

**Kingdom Saudi Arabia**

**Academic Integrity List  
Arab Open University**

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## introduction

Proceeding from the interest of the Arab Open University in academic integrity, the university has witnessed in recent years a great boom in this field, and in an effort to control research practices within the framework of the scientific research system at the university from the legal and ethical sides in line with the regulations followed in the Kingdom, enhance scientific integrity, and maintain The rights of the university and its employees, this regulation regulating the work of academic integrity has been approved.

## Article (1): Nomenclature

This regulation is called the "Academic Integrity List at the Arab Open University.

## Article (2): Definitions

The following words and terms, wherever mentioned in these Regulations, shall have the meanings given below

<b>The University</b>	Arab Open University in Saudi Arabia
<b>Branch</b>	Arab Open University Branch
<b>President</b>	University's president
<b>Scientific Council</b>	It is a council established in each university that supervises the scientific affairs of the faculty members and the affairs of research, studies and publication
<b>workbook</b>	Scientific, literary or artistic work that involves an innovative effort in any of the fields, and appears in print, electronic, or audio form, or in the form of a book, brochure, research, or scientific thesis (Master's, Ph.D.), supplementary research, or a research assignment within one of the coursework, computer program, lab experiment, patent, or any other form of expression
<b>he quote</b>	Transferring a paragraph or lines from other creative and protected works belonging to the same person or another person
<b>inference</b>	It is the process of quoting specific information from a published message or research, in whole or in part, with reference to the author
<b>plagiarism</b>	It is the use of words or ideas of other people who have published or unpublished works that may be distinguished, creative, artistic, literary, discoveries or patents, without recognizing or referring to them while attributing these works and ideas to themselves as new and innovative
<b>tradition</b>	Cut out portions of the original work or the results contained therein
<b>fraud</b>	Provide misleading information or results, or conceal other information
<b>falsification of documents</b>	Submitting false documents (academic certificates, promotion certificates, acceptance of research for publication)

## Article (3): Scope of the Regulation

This "Academic Integrity Regulation" applies to violations of academic integrity that occur against a work submitted for publication through the university, or to obtain certificates, academic ranks, awards or incentives, .or related documents, and to violations in scientific projects funded by the university. or one of its subsidiaries

All employees of the Arab Open University, as well as participants from outside the university in scientific projects funded by the university or one of the units funded by the university, are subject to the provisions of this regulation.

#### Article (4): Violations and the Right to Appeal

**The following acts and practices are considered punishable under this Law:**

1- Illegal quotation from any protected works owned by third parties, and quotation is illegal in the following cases:

- A. The author's reliance in preparing the work on a creative idea that is protected within another work
- B. Transferring one or more paragraphs contained in another work without documentation
- C. Emptying the new work of its content and contents in the event that certified quotations from it have been dropped.

2- Illegal inference from a protected work owned by the author himself, or from research or scientific theses he supervised. The act constitutes unlawful inference in the following cases

- a. If the author cuts out a serial part of a work owned by him and publishes it as a new work
- B. If the author cuts off the idea contained within a previous work of his and works to publish it as a new scientific work after making minor modifications that do not amount to scientific addition
- c. If the author cuts short an idea or part of a research or scientific dissertation he supervised without indicating that the new work was extracted from it, or did not indicate the name of the author of the research or thesis

**Plagiarism of unprotected rights in works and attributing them to the person as the owner of the original right, and it is considered plagiarism in the following cases:**

1. If he places his name on a work owned by others, whether with or without the knowledge of others.
2. If he spends with others on preparing a work jointly and puts his name on its own.
3. If he attributes to him the results that he reached through experiment or otherwise, without the knowledge or consent of the owner of the original right.
4. Imitation of the work .k without the knowledge of its owner, and it is considered an imitation of the work, cutting off part of the original work or the results contained therein, and including them in a new work.
5. Using the work that includes any of the violations mentioned in these regulations to obtain a scientific degree, for the purposes of promotion, or to compete for research excellence awards and incentives.
6. A faculty member submits a scientific production for promotion or competition for prizes or incentives within a group of authors, and he did not have any intellectual effort in preparing this production.
7. The faculty member and the like exploiting the intellectual and material effort of student researchers and colleagues to prepare research papers for publication in his name.
8. Participation between faculty members and the like and students in research by exchange.
9. A faculty member, the like, and researchers write university theses and research papers for students, for financial or non-financial consideration.
10. Directing research towards achieving certain goals through fraud in the information contained in these researches.
11. Fraud by submitting published works, or for which they have been previously applied for academic degrees, prizes, incentives, or funding as new works.
12. Fraud by withholding information or displaying other information in a way other than its true form, or neglecting to indicate the participation of others in the work submitted by the researcher, or not indicating the date of preparing research, submitting it for publication or accepting it.
13. The researcher's dependence on others in preparing his research papers or scientific theses.
14. Violation of the conditions related to scientific integrity stipulated in the rules for funding research projects offered by deanships, scientific centers and research chairs at the university.

