

**Academic Integrity Guidelines  
and Procedures for Academic Misconduct**

## Article 1

First: Every student at the Faculty of Educational Sciences is expected to act with honesty and integrity in performing academic and professional tasks. Academic integrity is a fundamental principle of academic and professional life, and students are required to be honest in their dealings and take responsibility for acknowledging the contributions of others in their work.

Second: In every assessed task, students must ensure that the work is their own and properly document any work or ideas derived from others. They are also responsible for ensuring that they are not involved in any form of cheating, such as plagiarism, collusion, or gaining unfair advantage by any other means.

Third: To ensure that the tasks submitted are original and appropriately documented, students should adhere to good academic practices, including:

- Providing full citations for all sources consulted in preparing the task (books, articles, websites, newspapers, images, data sources).
- Correctly referencing arguments and ideas presented in the task using a recognized citation style (*APA*), which includes paraphrasing others' arguments.
- Utilizing university tools for checking assignments, such as the *Turnitin* plagiarism detection software, and seeking advice from faculty.

Fourth: Proofreading should identify grammatical, spelling, or punctuation errors. However, using this service could be considered academic misconduct if it involves significant rewriting or rephrasing of a student's original task.

Fifth: Tasks that do not meet appropriate academic standards may result in failure, and students may face disciplinary action as detailed in these guidelines and procedures.

## Article 2:

The words and phrases, wherever mentioned in these policies, shall have the meanings assigned to them below, unless the context indicates otherwise.

- **University:** Yarmouk University
- **College:** Faculty of Educational Sciences at Yarmouk University
- **Faculty Staff:** Academic and administrative staff assigned to the college
- **Students:** Students enrolled in academic programs
- **Academic Integrity Guidelines:** The procedures followed by the university to ensure academic honesty in all evaluated work.

## Article 3:

1. Tasks submitted by students must be entirely their own work.
2. Academic misconduct includes cheating, plagiarism, collusion, or other forms of dishonesty.
3. Any claims of misconduct will be investigated with full consideration of justice and fairness principles.
4. Any allegations of academic misconduct will be investigated with full consideration of the principles of justice and fairness.
5. Once the facts are established, the course instructor will follow the procedures outlined in the student handbook regarding cheating.

#### **Article 4:**

Various forms of academic misconduct are outlined below, and these are subject to the procedures specified:

##### **1. Plagiarism:**

Plagiarism occurs when material from another person's work (whether published or unpublished) is included in a student's assignment without proper citation. Examples include:

- Inserting passages from another student's work without quotation marks or proper source acknowledgment.
- Summarizing another person's work by simply changing a few words or rearranging the order without proper acknowledgment.
- Using someone else's ideas without giving proper credit.
- Copying a peer's assignment with or without their knowledge or consent.
- Resubmitting an assignment previously submitted by another student without acknowledgment.

##### **2. Collusion:**

Collusion happens when:

- A student submits their assignment as if it were completed independently, while in reality, they collaborated with another person.
- A student allows another student to copy their work and submit it as their own.

##### **3. Fabrication:**

Fabrication includes falsifying data, such as:

- Presenting false data in lab reports, projects, or other assessments as if they were produced by the student.
- Fabricating references, including inventing sources or making false claims about them.

##### **4. Impersonation:**

Impersonation occurs when a person assumes another student's identity to gain unfair advantage, or when a student consents to another person impersonating them.

##### **5. Submitting Work by Another Person:**

This type of misconduct includes:

- Submitting an assignment that was entirely or partially completed by another person.
- A student who knowingly provides their materials to another student to assist them in committing academic misconduct.

**Article 5:**

If academic misconduct is suspected, the instructor must report it to the department chair, providing evidence of the suspected misconduct. The university's procedures for handling cheating and plagiarism will then be followed.

**Article 6:** The following guidelines must be read:

1. Similarity reports from Turnitin should be reviewed carefully, considering whether the highlighted text has been properly cited with the appropriate source in both the body of the text and the reference list.
2. Students must be given general guidance that any level of plagiarism identified through Turnitin similarity reports is unacceptable. While a Turnitin similarity report of 3% may be acceptable, teachers should be made aware that a similarity report of 3% or less may still reflect an unacceptable level of misconduct. This may be the case because:
  - When a large portion of the text, such as several complete paragraphs, is flagged in the similarity report and the student has not acknowledged the source(s) or reference(s).
  - Sentences that are not properly cited may be spread throughout the text, and although Turnitin may indicate a low percentage (up to 3%), they still represent evidence of unacceptable plagiarism.

In such cases, the unacknowledged text, whether in large portions or sentences spread across the entire text, is considered plagiarism, and this constitutes cheating.

3. The following levels of similarity reports may be acceptable and do not represent plagiarism, provided that the sources are properly referenced and used in a correct and complete manner:
  - A similarity report of more than 3% where all the highlighted text has been correctly quoted and the references have been properly cited and documented.
  - A similarity report of 10% where there is highlighted text that has been correctly cited and referenced and the references are fully documented. This may include items in the references section that the student may not have read, contributing significantly to the increased similarity percentage.

In both cases, the students have not engaged in cheating.

4. A high similarity report may result from students using large quotations from their own previous work. This can occur with reflective essays on school experience (field training) where a significant portion of the first reflective essay and/or the second reflective essay and/or the third reflective essay is reused. This is considered self-plagiarism, and the self-copied text should be disregarded when evaluating the assignment. This will likely result in a lower grade for the student. If the self-plagiarism is substantial, the student is likely to fail the assignment. If a large portion

of the first and/or second school experience essay is used in the second and/or third school experience essay, the student is likely to fail the assignment.

5. Fifth: When a high similarity report results from matching text with another student's work, it is likely either a case of one student copying from another student (either with or without the other student's knowledge) or collusion between the two students.
6. Sixth: If a student is found to have engaged in any form of academic misconduct as outlined above, they will be subject to the university's guidelines as stated in the student handbook (see disciplinary procedures: Article 4B).