



# English-Arabic Specialized Translation Master's Program Guidelines on Academic Integrity and Research Ethics



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## 1. Preamble

Academic integrity is a core value at the College of Languages that underpins its mission as an educational and research entity. Demonstrating academic integrity is a moral obligation on the part of every member of our academic community. Additionally, remember that engaging in academic misconduct violates Islamic teachings, undermines the integrity of the research process, affects the credibility of our university and damages its reputation. Therefore, all faculty members and students are expected to be committed to the highest standards of ethics and integrity in every educational or research activity and to adhere to and are bound to the following code of practice:

## 2. Policy guidelines:

Every student must:

- 1) Be honest in completing and submitting assignments and research, and in taking exams.
- 2) Uphold academic honesty in every academic or intellectual activity.
- 3) Refrain from presenting others' intellectual output, however small, as her own, or any other unethical conduct related to academic requirements.
- 4) Learn how to cite and reference others in her work.
- 5) Do her homework, assignments, and research tasks herself. Any assistance from another party must be ethical and acknowledged.

Every teacher must:

- 1) Uphold academic honesty in every academic or intellectual activity, and be a good example for her students.
- 2) Emphasize the importance academic integrity to her students, indicating what constitutes academic misconduct or dishonesty in assignments, projects, research activities, and exams.
- 3) Encourage students to read and familiarize themselves with the program's policy on academic integrity and the penalties specified below.
- 4) Report any instance of academic dishonesty or misconduct, following the procedures outlined below.

Every student and researcher must:

- 1) Be honest in conducting and writing research, which includes collecting data, reporting results, and acknowledging others' intellectual contributions as appropriate. This implies that they should have the necessary research skills needed in their field.
- 2) Comply with PNU's ethical obligations by seeking to obtain IRB approval before starting research procedures. This implies that they should have the training needed on research ethics and obtain a certificate of completion of the relevant course.



- 3) Seek to ensure the safety, dignity, and rights of research participants. This can be ensured by following the instructions provided by the IRB committee at PNU.
- 4) Declare any actual or potential conflicts of interest.
- 5) Comply with established disciplinary norms as regards co-authorship. Research teams should address the issue of author order at the start of their project. Normally, in humanities, the first author is the one who has made the most significant intellectual contribution to the work. Authors are "listed from first to last in order of the importance of their contributions" ([Springer](#)). Researchers should also have "due regard to subject disciplinary norms, acknowledge that authorship of a research output should be attributed only to a researcher who has made a significant intellectual, scholarly or practical contribution to that output" ([Oxford University](#))

Non-compliance with these standards can lead to instances of academic misconduct, which may require the imposition of disciplinary actions.

Academic misconduct refers to unethical behavior in academic settings that violates institutional or scholarly standards. Academic dishonesty is one form of academic misconduct which includes any act that is considered a breach of academic integrity in educational or research contexts.

### 3. Examples of academic dishonesty:

#### 3.1 Plagiarism

Plagiarism has different forms, including:

- Presenting others' work or ideas as if they were your own. If you use someone else's ideas, acknowledge that properly by including references, otherwise you are plagiarizing.
- Quoting directly from any reference material without appropriately acknowledging that.
- Paraphrasing the ideas expressed in any reference material without appropriately acknowledging that.
- Submitting assignments as your own while in fact someone else has done it for you, whether wholly or partially.
- Submitting work generated completely by artificial intelligence applications without any intellectual contribution on your part,
- Submitting work where artificial intelligence has been employed to assist you but you did not acknowledge that, and without permission from your instructor.

If you do not educate yourself on how to reference your sources appropriately, you may engage yourself in accidental plagiarism (see the section on how to avoid plagiarism below).



**3.2 Self-plagiarism:** which means resubmitting a previous work, or part of it, that has been assessed in the same or another course without acknowledgement.

**3.3 Cheating:** which refers to dishonest practices during exams, assignments, or other academic activities, using any means. If you get unauthorized assistance in any of these activities, you are cheating because you are leading your instructor to believe that you have achieved something on your own, which is in fact not true, and thus you are getting a grade or an advantage you do not really deserve. Unauthorized assistance in exams include using notes, text messages, sharing information during the exam with someone else, etc. In completing assignments, cheating could be by asking someone to complete it instead of you or copying someone else's work.

**3.4 Contract cheating:** which means using online services that offer assistance under the guise of 'student support services'. So you earn grades by paying money to a third party, not by working on your own.

