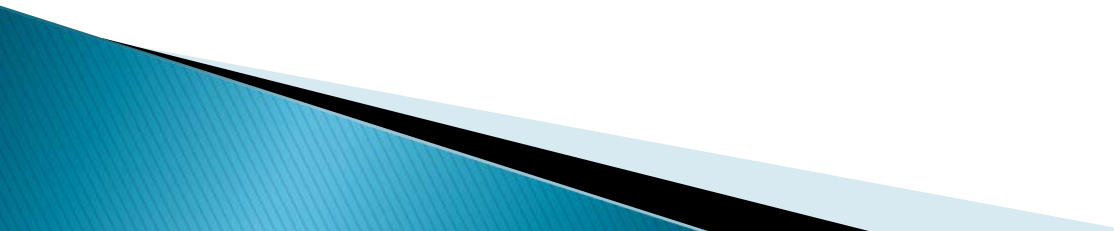


Promoting Academic Integrity

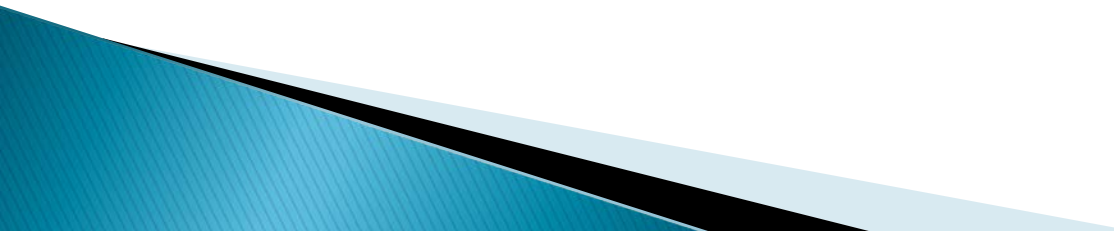
Professor Nitham M. Hindi
Dean, College of Business and Economics
April 16, 2012

Agenda

- ▶ Student Integrity Code
 - ▶ Faculty Conduct Code
 - ▶ Institutional Review Board (IRB)
 - ▶ Faculty Consulting Policy
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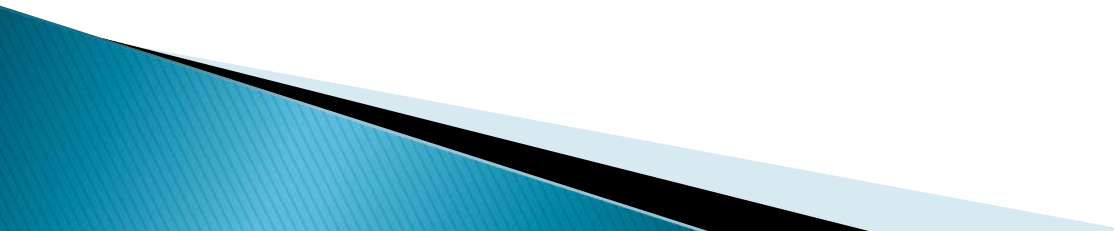
Student Integrity Code

▶ Student Rights:

- Access to the academic and non-academic opportunities available to them at the University.
 - Freedom of thought and expression, subject to applicable policies, rules and laws adopted by the University.
 - Equal opportunities regardless of race, color, gender, religion, ethnicity, age or disability.
 - A fair University judicial process whenever applicable.
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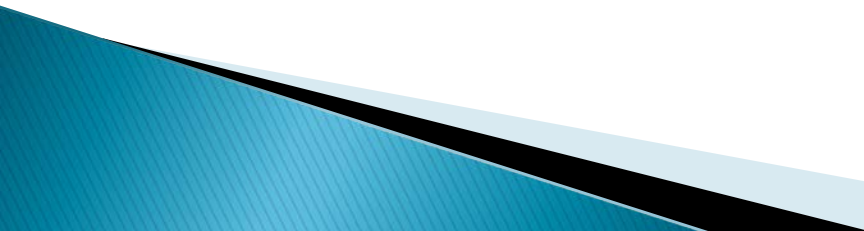
Student Integrity Code

▶ Student Responsibilities:

- Contribute to maintaining a safe and orderly University educational environment;
 - Show respect to other individuals at QU; students, staff and visitors;
 - Be familiar with and abide by all students bylaws, policies and procedures;
 - Work to the best of their ability in all academic pursuits;
 - Behave in a responsible manner;
 - Pursue knowledge;
 - Dress appropriately and according to the University rules and regulations in this regard; and,
 - Accept responsibility for their actions.
- 

