# DOW UNIVERSITY OF HEALTH SCIENCES

**STANDARD OPERATING PROCEDURE**

**POLICY FOR ACADEMIC INTEGRITY**

**(CLAUSE 1.1 OF ISO 9001:2008)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **NAME** | **DESIGNATION** | **SIGNATURE** | **DATE** |
| **PREPARED BY:** | Ms. Sanam Soomro | Director QEC-DUHS |  |  |
| **REVIEWED BY:** | Prof. Rashid Qadeer | Controller Examination |  |  |
| **APPROVED BY:** | Prof. M. Saeed Quraishy | Vice Chancellor DUHS |  |  |
| **REVISION NO.:** | 00 | | | |
| **DATE OF LAST REVISION:** | 0 | | | |
| **DATE OF ISSUE:** | July 2019 | | | |

**Copyright: © Dow University of Health Sciences**

**Document Change Record**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No** | **DCR No.** | **Rev.**  **Date** | **Page No.** | **Section No.** | **Description of Change** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |
| 7. |  |  |  |  |  |
| 8. |  |  |  |  |  |
| 9. |  |  |  |  |  |
| 10. |  |  |  |  |  |
| 11. |  |  |  |  |  |
| 12. |  |  |  |  |  |

**TABLE OF CONTENTS**

|  |  |  |
| --- | --- | --- |
| **SR. NO.** | **CONTENTS** | **PAGE NO.** |
|  | Distribution List | 4 |
|  | Terms and Definitions | 5 |
|  | List of Abbreviations | 6 |
| **1.** | **Purpose** | 7 |
| **2.** | **Scope** | 7 |
| **3.** | **Responsibility** | 9 |
| **4.** | Procedure | 9 |
| **5.** | **Related Documents** | 9 |
| **6.** | **Related Records** | 9 |

**DISTRIBUTION LIST**

The following personnel are on the controlled distribution list:

* Vice Chancellor
* Pro-Vice Chancellor(s)
* Registrar
* Department of Post-Graduate Studies
* Head of Institutes and Colleges/ Program Director
* QMR
* Finance department

**TERMS AND DEFINITION**

|  |  |
| --- | --- |
| **TERMS** | **DEFINITION** |
| **Integrity** | The quality of being honest and having strong moral principles. |
| **Academic Misconduct** | Any action or attempted action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other member or members of the academic community. |
| **Discipline** | The practice of training people to obey rules or a code of behavior, using punishment to correct disobedience. |
| **Plagiarism** | The "wrongful appropriation" and "stealing and publication" of another author's "language, thoughts, ideas, or expressions" and the representation of them as one's own original work. Plagiarism is considered academic dishonesty and a breach of journalistic ethics. |
| **Falsification** | The action of falsifying information or a theory. |

**LIST OF ABBREVIATIONS**

DOC Document

DUHS Dow University of Health Sciences

FM Form

HEC Higher Education Commission

DC Disciplinary Committee

ISO International Organization for Standardization

QEC Quality Enhancement Cell

SOP Standard Operating Procedure

VC Vice Chancellor

# PURPOSE:

To supports and promotes academic honesty and personal integrity in Colleges/ Institutes and Schools of DUHS in line with DUHS Mission and Core Values. Any form of academic dishonesty has no place in higher education. The University System does not tolerate dishonest efforts by its students and those students who are guilty of academic dishonesty can expect to be penalized, as defined in this policy.

# SCOPE:

Academic dishonesty may include but is not limited to the following:

1. Plagiarism
2. Fabrication of falsification of data/sources of information.
3. Cheating
4. Misconduct during examinations

**2.1 PLAGIARISM:**

Plagiarism (please refer to the University plagiarism policy)

**2.2 FABRICATION OR FALSIFICATION:**

Fabrication or falsification occurs when a student invents or distorts the origin or content of information used as authority. Examples include:

* Citing a source that does not exist.
* Citing information from a source that is not included in the source for which credit is given
* Citing a source for a secondary proposition that it does not support.
* Citing a bibliography source when it was neither consulted nor cited in the body of the paper.
* Intentionally distorting the meaning or applicability of data.
* Inventing data or statistical results to support conclusions.

**2.3 CHEATING:**

A student cheats when he or she attempts to give the appearance of a level of knowledge or skill that has not been obtained, either during internal assessment or final assessment examination or while completing an assignment. Other examples can include:

* Copying from another person's work during an examination or while completing an assignment.
* Allowing someone to copy work that is not his or her own during an internal assessment/quiz, assignment, examination or while completing an assignment.
* Using unauthorized materials during an examination or while completing an assignment.
* Collaborating on an examination or assignment without authorization.
* Taking an examination or completing an assignment for another, or permitting another to take an examination or to complete an assignment that is not his or her own.

**2.4 OTHER ACADEMIC MISCONDUCT:**

Other academic misconduct includes other academically dishonest, deceitful, or inappropriate acts which are intentionally committed. Examples include:

* Inappropriately providing or receiving information or academic work so as to gain unfair advantage over others.
* Planning with another to commit any act of academic dishonesty
* Attempting to gain an unfair academic advantage for oneself or c nether by bribery or by any act of offering, giving, receiving, or soliciting anything of value to another for such purpose.
* Changing or altering grades or other official educational records.
* Obtaining or providing to another a test or answers to a test that has not been administered.
* Breaking and entering into a building or office for the purpose of obtaining unauthorized materials.
* Continuing work on an examination or assignment after the allocated time has elapsed.
* Submitting the same work for more than one class without disclosure and approval.
* Getting equal credit on group assignments when equal work was not done.

# RESPONSIBILITIES:

Instructors are responsible to establish and communicate to students their expectations of behavior with respect to academic honesty and conduct in the course.

# PROCEDURE:

The instructor/teacher will forward and the HoD will be responsible to investigate any incident of academic dishonesty or misconduct, determine the circumstances, and recommend appropriate action to be taken.

Examples of appropriate action include but are not limited to the following:

* Reprimanding the student verbally or in writing.
* Requiring work affected by the academic dishonesty to be redone.
* Administering a lower or failing grade on the affected assignment, test, or course.

Furthermore, the HoD is responsible to refer the student to the Director/Principal or the disciplinary committee. The Director/disciplinary committee will complete an independent investigation and take appropriate action(s). If the incident involves violation of a public law, e.g., breaking and entering into an office or stealing an examination, the act should be reported to University Registrar and security office.

Both suspected and proven violations of the Academic dishonesty Policy should be reported to the Director/Principals and investigated in the disciplinary committee detailing the name, Incident, and actions taken. If the occurrence is sufficiently egregious, or if a pattern of dishonesty or misconduct is discovered, the Director/ Principal or the disciplinary committee may take additional action, based upon the nature of the violation.

If a student disagrees with the determination or action and is unable to resolve the matter to the mutual satisfaction of the student and the instructor, he or she may have it reviewed through the Registrar’s office or write to the Competent Authority for mediation.

1. **RELATED DOCUMENTS:**

* HEC plagiarism policy
* DUHS Examination Policy

1. **RELATED RECORDS**

* HEC plagiarism policy