Policy Code	Policy Name	
DAU 3-21	**Plagiarism Policy**	

Responsible Executive	Current Revision Date	Next Revision Date
-Course coordinators -Faculty members and staff	10/2023	10/2027

1. Policy Purpose

It is the responsibility of all members of the academic community, including students, teachers, and researchers, to ensure the integrity and originality of their work. To prevent plagiarism and academic misconduct, this policy aims to establish an educative and culturally sensitive framework. There is a strong motivation behind this policy to address alleged plagiarism locally and in an educational manner.

2. Policy Scope

This policy applies to all students, teaching staff, and researchers at DAU.

3. Policy Statement

Plagiarism

This Policy defines plagiarism as the practice of using another person's intellectual output and presenting it as one's own without appropriate acknowledgement. The following acts represent examples of plagiarism:

- Word for word copying of sentences/paragraphs in an assignment without acknowledgement.
- Downloading ('ripping') portions of essays or assignments from the web and presenting these for assessment as his/her own work.
- Presenting other students' work or research data as his/her own work.
- Copying without acknowledging the source (from any written or spoken text).
- Paraphrasing putting someone else's ideas in his/her own words can still be plagiarism if he/she doesn't reference appropriately.

Practices for Preventing Plagiarism

DAU strongly believes that technical solutions would solve only part of the problem and to prevent plagiarism it needs to develop a culture wherein students understand what plagiarism is and how one could avoid it and where issues of academic integrity and codes of ethics are well emphasized. The following practices have been put in place to avoid plagiarism:

- DAU's colleges use plagiarism detection software (CopyLeaks) to detect plagiarism. By using the software, students and instructors can examine whether their writing contains plagiarized material through a plagiarism detection test that provides real-time feedback regarding plagiarism trouble spots.
- Academic staff and quality assurance units across colleges of DAU should emphasize the imposition of penalties as a deterrent and educate students on recognizing plagiarism.
- A statement/section on plagiarism and academic integrity should be included in all course syllabi and student handbooks and should be available on the DAU's website. Course syllabi should be uploaded to the Learning Management System.
- All assignments should contain a standard cover sheet that informs students about plagiarism, its penalties and that all assignments are subject to plagiarism detection devices. In addition, students must sign an undertaking that their assignments are not plagiarized.
- The University Skills Course shall be one of the University's general mandatory required courses with extensive skills in writing, quoting, referencing as well as information about ethical behavior and academic integrity.

- Specific workshops shall be organized for developing teaching staff skills in dealing with plagiarism in addition to student and faculty induction programs.
- All colleges should ensure that plagiarism and cheating are properly discussed during student and faculty orientation at the start of each semester. As a part of orientation, all students should be taught about proper referencing, and the difference between plagiarism and legitimate quoting.

Penalties and remedies face plagiarism

The following is the standard plagiarism penalty that shall be applied across the colleges and regularly modified to be more explicit regarding plagiarism on assignments. Penalties include the following:
- Awarding of zero for the assignment wherein more than 25% of the content is plagiarized.
- Documentation of warning in student record wherein less than 25% of the content is plagiarized.
- Failure in the course to dismissal from the university will be applied if the act of plagiarism is repeated by the student.

4. Policy Procedure

To monitor plagiarism DAU has developed certain procedures that cover the role of all key players in monitoring and handling the issue of plagiarism and ensure that implementation is an ongoing process. These procedures are outlined below:
- The faculty members should discuss all plagiarized assignments with the course coordinator at the faculty member's discretion and a collective academic judgment is important in assessing assignment.
- Course coordinators should monitor faculties' feedback on assignments rigorously and ensure that no instance of plagiarism which can be detected by a faculty is overlooked.
- The Head of each department is required to monitor the contribution of Course coordinators to combat plagiarism and cheating and give appropriate feedback and provide the necessary support.
- The faculty member and the course coordinator have the authority to decide on the specified penalties as per the university bylaws.
- On detection of plagiarized content, the respective faculty must mark the assignment as plagiarized by attaching the duly filled plagiarism form. This is to protect the faculty from any arbitrary dispute arising thereof on part of the student.
- All University programs are required to apply penalties that are consistent with the university bylaws. The following is the standard plagiarism penalty that shall be applied across the colleges and regularly modified to be more explicit regarding plagiarism on assignments. Penalties include the following:
  - In case the faculty member's discretion in consultation with the course coordinator results in equal or less than 25% of the assignment being plagiarized then documentation of warning in student record, and student should resubmit the assignment with 0% plagiarism.
  - In case the faculty member's discretion in consultation with the course coordinator results in more than 25% of the assignment being plagiarized then the faculty member is authorized to award 0.
  - If the act of plagiarism with more than 25% is repeated by the student, failure in the course to dismissal from the university will be applied.
- Students may appeal a penalty by following the steps outlined in the DAU's Student Appeal Policy.
- Issues relating to plagiarism by an individual student or students are confidential matters and should be treated as such. Records should be kept with due concern for confidentiality and the need for evidence.

5. Related Policies/ Documents/ Forms

DAU 5-8 Student Disciplinary and Academic Integrity Policy
DAU 5-11 Student Rights and Responsibilities Policy
DAU 10-4 DAU's Research Ethics

6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	2017	1st issue of the policy
2	10/2023	Comprehensive modification in Plagiarism Policy