## Article (5): Periods of consideration for violations of academic integrity

1. The Academic Integrity Violations Committee shall comply with the following conditions and procedures:
  - The committee investigates the violation referred to it, and it may recommend the appropriate penalty or file the case for insufficient evidence within a period not exceeding sixty days from the official working days.
  - The head of the committee shall invite its members to a meeting within ten working days of receiving the violation.
  - The committee, in its first meeting, considers the violation in principle, and then agrees on the mechanism that will be followed to verify the complaint.
  - The head of the committee shall prepare a letter to the defendant of the violation stating the violation and the complaint submitted against him in detail, enclosing a copy of the complaint sheet.
  - The defendant is deemed to have received the notice if he received it in person, or sent it to his regular mail or The electronic mail registered with the university, or informed by any means of reporting.
  - The defendant is summoned for the violation, the committee investigates with him, listens to his statements, his pleas are established, and a report is drawn up.
  - Independent for each opponent.
  - It is not permissible to coerce the defendant in the violation or influence him or undermine his dignity during the investigation.
  - The investigation report must contain the following:
    - The start time, date and place of the investigation for each session.
    - The name and details of the defendant, in his handwriting.
    - The text of the questions addressed to the defendant in violation.
    - The text of the defendant's response to the violation and his defense.Witness statements, if any.
    - The names of the committee members, their positions and their signatures.
    - The signature of the defendant of the violation at the end of the report, and when he refuses to sign, This is recorded in the report and the reason is indicated.
3. All the notification reports and the defendant's responses to the violation shall be included in the complaint minutes.
4. The committee is obligated to notify him of the date of the next hearing every time the defendant of the violation fails to appear before it.

His absence is recorded in the minutes of the meeting itself.
5. If the defendant of the violation did not attend the hearing for the second time after being properly served, and did not attend the hearing for the second time.

6. Provides an acceptable excuse, The committee may directly consider the case, and recommend what it deems appropriate.

#### Article (6): Defendant's Guarantees

The defendant in contravention enjoys the following guarantees.

1. The right to fully defend himself against all charges against him, and to prove his defenses of any kind in the complaint file.
2. Request to hear witnesses, and examine the documents that he submits to support his pleas.
3. The committee shall delegate an expert for inspection, examination, and verification provided that the defendant of the violation bears the cost of the violation attributed to him is definitively proven.

#### Article (7): The effect of the lawsuit on the job situation of the defendant

1. The president of the university may temporarily suspend the defendant from academic work and assign another job within the university until the end of the investigation with him, and the issuance of the final decision in the violation attributed to him.
2. Suspension of the procedures for promotion, appointment, obtaining academic degrees, job ranks, or Obtaining awards, incentives, or financing for the defendant in violation if the plaintiff is The owner of the original right to the infringed work, and the same procedures shall be suspended if they include Complaint He must be assaulted, and the transactions of the defendant in violation are not considered until after his acquittal.
3. The university may reverse its decisions in cases of promotion, appointment or awarding of grades Academic degrees, job ranks, awards, incentives, or funds against the defendant in violation if He was convicted of violating scientific integrity, and the previous decisions were considered as if they were not.
4. The university may recover all the amounts paid to the violator since the date of issuance of the promotion decision or Obtaining prizes, incentives, or funding based on the violation.
5. The violating work or works shall be excluded from the works submitted for the purposes of promotion or publication in the university or get prizes and incentives.
6. If it is proven that the defendant is innocent of the accusation brought against him and he was suspended from work or deprived of any allowances or incentives due to the lawsuit filed against him, he shall retroactively regain his job position and shall be compensated for Allowances and incentives are denied.

#### Article (8): Procedures for issuing the committee's recommendations

- The Committee for Reviewing Academic Integrity Violations takes its recommendations by the majority, and its sessions are not valid unless attended by at least two-thirds of the members.
- The committee submits its decision in duplicate to the scientific council and to the university president.
- The president of the university accepts the recommendations of the committee after approval by the scientific council
- And guidance for its approval by the relevant scientific councils, bodies and committees in violation.
- The president of the university may direct to return the subject to the Committee for Reviewing Academic Integrity Violations to study it again, within ten working days.



- If the Academic Integrity Review Committee maintains its recommendation, the matter is referred to the University Council for dismissal in it.
- Informing the scientific councils, bodies, and committees of the defendant of the penalty imposed against him pursuant to the recommendation of the Committee for Reviewing Academic Integrity Violations within five days from the date on which these councils, bodies, and scientific committees approved the penalty.

#### Article (9): Grievance

- The plaintiff and the defendant convicted of the violation shall have the right to appeal against the decisions of the Academic Integrity Violations Review Committee within a period not exceeding ten working days from the date of issuance of these decisions.
- The grievance is submitted to the university president, who refers it to a special committee that he forms to consider it. It consists of two members of the university's faculty members whose rank is not lower than that of an assistant professor. The committee will examine the grievance and consider its reasons and obligations.
- The committee considers the grievance within a maximum period of fifteen working days from the date of receiving the referral order to it and issues its reasoned recommendation either to uphold the decision of conviction and punishment or to amend or cancel it and raise it to the university president.

#### Article (10): Punishments

Without prejudice to any other penalty stipulated in the relevant laws and regulations, whoever commits one of the acts stipulated in Article (4) of these Regulations shall be punished with one or more of the following penalties.

Deprivation of one annual bonus.

1. Suspending the promotion for Saudi faculty members and the like, and delaying the promotion of Saudi employees
1. Non-faculty members for a period not exceeding one year.
2. Deportation from academic work, and assignment to another work for a period not exceeding five years, and the period of deportation shall not be counted
3. Within the calculated period of the promotion.
4. Not to extend the service, contract or re-appointment upon reaching the legal age, retirement, or resignation.
5. Dismissal from the job if the violation is repeated a second time.

#### Article (11): General Provisions

- The university may refer whoever it deems to be found guilty of violating academic integrity, whether it is one of its employees or others, to the competent judicial authorities to take what it deems appropriate.
- The University Council decides on the relevant cases for which there is no provision in this regulation.
- The University Council alone has the right to interpret the texts of these regulations.