



CODE OF HONOR





HBKU Academic Policies Manual

Date Endorsed by the Provost: 6 April 2017
Date Endorsed by the President: 20 April 2017
Date Approved by the BOT: 8 May 2017





1. Introduction

The academic honor code is a set of statements articulating ideals and ethical principles that students, faculty and staff must adhere to in order to create an atmosphere of trust and respect within the academic community. The honor code includes a set of rules addressing issues related to cheating, fabrication, falsification of results, plagiarism, collusion, misrepresentation, etc.

Students at HBKU must be responsible for making themselves aware of and following the University policies and regulations. As responsible mature adults students are expected to adhere to a high level of integrity and responsibility. As members of HBKU community, students are responsible for their conduct. Student behavior and conduct must be driven by the principles of honesty, integrity and the highest ethical standards. Students must follow all academic regulations governing student behavior on-campus and on campus-sponsored housing.

When a violation of the Code of Honor occurs it will be handled in a progressive and educative manner so as to educate the students to be responsible citizens of the community. Violations will be handled in a manner to that informs and guides students to develop high personal ethical responsibility. A fair process is established in which an appeal can be requested. The aim of the appeals process is to achieve fairness and unbiased decisions.

Students' academic integrity and good behavioral conduct is essential to a positive learning environment and is crucial to our educational endeavor. All students, faculty and staff are expected to follow the code of academic behavior outlined in the following sections.

2. Academic Malpractices and miss-conducts

2.1 Plagiarism

As the *MLA Handbook* states, plagiarism is "using another person's ideas, information, or expressions without acknowledging that person's work." It does not matter whether a student does this intentionally or unintentionally. It is always "intellectual theft".

Why is plagiarism harmful?

The *MLA Handbook* explains that plagiarism is harmful to students and their universities for three reasons:

1. **It prevents effective teaching:** Plagiarism "damages teachers' relationships with students, turning teachers into detectives instead of mentors and fostering suspicion instead of trust." A successful classroom is one where students and teachers can engage in open conversations about academic topics, not when teachers can only be concerned with policing students' work.
2. **It damages the University's reputation and importance of a student's diploma:** "By undermining institutional standards for assigning grades and awarding degrees, student plagiarism also becomes a matter of significance to the public. When graduates' skills and knowledge fail to match their grades, an institution's reputation is damaged. For example, no one would choose to be treated by a physician who obtained a medical degree by fraud," and the same holds true for a translator or scholar who has obtained their degree the same way.
3. **It harms students:** "Students who plagiarize lose an important opportunity to learn how to write a research paper. Knowing how to collect and analyze information and reshape it in essay form is essential to academic success." Students who plagiarize cheat themselves out of the practice they will need for later professional success.





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What are the penalties for plagiarism at HBKU?

- **First Offense:** If it has been determined that a student has plagiarized on an assignment, he or she shall receive an F grade in that particular assignment. Because some assignments can constitute up to 40% of a student's final grade, this may mean that he or she will fail the course.
- **Second Offense:** If it has been determined that a student has plagiarized a second time, he or she will automatically receive an F for the course in which the plagiarism was committed. This will happen regardless of the percentage allocated to that assignment in the final grade. The student will also be put on academic probation.
- **Third Offense:** If it has been determined that a student has plagiarized after two previous offenses, he or she will be dismissed from the program.

There is no statute of limitations for acts of plagiarism or academic malpractice. Professors may act on the discovery of alleged violations during or after the semester in which it occurs, or even after a student has graduated.

How do I know whether I have committed plagiarism and how can I avoid it?

The *MLA Handbook* gives the following summary of what constitutes plagiarism as well as advice on how to avoid it.

"You have plagiarized if

- You took notes that did not distinguish summary and paraphrase from quotation and then you presented wording from the notes as if it were all your own.
- While browsing the Web, you copied text and pasted it into your paper without quotation marks or without citing the source.
- You repeated or paraphrased someone's wording without acknowledgment.
- You took someone's unique or particularly apt phrase without acknowledgment.
- You paraphrased someone's argument or presented someone's line of thought without acknowledgment.
- You bought or otherwise acquired a work and handed in part or all of it as your own."

"You can avoid plagiarism by

- Making a list of the writers and viewpoints you discovered in your research and using this list to double-check the presentation of material in your report or paper.
- Keeping the following three categories distinct in your notes: your ideas, your summaries of others' material, and exact wording you copy which should be quoted and properly referenced.
- Identifying the sources of all material you borrow-exact wording, paraphrases, ideas, arguments, and facts.
- Checking with your instructor when you are uncertain about your use of sources."

