



**DOHA INSTITUTE
FOR GRADUATE STUDIES**

This policy defines the academic code of conduct at the Institute, including the rules of honesty and academic integrity. It also defines academic misconduct and plagiarism and its consequences.

Academic Conduct Policy

**DEANSHIP OF
STUDENT AFFAIRS**

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Doha Institute for Graduate Studies- Academic Affairs

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Academic Conduct Policy - Academic policies (2)

- * This policy has been adopted for the first time and published on 15/10/2015.
- * This policy was referred to the Academic Affairs and Policy Committee for revision on 23/05/2018.
- *This policy was presented after it was approved by the Institute's Board at its meeting on 06/06/2018 to the Board of Trustees. It was approved on 18/11/2018 conditional on linguistic editing which was done to it as per letter no. 070/2018 on 18/11/2018.
- * This policy was then amended by the Dean of the Faculty of Social and Human Sciences, dated 12/08/2020. and approved by DI Board at its meeting on 19/08/2020. Then it was submitted to the Board of Trustees, it was approved as per letter No. 054/2020 on 18 November 2020.

Academic Policies

Academic Conduct Policy

Introduction:

The Doha Institute for Graduate Studies is committed to the values of integrity and academic honesty. All students and academic bodies must adhere to them in all types of academic work within and outside the classroom.

This policy defines the institute's academic code of conduct, including the rules of honesty and academic integrity. It also defines academic misconduct and plagiarism and its consequences.

Policy Statement:

Academic Code of Conduct at the Doha Institute:

The Doha Institute for Graduate Studies expects all its students to adhere to the high ethical standards of academic conduct that include, but are not limited to:

1. Providing authentic work that the student has done with his/her own efforts in finding and using resources to reach his/her conclusions and express his/her ideas.
2. Recognizing the work and efforts of others, and referring to references in a proper manner.
3. Conducting impartial research by following the methodology adopted by the researcher strictly and transparently, and by stating the results reached fairly and accurately.
4. Reliance on his/her own efforts in completing examinations and other forms of assessment.
5. Adherence to human research ethics as stipulated in the Human Research Ethics Policy.

Responsibilities:

1. It is the responsibility of students to learn about and adhere to the institute's policies. This is stipulated in the terms of the academic undertaking signed by the student when he/she joins the institute.
2. Faculty members are responsible for alerting students to adhere to the academic code of conduct during academic guidance classes and during lessons. It is also determined that each breach of the code of conduct should be reported.

Academic Conduct Policy - Academic policies (3)

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3. The role of the Institute in order to establish these standards or to enshrine them by dealing strictly with all violations in this section.
4. Students and faculty should clearly know the criteria and consequences of academic conduct.
5. Students should be given guidance on ways to avoid academic misconduct.
6. Faculty members should be adequately trained, helping them detect and deal with various types of academic misconduct.
7. The student shall sign the "Academic Code of Conduct" contract at the time of enrolling, i.e. at the beginning of his/her academic program. This contract defines the academic code of conduct at the Institute as well as identifies and gives examples of academic misconduct.
8. The student shall sign a statement that the work he/she submits is his/her own work, and that he/she has appropriately referred to the references he/she has used, at the beginning of each assignment he undertakes and on the first page of his/her M.A thesis. The registration department shall prepare a standard form.

Academic Misconduct:

The Doha Institute takes academic misconduct and plagiarism seriously and deals strictly with those found to be involved.

Definitions:

Academic misconduct is behavior or ethics that falls short of the standards required to ensure the honesty and academic integrity of the assessed work. It can be, but is not limited to, the following types:

- A- Plagiarism (literary theft): This includes claiming that the work of another person or his/her ideas, expressly or implicitly, literally or through summary and reformulation, is the work of the student, by not mentioning the source or reference in an appropriate manner. An example is:
 - i. Redrafting someone else's work while not mentioning the source.
 - ii. or without adhering to the rules of academic writing.
- B- Self-plagiarism: When a student submits the same work to different assessments without acknowledging it.
- C- Fabrication: Includes the fabrication and submission of false statements, including but not limited to:
 - i. Submitting research results that have not been done.
 - ii. Using the method specifically prevented by the professor of the subject in an examination or assessment.
- D- Cheating: possession of materials that are not allowed and used in the exam, and trying to give or obtain information about the exam. Examples of cheating include:
 - i. Violation of exam rules and regulations (e.g. showing or using a mobile phone during the exam).
 - ii. Failure to comply with the instructions of the observers or those recorded on the exam paper.

