



## American University of Kurdistan Academic Integrity Policy

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### I. INTRODUCTION

- a. **Authority:** The Board of Trustees (herein referred to as “Board”) at The American University of Kurdistan (herein referred to as “AUK” or “University”) is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. **Purpose:** This policy stresses the importance of honesty and respect in the teaching and learning enterprise.
- c. **Scope:** This policy applies to all enrolled students, faculty, and programs.

### II. ROLES AND RESPONSIBILITIES

- a. **Responsible Executive:** Provost
- b. **Responsible Administrator:** Provost
- c. **Responsible Office:** Academic Affairs
- d. **Policy Contact:** Office of the Provost and AUK General Counsel

### **III. POLICY STATEMENT**

The following are disciplinary actions imposed, from minor to major violations of the Academic Integrity Policy. These will be recorded at the concerned offices and departments as described in the following document.

### **IV. RATIONALE AND PRINCIPLES**

1. Society benefits when universities have standards of integrity that provide the foundation for a vibrant academic life and prepare students for responsible citizenship.
2. The University believes that Academic Integrity is best fostered through prevention and education.
3. All members of the University community have the right to work and study in an environment of Academic Integrity and accept their responsibility to protect Academic Integrity by being aware of this policy.
4. Academic Dishonesty undermines the efforts and achievements of other students, detracts from the University's reputation, and threatens the integrity of the broader scholarly community.
5. Academic Integrity Hearings, used only in cases of possible suspension or dismissal from the university, are based on the two fundamental principles of procedural fairness: the right to be heard and the right to an unbiased decision.

### **V. SCOPE OF DEFINITION**

1. Although Academic Integrity has many facets, the focus of this policy is on academic integrity in the teaching and learning environment.
2. The procedures outlined in the following paragraphs will be applied to students judged to have committed acts of academic dishonesty. For purposes of this policy, the following definitions apply:

Academic Integrity involves "a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.

Academic Dishonesty- involves participating in acts by which a person fraudulently gains or attempts to gain an unfair academic advantage thereby compromising the integrity of the academic process. It includes, but is not limited to, the commission of the following:

- Cheating - Copying the work of others; or the use, or attempted use, of unauthorized notes, information, materials, study aids, or devices in any academic exercise or activity; unauthorized conferring during an academic

evaluation or assignment; sharing one's answers with another student during an academic evaluation or assignment; acting as substitute for another or utilizing another as a substitute during an academic evaluation or assignment; preprogramming a calculator, cell phone, or other device to contain answers or other unauthorized information for exams or assignments; using unauthorized materials, prepared answers, written notes, or concealed information during an exam or assignment; and allowing others to do an assignment or portion of an assignment (e.g., group assignments) for you, including the use of a commercial term-paper service.

- Plagiarism - The use and submission of another's words, ideas, results, work, or processes without providing appropriate credit, reference, or citation. It may exist in circumstances where the student implies that he/she is the original source of the information. Plagiarism includes both direct use and the paraphrasing of words, thoughts, or concepts of another without proper attribution. It includes, but is not limited to, copying of passages from electronic or hard copy works of others into one's own homework, essay, term paper, or thesis without acknowledgment; use of the views, opinions, or insights of another person without acknowledgment; and paraphrasing of another person's characteristic or original phraseology, metaphor, or other literary device without proper reference and/or citation.
- Improper Collaboration - Inappropriate sharing of work on an assignment that was intended as an individual assignment. Or when students work together in groups beyond the degree of permissible collaboration set out by the instructor.
- Fabrication and Falsification - Falsifying or altering information; fabricating or counterfeiting information for use in an academic exercise, or to gain unfair academic advantage. This also includes making material misrepresentations in the context of an academic assignment or changing information or data and presenting it as legitimate
- Assisting Others in Dishonest Behavior- Helping or attempting to help another person commit an act of Academic Dishonesty by providing material, information, or other assistance.
- Obtaining an Unfair Advantage – Gaining or attempting to gain an unfair advantage not afforded to all students in an authorized fashion, including gaining access to an exam, quiz, research project, presentation, assignment, etc., before the examination or due date, acquiring information in advance about an exam that is not ethically and readily available to other students, or continuing to work on an exam after time has expired or before it is time to take the exam
- Multiple Submission - submitting the same academic work in multiple courses without permission of the instructors.
- Academic Misconduct -- any deliberate action that harms the academic ethics of the university in any way.

