
Document title: Academic Misconduct Policy – November 2019

Document version number: V.1

Office/department responsible: Registry Department

Approved by: Dr. Mahmoud Allam – President of The Knowledge Hub Universities

1- **Academic Misconduct Definition**

Academic misconduct is defined as any attempt to gain an unfair advantage in an assessment (including examinations). This includes but is not limited to:

- Failing to comply with the Rules of the Examinations Conduct of, for example by taking prohibited materials into an Examination Hall.
- Fabrication or falsification of data.
- Assisting or receiving from another student to gain an advantage by unfair ways, for example by impersonation or the passing of one individual's work as another's.
- Plagiarism; which defined as submitting work as the student's own of which the student is not the author. This includes failure to acknowledge clearly the ideas, words or work of another person whether these are published or unpublished.
- Engaging in any other activity likely to give an unfair advantage to any student.

2- **The School Academic Misconduct Committee (SAMC)**

All offences will be considered by the School Academic Misconduct Committee.

I. Investigation:

- A case which appears to academic staff to suggest that a student has committed an act of Academic Misconduct shall be reported to the Registry and copied, for information, to the Head of School with evidence.
- If the Misconduct evidence is clear it will be presented to the School Academic Misconduct Committee for judgement.

II. Committee decision:

Members:

- a. Head of School (or nominee) as the Chair of the committee
- b. Two Academic Members
- c. The Registrar (or nominee)
- d. School Admin to record the AMC minutes
- Any decision made by the Academic Misconduct Committee shall not be overturned posteriorly Neither a Subject Assessment Board nor Programme Assessment Board.
- Student shall be notified via e-mail that they are under investigation and required to attend the School Academic Misconduct Committee and submit any mitigating evidence.

- Taking into consideration all the evidence, and the defense, if any, the Committee, shall decide whether the candidate is guilty of the offence, and if so, the appropriate penalty.
- Any mitigating circumstances raised in defense by a student will normally be considered only if supporting documentary evidence is provided.
- Students have right during the SAMC to call witnesses for examination at the meeting. Names must be provided in advance to the secretary of the committee.

III. Appealing the decision

- The student shall be informed of the decision via e-mail within 5 working days of the meeting, mentioning that the student have/has the right to Appeal against the SAMC decision within 5 working days from receiving the SAMC Decision.

3- Offences

- An offence of academic misconduct will be defined as Minor or Major depending on its seriousness.
- A student's history of offences will also be considered.

4- Academic Misconduct Penalties

The severity of the alleged academic misconduct and hence the penalty imposed will be decided upon by the SAMC and be informed by the perceived seriousness of the offence together with the number of times the student under investigation has been found to have committed an academic misconduct offence to date. Penalties may include the student being found innocent, receiving a verbal and written warning, receiving a zero grade on an individual assessment and/or module. In very serious cases then the SAMC may consider expelling the student from the university.

Origination Date: November 2019

Next Review Date: March 2020

*****Disclaimer:** The Knowledge Hub Universities reviews the policies on regular basis if needed for workflow and business purposes.

Version Log	Date	Signature of the President of TKH
Version 1 (V.1)		



partnered with