Student Integrity Code

▶ Academic Violations:

- Plagiarism;
 - Inappropriate Collaboration;
 - Inappropriate Proxy;
 - Dishonesty;
 - Work completed for one course and submitted to another;
 - Deliberate falsification of data;
 - Complicity in academic dishonesty;
 - Interference with other students' work; and,
 - Copyright violations.
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Student Integrity Code

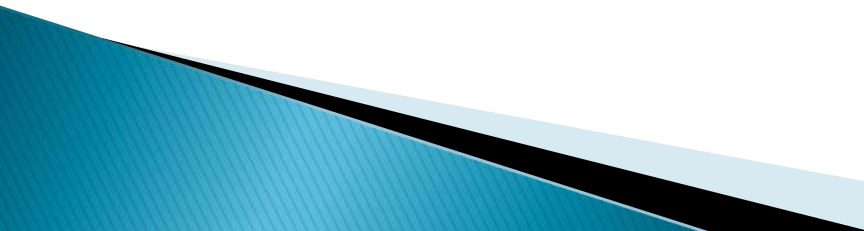
▶ Non-Academic Violations:

- Illegal trespassing or entering without authorization any University property;
- Harassment (verbal or physical) and/or intimidation of peers, faculty, and University visitors and employees;
- Disruptive, destructive, and abusive behavior within the confines of QU campus;
- Behavior that threatens the physical or emotional safety and well-being of others within campus grounds, premises, and facilities;
- Any violation of Qatari law committed within campus grounds, premises, and facilities;
- Theft which includes stealing of private or University property or services while on University premises or in connection with any University activity;
- Violation of Qatar University Dress Code;
- Damaging, destroying or defacing University property or that of any person while on University premises;
- Smoking in a non-smoking area in or around campus facilities;
- Unauthorized possession or duplication or use of keys for University buildings, facilities, or property;
- Unauthorized entry into or use of University facilities or property, including computer hardware and software; and,
- Unauthorized posting of signs, notices, flyers, banners, and announcements.

Adjudication of Offenses

- ▶ Violations of the student integrity code are within the jurisdiction of a faculty member, department head, Dean of the College, and the Vice President for Student Affairs who will consult with a Student Judiciary Committee (SJC) which is a university wide committee to investigate cases of violations.
- ▶ The mandate of the Student Judiciary Committee is to advise the Vice-President for Student Affairs on individual cases with respect to academic or non-academic violation of the integrity code. The committee, in conducting its business, will observe:
 - a) The concepts of procedural fairness, and
 - b) Existing QU Student Integrity Code.

Adjudication of Offenses – Continues

- ▶ This will be accomplished by considering the facts of each specific case; and examining the preceding deliberations to ensure that the procedures were consistent with QU policy.
 - ▶ In case of academic offenses, the Dean of College in which the alleged academic offense took place should consult with the College Student Affairs committee to investigate these cases if they are not resolved by the faculty member or within the department.
 - ▶ However, academic offenses which may lead to a student's dismissal from the University should be forwarded to the Vice President for Student Affairs who shall communicate the decision to the President of the University for taking the decision.
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Disciplinary Actions

Penalties for violations of QU rules and regulations or for acts of student misconduct may include one or more of the following:

- **CATEGORY ONE:**

- Resubmission of work assigned by the faculty member.
- Submission of additional work for the course in which the offense occurred.
- A lowered grade or loss of credit for the work found to be in violation of the integrity code.
- A failing grade of (F) or (WF) or denial of credit for the course in which the offense occurred.
- Reprimand from dean of college, which is a written statement of disapproval of his/her behavior issued to the student, and filed in his records.
- Educational activities. They may include writing essays or make a presentation for the community.