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- Destruction of Resources -- removing, defacing, or deliberately keeping away from other students, library or university materials that are on reserve for specific courses.
- Misrepresentation – failing to identify yourself honestly in the context of an academic obligation, for example by providing false or misleading identification in order to receive a university benefit or take an exam.
- Lying – Providing false or misleading information to an instructor or any university official.
- Destruction of Another Student’s Work – sabotaging or stealing another person’s assignments, books, paper, notes, experiment project, electronic hardware or software or electronic documents.
- Hacking or Unauthorized Email Use – improper access and/or destruction of the work of another person or the university via computer or other means.
- Unauthorized Publication of Resources – selling, distributing, website posting, or publishing of any university materials, including course lecture notes, handouts, readings, recordings, or other information provided by an instructor or another student or using those materials for commercial purposes without the consent of the university.
- Forgery – forgery of the name of an instructor or other university official on any document. Submitting an altered transcript or record from AUK or any other institution. Putting one’s name on another person’s assignment or work or altering a previously graded exam or assignment. Note that these are also criminal acts subject to criminal liability.

5. Hearing - a Hearing is an adjudication event overseen by a relevant committee.

6. Academic Work - Academic work includes any assessment event (paper, essay, test, exam, report, project, evaluation, whether oral, in writing, or in other media) in any course offered by the University.

## **VI. REGULATIONS, ROLES, AND RESPONSIBILITIES**

1. The Provost is responsible for the overall administration of this policy.
2. The Provost, the College Deans and Chairs, and the faculty are responsible for the administration of related regulations per the Student’s Code of Conduct.
3. The Admission and Registration Department is responsible for student records including documentation of all proceedings relative to violations of Academic Integrity.
4. Deans and Chairs are responsible for making all reasonable efforts to ensure all members of their colleges are familiar with this policy and the procedures therein.
5. Deans and Chairs are responsible for:
  - 5.1. Encouraging and supporting faculty compliance with this policy.
  - 5.2. Communicating openly about Academic Integrity concerns that arise in the program or department.

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- 5.3. Advising and supporting instructors who are investigating suspected cases of academic dishonesty.
- 5.4. Acting as one of the University Representatives at Hearings when requested by the Provost.
6. Faculty members and instructors are responsible for:
  - 6.1. Making all reasonable efforts to prevent the occurrence of Academic Dishonesty through appropriate design and administration of assignments and exams.
  - 6.2. Responding to suspected cases of Academic Dishonesty in accordance with this policy.
  - 6.3. Making determinations and recommending penalties in accordance with this policy.
  - 6.4. Communicating with the Deans, Chairs, and students in accordance with this policy.
  - 6.5. Modeling ethical behavior in upholding academic integrity principles as described in this policy.
7. Students are responsible for:
  - 7.1. Adhering to the principles of Academic Integrity in all work as outlined in this policy.
  - 7.2. Refraining from assisting other students in any attempts to violate this policy.
  - 7.3. Familiarizing themselves with the policy to understand rights and responsibilities.
8. The Provost is responsible for:
  - 8.1. Providing Leadership for prevention and education activities to raise awareness of, and commitment to, Academic Integrity.
  - 8.2. Providing advice and assistance on Academic Integrity-related matters to all members of the University community.
  - 8.3. Ensuring the assembly, creation, and judicious review of all records necessary for the Academic Integrity process.
  - 8.4. Arranging Hearings as required.

## **VII. PREVENTION AND EDUCATION**

1. Members of the University community share responsibility for maintaining an environment of Academic Integrity.
2. Education and prevention initiatives will be implemented and sustained to raise awareness about Academic Integrity throughout the University community.
3. In order to promote Academic Integrity at the University:
  - 3.1. Instructors will make themselves and their students familiar with this policy and take steps to educate students about academic integrity at appropriate opportunities.
  - 3.2. Students will familiarize themselves with this policy, do their own work, utilize appropriate methods for documenting references and the contributions of others, and take reasonable precautions to prevent their work from being used by others.

### **VIII. PENALTIES AND SANCTIONS FOR ACADEMIC DISHONESTY**

1. When a student has been found to have committed an act of Academic Dishonesty, the following penalties or combination thereof may be recommended by an instructor.

- a. Grade/score reduction on the academic work, quiz, exam or other assessment.
- b. A score of zero on the academic work, quiz, exam or other assessment.
- c. The student will be required to redo the assignment or retake an exam.
- d. Failure in the course.

2. In making a disciplinary recommendation, the instructor must complete and submit an Academic Integrity Policy Violation Form (AIPVF) within two working days of his or her determination that a violation has occurred. The instructor must provide all necessary documentation and evidence concerning the infraction with this form. The instructor will then submit the AIPVF to the Chair of the Department for the student's major. In the case of a department where there is no Chair, the instructor shall submit documentation directly to the Dean of the respective college. When the Chair receives the AIPVF, he should verify that no other AIPVFs have been registered against the student. If there have been, then the Chair in consultation with the Dean of the student's college will decide if additional sanctions are necessary.