It should be noted that HBKU might at any time submit any of or all of students' work for assessment to electronic plagiarism or other forms of academic malpractice detecting services. This may include detection services such as *Turnitin* or *SafeAssign* or *Authenticate*.

2.2 Cheating

Cheating is a general type of malpractice whereby a student engages in dishonest action in completing the work of a course. Examples of cheating may include:

- Acts to uncover the contents of an examination before the examination is administered;





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- Taking a picture or copying text materials without permission;
- Providing a picture/copy of test materials to another person or uploading it to a public forum;
- Acts to use or supply any course or research material dishonestly;
- Acts to share or receive unauthorized communication, test material or work during the course of an examination from another student;
- Acts to copy share or intentionally distribute the solutions for assigned homework.

2.3 Collusion

Collusion is any attempt to conceal other student's work or input to collaborative assignment, or allowing others to copy your work and submit it as their own. Such acts if proved will be treated as plagiarism. Under certain circumstances, collaborative group work is encouraged; it is the responsibility of the individual team members to contribute to the assignment collaboratively or as assigned. To avoid any risk of accusation of collusion you must seek clarification before submitting any assignment.

2.4 Fabrication or falsification of results

Fabrication is the intentional act of making up results or data and reporting them. Falsification is the intentional act of manipulating research materials, data, equipment, or processes. It also involves changing or omitting/suppressing data or results intentionally without clarification and scientific or statistical justification. Clear and full documentation of research at all time is mandatory. To avoid charges of fabrication or falsification of results, under no circumstances should you hide or misrepresent data or results or seek to falsely present results or data that were not correctly obtained and documented as part of your work.

2.5 Other Areas of Malpractice or Violation of Honor Standards

Abuse/threatening behavior, computer security violations, intellectual property violation, criminal violation on campus, other University properties or at any University activity, disciplinary sanctions violations, disorderly conduct on university property, failure to comply with instructions, providing false information, tampering with fire equipment, forging, fraudulent business dealings on campus or elsewhere, illegal substances, disruption of authorized activities on campus, policy violations, solicitation, theft, unauthorized entry or use, sexual harassment, possession of weapons.

3. Academic Disciplinary Actions and Procedure at HBKU

Academic Disciplinary Actions refer to penalties or sanctions imposed for violation of academic regulations against plagiarism or academic malpractice or violation of honor standards as defined in previous sections, or other behavior judged as inappropriate academic conduct. It should be noted that there shall be **no statute of limitations** that impedes faculty from taking action on the discovery of violations during anytime of a student pursuant of a degree or a student has graduated.

3.1 Jurisdiction

Violations involving academic misconduct are within the jurisdiction of faculty member, Program Coordinator, Dean of the College, and the Provost. The Provost will consult with the Disciplinary Committee which will advise the Provost on all violation cases (academic and non-academic). All violation cases must be transferred to the Provost Office for recording and to determine appropriate action in consultation with the Disciplinary Committee and or other parties as appropriate to the violation case.





3.2 Procedure for Disciplinary Action on Academic Misconduct:

Violation of academic regulation shall be considered as **confidential**. The following procedure shall be followed when a faculty member reasonably suspects that a student under the faculty member's supervision has violated the Code of Honor:

- A. The faculty member shall complete the honor code review form (Appendix I) and contact the student to schedule a meeting to discuss the violation. During the meeting, the faculty member shall present to the student the suspected violation, the copies of the Honor Code Review form and the supporting evidence.
- B. The faculty member shall give the student three business days to respond to the presented violation. The student may respond by admitting to the violation in writing or in person, and may appeal the violation by presenting evidence and/or witnesses to suggest otherwise. The process is informal and no legal representative should be involved and any recommendation does not imply any judicial outcome.
- C. The faculty member shall review the evidence in the student's response and reevaluate whether the student violated the Code of Honor. The faculty will notify the student as well as the Program Coordinator about the decision and any resulting academic penalty and submit the Honor Code Review form to the Program Coordinator, the Dean, the Disciplinary Committee as well as the Provost or a designee. The form should be signed by the student for both cases where the student accepts or rejects the decision. The faculty member shall advise the student of the option to (a) accept or (b) reject either the faculty member's decision or the academic penalty or (c) make an appeal to the disciplinary committee. The form should be submitted to program coordinator and the dean within 5 working days even in the case where the student fails to respond to the faculty requests and fails to sign the document.
- D. In the case where the student accepts the allegation and penalty, the course coordinator will review the form and approve the penalty and inform the student of the outcome within ten working days. The outcome should be forwarded to Dean, the Disciplinary Committee as well as the Provost or a designee.
- E. In the case where the student does not accept the allegation and/or the penalty, or in the case of no response from the student, the Disciplinary Committee meets to discuss the case and provide a final recommendation and inform the student, the Program Coordinator, the Dean and the Provost or a designee accordingly, within fifteen working days from receiving the honor code review form. If required, the Disciplinary Committee may set a hearing within ten business days. In a hearing situation, the Disciplinary Committee shall notify the student and the faculty member at least five business days' before the hearing and shall provide the documents of the reported violation including the evidence and shall provide the date, time and place of the hearing. The student shall be provided with the opportunity to respond to the code violation and shall be allowed to present evidence during the hearing. If the student selects not to appear for the hearing, the hearing shall be held without the presence of the student. The Committee shall make a decision regarding the allegation and pose an enforceable penalty if needed.
- F. After the hearing, the Disciplinary Committee shall submit notify the student, faculty member, Program Coordinator, the Dean and the Provost or a designee.
- G. The student and/or the faculty member will be given five working days to accept the final decision by the Disciplinary Committee otherwise an appeal of the Disciplinary Committee decision can be initiated which will be examined by Provost or a designee.
- H. In the case of an appeal, the Provost or a designee will review the appeal and shall reach a decision within ten business days. Additional time may be needed to obtain additional information, such delay must be documented and all involved parties must be notified.