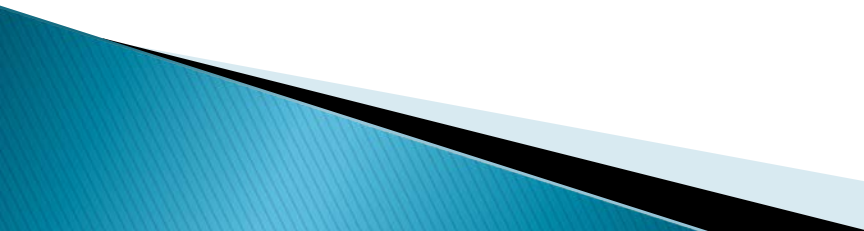
Disciplinary Actions – Continues

▶ **CATEGORY TWO**

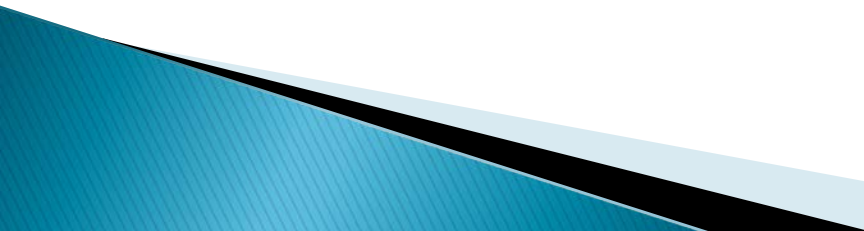
- University Service.
- Loss of Student Employment eligibility and/or Merit Scholarship.
- Restitution– reimbursement to the University for any damage or misappropriation of University property.
- Restriction by exclusion from participation in social activities.
- Warning.
- Probation. Probation requires that the student demonstrate during a specified period of time that s/he is capable of meeting the conduct standards expected of members of the University community.

Disciplinary Actions – Continues

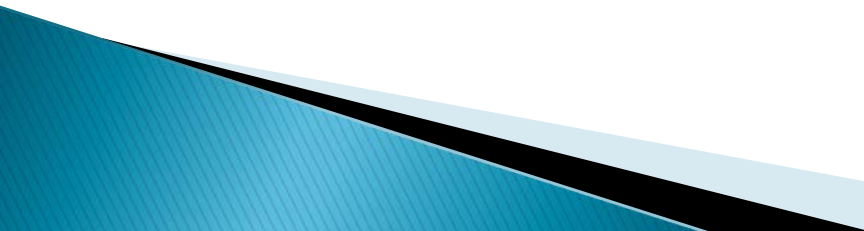
▶ **CATEGORY THREE:**

- Exclusion from academic privileges including Dean's list and VP list of honors.
 - Strongly advised to attend treatment or counseling as determined by the director of the counseling center, in consultation with the VP of student affairs.
 - Dismissal for a specified term(s) from the university.
 - Expulsion from the University.
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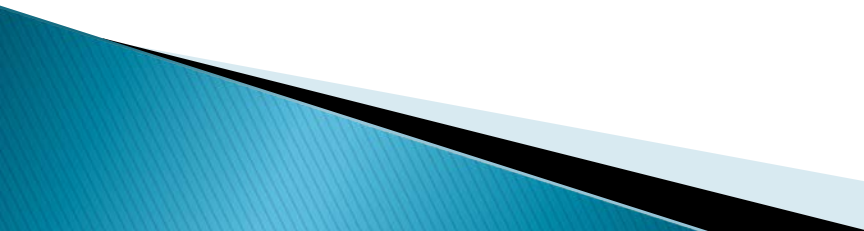
Procedures and Guidelines

- ▶ The following procedures are to be followed in case of **academic offenses by students**:
 - ▶ 1. In any case of an academic offense committed by a student, the faculty member should fill out the relevant form of student offense (Offense Record Form) which shall be documented in the student's personal file in the college's archives and within the office of the VPSA. This action will allow the University to monitor and record multiple cases of students' offenses at the University level.
 - ▶ 2. In the case that a faculty member is convinced that the alleged offense has resulted from a lack of judgment on the student's part rather than an intended dishonesty, the faculty member should instruct the student for an acceptable academic work and must record it in the student file. In such cases, the faculty member may, for example, require the student to rewrite or correct the original work or assignment or to resubmit a substitute work or assignment.
 - ▶ 3. The faculty member who is reporting an allegation of dishonesty must report such action within 3 working days from the date of occurrence or discovery of the alleged offense. The form should be forwarded to the VPSA and the Department Head in which the alleged offense took place.
 - ▶ 4. Based on the level of severity of the alleged offense, and after consultation with the faculty member concerned, the Department Head records his/her opinion (on the form) after meeting with both the faculty member and the student.
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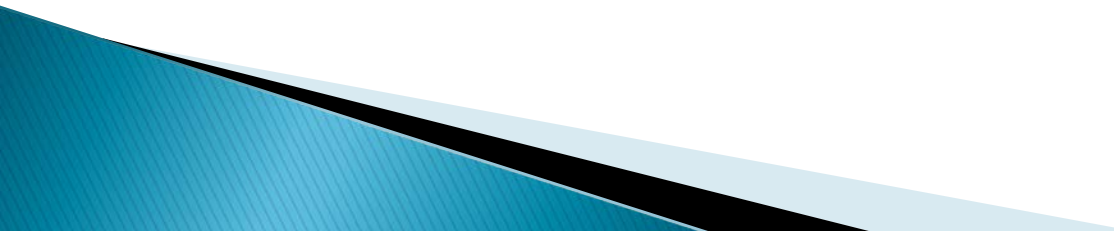
Procedures and Guidelines – Continues

