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|  | Batterjee Medical College Jeddah, Saudi Arabia | Division: Academic Affairs | Number: 11 |
| MANUAL: Academic Affairs | | Issue Date: May 8, 2019 | Revision No: 00 |
| TITLE: Policy & Procedure for Student Plagiarism | | Effective Date: June 8, 2019 | Replaces: NIL |
| 1. CONTENT: 1.1 Plagiarism Guidelines 1.2 Plagiarism Penalties for Course Assignments & Research. | | | |
| 2. DEFINITIONS: 2.1 Plagiarism is the unauthorized use of the work, ideas, language & thoughts of another as one's own without full acknowledgement and precise reference to the original source. 2.2 Applicable Assignments and Research refers to written assignments/research of the Preparatory Year and all levels of a program. 2.3 Progressive Penalties means that the offences will be continuously counted starting from the Preparatory Year until the final year of the program. | | | |
| 3. APPLICATION OF P&P: 3.1 Under the jurisdiction: Academic Affairs Department | | | |
| 4. PURPOSE: To encourage academic honesty and original academic work. | | | |
| 5. POLICY STATEMENTS: 5.1 Before submitting, students are to check assignments/research for acceptable percentage of similarity/plagiarism. 5.2 Once submitted, all applicable student assignments and research will undergo plagiarism checking by the course instructor using the same software provided by the Academic Department. 5.3 The plagiarism percentage will not include matches of less than 10 words. 5.4 The acceptable plagiarism percentage will be 25% or less. 5.5 Penalties will be progressive throughout the student's academic years. 5.6 Offences & penalties will be recorded in the Academic Misconduct File in the Academic Office. 5.7 The plagiarized work, proof of plagiarized percentage and the Plagiarism Report will be kept in the Academic Misconduct File in the Academic Office. 5.8 The Penalties are as follows: 5.8.1 First Offence Formal warning kept in the file of Academic Misconduct cases. Resubmission of the relevant piece of work by a specific deadline. 5.8.2 Second Offence Resubmission of the relevant piece of work by a specific deadline with the maximum percentage mark of 80%. 5.8.3 Third Offence Resubmission of the relevant piece of work by a specific deadline with the maximum passing mark of 60%. | | | |

5.8.4 Fourth Offence

A mark of zero to be awarded for the assignment/research.

5.9 More than four offences:

5.9.1 Suspension or dismissal from BMC as per the discretion of the Vice Dean of Academic Affairs with the approval of the Dean.

5.9.2 Plagiarism noted in the student's permanent academic record.

6. PROCEDURE:

| No. | Procedures | Responsible Department/Person |
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| 6.1 | Initial Preparation: 6.1.1 Selects & provides plagiarism checker to all academic staff. 6.1.2 Sets plagiarism checker to ignore matches of less than 10 common words. 6.1.3 Determines & sets other criteria. | Academic Dept. IT Assistance |
| 6.2 | Prior to submission: 6.2 Checks assignment/research for plagiarism. | Students |
| 6.3 | Upon submission of student work: 6.3.1 Checks applicable assignment/research with approved plagiarism checker provided by BMC. 6.3.2 Prints out proof of plagiarism if 25% or less. 6.3.3 Fills out & signs Plagiarism Report. 6.3.4 Submits assignment/research, plagiarism percentage proof & Plagiarism Report to Program Head. | Instructors |
| 6.4 | Student Notification & Implementation of Penalty: 6.4.1 Reviews plagiarized work. 6.4.2 Explains appropriate penalty to student. 6.4.3 Signs Plagiarism Report. 6.4.3 Has student sign Plagiarism Report. 6.4.4 Notifies instructor of student consequences/penalty. 6.4.5 Records offence in Program Portfolio. 6.4.6 Turns in the assignment/research, plagiarism percentage proof & Plagiarism Report to Academic Office. | Program Heads |
| 6.5 | Grading of the Assignment/Research: 6.5.1 Notifies student of the specific deadline for resubmission of work. 6.5.2 Grades resubmitted assignment/research with appropriate penalty. | Instructor |
| 6.6 | Recording of offence in Academic Office: 6.6.1 Receives plagiarized work, plagiarism percentage proof and Plagiarism Report from the HOP. 6.6.2 Enters offence in the Academic Misconduct File Record. 6.6.3 Notifies the Vice Dean of Academic Affairs if more than four offences by same student. 6.6.4 Keeps the documents in the Plagiarism Misconduct File for at least five years after graduation. | Academic Office |






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| 6.7 | Consequences of more than four offences: 6.7.1 Suspends or dismisses student from BMC. 6.7.2 Ensures record of plagiarism noted in his/her permanent record. | Vice Dean of Academic Affairs (with approval of Dean) |
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7. Supporting Documents: None

8. Attachments:
Plagiarism Report Template

9. DISTRIBUTION:
9.1 Academic Affairs Department

SIGNATORIES FOR POLICY AND PROCEDURE:

| Person: | Signature: | Date: | Job Title: |
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| Prepared by: Mrs. Mary E. Alent |  | 5/8/19 | Academic Affairs Coordinator |
| Reviewed by: Dr. Osama Kensara |  | 5-8-19 | Vice Dean of Academic Affairs |
| Recommended by: Dr. Maher Alandiyjany |  | 5-8-19 | Consultant of Quality Assurance |
| Concurred by: Dr. Tariq Alharbi |  | 5-8-19 | Vice Dean of Development & QA |
| Approved by: Dr. Osama A. Kensara |  | 5/8/19 | Dean of BMC |
| Renewal: Every Three Years | Due Date for Revision: June 8, 1922 | Responsibility: Academic Affairs Department | |