



Policy #:	SA-210	Revision #:	01
Accessibility level:	A	Effective date:	April 27, 2015

1. Scope

This policy applies to all FBSU students.

2. Definitions

- Plagiarism:** is the presentation of the work(s) of another person / other persons as though they are one's own by failing to properly acknowledge that person / those persons.
- Intentional Plagiarism:** is plagiarism associated with intent to deceive.
- Unintentional Plagiarism:** is plagiarism associated with a lack of understanding of plagiarism or a lack of skill in referencing / acknowledging others' work (still a breach of this Policy).
- Collusion:** is the unauthorized act of a student presenting work, which is the outcome of directly working with others as his or her own.

3. Policy

3.1. General Provisions

Plagiarism, whether intentional or unintentional is a practice which runs counter to the University's values of effort, excellence and integrity. There is an expectation that students will prepare and submit work which is their own and which acknowledges the work of others. Some examples of plagiarism are as follows:

- Direct copying of paragraphs, sentences, a single sentence or significant parts of a sentence without reference to the source;
- Direct copying of paragraphs, sentences, a single sentence or significant parts of a sentence with an end reference but without quotation marks around the copied text;
- Copying ideas, concepts, research results, computer codes, statistical tables, designs, images, sounds and texts or any combination of these types;
- Paraphrasing, summarizing or simply rearranging another person's words, ideas ...etc. without changing the basic structure and/or meaning of the text;
- Offering an idea or interpretation that is not one's own without identifying whose idea or interpretation it is;
- A 'cut and paste' of statements from multiple sources;
- Presenting work done, as independent, in collaboration with others; and
- Copying or adapting another student's original work into a submitted assessment item.

سنه ٢٠١٥



سنه ٢٠١٥



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3.2. University Responsibilities

- Ensuring that the University's Plagiarism Policy is accessible to staff and students;
 - Establishing well-defined processes to support the consistent implementation of University's policy relating to plagiarism;
 - Providing processes for students to appeal decisions arising from plagiarism; and
 - Providing student support through the provision of information on acceptable referencing techniques.

3.3. College Responsibilities

- Ensuring that the Plagiarism Policy is known and implemented within the College;
 - Supporting the use of appropriate referencing techniques;
 - Providing information to students on acceptable referencing practices; and
 - Maintaining confidential records of any plagiarism breaches.

3.4. Faculty Responsibilities

- Implementing the University's Plagiarism Policy;
 - Providing information to students about referencing requirements that are relevant to the discipline area;
 - Providing examples to students of appropriate referencing techniques and practice; and
 - Providing transparent and consistent feedback to students about issues relating to referencing.

3.5. Student Responsibilities

Understanding and complying with the legislation, policy and procedures of the University concerning plagiarism and seeking help if unclear about their requirements;

- Being familiar with, and applying to, the referencing practices which are acceptable to the college; and
 - Ensuring that all sources of information are appropriately acknowledged.

3.6. Penalties

The process for hearing a complaint concerning plagiarism and the applicable penalties are described in the *Academic Misconduct Policy*.

4. Related Documents

- #### - 4.1. Academic Misconduct Policy