- ▶ 5. The form is then forwarded to the Dean of the College for either final decision or to be forwarded to the Vice President for Student Affairs. At the college level the Dean's decision must be based on the recommendations given by The College Student Affairs Committee whose members are elected at the beginning of the academic year. Members of this committee serve for two years and they are the associate dean of student affairs of the college, one or two elected faculty member(s) depends on the enrollment number in the college and a student.
 - ▶ 6. Recommendations for disciplinary actions of the first category (refer to previous section) may be approved and implemented by the dean of the college in which the student is enrolled. Significant cases of violations that require actions of second and third category should be referred to the Vice President of student affairs for further review by the Student Judiciary Committee.
 - ▶ 7. In all cases, offenses must be recorded and sent to the Vice President for Student Affairs for monitoring purposes.
 - ▶ 8. In all cases the student must attend any meetings requested by the college in which the offense has taken place, or by the University, for hearing purposes. Failure to do so may result in making decisions based on available facts.
 - ▶ 9. In cases where the faculty member is not satisfied with the decision of the College Committee, he/she may appeal the decision to the Vice President for Student Affairs.
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Procedures and Guidelines – Continues

- ▶ As for **non-academic offenses**, any member of the University community may file a charge of misconduct against any student. The concerned party should fill out a non-academic offense record form within three days of the occurrence of the incident. Charges are to be filed with the Vice President for Student Affairs who will notify the student of the offense with which s/he is being charged, conduct interviews, determine if the Code has been violated and decide an appropriate response.
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Other issues

- ▶ Grievances (Student Appeals)
 - ▶ Confidentiality of documents
 - ▶ Notification of outside parties
 - ▶ Academic Violation Form
 - ▶ Non-academic violation form
- 

Faculty Conduct Code

- ▶ QU faculty members serve in a range of capacities, with corresponding behavioral expectations:
- ▶ *As researchers, they seek knowledge and truth, and must therefore uphold the highest standards of rigor and ethical standards and judgment. They must at all times demonstrate intellectual honesty, and not permit other interests to compromise their freedom of inquiry.*
- ▶ *As teachers, they encourage their students' learning, and demonstrate their respect for students by maintaining the appropriate roles as intellectual guides, advisors, and guardians of academic freedom. They facilitate and foster honest academic conduct, and evaluate student work in a fair and impartial way. They do not improperly exploit, harass or discriminate against students.*
- ▶ *As colleagues, they treat each other with respect by not impairing the free inquiry of others and by being objective in the professional judgment of other members of the University community.*
- ▶ *As members of the QU community, they maintain their right to voice their opinions, and to seek to improve university policies and practices.*
- ▶ *As private individuals, they maintain the same rights and responsibilities as others within Qatar. However, they do not actively or passively create the impression that they are acting or speaking on behalf of QU when they are not authorized to do so.*


Faculty Misconduct

- ▶ Types of misconduct include (note: this list is not exhaustive, so other behaviors not listed here are not necessarily condoned or permitted):
 - *Academic Misconduct*, in which academic integrity is not upheld. *This might* include falsification or fabrication of data, plagiarism, failure to adhere to research standards (including protection of human subjects), falsification or misrepresentation of credentials, intentional deception or other activities that undermine the ability to conduct teaching, research, or service.
 - *Conflicts of Interest*, in which behaviors are related to personal or family relationships or interests within and outside of the University.
 - *Abandonment of Position*, in which faculty members fail to complete their duties and responsibilities.
 - *Breach of Confidentiality and Trust*, particularly with respect to *accessing private* or confidential University data without appropriate authorization.
 - *Misuse of University Funds, Equipment or Facilities*, in which they are used for purposes other than they are intended.
 - *Misuse of Intellectual Property of colleagues or students.*