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E- Forgery: This means data manipulation, including but not limited to:

- i. Adding false or misleading phrases.
- ii. Distorting the methods of experimenting or researching.
- iii. Misrepresenting the results.

F- Complicity: Working with one or more students on a part of the work, and then presenting this work as the work of the student alone, without recognizing the contribution or cooperation of others. This includes but not limited to:

- i. Submitting part of a work written by someone else.
- ii. Student allowing other students to present any part of his work as their achievement.

Committee on Academic Conduct:

1. The Vice-President for Academic Affairs shall form an institute-wide committee, which is entrusted with hearing and making decisions on academic misconduct cases. The Committee meets as needed to consider the reported cases and within the time frame specified below.
2. The committee shall include a member of the Deanship of Student Affairs.
3. A member of the Committee is not entitled to participate in its decisions if he is the same professor who refers the issue of academic misconduct to the Committee.
4. The Committee shall appoint a rapporteur to write the minutes of its meetings.
5. The Committee submits its recommendations to the President of the Institute for final decision.

Managing cases of academic misconduct:

1. If a professor, who assesses or marks a student's work, finds out any form of academic misconduct in a written article, he shall submit a preliminary report with appropriate evidence to the head of the program who validates the fact.
2. In the event that the subject professor suspects that the assignment is not the work of the student, the former shall inform the head of the program to initiate the verification procedure, which may include oral discussion, or any other appropriate tests, to ascertain the authenticity of the work and its attribution to the student.
3. The head of the program shall submit a report to the Dean of the College, who shall refer the file to the Academic Conduct and Integrity Committee for consideration of the matter.
4. Any type of academic misconduct investigation must be completed within two weeks of the date of reporting the incident in writing, and in all cases before the issuance of the course grades associated with the incident, whichever comes first. If the student is to graduate at the end of the semester in which the incident occurs, the investigation must be completed before the marks are entered.
5. The investigation shall include a meeting with the student. The student shall be aware of the evidence of academic misconduct.
6. The committee shall submit a detailed report to the Vice President for Academic Affairs containing the minutes of its meetings and the decisions agreed upon for adoption.

Academic Conduct Policy - Academic policies (5)

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7. The Vice President for Academic Affairs shall inform the Dean of the College of the Committee's decision to follow up on the procedures.
8. If, after investigation, it is found that there are no cases of academic misconduct against the student, none of the investigative documents shall be kept in the student's record.
9. If it is found after an investigation into an academic misconduct case that the student is involved:
 - i. He shall not receive any marks in this assessment.
 - ii. If the student is to re-take the exam or resubmit the assessment, the maximum score he shall receive shall be the passing grade C.
 - iii. If a student is found to be involved in any case of academic misconduct in an M.A or Ph.D. thesis, he/she shall receive a FAIL Grade and shall be dismissed from the Institute.
 - iv. The student's other assessed work shall be re-considered to verify if there has been academic misconduct.
 - v. The case shall be filed in the student's record.
 - vi. The Dean shall send an alert to the student regarding this behavior and the consequences of any further misconduct.
10. Every student convicted more than once of academic misconduct shall be dismissed.
11. The student shall be granted the opportunity to petition in writing in any decision taken by the Academic Conduct and Integrity Commission, as stipulated in the petition policy adopted by the Institute.
12. Disregarding the suspicion of plagiarism or inaction in verifying them or being lenient in the imposition of penalties stipulated in this policy if proven shall be considered as violation of the duties of the faculty member. These cases shall be dealt with in accordance with the human resources policy, in particular Section 4.25 and Section 7.25.

List of policy changes and their causes:

Date	Change	Causes
12/08/2020	Amendment of Article (3) under the "Academic Code of Conduct" in the Policy Statement to read: <i>"...by following the methodology adopted by the researcher strictly and transparently, and by stating the results reached fairly and accurately...."</i> Instead of the current text, which read as follows: <i>"...using appropriate search methods and stating accurate results...."</i>	to clarify that which is intended by the Article.
12/08/2020	Adding the following point under "Academic Conduct Case Management" in the Policy Statement: (2) In the event that the subject’s professor suspects that the assignment is not the work of the student, the former shall inform the head of the program to initiate the verification procedure, which may include	To ensure that academic behavior in distance education is controlled

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