3. In all cases, before filing an AIPVF, the instructor must inform the student both orally and in written form that he or she is filing an AIPVF. The instructor should also explain the disciplinary process at this time to the student. At all times during this process, the faculty member recommending disciplinary action should make every effort to communicate with the Chair of the Department of the student's major department. The instructor and the Chair should make every effort to resolve the disciplinary issue as quickly as possible. All disciplinary issues involving an AIPVF filing should be resolved within five working days, if possible.

4. Instructors must file an AIPVF if they determine that a student has violated the Academic Integrity Policy. There are no exceptions to this rule. Instructors do not have discretion in this matter.

5. In cases 1a through 1d, if the Chair of the student's major department agrees with the instructor, the penalty will then be imposed on the student. This decision should be reached within two working days of receiving the AIPVF from the instructor. The Provost will then officially communicate the decision of the department/college to the student. A copy of the AIPVF will be held by the ARD in the student's academic record in case there are future violations of the Academic Integrity Policy. If there are no further violations, when the student graduates, the AIPVF will be removed from the student's permanent academic record and destroyed by the Director of ARD.

6. Appeals. In all AIC decisions involving dismissal or suspension, a student has a right to appeal to the President of the University. In general, the President should only modify or reverse an AIC decision if he or she believes the disciplinary measure was erroneous, the procedures stated in this policy were not followed, or if there were extenuating circumstances or other information of which the AIC was not aware. The President should decide any appeals within five working days, if possible.

## **IX. PROCEDURES IN CASES OF ACADEMIC DISHONESTY**

### **1. University Representative Responsible for Investigation**

- 1.1. The primary responsibility for investigating a case of Academic Dishonesty involving academic work submitted for credit in a course rests with the instructor of the course.
- 1.2. In a test or exam situation involving proctors, the proctor must report suspicions of Academic Dishonesty to the instructor of the course.
- 1.3. Any person who has knowledge that a student may have committed Academic Dishonesty must notify the instructor of the relevant course.

## **X. PROCEDURES UPON INVESTIGATION**

### **A. Instructor Investigation**

1. An instructor who suspects that a student has engaged in conduct amounting to Academic Dishonesty shall:
  - a. Investigate the matter and compile available evidence related to the suspected case.
  - b. Consult with the Chair and the Dean of the student's major college for assistance as required.

c. Inform the student orally and in written form that an AIPVF will be filed with the Chair and the Dean and what disciplinary action the teacher has recommended.

2. The standard by which the instructor shall decide is the preponderance of evidence standard. Preponderance of evidence in this instance means that the instructor feels that it is more likely that the violation occurred than that it did not occur, that is, the instructor feels that there is greater than 50 percent likelihood that the violation occurred.

3. If the Chair and Dean of the student's major concur with the instructor that Academic Dishonesty has occurred, they should also, whenever possible, agree with the instructor's recommendation for disciplinary action. However, if they do not agree, the Chair and Dean can make another recommendation. The instructor, the Chair, and the Dean should always strive to reach consensus on what disciplinary action is appropriate. If consensus cannot be reached, the opinion of the Dean will prevail, as he or she is ultimately responsible for academic programs.

4. In all cases, the Provost officially communicates the appropriate disciplinary action to the student concerning the incident and notify the student that a copy of the AIPVF will be kept in his permanent academic record until he or she graduates, at which time it will be removed if there are no further incidents.

## **XI. TRANSCRIPTS AND RECORDS OF INCIDENTS AND ACADEMIC DISHONESTY TRANSCRIPT NOTATIONS**

As a general rule, AIPVFs should be removed from a student's permanent records upon graduation.

Transcripts and records of incidents and academic dishonesty transcript notations that are eligible for expungement shall be expunged upon student request by the Director of Admission and Registration after a period of 24 months from the date the final decision communicated by the Provost.

Penalties that will remain on transcripts include course grades of F, Permanent Withdrawals, and rescissions of credentials.

## **XII. POLICY HISTORY**

a. **Approved by:** Board of Trustees

b. **Adopted:** May 7, 2020

c. **Amended:** June 6, 2022





### **Academic Integrity Policy Violation Form American University of Kurdistan**

To the instructor: Please complete this form by inserting all the relevant data or checking the appropriate boxes. If more than one student is involved in an instance of academic dishonesty, you must complete a separate form for each student.

1. Name of instructor:
2. Term (for example, Fall 2021):
3. Course **and** section number:
4. Student name **and** ID number:
5. When the violation occurred:
6. Describe the violation:
7. What sanctions are suggested by the faculty member? (Check all that apply):
  - Written warning (must be via email)
  - Reduction in score on assignment/exam in question
  - Student given a score of 0 on assignment/exam in question
  - Student received a failing grade for the entire course

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8. Recommendation by faculty member for Dean and Provost:

- Dean and Provost should give student a written warning via email about the violation.

When you have completed this form, submit it with all supporting evidence to the Dean of the student's major college and to the AUK Provost, ([provost.office@auk.edu.krd](mailto:provost.office@auk.edu.krd)).