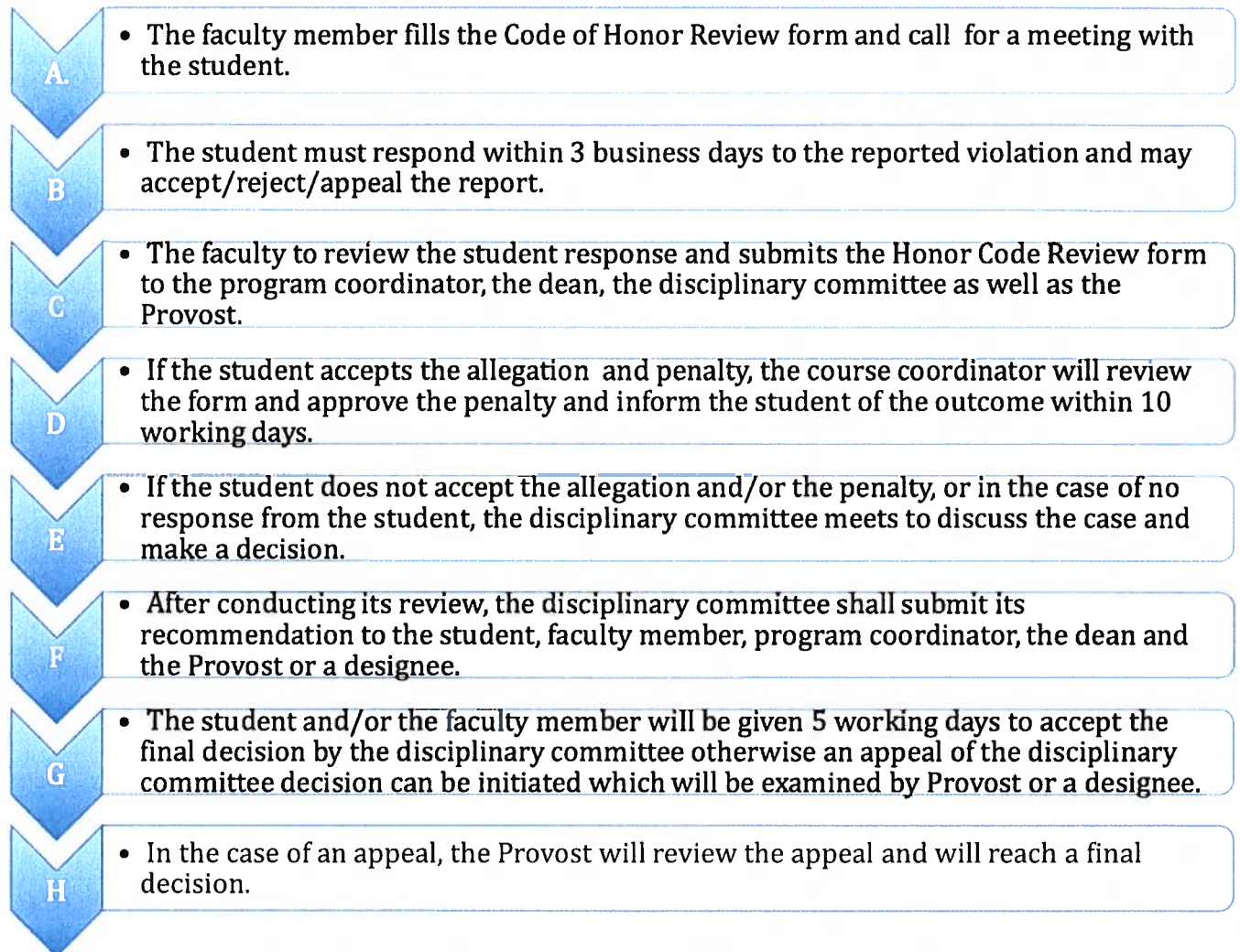


Figure 1. Flowchart for the disciplinary action process and appeal procedure.

3.3 Procedure Disciplinary Action on Non-Academic Misconduct:

Members of the HBKU community may file to the College Dean or the Provost Office a charge of misconduct against a student within three days of the occurrence of the incident. Students will be notified of the alleged charges to prepare a response. The Dean or the Provost shall make a determination if the Code of Honor has been violated and if the alleged charge to be investigated by the Disciplinary Committee.

3.4 Possible penalties and disciplinary actions

The disciplinary actions taken for cases of academic malpractice will vary depending on the nature of the case and the standing of the student. It can take various different forms including but not limited to the following or a combination of the following:

- Letter of apology
- Assignment related to ethical practices and standards





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- Removal of privileges
- Scholarship suspension
- Community work and engagement
- Denial of credit transfer
- One or more semesters suspension
- Fail grade in the assignment where the academic dishonesty occurred
- Fail in the course
- Dismissal from the program

Tougher penalties may apply for repeated cases of academic dishonesty. In egregious cases of academic malpractice, a student may be dismissed from the program even if s/he is in good academic standing and has committed no prior violations.

3.5 Disciplinary Committee

The role of the Disciplinary Committee is to conduct reviews of the academic and non academic disciplinary actions and appeals as well as final grade reviews and appeals and to also conduct hearing sessions in case of academic dishonesty appeals and disputes. The disciplinary committee is appointed by the Provost and shall consist of 5 faculty members from the University at large. If a member of the committee has a conflict of interest, the dean may appoint a replacement.

Because of the sensitive nature of its work, the deliberations and decisions of the Disciplinary Committee are confidential. Students wishing to voice their concerns about issues in their programs should speak to their student representatives, who will bring those concerns to the faculty during scheduled meetings.

4 Students and Faculty expectations at HBKU

Students can expect faculty to	Faculty can expect students to
Provide high-quality teaching.	Responsible for their own learning.
Provide effective and appropriate learning materials of relevance to the issues covered.	Read and engage critically with the materials provided.
Provide a clear course rationale, structure and learning outcomes for the course.	Develop their own learning needs and study pathways within that structure.
Provide detailed course information.	Read and act upon the course information received.
Deliver lectures, as well as tutorials and seminars when needed. Provide office hours to the students for out-of-class consultation.	Attend and participate actively and appropriately in lectures, office hours, seminars and tutorials.
Ensure that all lectures are conducted free of distraction by mobile phones, pagers, etc.	Follow faculty instructions with respect to discipline guidelines during lecture time.
Support students in their choice of projects, essay/thesis topics.	Identify topics which satisfy their own interests





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Grade and return their work as soon as possible within the constraints of the marking process and give feedback on grading.	Read assessment feedback, clarify any ambiguities and act on feedback.
Monitor student progress	Keep professors informed about progress and potential problems.
Provide clear guidelines about whom to contact in case of academic or personal difficulty.	Seek support and guidance and notifying appropriate members of staff of any difficulties as soon as they arise.
Provide consultation hours to students.	Make use of this support while recognizing that professors have many other demands on their time.
Provide opportunities and practical support for student representation and peer networking.	Be supportive to fellow students.
Be responsive to student feedback.	Provide suggestions and constructive criticism through course evaluation and student representation; bring individual course-related concerns to the attention of appropriate members of faculty or students' representative.
Respect differences, reject discrimination and abide by an equal opportunities code of practice.	Respect differences, reject discrimination and abide by an equal opportunities code of practice.
Liaise with the University library services and make sure textbooks are ordered and available.	Learn how to use library services and take full advantage of University facilities and resources.
Be informed about centrally-provided services.	Articulate needs in areas where the University might be expected to respond.
Provide information training on health and safety issues where appropriate.	Abide by the University's health and safety regulations.
Support students' career development by offering when possible advice and providing academic references when requested and when possible.	Seek permission to use professors as academic referees and provide appropriate information and notice.





