Introduction:

The Doha Institute is committed to upholding the principles of academic integrity and honesty, which is fundamental to the values it promotes. The Doha Institute expects complete compliance with the principles of academic integrity and honesty in all academic activities inside and outside the classroom from all its students.

This policy defines the DI Academic Code of Good Practice and the standards of academic honesty and integrity the DI upholds. It also defines academic misconduct and plagiarism. The policy also sets out the consequences of academic misconduct and plagiarism for the student.

Policy Statement:

DI Academic Code of Good Practice

Definition:

The DI expects all its students to comply with the principles of the Code of Good Practice which include, but are not limited to, the following:

1. Intellectual honesty;
2. High ethical standards of academic conduct;
3. Submitting original work that has been completed independently and based on the student’s own efforts in finding sources and using them to make their own conclusions and

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express their own ideas;
4. Acknowledging the work and efforts of other individuals and making appropriate references;
5. Undertaking honest research, using appropriate research methods and reporting accurate results;
6. Relying on one's own efforts in completing examinations and all other forms of assessment.

Responsibilities:
1. Students and faculty must have access to, and be clearly aware of, the different possible forms of academic misconduct, and their consequences;
2. Students must be given guidance on how to avoid academic misconduct;
3. Faculty must be adequately trained on detecting and dealing with different forms of academic misconduct;
4. Students must sign an “Academic Code of Good Practice” contract upon enrolment and registration, i.e. at the beginning of their program of study. This contract defines the DI Academic Code of Good Practice and defines and gives examples of academic misconduct;
5. Students must sign a declaration that the work they are submitting is their own and that they have appropriately referenced work included that is not their own.

Responsibilities:
1. يجب أن يعرف الطلاب وأعضاء هيئة التدريس ويدركوا بوضوح شىء المحتمل لسوء السلوك الأكاديمي وعاقبته.
2. يجب إعطاء الطلاب توجيهات في شأن سبل تجنب سوء السلوك الأكاديمي.
3. يجب تدريب أعضاء هيئة التدريس تدريباً كافياً يساعدهم على كشف شىء أنواع سوء السلوك الأكاديمي والتعامل معها.
4. يجب أن يوقع الطالب عقد "قواعد السلوك الأكاديمي" عند الالتحاق والتسجيل، أي في بداية برامجه الدراسي. ويعزف هذا العقد قواعد السلوك الأكاديمي في المبتدئ ويعزف أمثلة على سوء السلوك الأكاديمي.
5. يجب أن يوقع الطالب صرحاً بأن العمل الذي يقدمه هو عمله الخاص، وأنه أشار بطريقة ملائمة إلى المراجع التي استعان بها.
Academic Misconduct and Plagiarism

The Doha Institute takes academic misconduct and plagiarism very seriously and students found guilty of it will be penalized.

Definitions:
1. Academic Misconduct is behavior or actions that fall short of the standards required to ensure that academic integrity and honesty of assessed work is upheld. This can take any of the following forms but is not limited to them:
   a. Plagiarism: this entails representing directly or indirectly, verbatim or by summarizing and rephrasing, the work or ideas of another person as one’s own, through failure to appropriately acknowledge the source or referencing. Examples also include, but are not limited to the following:
      i. Paraphrasing another’s work and not acknowledging the source;
      ii. Self-plagiarism; when students submit the same piece of work for different assessments without acknowledgment.
   b. Fabrication: this entails creating and presenting false data. Examples also include, but are not limited to the following:
      i. Presenting results of research that was not conducted;
      ii. Employing a technique in an exam or assessment that was specifically prohibited by the course instructor.
   c. Cheating: this entails the use and possession of unauthorized material in an exam. This also includes impersonation of another individual due to sit an exam and trying to give or obtain information about an exam. Examples also include, but are not limited to:
      i. Violating examination rules and regulations (such as presenting or using a mobile phone during the examination);
      ii. Not complying with the invigilators instructions or the instructions on the exam paper.

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d. **Falsification**: this entails inappropriate manipulation of data. Examples include, but are not limited to:
   i. Adding false or misleading statements;
   ii. Misrepresenting methods of an experiment or research;
   iii. Misrepresenting results.

e. **Collusion**: this entails working with one or more students on a piece of work, then presenting this work as one’s own, without acknowledging the contribution/collaboration of others. Examples of this include, but are not limited to:
   i. When a student submits a piece of work that is written by another person;
   ii. Allowing other students to submit any part of one’s work as their own.

2. Schools and programs may extend the definitions of academic misconduct set above, provided they are clearly communicated to students.