Faculty Misconduct – Continues

- ▶ *Consenting Relationships*, in which the relationship between the faculty member and a student (or between a faculty member and another University official in which there is a direct reporting relationship) extends beyond that of a professional academic nature. A faculty member who does enter into a consensual, intimate relationship should ensure or make immediate arrangements to terminate any evaluative or reporting relationship.
- ▶ *Harassment*, in which individuals face discriminatory behaviors based on race, age, or gender. Harassing behavior includes verbal, written or physical conduct directed against another that is abusive, intimidating, humiliating, or generally impairs the opportunity to conduct work. (However, the University maintains a commitment to the free debate and open discussion characteristics of academic freedom).
- ▶ *Violation of University Policies and Procedures.*
- ▶ *Aiding Others in Violating University Policies and Procedures.*
- ▶ *Conviction of Crimes of honesty and integrity.*
- ▶ *Breach of Professional Ethics, in which faculty members do not uphold the standards of their profession.*

Procedures

- ▶ In situations where potential misconduct by a faculty member arises, members of the University community should first seek to address the issue through pre-existing administrative channels.
 - ▶ The concern should be brought to the attention of the relevant University administrator with the most direct responsibility (e.g., Department Chair, College Dean, or Vice President and Chief Academic Officer).
 - ▶ This administrator should seek to resolve the issue in a manner consistent with current university policies and procedures.
 - ▶ The concern may be advanced to higher levels of authority as needed.
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Procedures

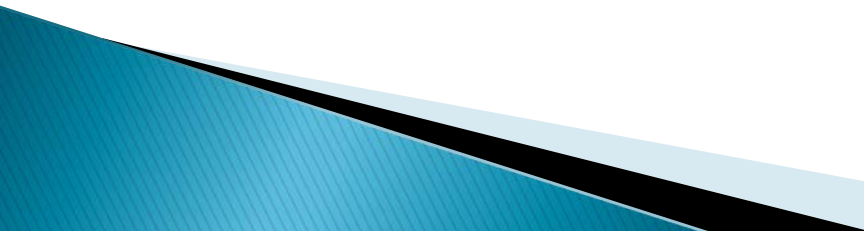
▶ Mediation:

- If no or an unsatisfactory resolution is reached, the issue may be brought through the mediation process if the dean believes the process is needed. The mediation process is conducted at the college level and its goal is to have an impartial agent work with the involved parties to resolve claims of misconduct. The conclusion of the mediation process is a written agreement agreed to by all parties (the person(s) making the charge and the person being charged).
- Mediators are selected by the college dean from the faculty based on their abilities as well as their knowledge of university policies and procedures. In cases where violations involve members from different colleges, mediators are to be selected by the Vice President and Chief Academic Officer.

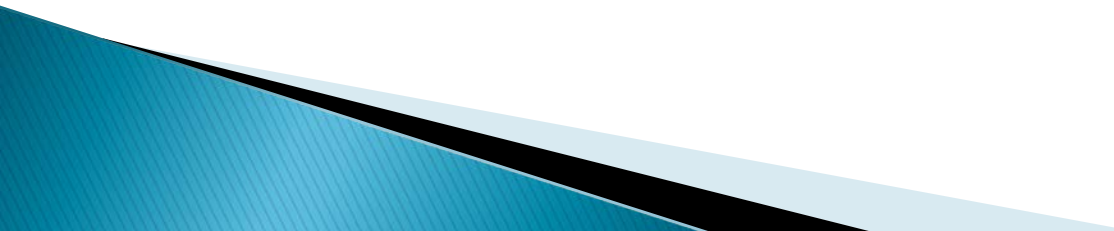
Procedures

- ▶ Formal Complaints
- ▶ Appeals

Institutional Review Board

- ▶ Use of Human subjects
 - ▶ Use of animal subjects
 - ▶ Process:
 - Complete a form (by applicant)
 - Submit supporting documents (by applicant)
 - Initial review by QU IRB members
 - Approval of request
- 

Faculty Consulting Policy

- ▶ One day per week (not cumulative)
 - ▶ No conflict of interest
 - ▶ Prior written approval from the department head
 - ▶ Reporting
- 

References

- ▶ Qatar University Student Handbook
 - ▶ Qatar University Faculty Handbook
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Questions / Comments?

