



جامعة الملك سعود بن عبدالعزيز للعلوم الصحية  
King Saud bin Abdulaziz University for Health Sciences

**UNIVERSITY STUDENT RESEARCH BOARD  
POLICY NO. 7  
PLAGIARISM PREVENTION POLICY AND PROCEDURES**

**OBJECTIVE:**

The main objective of this policy is to inaugurate a structure for averting, detecting and dealing with plagiarism to increase the student and faculty awareness in order to evade plagiarism and also to provide accountable organizational procedures in dealing with cases wherever plagiarism is perceived.

**DEFINITIONS:**

1. **Plagiarism** is a piece of writing that has been copied from someone else and is presented as being your own work; where a plagiarist steals the presentation of someone's work, words, images, ideas, opinions, discoveries, or artwork, whether published or not, deliberately or accidentally, as one's own work, without properly acknowledging the source, with or without the source's consent. There are some specific actions that can undeniably be considered as plagiarism such as purchasing, stealing, using or borrowing a manuscript, asking someone else to write a manuscript for you and failing to use quotation marks without proper citation and consent of the writer. Plagiarism is an act of fraud and it involves crediting the work all to yourself and lying about it afterward. It is also where a plagiarist doesn't credit the source for their work. Plagiarism is very common these days which is heavily committed in terms of examination assignments, article writing, video theft, copyrighted images etc.
2. **Faculty:** It is the body of academics teaching at King Saud Bin Abdulaziz University for Health Sciences. The faculty includes Professors, Associate Professors, Assistant Professors, Lecturers, Teaching Assistants and Joint appointees.
3. **Students:** Undergraduate and postgraduate students who are studying at King Saud bin Abdulaziz University for Health Sciences.
4. **Research Block:** It is an educational research component of the curriculum delivered in programs at the King Saud bin Abdulaziz University for Health Sciences.
5. **Research Supervisor:** Is the principal investigator of a research project and must be a faculty member at the King Saud bin Abdulaziz University for Health Sciences or employee of the National Guard Health Affairs.
6. **Disciplinary Committee:** This is a committee formed by the University to review, evaluate and judge all suspected cases of any disciplinary issues such as misbehavior, misconduct or acts of plagiarism. The committee will be responsible in dealing with such situations in a very fair and just manner, and will ensure the maintenance of the ethics and values of the college by the students and the faculty.

7. **Plagiarism Registry System:** See under the "procedure" section.

## **POLICY STATEMENTS:**

### **PLAGIARISM POLICY:**

- The view of the University in regards to plagiarism or duplicity in any kind of academic work as one of the gravest felonies that a student or a faculty can commit.
- Plagiarism is when a person presents the work of someone else taken from other sources and does not give their due credit. The students and faculty are responsible for carefully reading and understanding the research block book about plagiarism which mentions the proper and improper uses of source materials taken from outside references. Students who are unclear or doubtful in regards to any situation where plagiarism may be involved should discuss the matter with their researcher supervisor or mentor. Faculty can discuss this matter with any member of the research committee at the designated college.
- In any evidence of deceit or cheating of any kind in the student or faculty works, it will be reported to the Associate Dean of the designated college. In absence of any palpable acceptance on the student or faculty part to admit the act of deceit, it will be taken as a clear proof and indication of intent to betray and mislead. The issue will be referred to the college disciplinary committee for judgment and recommend a disciplinary action to the associate dean if confirmed guilty of plagiarism.
- In occurrences where chances of seemingly suspicious or defective use of source material are found are not to be held accountable. However, the supervisor should warn and advise the student. The supervisor must discuss about the possible complications that could occur in the area of plagiarism right in the beginning of the semester.

### **RESPONSIBILITIES:**

Faculty members play a major role in averting and preventing plagiarism. They are anticipated to:

1. Guide the students on how to avoid and evade the chances of falling into plagiarism by providing references and acknowledgment.
2. Not overlook or be lenient when an act of plagiarism occurs and to stand up to the fraud committed by the plagiarists.
3. Make sure that an appropriate penalty and consequence is to be faced if an act of plagiarism is committed.
4. Hold importance to maintain the circumspection and confidentiality in case of any such incidents that occur by any faculty members or students.

