

## CASPP006 - Plagiarism Policy Procedures

### 1. Purpose

The aim of these procedures is to put forward detailed procedures for the avoidance of academic plagiarism, identify appropriate strategies for detecting them, and set out measures, which shall be taken for handling them.

### 2. Abbreviations/ Definitions

For the purpose of these procedures, unless otherwise stated, the following abbreviations and/or definitions shall apply:

**CAS:** Colleges of Applied Sciences

**HoD:** Head of Department

**Plagiarism:** the presentation of another person's work (be it as a whole or in part) as if it were one's own without due acknowledgement of the sources.

**Student Accountability Committee:** the committee that is in charge of handling misconduct issues and determining penalties appropriate for breaches. This committee is to be established according to article (85) of CAS Bylaws.

### 3. Procedures

#### First: Procedures for Academic Plagiarism Avoidance

1. The college shall acquaint all newly enrolled students about the notion of plagiarism during the induction week.
2. Faculty members shall explain to students the existing CAS plagiarism policy (via course outlines, Blackboard, or Google Classroom), the tolerated levels of similarity between their sources and their own assignments, and the penalties imposed on those who are caught plagiarizing.



3. Staff members shall adhere to inform their students about the established and well-known referencing systems while delivering their courses throughout their teaching.
4. Students shall submit their projects/assignments, case studies and reports through Safe Assign which is part of the existing Blackboard System at CAS for deterring and detecting plagiarism cases, if found.

### **Second: Responses against Plagiarism Procedures**

1. Course teacher shall provide the HoD with a written report, supported by relevant evidence concerning the case of plagiarism under investigation.
2. The HoD shall report the case to the College Dean.
3. The Dean shall refer the case to the Investigation Committee or the legal counselor for decision.
4. The student who has been accused of plagiarism shall be summoned for a fact-finding interview with the course teacher and the concerned HoD, so the student can respond to the allegations made against him/her. This shall be done within a five-day period starting on the day when the alleged instance of plagiarism took place.
5. The Disciplinary Committee shall report its decision to the Dean appended with the relevant supporting legal opinion.
6. The Dean has the right to take over the plagiarism case investigation, transfer the case in question to the Student Accountability Committee, or penalize the student according to the Student Accountability System in the CAS Bylaw.
7. Whenever plagiarism cases are referred to the Student Accountability Committee, this shall be done according to the procedures, regulations and rules in the existing administrative disciplinary system as stipulated in article 59 of the CAS Bylaws.
8. The students shall be informed of the outcome of the investigation on the day following the Accountability Committee's meeting, and the case shall be documented in the students' record files.
9. The student has the right to appeal against the Committee's decision by filling a Grievance Form within a two-day period starting immediately after their having been informed about the decision of the Accountability Committee. The Grievance Form shall be submitted to the Dean's Office.
10. The College Grievance Committee shall deal with student grievance, take its decision, and report it to the College Dean. Whenever necessary, the Grievance Committee may meet any pertinent party involved in the case under investigation for further clarification and fact-finding purposes.



11. The student shall be informed about the Grievance Committee's pronouncement within five working days from the date of their respective grievance. The pronouncement shall be kept in the student's record file.

#### 4. Supporting Materials

4.1-CAS Academic Regulations

4.2-CAS Bylaws

#### 5. Approval Agency

The Board of Trustees.

#### 6. Approval Dates

In relation to the revision and development of the current policy procedures of CAS's Bylaws, and the regulations and circulars, which govern the work of CAS, the following dates shall be observed:

These procedures were originally approved on: 18/ 10/ 2018

This version takes effect from: 18/ 10/ 2018

These procedures will be reviewed by: 18/ 10/ 2020

#### 7. Procedures Sponsor

The Director General of the Colleges of Applied Sciences.

#### 8. Contact person

The Dean of the College