

**Title: Plagiarism and Cheating Policy**

**Code: AQP\_06(1)**

## Plagiarism and Cheating Policy

KKUCOD encourages collaboration among students. However, the course activities, assignments, projects, etc., must be completed solely by the student. Cheating and plagiarism are serious offences with corresponding penalties under KKU's rules and regulations.

### **Purpose**

The purpose of this policy is to uphold academic integrity and ensure that all work submitted by students is original or appropriately cited. Plagiarism undermines the trust essential to a learning environment and the value of academic qualifications.

### **Actions that are considered Plagiarism:**

- Submitting someone else's work as your own whether wholly or partially.
- Copying words or ideas from someone else without giving credit.
- Providing inaccurate information about the origin of a quote.
- Copying the sentence structure of a source and changing words without giving credit is plagiarism.
- Failing to properly cite sources or giving improper credit to the original author(s).
- Copying or paraphrasing content from any source (including books, articles, websites, or another student) without proper acknowledgment.
- Using unauthorized materials during examinations or assignments.
- Submitting work produced by others as your own, including content generated by AI tools without proper attribution.

### **Actions that are considered Cheating:**

- Copying answers during exams, assignments, or clinic/lab work.
- Using prohibited materials such as electronic devices in exams.
- Providing false, modified, or forged data in a report, as well as plagiarizing, are considered unethical and unacceptable practices. (<http://www.plagiarism.org>)
- Spreading false information about an exam, assignment, lab, or clinical work that harms peers.
- Modifying graded material to be re-graded.

### Acceptable Use of Sources

Students at KKUCOD are encouraged to:

- Use sources to support their arguments and ideas.
- Acknowledge all sources through proper citation using the required referencing style in addition to digital available sources Saudi Digital Library.
- Seek guidance from instructors if unsure about citation or referencing.

### Consequences of Plagiarism

Plagiarism is a serious violation and will result in the following consequences based on the severity of the offense:

- **First Offense:** Formal warning, requirement to redo the assignment.
- **Second Offense:** Grade penalty and further disciplinary action.

### Detection of Plagiarism

KKUCOD uses plagiarism detection software programs (iThenticate, SafeAssign) to review student submissions in Blackboard. Manual reviews by course coordinators are also part of the process.

Students found in violation of this policy will be notified via course coordinator and may request a meeting with academic advisor to discuss the findings.

Table of Revisions

Version number	Approved by	Date of Revision