Students play a major role, alongside the faculty members, in preventing plagiarism. They are expected to:

1. Publish and complete authentic work, and take accountability for their academic and scholarly outcome.

2. **Mention and assign credits precisely and accurately when the information that has been used is provided by someone else.**
3. **Recognize that plagiarism is a kind of fraud and transgression against the actual writer and work. Any faculty member or student who is involved in the act of cheating and committing plagiarism is subjected to be dealt by the disciplinary committee with fair consequences.**
4. **Not take the credit for the work and striving of others as their own, and to avoid copying passages and parts of the project work from online sources without providing references.**

<b>PROCEDURES:</b>
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### **MECHANISMS TO PREVENT PLAGIARISM**

The main objective of the University is not only detecting plagiarism and dealing with offenders, but being an educational institution, the University emphasis on educating students and setting preventive measures to reduce the incidence of such act. Therefore, the University is implementing the following mechanisms to improve awareness among students as well as faculty:

1. **Research Block:**  
The main objective of the Research Block is to provide a thorough intellectual developmental plan in order to develop the students' academic originality. It provides the students with useful information to understand principles and ethics, plagiarism and copyright, referencing methods as well as writing projects assignments and research reports.
2. **Research Supervisors in Research Block:**  
The majority of the students are honest in their work and do not intentionally plan on plagiarizing. However, they might build up a behavior of leniency in matters of referencing or crediting the authentic source without realizing that mistakes in citing the sources can still happen. This is when the responsibility of the supervisor comes in action, which is to guide the students in safe and accurate citation and accreditation to the actual authentic source without falling under the felony of plagiarism. The best practice of guidelines in matters of how to draft are also provided in the Research block book.
3. Plagiarism Warning Sheet along with the block book (see Appendix 7.1) should be circulated at the beginning of each semester.
4. **Declaration of Originality to accompany each assignment submission:** The student must write an individual document in which he has to declare about the authenticity of his work along with the related assignment or research work which he submits.
5. **Awareness campaigns:** The Student Research Club organized by the University must conduct Plagiarism Awareness campaigns annually especially during the welcoming of new students.
6. Library departments are responsible for conducting regular programs on suitable referencing techniques of the original work and teaching the most authentic way of research drafting. Lecturers qualified in delivering the program are to attend a one-off two-hour training session on how to prevent plagiarism and how to deal with it in a just manner. The training session will be held with certain case studies to understand the concept much better.
7. **Plagiarism detection software:** Technological tools or software program must be provided by the college for detecting plagiarism and the faulty innovations in the work of any student research or assignment. The plagiarism detecting software should be instilled in the websites that are commonly used as a threat in plagiarism especially in the college computers that are used during the research work. The supervisors in charge are to be given the access to the software on their research project. The supervisors must be learned and specialists in using such plagiarism detecting tools in order to remain away from falling into gullibility.

## THE PLAGIARISM PENALTY RULE:

### PENALIZATION

The aim is to deal with detected plagiarism in a fair, clear and consistent manner. The faculty should not turn a blind eye on a plagiarism incident because it may increase his/her administrative load. Allegation is not equivalent to proof of the incident. The steps to follow in case plagiarism incident suspected are as follow:

1. The faculty must inform the student who is suspected of plagiarism in writing and should also be given a chance to explain or deny the allegation in person.
2. If the student confesses the plagiarism, the faculty in charge must propose and decide the penalty in line with the Plagiarism Penalty Rule (see Appendix 7.2).
3. The incident should be dealt with an appropriate penalty which should be reevaluated and determined by a Disciplinary Committee decision. This is why the students must realize the seriousness of the penalties that are certainly enough to jeopardize their academic progress and career so much so that it could result in expulsion or failure to graduate at all in extreme cases.
4. Every incident of student's Plagiarizing act must be added in the student's record.
5. The student is allowed to go to the disciplinary hearing route if the student does not admit the charges of plagiarism, or disputes to fulfill the degree of seriousness.

Important considerations when investigating a plagiarism incident are as follows:

1. To investigate the student's level and educational and training on plagiarism history.
2. To note the severity of the plagiarized content.
3. The number of plagiarism incidents in the submitted work.
4. To inspect if there were any previous incidents of plagiarism (see Plagiarism Register).