**3.5 Fabrication:** which means falsifying data, research results, or information in academic work.

**3.6 Falsification:** which means altering or manipulating research data or results to misrepresent findings.

#### 4. How to avoid plagiarism?

You can avoid plagiarism by acknowledging your sources of information. You need to learn how to cite and quote from your references in an appropriate manner.

When you write a research paper or a thesis, you are expected to synthesize ideas based on what you find in the literature published on your topic. You cite others by incorporating their ideas within your research and show others where the information come from. You can either incorporate these ideas by paraphrasing or quoting them. For example:

- a) Using rubrics has become commonplace in educational institutions across all levels and all over the world (Grainger & Weir, 2020).
- b) Newmark (1982) describes a translation unit as a segment of the ST that the translator needs to address at one time and suggests that it is "as short as possible, as long as is necessary" (22).

In example A, the researcher paraphrased the words of the two authors in her own words, but she indicated the reference (Grainger & Weir, 2020). In example B, the researcher paraphrased the ideas of the original author at the beginning of the sentence then added a quotation at the end. She indicated the reference and the page number because it is a direct quotation.

To learn more about referencing using APA style, please visit: <https://apastyle.apa.org/style-grammar-guidelines/references/examples/journal-article-references>



## 5. Penalties:

Any of the following penalties may be imposed on a student who breaches laws and regulations:

- 1) Documented notification.
- 2) Written reprimand.
- 3) Community service assignments
- 4) Failing one or more courses.
- 5) Temporary suspension for no more than one year and the suspension of monthly allowance.
- 6) Access denial to university housing.
- 7) Expulsion

In addition to these penalties, the Discipline Committee may impose additional consequences including:

- 1) Requiring the student to attend a rehabilitation program.
- 2) Requiring students to cover the cost of any stolen or damaged university property, including repair or replacement expenses
- 3) Revocating the student's ID card, if she is temporarily suspended, and consequently she is denied access to all university services.
- 4) Repaying the fees for the courses she failed as a penalty.

Procedures for imposing fines or financial penalties:

- 1) An executive decision with the stipulated/prescribed fine.
- 2) The student is notified of the penalty and given 30 days to appeal.
- 3) If the student appeals, her request is sent to the Discipline Committee for consideration, and its decision is final.

More information on disciplinary actions can be found [here](#) and [here](#).

## 6. Procedures for dealing with academic misconduct:

### 6.1 Procedures for dealing with cheating incidents

When a student is caught cheating or attempting to cheat while taking midterm or final exams, the invigilator or exam committee supervisor should:

- 1) Take the suspected student outside the exam room.
- 2) Draft a detailed documentation of the incident immediately, attaching all the supporting documents and confiscated evidence, and forward the report to the College Dean.
- 3) The College Dean or her designee from the Discipline sub-committee shall immediately start an investigation with the suspected student. If she is found to be guilty of cheating, the Dean recommends imposing any of the following penalties:



The assignment of a failing grade (a zero) for the midterm exam in which the student was caught cheating.

In final exams,

- The assignment of a failing grade (a zero) for the course in question,
- The assignment of a failing grade (a zero) for the course in question and for one or more other courses,
- The assignment of a failing grade (a zero) for the course in question and for all the other courses in the same semester.

The severity of the penalty depends on whether the cheating incident is combined with another offense such as verbal or physical aggression on invigilators, inciting disorder in the exam room, or insisting on not following instructions. The midterm exam should be entered in her grade record until an executive decision is issued regarding her case.

- 4) If a student is found guilty of academic dishonesty or cheating in an assignment or research, she shall receive a zero for this work.
- 5) If a student is suspected of any academic misconduct in the graduation project or during her internship, her supervisors shall write a detailed report on the incident and submit it to the College Dean who forwards it to the Disciplinary subcommittee to investigate the matter. if the student is found guilty, the committee recommends any of the penalties above.
- 6) In case of violating academic integrity policy in writing the thesis, the regulations of postgraduate studies apply.

## 6.2 Procedures for dealing with plagiarism:

- 1) If plagiarism is suspected in an assignment, report, or course research project, the instructor of the course in question discusses the matter with the student to make sure it is willful plagiarism.
- 2) The instructor then reports the incident to the program director, who assigns a committee of three faculty members to examine the evidence provided by the instructor.
- 3) The committee determines that the evidence presented is either not sufficient to be considered as an act of plagiarism, or sufficient enough to be considered an act of plagiarism, and they confirm the applicability of Article 12 of the PNU Code of Conduct and Student Discipline: the student receives a zero (0) for the plagiarized work.