

## **POLICY & PROCEDURES ON ACADEMIC INTEGRITY**

AUST believes that the university should be a model for the community to emulate. It also believes that students, faculty members, staff members and administrators should live in an atmosphere of total integrity in their dealings with each other inside and outside the classroom.

Since members of the university community are also citizens and members of the greater community, AUST practices a policy of zero tolerance of dishonesty, but encourages totally ethical atmosphere inside the university that will project favorably onto the outside community through the practices of its members within their communities.

Academic integrity is defined as total truthfulness, giving proper academic credit where warranted and the observance of the intellectual rights of others.

### **Two areas are covered by this policy:**

- a. Academic integrity and procedures as applied to students**
- b. Academic integrity and procedures as applied to faculty and students**

#### **a. Academic Integrity Procedures as applied to Students:**

AUST has zero tolerance of academic dishonesty. Academic dishonesty includes, but is not limited to, plagiarism, providing or obtaining prior knowledge of the contents of an examination, multiple submissions, unauthorized collaboration, falsification of original examination data, and requesting extra grades, and presentation for admission of forged or incomplete documents for admission or transfer purposes.

#### **Definitions**

Plagiarism is the, intentional or unintentional, unauthorized use of the intellectual work of another person without giving proper credit to the original author. Plagiarism applies to research or term papers, speeches, music, slides and transparencies, computer codes, electronic publications and scientific data and procedures.

Multiple submissions are cases where academic work or papers are submitted in two different classes without the prior consent of the faculty member.

Falsification of original examination data includes cases where students seek extra marks by erasing, changing or tempering with the originally submitted test paper(s).

### **Sanctions & Procedures**

Possible sanctions for a violation of the Policy on Academic Integrity may include:

Rejection of the work submitted for credit, a temporary incomplete grade, a letter of warning, loss of academic credit, suspension, expulsion, and/or revocation of diploma or degree. The decision as to which action or sanction shall be adopted or administrated shall rest with University's officials, provided sufficient notice and opportunity to respond are provided.

A case of academic dishonesty (violation of the policy on Academic Integrity) is initiated by the faculty member who should have good reason to believe that a violation of the policy has occurred. As a first step, the faculty member should try to solve the case on a bilateral basis with the student. If that fails, the faculty member should inform the chairperson of the concerned department and the dean of the said faculty; the latter will inform the Review Committee that will review and assess the allegation. The student will be given notice of the case and will be allowed to respond to the allegation and defend his/her case in-front of the Committee chaired by the Dean of Students. The Provost is then apprised of the Committee's decision and recommendation for final deliberation and verdict.

The University's lawyer shall be involved in the proceedings of the case from the time the Committee is formed until the Provost pronounces the final verdict. The total period allowed to reach a conclusion from the date the infraction took place shall be no more than 15 working days. The Provost shall apprise the President and the members of the Executive Council of the details of the case as it progresses.

**b. Academic Integrity Procedures as applied to Faculty & Staff:**

All faculty members and teaching-staff members are to provide official transcripts, copies of degrees and letters of recommendations as integral items of their personal files. Faculty members are also to be addressed (and require to be addressed) according to their proper academic titles. This assures that integrity of the teaching corps and protects the integrity of all graduate degree holders.

Faculty members and teaching-staff members must demonstrate the highest degree of academic integrity in teaching, research and other scholarly activities. They should be aware that not giving proper credit in presentations and publications is a serious infringement of intellectual property's rights, and constitutes a flagrant case of academic dishonesty. Moreover, faculty and teaching-staff members who engage in multiple submissions or engage in fake collaborative research shall be accused of academic dishonesty. A faculty member or a teaching-staff member who is accused of academic dishonesty shall be referred by the Dean of the faculty to which he/she belongs to a Peer Review Committee that shall conduct its meetings in the same manner as that followed with students, as described above.