5 FAQ and Quick Reference

5.1 Frequently Asked Questions

My Courses

What do I do if...	Brief Answer
I need help choosing my electives?	Read the course descriptions of the University Catalog and speak with your Advisor or Dean.
I want to change electives?	If it is before the end of drop/add period, speak to the Program Coordinator.
I want to buy my textbooks?	They should be available in the library.
I fail a course?	You will be placed on academic probation and required to resubmit coursework.

My Grades

What do I do if...	Brief Answer
I'm not happy with my grade for an assignment?	Have a conversation with your professor about the criteria used to grade the assignment, the ways in which your work did and did not fulfill those criteria, and the strategies you can use to improve your work in the future.
If I think my professor has miscalculated my final grade?	Review the course syllabus and grading policies, and speak with your professor. If you feel that those policies were not followed for your grade, you have right to appeal, in which case you would speak to the Program Coordinator.
If I want to know my GPA?	Your GPA is calculated at the end of every semester. It will be provided in your transcript. If you want to know how it is calculated, review the grading and GPA policy.
I need a copy of my transcript?	You should contact the HBKU Registrar.

My Academic Integrity

What do I do if...	Brief Answer
I'm not sure if what I am writing counts as plagiarism?	You should review the plagiarism guidelines in this document. If you are still not sure, talk to your professor. It is important to have this conversation before you turn the assignment in.
A colleague asks me to do or complete an assignment for him/her?	While students are allowed to work in groups and may be required to do group assignments, each student is responsible for doing his/her own work. If someone asks you to complete an assignment for him/her, remind them that this would be considered academic malpractice and has serious disciplinary consequences.
I find a service where I pay to get help writing a paper?	Working with a paid service that writes or "reworks" your paper for you is plagiarism. Do not





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	do it. If you need help with a paper, speak to your professor.
I find out that a colleague of mine has cheated on an assignment?	If you know for sure that a colleague of yours has cheated on an assignment you should bring it to the attention of the Program Coordinator.
If I find out that a professor is behaving unethically?	You should speak to the College Dean.

My Attendance and Assignment Deadlines

What do I do if...	Brief Answer
I am sick and cannot come to class?	Contact your professor before class. S/he may ask you to provide supporting documentation. Even if you miss class, you are responsible for the material discussed, so you should also contact your colleagues to see what you have missed.
I cannot turn an assignment in on time?	If you have a valid reason why you cannot turn in a paper, contact your professor before the deadline and request an extension. Remember that if you turn in a paper late without a valid reason, your grade might be lowered and excessive late submission may result in an F grade in that particular assignment.
I have to travel for work?	Contact all of your professors well before you leave. Together, you will make a plan for keeping up with your work and submitting any assignments that will be due. It is important to have clear dates for handing in assignments before you leave.
I have a family or medical emergency?	If you are going to miss a class or two, contact your professors to let them know. If the emergency is going to entail missing more than a few classes, you should speak to your advisor. You may need to request a leave of absence. If it is the end of the semester, you can request an incomplete grade in accordance with HBKU grading policies.
I am pregnant and need to take time off from the program?	You will need to request a leave of absence and should contact your Advisor and the College Dean.





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My Tuition

What do I do if...	Brief Answer
I have a question about tuition?	Speak to the College Dean.
I have questions about financial aid / scholarships?	Speak to the Program Coordinator and the Dean who will guide you on the process.
I have an emergency that will prevent me from paying my tuition on time?	Speak to the HBKU Registrar.

My Internship for programs offering internships

What do I do if...	Brief Answer
I already know where I want to do my internship?	Speak to the Program/Division coordinator and the dean.
I want to do my internship during a different date?	In some programs, there might be some flexibility in terms of when students do their internships, but you need to speak to the Program/Division Coordinator and/or the Dean.
I am having a problem with my internship?	Speak immediately to the Program/Division Coordinator and/or the College Dean.

