

ARAB OPEN UNIVERSITY
Scheme of Plagiarism Penalties
(Revisited and Updated)

Plagiarism at AOU is considered as serious academic offences and therefore dealt with stringently. Students and tutors alike are expected to comply with academic standards and rules for students' assessments that stress academic integrity.

The current plagiarism scheme of penalties and combating approach has been developed after a process of considerable analysis of the implementation and outcome of the previous policy that was designed and floated for a number of years. The scheme reinforces that curbing plagiarism cannot be restricted to merely detecting but has to lead to measures that help students identify aspects of writing that amount to plagiarism and thus develop their skills in refraining from leaning on plagiarism to communicate their work of writing. It also acknowledges the institutional role in combating plagiarism by having stricter enforcement and compliance measures by the teaching staff. This holistic approach in combating plagiarism couple with a stretched leverage of benefit of doubt to the students as compared to that of the previous policy. The current policy aims to be able to develop a plagiarism free culture at AOU.

Implementation of plagiarism policy and plagiarism scheme of penalties at AOU rests on the following three principles:

1. **Academic Integrity:** Both students and staff are expected to observe the highest level of integrity to the academic work undertaken at AOU. At no point of time should students adopt methods wherein they indulge in academic malpractice such as plagiarism and contribute towards misjudgment of their actual learning outcome. Tutors are also expected to maintain highest standards in assessing student work and at all times and have no tolerance to plagiarism.
2. **Accountability:** Tutors assessing students work are accountable at AOU to ensure that no plagiarized student work is passed. Tutors are required to document any plagiarized work found and provide justified evidence of the same. All official forms for recording plagiarism numbers and implementation has to be maintained and produced when deemed necessary.
3. **Academic Judgement:** A blanket approach to defining plagiarism for all courses cannot be applicable always. The nature of certain courses e.g; programming courses cannot be viewed for plagiarism with the same parameters as that of other courses and therefore the approach to defining what constitutes as plagiarism will be different. Since manual detection of plagiarism can be a lengthy and complicated

process especially when it involves large volume of students' work, electronic detection using plagiarism software is a feasible option. However, relying on it solely may not be the best option and therefore combination with manual analysis, nuanced academic judgement and clear processes must provide the means to determine if plagiarism has occurred.

The following is the generic plagiarism scheme for all courses except specific courses of FCS Programme.

Offence (First time)	Penalty	Further Actions	
Plagiarized/copied percentage	Proposed Deduction of Marks	Preventive Measures	Documentation
0-30%	Assessment is marked as normal. The Plagiarized section is not marked. Tutor should comment on the plagiarized sections of the script.	Student is directed to refer to plagiarism tutorial.	
Over 30%	Award zero mark	Student is directed to refer to the plagiarism tutorial and test.	Formal warning shall be given to the student in addition to placing the incident in the student record
Purchased Assignment/Contract Cheating	Award zero mark	Student is directed to refer to the plagiarism tutorial and test.	Formal warning shall be given to the student in addition to placing the incident in the student record

Collusion			
Similarity level of less than 50%	No marks will be awarded for the plagiarized sections	Student is directed to refer to the plagiarism tutorial and test	Formal warning shall be given to the student in addition to placing the incident in the student record
Similarity level of 50% and more	Award zero mark		Formal warning shall be given to the student in addition to placing the incident in the student record

Following is the plagiarism penalty scheme for Faculty of Computer Studies (pursuant to the nature of the course)

FCS - Plagiarism Penalties

All level 2/5 and 3/6 modules follow the same rules

Similarity ratios and their corresponding penalties are as follows:

1. Similarity between [50% - 69%]: deduct 20% of the marks
 2. Similarity between [70% - 79%]: deduct 40% of the marks
 3. Similarity between [80% - 89%]: deduct 60% of the marks
 4. Similarity between [90% - 100%]: Students get zero
- All papers with similarity ratio $\geq 80\%$ should be subject to extra academic judgment from the tutor.
 - For papers with similarity $< 50\%$, the tutor has the right to academically judge the percentage of the undiscovered plagiarism (if exist), hence taking the proper action.

- If the assessment contains a part that is most likely to result in similar/identical students' answers, this part should be excluded from the similarity percentage.
- It is the tutor's full responsibility to implement the above rules.

Hereby, the similarity ratios and their corresponding penalties for each group are as follows:

It is to apply to AOU students at all levels (3-6). This simplified version is intended to ensure consistency in implementation of penalties among tutors in all branches/programmes.

Students and Tutors are subject to appropriate disciplinary action in case of non-compliance to the plagiarism policy.

First Offence:

Implementation:

- The primary responsibility of detecting plagiarism in student work would remain with the individual tutor who should always use his specialist knowledge and academic judgment in deciding on what is and what is not plagiarism.
- Tutors are advised to discuss plagiarized assessment with the course coordinator and to properly document all incidences of plagiarism of each section.
- The Branch Course Coordinators and as part of their monitoring roles are expected to regularly check random samples of students' assessments/section.
- Branch Course Coordinators should monitor the process of marking TMAs and other formative assessments encourage tutors to report plagiarism as some of the new tutors may not be aware of the University policy regarding plagiarism or how to handle such cases.
- Branch Course coordinators should monitor tutors' feedback on TMAs and other forms of formative assessments more rigorously, and ensure that no instance of plagiarism which can be detected by a tutor is overlooked, and to give appropriate feedback and provide the necessary support.
- The General Course Coordinators play an important role in internal quality are expected to carefully check assessments samples from the different AOU-Branches and provide prompt feedback to the BCCS.

Reporting: All cases of plagiarism will be recorded in the plagiarism record sheet and reported by the tutors to the respective Branch Course Coordinator.

Recording: All cases of plagiarism will be recorded in the student's permanent record (SIS).

Second time offence:

Student get a zero mark in TMA in addition to reduction of course overall grade to pass mark only.

Third time offence:

Failure in the course.

Repeated Offences:

To be dealt according to Article 12 in Examination & Assessment Bylaws.

Article (12) Cheating in the Final Examinations and Plagiarism in TMAs

A) Any student found to be committing any act of cheating or plagiarism shall be referred to the competent disciplinary committee, which shall take its decisions in accordance to "Students' Code of Conduct and Disciplinary Procedures Bylaws" in force at AOU.

Penalties will be implemented through the disciplinary committee in accordance with Article 7 of (Students' Code of Conduct and Disciplinary Procedures Bylaws).

Where one of the following penalties shall apply:

- Failure in the academic course.
- Dismissal from the university for one semester being subsequent to the semester during which the violation has occurred.
- Dismissal from the university for more than one semester.
- Definitive dismissal from the university subject to the decision of the higher disciplinary board.

The attributed penalty may be imposed on case-to-case basis without necessarily adhering to the sequence mentioned in the provisions hereof.

General Instructions:

- Evidence of student record of plagiarized work must be carefully stored and protected for a minimum of two semesters from the time of detection.
- Plagiarism trends must be observed amongst students in the categories of, repeated offenders, gender specific, age, course/ programme etc.