

GUST Gulf University for Science & Technology	Policy No.	Version	# Pages
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Office of the Vice President for Academic Affairs	Effective Date: AY 2024-2025		
	Approved By: Prof. Bassam Alameddine <i>Alameddine</i>		
Cheating & Incident Policy & Procedure	Approval Date: January 23, 2025		

1. Introduction

Gulf University for Science and Technology acknowledges that academic integrity is essential not only to advancing intellectual life but also to promoting sound ethical values among its community. Faculty members are obligated to uphold and expect high standards of academic integrity, while students are responsible for adhering to these standards. In cases of academic dishonesty, the instructor should assess the situation and report it to their academic supervisor, who will forward it to the College Incident Committee for action.

The committee members are selected by the Dean of the respective college each year and it consists of two (2) faculty members, a representative from the One-Stop Student Services Center (OSC), and is chaired by the assistant dean (AD).

2. Definitions

2.1 Cheating

Cheating includes, but is not limited to:

- Use of any unauthorized assistance in taking quizzes, tests, or examinations.
- Dependence on sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
- Unauthorized acquisition or possession of tests, or other academic material belonging to a member of the University faculty or staff.
- Possession of unapproved electronic devices during exams or major assessments.
- Providing any impermissible assistance to another student on quizzes, tests, or examinations.

2.2 Plagiarism

Plagiarism includes, but is not limited to:

- Use of paraphrased or directly quoted material of published or unpublished work of another person without fully and properly crediting the author with footnotes, citations or bibliographical reference.

- Unacknowledged utilization of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
- Use of original collaborative work/material without proper acknowledgment or written release from the collaborators.

2.3 Sabotage

Sabotage includes, but is not limited to:

- Unauthorized interference with, modification or ruining of the academic work or intellectual property of another member of the University community.
- Usage of AI-generated content and work without proper citation or misrepresent such work as original.

2.4 Misconduct

Misconduct includes, but is not limited to:

- Inappropriate behavior against the instructor or the proctor during classes, exams, or major assessments.
- Disrespectful actions toward any employee.
- Violation of assessment rules and regulations.

3. Procedures for handling academic dishonesty cases

3.1 Reporting the Case

- Faculty members/invigilators should report any case of suspected dishonesty directly to the Head of the Departmental (HOD) via an Incident Report within 48 hours.
- The student must be notified by the faculty member via email that a case has been filed against them.

3.2 Interim Actions

- In case of cheating, plagiarism or misconduct during an assessment, the faculty member should not post the grade of the assessment until the case is resolved.
- If the incident occurs at the end of the semester, the faculty member must assign the student an incomplete grade "I" until the case is officially resolved.
- While the investigation is ongoing, the student may continue their studies. However, all documents related to the incident must be kept confidential during the investigation and the doctored assessment in question will remain ungraded.

3.3 HOD Review and Incident Committee Action

- The HOD reviews the report and if deemed valid, forwards it to the College Incident Committee.
- If the report is incomplete or lacks evidence, the HOD must return it to the instructor for completion before forwarding it to the committee.
- The AD may investigate the case and request additional evidence from the faculty.
- The College Incident Committee must meet to discuss the case within a maximum of one week from the reported incident.

3.4 Possible Outcomes for Cheating Cases

The Incident Committee may determine one of the following outcomes based on the case details:

- **Dismissal:** The case is dismissed if the action does not correspond to the aforementioned definitions. The faculty may thus be asked to give the student a makeup assessment.
- **Verbal Warning:** A verbal warning is issued if the instructor's report does not conclusively prove a clear cheating attempt with all the supporting evidence. The HOD will meet with the student to deliver the warning.
- **Failing the Exam:** The student receives a failing grade of "zero" on the assessment in case of a clear cheating attempt, but no evidence attached to support the claim.
- **Failing the Course:** The student receives a failing grade "F" in the course if there is clear evidence of cheating attached to the incident report (e.g., cheat sheets, screenshots, electronic devices used for cheating, etc.). The committee may consider reducing the penalty depending on the weight of the exam and the severity of the incident.

3.5 Handling Misconduct Cases

- For any misconduct incident, the committee must forward the case to the Student Affairs Committee for action.
- For cases involving both cheating and misconduct, the College Incident Committee will decide on the cheating component, while the Student Affairs Committee will handle the misconduct.

3.6 Communication of Decision

- The committee's decision must be communicated to the faculty member, student, and HOD via email within 48 hours of the decision.
- Decisions requiring action by the Registrar must be communicated through an official memo.

4. General Considerations

- The University’s rules and regulations regarding plagiarism as well as the permitted materials and activities during the assessments/exams must be included in the course syllabi and communicated to students at the beginning of each course.
- Information about the permitted materials for any assessment should be provided in writing before the assessment on the front page or in the instructions section of any online assessment.
- The instructor should clarify whether certain actions would not be an acceptable behavior in examinations, writing papers, homework, and other activities pertaining to any assessment.
- If a case happened during an exam or major assessment, the instructor should ask the student to submit their papers and leave the assessment.
- Any inappropriate behavior by the student, such as refusing to leave the room or using disrespectful language and/or actions, constitutes a misconduct case which must be reported to the Student Affairs Committee for further action.
- As a result of any misconduct the student will not graduate with an honor in time of his/her graduation or be part of the honor list.
- A student with a record of misconduct will not be eligible for election in any society, association, or club at GUST.
- All misconduct incidents must be referred to the Student Affairs Committee.

5. Record Keeping

All documentation related to incidents of plagiarism or cheating, including initial reports, student submissions, and any communication with the student, should be securely filed within the respective department, OSC and, Registration & Enrollment for record-keeping and compliance purposes. Additionally, copies of all documentation should be kept in the student file.

6. Contact Information

For inquiries related to this policy, please contact:

Academic Affairs Office | Email: VPAAO@GUST.edu.kw

One-Stop Student Services Center | Email: OSC@GUST.edu.kw

7. Revision History

Date	Revision	Remarks
23/01/2025	1.0	Initial Release