

Office of the Chancellor

Date : 30 November 2023

To : Vice Chancellor
Provost
University Strategic and Governance Committee

From : Chancellor, Prof. Ghassan Fouad Aouad

Subject : **Academic Integrity Policy**

This Executive Order is issued through the endorsement of the above Board of Directors' approval reference and under the authority of the Chancellor as outlined in the Policy on Policy Management under Executive Order No. 0824.

Effective immediately, Vice Chancellor and Provost are given the authority to implement the revised and approved "Academic Integrity Policy " outlined in this Executive Order.

The attached policy will assist in ensuring ADU in achieving operational excellence by creating a student-centered learning environment conducive to students' intellectual and personal growth, responding to student needs, and instilling quality.

The custody of the Executive Order shall be maintained in the Chancellor's Office of the University. If you have questions regarding this Executive Order, please contact Anabella Briones.

Please take the necessary action to ensure that all parties involved are informed of this communication.



Prof. Ghassan Fouad Aouad
Chancellor

ACADEMIC INTEGRITY POLICY

POLICY OVERVIEW

Abu Dhabi University is committed to ensuring all students embrace the highest standards of academic integrity in their pursuit of knowledge. This policy ensures that faculty, staff, and students are aware of and understand the importance of academic integrity.

Resolution Number	R.030.23
Executive Order	1240
Supersedes	1037
Version Number	13
Date Approved	16 November 2023
Effective Date	16 November 2023
Policy Owner	OAI Head
Viewing Access Level	Public
Next Review Date	Fall 2026

Change History

Version Number	Change Description	Date	Changed By
06	<ul style="list-style-type: none"> The wording of the policy has been changed to make it more straightforward. Also, the list of possible sanctions for academic integrity violations has been expanded. The new policy includes a provision that students will be expelled from the university after a third academic integrity violation. 	March 2011	Provost
07	<ul style="list-style-type: none"> Formatting and Signature Line to follow the new approved ADU Bylaws 	April 2014	VC
08	<ul style="list-style-type: none"> Formatting and Signature Line to follow the new approved Policy on Policy Management 	September 2014	Chancellor
09	<ul style="list-style-type: none"> Under Penalty for Violations of Academic Integrity. The clause has been revised as: <ul style="list-style-type: none"> "Students dismissed from ADU for violating Academic Integrity Policy will receive a failing grade (F) in the course in which the violation has occurred and Administrative Withdrawals (W) in all other courses taken in the same semester. 	October 2016	Provost

	<p>However, Administrative withdrawals (W) will not be applied to the other courses if the student is dismissed during the final exam period.</p> <ul style="list-style-type: none"> Students dismissed from ADU for violation of AIP are not eligible for receiving any refunds of tuition and fees. 		
10	<ul style="list-style-type: none"> Under Penalty for Violations of Academic Integrity: Clause has been revised to clarify the process of handling violations of academic integrity by students who are full-time staff members at ADU. A new section is added to clarify the procedures required before hiring students for part-time roles at ADU. 	September 2019	OAI Head
11	<ul style="list-style-type: none"> Added section to address that the violations and sanctions are implemented in all modes and types of learning at ADU, including face-to-face learning, online learning 	October 2020	OAI Head
12	<ul style="list-style-type: none"> Under Penalty For Violations of Academic Integrity, the clause has been removed. "Withdrawals (W) in all other courses taken in the same semester. However, Administrative withdrawals (W) will not be applied to the other courses if the student is dismissed during the final exam period." 	June 2021	OAI Head
13	<ul style="list-style-type: none"> Added: "Using any Artificial Intelligence (AI) software to support in writing without providing a clear declaration in the student's paper" under Plagiarism section Update the 'Cheating' section to address Hiring a surrogate test taker in paper-based exams or giving remote access to someone else in computer-based exams and using earpieces. 	November 2023	AIO Director

1. Introduction

Academic Integrity Policy (AIP) establishes the framework for the expected conduct of students to maintain the highest standards of ethics.

The following pages will help students, faculty, and staff understand the various forms of academic integrity violations and the consequences resulting from such violations.

2. Academic Integrity Violations

There are various ways in which academic honesty can be violated, which are discussed below.

2.1 Cheating

Cheating is an act that diminishes the learning process and is intended to gain grades and academic advantages without actually doing the intellectual work that merits the grades or degree.

Examples of cheating include but are not limited to:

- 2.1.1 Copying another person's test answers during an exam
- 2.1.2 Exchanging information regarding an exam during the exam
- 2.1.3 Copying answers from notes such as those written on the body, clothing, pieces of paper, or electronic devices such as earpieces, mobile phones, and calculators.
- 2.1.4 Obtaining a copy of or information about an examination ahead of time
- 2.1.5 Looking up answers in a book when the exam is specifically a closed-book exam
- 2.1.6 Buying projects and term papers
- 2.1.7 Copying from someone else's paper, project, or assignment.
- 2.1.8 Using notes or books during exams unless expressly allowed by the instructor
- 2.1.9 Hiring a surrogate test taker in paper-based exams or giving remote access to someone else in computer-based exams
- 2.1.10 Bringing forbidden materials such as calculators, computers, books, or notes into the exam unless expressly allowed by the instructor
- 2.1.11 Communicating with other students regarding the examination during the exam
- 2.1.12 Failing to switch off a mobile phone during the exam

2.2 Plagiarism

Plagiarism means representing another person's work as the student's own without acknowledgment. Plagiarism is an academic stealing. In which students have submitted work for grading that they have not written themselves. Hence, there is no way to know if students have learned the material or merely copied it.

