Name of Policy	**Academic Misconduct and Plagiarism Policy**
Version	V3
Approved by / date	AUM Library Committee / 19 December, 2023
Proposed by	Librarian
Verified by / date	Quality Assurance Manager
Approved by / date	Academic Council

Art. 1: Students are responsible for understanding the present academic misconduct and plagiarism policy.

Art. 2: Cheating and attempted cheating, plagiarism, lying, and stealing of academic work and related materials constitute Honor Code violations. "*To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of AUM community and with the desire for greater academic and personal achievement, we, the student members of the university community, have set forth this honor code: Student members of the American University of Malta community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work*."

Art. 3: In the spirit of the honor and ethics Code, a student's word is a declaration of good faith acceptable as truth in all academic matters until proven otherwise. To maintain an academic community according to these standards, students and faculty must report all alleged violations to the Provost Office.

Art. 4: At the beginning of each semester, faculty members have the responsibility of explaining to their students what is considered an integrity violation in their courses with special attention to plagiarism. They must explain the extent to which aid, if any, is permitted on academic work. It is the sole responsibility of the students to request an explanation of any aspect of an instructor's policy regarding the Honor Code that they do not fully understand. They have an obligation to follow the AUM policies themselves, and also to encourage respect among their fellow students for the provisions of AUM rules and regulations. This includes an obligation to report violations by other students to the Provost Office.

Art. 5: Faculty members are responsible for maintaining the integrity of the learning and testing process. Faculty members may actively proctor exams, prohibit the use of mobile phones in class, or take any other actions they believe are warranted.

Art. 6: For all academic assignments, project work, and presentations, students need to ensure that due acknowledgement is given to the source of any information that they incorporate in their work. Students must ask their professors if they are unsure whether something constitutes academic misconduct and/or plagiarism in any form.

Art. 7: The following are some examples of academic misconduct:

1) Cheating or using unfair means in examinations as determined by the professor.
2) Using materials such as textbooks, notes, or formula lists during a test without the instructor's permission.
3) Collaborating on an in-class or take-home test without the instructor's permission.
4) Asking for, accepting, or providing outside help on online assignments or tests.
5) Disrespecting an instructor or another student, in class or online.
6) Talking, texting, or viewing material unrelated to the course during a lecture.
7) Failing to silence one's cell phone during class.
8) Posting inappropriate material, or material unrelated to the course, on discussion boards

Art. 8: Cheating is defined as any actual or attempted act that is undertaken with the intention to gain unfair advantage on coursework, assessments, or examinations that includes, but is not limited to:

1) Unacknowledged use of information or ideas unless such ideas are commonplace.
2) Breaching the word limit of assignments and/or intentionally mentioning the wrong word count.
3) Obtaining / accepting /encouraging others to obtain unauthorized access to a copy of a test/exam before the test/exam is administered.
4) Distributing for financial benefits or for free, a test before it is administered.
5) Changing grades in a gradebook, on a computer, or on an assignment.
6) Continuing to work on a test beyond the set time limit, unless authorized by the instructor/exam supervisor.
7) Sharing, soliciting information verbally, copying the work of another student, or intentionally allowing another student to copy from one's own coursework, assessment, or examination paper.
8) Submitting coursework for credit in more than one course without obtaining the prior written approval of the instructors.
9) Submitting coursework that was previously submitted for another course even in instances in which the student is repeating the course without obtaining the prior written approval of the instructors.
10) Falsifying the results/findings of research.
11) Falsifying citations and references.

Art. 9 Plagiarism is defined as misrepresenting someone else's ideas or work as one's own by not acknowledging the original ownership and source.

Art. 10 Plagiarism includes but is not limited to:

1) Using parts or all of an idea, word, sentence, diagram, artwork without proper citation even if minor or major changes have been applied to the original (including paraphrasing).
2) Copying from another student's test or coursework.
3) Allowing another student to copy from your test or coursework.
4) Significant paraphrasing in written academic work or the use of paraphrasing apps to do so.
5) Citing sources which the student has not read or referred to.
6) Copying from another student's paper during an exam or allowing or encouraging another student to copy from your paper during an exam.
7) Having someone else take your exam in your place or taking an exam for someone else.

Art. 11 Coursework/ assignments/ case studies/ essays / research projects/ exams or other similar assessment materials are liable to submission through an online plagiarism detection program (Turnitin).

Art. 12 Grade/marks/score penalty if the plagiarism percentage exceeds 15 % (after excluding: references/bibliography, quotes, small matches and names). .Word count on Settings must be set up to 8 words max). Using a paraphrasing app will automatically score zero.:

16 – 20 % 4 marks deducted

Art. 13 In case of more than 20%, the coursework/ assignment/ case study/ essay/ research project/ exam in question will record a ***zero*** grade as per Professor's discretion.

Art. 14 In cases of suspected cheating during an assessment or examination:

1) Students suspected cheating, even by peers or proctors, should report their suspicion to the Student Affairs Department. Members of the Student Affairs Department and Student Academic Conduct Committee are authorized to remove the student from the exam hall and investigate for any suspected evidence of cheating.
2) The proctor and/or member of the Student Affairs Department who would have investigated the student is required to submit the Exam Cheating Form, supported with the appropriate evidence, to the Student Academic Conduct Committee.
3) The Student Academic Conduct Committee is responsible to investigate the evidence presented, to make a decision on the validity of the cheating suspicion, and subsequently

to communicate this decision to the Provost Office and the Student Affairs Department.

4) The decision of the Committee is to be communicated by the Provost Office and Student Affairs Department in writing via the University official email within 48 hours later.

Art. 15 In cases of suspected plagiarism:

1) The faculty member can investigate, together with the student, any suspicion of plagiarism in the absence of the results of plagiarism detecting software or if the said results confirm the occurrence of plagiarism. The faculty member can then proceed to immediately apply the grade penalty as outlined in the policy.
2) The faculty member is to notify the Student Academic Conduct Committee about the plagiarism case along with the appropriate evidence.
3) The Student Academic Conduct Committee is to apply the appropriate disciplinary measure as outlined below and notify the student within 48 hours in writing via the University official email.

Art. 16 The penalty for violations of the present policy are as follows:

1) In case of a *First Violation*: If a student cheats or plagiarizes for the first time, the student receives *a warning letter* that is entered into his/her record and an F in the coursework, assessment, or examination in which the violation has taken place. The student loses any kind of financial support granted by the University including scholarships, grants, or financial aid. The student can retake the course the following semester, but he/she will not benefit from any financial support/aid.
2) In case of a *Second Violation*: If a student cheats or plagiarizes for the second time, the student is placed on *disciplinary probation* and receives an XF in the course in which the violation took place. This becomes part of his/her record.
3) In case of a *Third Violation*: If a student cheats or plagiarizes for the third time, the student receives an XF in all courses he/she is enrolled in during the semester in which the violation occurs and is immediately dismissed from the University.