My Student Life

What do I do if...	Brief Answer
I want to be a student representative?	Contact the Director of Student Life.
I want to get involved with student life?	Contact the Director of Student Life.
I want to know about opportunities and activities?	Be sure to always check your HBKU email. Also, read the <i>QF Telegraph</i> and the online <i>Maktabi</i> .

International Students

What do I do if...	Brief Answer
I have problems with my housing?	Speak to the Director of Student Housing.
I have a health issue?	There is a clinic in the HBKU Student Center. If you have an emergency, speak to the Director of Student Life and the Student Affairs Office.
I have questions about my visa?	Speak to the Admission Assistant of your corresponding college.





6. IMPORTANT CONTACTS

Important Contacts	Important Contacts
Registrar: Registrar.HBKU@qf.org.qa	Student Housing: Housing@hbku.edu.qa
IT and E-mail services: hbkuitsupport@hbku.edu.qa	Majlis Al Shamali Information Desk: 40235000 or the Majlis Al Janoubi Information Desk: 40237000.
College of Science and Engineering: hbku.cse@qf.org.qa	Student Life/ HBKU Student Center: Email: hbkuscinfodesk@qf.org.qa
College of Islamic Studies:	Student Center Information Desk: 44540267
College of Humanities and Social science:	Student Affairs Office Financial Aid/Student Loans Inquiries: fao@qf.org.qa
College of Law: hbku.law@qf.org.qa	Scholarships Inquiries: sch@qf.org.qa
	Student Employment Program: hbkusep@qf.org.qa

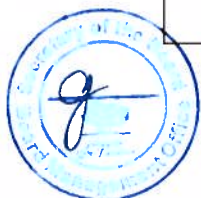




**Appendix I
Honor Code Review Form**

1. Before meeting with the student complete and print a copy of the Honor Code Review Form.
2. Student must select and option and sign on the completed form. If the student refuses to sign, the faculty must enter the statement in meeting.
3. Faculty signs the completed form
4. Provide a copy of the signed from to the student and keep a copy for personal file.
5. Submit the completed and signed form along with all relevant documents to the Program Coordinator, Dean, Chair of Disciplinary Committee and Provost or designee.

1. Student and faculty details:					
Student Name		Student E-mail		Student ID	
Faculty Name		Faculty E-mail		Student Phone #	
2. Alleged Violation					
Date of violation:				Course:	
College in which the violation occurred					
3. Description of violation					
Describe the violation:					
4. Type of violation					
1. Plagiarism		2. Cheating:			
3. Falsifying Data/Information		4. Collusion			
5. Copying on a test, Lab or assignment		6. Using, buying, selling, stealing or possessing, in whole or in part, the contents of a test			
7. Collaborating without authorization, during an assignment.		8. Other types of violation (describe)			
5. Evidence					
Describe the evidence provided in support of the violation:					
6. Penalty proposed by the Faculty Member					
Community work and community engagement		A requirement to perform additional academic work not required of other students in the course			
Reduction in grade in the course to any level		Fail grade in the assignment where the academic dishonesty occurred			
Fail grade in the assignment		Fail grade in the course			
One or more semesters suspension.		Dismissal from the program			
Other proposed penalty:					
7. Summary of facts to constitute violation (Use additional pages if needed):					





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8. Acceptance of Determination by the student	
I, the student whose signature appears below, DO admit the violation alleged above and DO accept the decision and penalty appearing above, I accept it in accordance with HBKU Academic Honesty and Code of Honor Policy, and I knowingly and willingly WAIVE my rights to follow the appeal process in accordance with the HBKU Academic Honesty and Code of Honor Policy.	
Student Signature	Date:
Faculty Signature	Date:
9. Non-Acceptance of Determination by the student	
I, the student whose signature appears below, DO NOT accept the decision appearing above, and I DO request an appeal. I understand that I have the right to follow the appeal process in accordance with HBKU Academic Honesty and Code of Honor Policy.	
Student Signature	Date:
Faculty Signature	Date:

Information on this form should be kept and treated as confidential.

RESPONSIBILITY/SOURCE/AUTHORITY

This policy and accompanying procedures were developed by the Office of the Provost, reviewed and endorsed by the University Academic Programs and Studies Committee and endorsed by the Provost and the University President and approved by the BOT.

This policy assigns the implementation of this process to the HBKU Provost in collaboration with appropriate college committees and deans.

COMMUNITY SHOULD KNOW THIS POLICY





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President, Provost, Vice Presidents, Deans, Program Coordinators, Directors, Faculty, Students

4. UPDATES

SUMMARY OF CHANGES		
Date	Section	Change