**Managing and consequences of academic misconduct**:

1. The Dean will appoint an ad hoc academic disciplinary committee to deal with reported cases of academic misconduct. This committee will convene on a needs basis to deal with reported cases and within the timeframe set in point (6) below. The membership of this committee will consist of the Dean, as chair, or his/her representative, the respective head of program and other members as may be appropriate. The committee will be guided by this policy document in its decisions.

2. The Doha Institute may introduce software for the detection of plagiarism (e.g. Turnitin) and students must use this software to submit written assessed work whenever instructed to.

3. If an exam invigilator suspects that a student is cheating (or suspects any other form of academic misconduct) during an exam, a preliminary report with
appropriate evidence must be immediately filed and submitted to the head of the program concerned for further investigation and action. The student must also be informed of this report after the examination ends and any inadmissible material confiscated.

4. If the faculty assessing or marking a student’s work suspects plagiarism or any other form of academic misconduct in a written piece of work, he/she must file a preliminary report with appropriate evidence and submit it to the head of the program for further investigation.

5. Heads of programs will report cases of academic misconduct which have been investigated and deemed admissible to the respective Dean, who in turn appoints the disciplinary committee.

6. Any form of investigation pertaining to academic misconduct must be completed within two weeks from the date the incident is reported in writing, and in all cases before issuing the grades of the course relevant to the incident, whichever comes first. If the student is graduating at the end of the semester in which the incident takes place, then the investigation must be completed before degrees are awarded.

7. The investigation will involve meeting with the student. The student must be shown evidence of academic misconduct and must be kept informed of the investigations taking place in regards to the case.

8. If, after investigation, no case of academic misconduct is found against a student, no record will be kept on the student’s record.

9. If after investigating the case of academic misconduct the student is found guilty;
   i. The student receives no mark for that assessment.
   ii. If the student is allowed to re-sit an exam or re-submit assessment, the mark will be capped at the pass mark of “C”.
   iii. Other assessed work must also be re-checked for academic misconduct.

i. إذا اشتبه أستاذ، وهو يقيّم عمل طالب أو يضع له علامات، في الانتငاح أو أي صورة أخرى من صور سوء السلوك الأكاديمي في مادة مكتوبة، يجب أن يرفع تقریرًا مبدئيًا مع الأدلة الملائمة إلى مدير البرنامج لمزيد من التحقيق.

ii. يبلغ مدراء البرامج العمليّ مع حالات سوء السلوك الأكاديمي التي جرى التحقيق فيها، الذي يدوره يشغّل لجنة التأديب.

iii. يجب إتمام أي نوع من أنواع التحقيق المتعلقة بسوء السلوك الأكاديمي في غضون أسبوعين من تاريخ الإبلاغ عن الحادثة خطاياً، وفي جميع الحالات يتم ذلك قبل إصدار درجات المقرر المرتبط بالحادثة، أيهما يأتي أولاً إذا كان الطالب سيتخرج في نهاية الفصل الدراسي الذي حصلت فيه الحادثة، فيجب إتمام التحقيق قبل منح الدرجات.

iv. يتضمن التحقيق اجتماعًا بالطالب، ويجب إبلاغ الطالب على الأدلة على سوء السلوك الأكاديمي، وإبقاؤه على إطلاع على التحقيقات الجارية بخصوص الحادثة.

v. إذا تبين، بعد التحقيق، عدم وجود أية حالة من حالات سوء السلوك الأكاديمي ضد الطالب، فإنه لا يحتفظ بأي من وثائق التحقيق في سجل الطالب.

vi. إذا تبين بعد التحقيق في قضية سوء سلوك أكاديمي أنّ الطالب متسبب:
   i. لا يتلقى الطالب أي علامة في هذا التقييم.
   ii. إذا سمح للطالب بإعادة الامتحان أو إعادة تقديم التقييم، تصبح العلامة القصوى هي علامة النجاح C.
   iii. يجب إعادة تدقيق أعمال الطالب المقيّمة الأخرى.

للتحقيق إن كان هناك سوء سلوك أكاديمي.
iv. The case is filed in the student's record.
v. The Dean sends a letter of warning to the student about academic misconduct and the consequences of further misconduct.

10. Students found guilty of academic misconduct in more than one case will be excluded from the Institute.

**Student Appeals:**

1. Students will be given the chance to appeal in writing against any decision taken by the disciplinary committee.
2. Students may not appeal against the decision to investigate cases of suspected academic misconduct, but only appeal after a decision against them has been made.
3. The appeals committee will assess the appeal and decide whether to accept it, reject it, or order a fresh investigation by a newly formed disciplinary committee (Please refer to “Student Academic Appeals policy”).

I. In the case where the appeal is rejected, no further action is taken and the case remains filed in the student’s record. The punishment also stands as explained above.

II. In the case where a new investigation is ordered, the findings of the new academic disciplinary committee will be final, whether in favor or against the student and no further appeals will be allowed.

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