Colleges should form a **Disciplinary Committee** to deal with all plagiarism incidents. The committee should include the Associate Dean of Student Affairs, Chairman of the research committee and an independent referee invited by the Dean of the respective college. The Disciplinary Committee should maintain discipline in cases where there are any disciplinary issues such as misbehavior, misconduct or acts of plagiarism. The committee will be responsible in dealing with such situations in a very fair and just manner, and will ensure the maintenance of the ethics and values of the college by the students and the faculty.

### PLAGIARISM REGISTRY SYSTEM

Each college should maintain a Plagiarism Registry to keep the record of the offenders, and to make sure that the constant claims of penalties are properly documented. The severity of the plagiarism should be reviewed within the institution. Any student who is found guilty of plagiarism by the Disciplinary Committee will be logged on the Registry which is held, accessed and maintained by the Research Office only. The Research officer is responsible to complete the form for the reporting of plagiarism incidents in order to register and keep record of all cases proven against plagiarism within the student affair office. In addition, the outcome and the penalty of all cases of plagiarism must also be written on the student's record.

### RELATED REFERENCES :

1. Plagiarism.org. Plagiarism 101. Retrieved from: <http://www.plagiarism.org>
2. University of Pretoria – Office of the Registrar. Plagiarism prevention policy. Retrieved from: <http://www.library.up.ac.za/plagiarism/Plagiarism%20PreventionPolicy.pdf>
3. University of Wisconsin – Platteville: Elton S. Karrman Library. Plagiarism prevention. Retrieved from: <https://www.uwplatt.edu/files/library/plagiarismprevention.pdf>

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4. RK University. Plagiarism prevention policy of RK University. Retrieved from: <http://rku.ac.in/fdsr/wp-content/uploads/2015/08/Plagiarism-Prevention-Policy-of-RK-University.pdf>
5. Fiona Duggana. Plagiarism: prevention, practice and policy. Assessment & Evaluation in Higher Education Journal 2006; 31(2):151-4.
6. Medical Research Block Book, King Saud Bin Abdulaziz University for Health Sciences, 2014-2015.

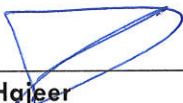
**APPENDICES :**

- 7.1 Plagiarism Warning Sheet
- 7.2 Plagiarism Penalty Rule

**Prepared by: SRB**

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**Reviewed by:**

  
12.2.17  
\_\_\_\_\_  
**Prof. Ali Hajeer**  
Chairman, Student Research Board

**Approved by:**

  
13.2.2017  
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**Prof. Youssef Al Eissa**  
Vice-President, Educational Affairs  
KSAU-HS



## APPENDIX 7.1 PLAGARISM WARNING SHEET

EVERY SINGLE ASSIGNMENT OR PROJECT GIVEN TO THE STUDENT IS AN INDIVIDUAL TASK UNLESS STATED OTHERWISE (if in case it is a group work). Plagiarism of anybody's work or copying any text or passage from a source other than yours is completely prohibited. You are allowed to reconstruct the ideas and the text after understanding what you have read but it is absolutely not allowed to retype or repeat the exact same information in your assignments from other sources without properly quoting or citing them.

Be cautious: The students who copy and plagiarize their work will get a zero remark and will be forced to face serious consequences by the faculty and the Disciplinary Committee. It is also highly intolerable to do somebody else's assignments in their names, or give present your work for someone else to copy. Be careful and do not make your work easily accessible to anyone for you and the plagiarist, both will have to face serious penalties!

**APPENDIX 7.2  
PLAGARISM PENALTY RULE**

Degree Of Seriousness	1st Incident	2nd Incident	3rd Incidents
<b>Minor *</b>	Warning	Cancellation of mark	Disciplinary hearing
	Opportunity to resubmit	No opportunity to resubmit	
	Note on student's record	Note on student's record	
	Student has to attend library training		
<b>Moderate *</b>	Warning	Cancellation of mark	Disciplinary hearing
	Opportunity to resubmit	No opportunity to resubmit	
	Note on student's record	Note on student's record	
	Student has to attend library training		
<b>Serious *</b>	Cancellation of mark	Cancellation of mark	Disciplinary hearing
	Opportunity to resubmit	No opportunity to resubmit	
	Note on student's record	Note on student's record	
	Student has to attend library training		

\* Determined by committee