While students may source direct quotes and pieces of text, these should be used to support ideas. Even if all the sources have been properly cited, extensive copying is unacceptable, as understanding can only be demonstrated by students using their own thoughts and words. Plagiarism may be detected through a variety of methods, including specialized software.

Examples of plagiarism include but are not limited to:

- 2.2.1 Borrowing all or part of another student's paper or using someone else's outline
- 2.2.2 Using the same paper for multiple classes
- 2.2.3 Submitting the same paper in two different courses and submitting it as the student's work
- 2.2.4 Using any Artificial Intelligence (AI) software to support in writing without providing a clear declaration in the student's paper

2.3 Fabrication of data

Fabrication is falsifying or inventing any information or citation in an academic exercise. Fabricated information or data may not be used in laboratory experiments or research projects.

Examples of fabrication include but are not limited to:

- 2.3.1 Deliberately misreporting results of an experiment or field research
- 2.3.2 Inventing data and resources for writing, oral, or other presentations
- 2.3.3 Inventing case studies and relevant facts in reports, papers, or presentations

2.4 Presenting false credentials

Presenting false or misleading credentials on applications, CV's, and any other documents presented as part of the student's life constitutes academic dishonesty.

Examples of false credentials include but are not limited to:

- 2.4.1 Claiming degrees that were not earned
- 2.4.2 Failing to report colleges and universities attended
- 2.4.3 Presenting falsified transcripts
- 2.4.4 Presenting falsified information
- 2.4.5 Falsely claiming employment
- 2.4.6 Misrepresenting immigration status
- 2.4.7 Using fake ID cards

2.5 Collusion

- 2.5.1 Collusion occurs when students work together on a piece for assessed work when "working together" is not allowed. Collusion can occur when students copy from each other. Evidence of collusion on students' papers occurs when two or more papers have similar or identical wording.
- 2.5.2 An individual student's understanding cannot be assessed if "ownership" of the assignment cannot be determined.
- 2.5.3 A student who "lends" his paper to other students is just as guilty as those who have copied from it, and unless it can be proven with absolute certainty who wrote the original paper, the "lender" will also be faced with academic penalties.

2.6 Free Riding

When assigned to work in collaborative groups, all students should participate in the activity or project. Students who could not demonstrate their contribution to the group work/activity will be considered cheaters.

3. Penalty for Violations of Academic Integrity

- 3.1 All instances of violations of the AIP are subject to sanctions, including dismissal for cheating and other academically related egregious acts of deception and/or reckless

- disregard for the principles of academic integrity. Under special circumstances and/or based on lower degrees of severity of AIP violations, lower sanctions may be imposed.
- 3.2 Students found in violation of AIP for the second time will be subject to more heightened sanctions, including dismissal. Students found in violation of AIP for the third time will be subject to dismissal from ADU.
 - 3.3 Imposition of any sanction for violation of AIP is subject to due process being carried out, availability of sufficient evidence being examined, the adjudication process being completed, and the process of the appeal being exhausted.
 - 3.4 Students dismissed from ADU for violation of AIP will receive a failing grade (F) in the course in which the violation has occurred. Students dismissed from ADU for violations of AIP are not eligible for refunds of tuition and fees.
 - 3.5 Violations of students who are full-time employees at ADU are subject to the same sanctions imposed as per the AIP. Students will not be eligible to resume studying at the same campus they were hired on and can only resume studying at other ADU campuses. For example, suppose a student is working at the Abu Dhabi campus; the student can only resume studying at other campuses such as Al Ain, Dubai, or Al Dhafra. After imposing the sanctions as per the AIP on violations of students who are full-time staff employees at ADU, the cases will be transferred to the HR department for further processing in coordination with the OAI.

4. Hiring of Students at ADU

Administrative departments and academic colleges at ADU are requested to check students' prior Academic Integrity records through the OAI before students are hired to work at ADU on a part-time basis while they are studying at ADU.

5. Academic Integrity in E-learning/Hybrid Course and Program Delivery

The articulated violations and sanctions within the Academic Integrity Policy (AIP) are implemented in all modes and types of learning at ADU, including face-to-face learning, online learning, and hybrid learning. Further details are provided in the Distance Learning Policy.

Exceptions

For any conditions/circumstances and/or exceptions outside the conditions stated in this policy, a request shall be presented to the Board of Directors for decision.

Authorization

This policy was authorized by the **University Chancellor:**



30 November 2023

Date