cases with the SI of more than 10%), unless in-text citations and end references are provided.¹
5. Cross-match the assignment and the Turnitin report, and highlight the sections of suspected plagiarism.
6. Make available to the OAI a random sample of the assignments, projects, and the related Turnitin reports, upon request.

¹ The cases should be reported to the OAI at the Campus where the course is offered.

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IV. Summary

Plagiarism is the single most frequent violation of the AIP. It often occurs as a result of ignorance about the need to acknowledge the sources of information through proper citation and referencing. Combating plagiarism is a collective responsibility of the OAI and the faculty members at ADU. Through the collaboration, cooperation, and coordination of activities of both, instances of plagiarism can be minimized.

While the OAI fulfills its responsibility by providing the necessary resources to educate students, the faculty members can reinforce the application of the methods of avoiding plagiarism by hands-on training of students through targeted assignments.

In sum, the effective combating of plagiarism would entail the following two steps:

1. Educating students about plagiarism, and
2. Facilitating the hands-on training of the students through targeted assignments, including proper in-text citations and referencing.



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6. Related Records:

Reference Number	Record Name	Retention Period	Location
Executive Order No. 639	Academic Integrity Policy	Archived indefinitely online by document history in Policies repository SharePoint site - aduportal	Policies repository on aduportal SharePoint controlled by Administrative and Policy Officer - Office of the Vice Chancellor

7. List of Amendments:

Issue #	Page #	Amendments	Date	Approved By
1	-	Initial Issue		

8. Process Measures (Performance Indicators)

9. Exceptions

For any conditions/circumstances and/or exceptions outside the conditions stated in this procedure, a request shall be presented to either Vice Chancellor or Provost for treatment. Either one will advise on what level of approval is required based on the risk involved in approving the exception. The highest authority to address major exceptions is the Chancellor whom will be recommended by the Vice Chancellor or Provost depending on the nature of the procedure.