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UNIVERSITY
OF BAHRAIN

Academic Anti-Plagiarism Regulation University of Bahrain

Authority / Owner of Regulation: Vice President for Academic Programs and Graduate Studies

Effective: June 2024



Academic Anti-Plagiarism Regulation

University of Bahrain

Document Number:	Version: 1/2024
Title:	Academic Anti-Plagiarism Regulation
Regulation Description:	This Regulation is designed to uphold academic integrity by defining the concept of academic plagiarism, its various types, and degrees. It outlines preventive measures to avoid any suspicion of plagiarism, including raising awareness and promoting adherence to academic integrity standards. The Regulation also specifies strategies for preventing plagiarism, delineates the responsibilities of relevant university bodies in its prevention and enforcement, and details the procedures for detecting and addressing cases of academic plagiarism, as well as the disciplinary actions to be taken against offenders.
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Regulation Status	<input type="checkbox"/> New regulation <input checked="" type="checkbox"/> Revision of existing regulation
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**University of Bahrain Council Decision
Number (1/341) of (2024)
Regarding Academic Anti-Plagiarism Regulation**

Approval of University President / Date: 30 June 2024
University Council:

Article I

Approval of the Academic Anti-Plagiarism Regulation at the University of Bahrain, in accordance with the version attached to the decision.

Article II

The Vice President for Academic Programs and Graduate Studies and concerned parties, each within its competence, shall implement this regulation, which shall come into force from the date of its issuance or according to the date decided by the University Council.



Chapter I

General Provisions

Article (1)

This regulation shall be titled the "Academic Anti-Plagiarism Regulation of the University of Bahrain".

Article (2)

Scope of Application

The provisions of this Regulation shall apply to:

1. Academic staff.
2. Graduate students.
3. Undergraduate students.

This regulation shall come into effect from the date of the University Council's approval. The primary responsibility for its enforcement and development shall rest with the Office of the Vice President for Academic Programs and Graduate Studies, which shall conduct a review of the regulation every five years.

Article (3)

Objectives

This regulation aims to achieve the following:



1. To promote high academic integrity and combat academic plagiarism among both academic staff and students.
2. To define the key concepts involved in addressing academic plagiarism.
3. To assign the responsibilities involved in the prevention, detection, and disciplinary actions concerning instances of plagiarism within the university.
4. To establish standard procedures for addressing cases of academic plagiarism.

Article (4)

Importance

The provisions of this Regulation shall complement existing policies and regulations concerning academic integrity. The university adopts an academic anti-plagiarism framework designed to assist academic staff and students in understanding the various forms of academic integrity violations and their associated consequences. This framework provides a unified approach to combating academic plagiarism through three stages: prevention, detection, and disciplinary actions, thereby effectively contributing to the university's mission.

Article (5)

Definitions

The following words and phrases shall have the meanings assigned to each of them unless the context indicates otherwise.



University	University of Bahrain
University Council	University of Bahrain Council
College	An academic institution comprising multiple academic departments, each related to a specific field of study.
Department	The relevant academic department.
College Dean	The Dean of the relevant faculty or Acting Dean.
Head of Department	The Head of the relevant academic department or Acting Head.
Academic	Faculty member, lecturer, instructor, teaching assistant, and part-time instructor.
Academic Anti-Plagiarism	Plagiarism, both literary and scientific, in which the work of others is attributed to oneself, either in part or whole, intentionally or unintentionally, without proper citation or source acknowledgment, thereby violating intellectual property rights. This includes traditional plagiarism and self-plagiarism as outlined in this Regulation and using technological tools like artificial intelligence to complete all or part of work submitted for academic credit and attributing it to the plagiarist.
Output	Original output in the fields of literature, arts, or sciences, of a scientific, literary, or intellectual nature. This includes, for example, research papers, theses, dissertations, articles, commentaries, and other literary, artistic, or scientific works.
Documentation Rules	Approved academic documentation rules for accurately and correctly attributing a person's work to its source. The purpose of these rules is to identify parts of an academic source that have been quoted verbatim, paraphrased, rearranged, or summarized from the work of others.
List of sources	The list of all sources that were used and cited in producing an academic work.



Misconduct	Any behavior or act by those subject to this Regulation that flouts it or the academic rules and regulations in force at the university.
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Chapter Two

Types and Degrees of Academic Plagiarism

Article (6)

Types of Academic Plagiarism

1. **Traditional Plagiarism:** This occurs when the plagiarist uses another person's work, or a portion of it, and claims it as their own for personal gain. This may involve either directly copying the work, rephrasing, rearranging, or summarizing it without acknowledging the original source or properly citing it according to the approved citation standards. This applies regardless of whether the original author is aware of or assisted in the act. It also includes the use of technological tools, such as artificial intelligence, to complete the required work, and presenting the output, in whole or in part, as the plagiarist's own work.
2. **Self-Plagiarism:** This occurs when an individual resubmits their previously published work or a portion of it for publication elsewhere, with the intent of obtaining benefits or advantages without acknowledging the original source or properly citing it.

Article (7)

Degrees of Academic Plagiarism

A. Minor Plagiarism: The following cases exemplify minor plagiarism:

1. Direct quotations made without quotation marks, paraphrasing others' ideas, or making minor, non-substantial changes to someone else's work without properly citing the source according to the approved citation



rules. This applies only if these instances occur in scattered locations throughout the work and involve a limited number of sentences, suggesting that the offender acted in good faith and made an unintentional mistake, or that it was merely a typographical or factual error.

2. Additionally, it includes failing to accurately reference certain sources in the bibliography.

Serious Academic Plagiarism: Academic plagiarism is considered serious if it involves any of the types of plagiarism set forth in Article (6) of this Regulation, exceeding the scope of minor academic plagiarism as outlined in paragraph (A) above, whether committed by a student or an academic. Serious plagiarism by a student also occurs in any of the following cases:

1. The student uses the same research paper for two or more different courses.
2. Providing misleading information or falsified evidence in research or academic theses.
3. Translating another person's work in whole or in substantial parts and submitting the translated work without acknowledging the source.
4. Completing the required work collaboratively, despite being assigned to do it individually, without the student indicating that the work is a group effort or obtaining permission from the course instructor or supervisor, as applicable.

Chapter Three

Prevention of Academic Plagiarism

Article (8)

Awareness of the Risks of Academic Plagiarism

Raising awareness about the risks of plagiarism helps both students and faculty avoid it. This awareness is provided to academics upon their joining the



university and to students upon their admission, defining academic plagiarism violations, the consequences of committing such violations, and the importance of upholding academic integrity. Whenever possible, training will be offered to help them avoid any instances of academic plagiarism, along with apportioning the responsibilities of relevant parties in raising awareness about the risks of academic plagiarism, in accordance with the provisions outlined in this chapter.

Article (9)

Duty to Uphold Academic Integrity

Academic integrity means a complete commitment to the values of honesty, trust, fairness, respect, and responsibility. It is considered essential to the success of the university's mission. Upholding academic integrity entails the following:

- A. Academics must act with honesty in their teaching, research, and service to the university. University policies prohibit cheating, lying, fraud, and theft, as well as any dishonest behavior that undermines the rights and values of the community and diminishes the value of academic degrees.
- B. Academics must adhere to the highest professional and ethical practices in their scientific research, consulting services, and publication of research, and they should instill these principles in their students.
- C. Academics must act with integrity and fairness, ensuring that they do not tarnish the reputation of their colleagues, students, or their academic department and university.
- D. Academics should foster a culture of trust, integrity, transparency, fairness, and mutual respect among their students and others, encouraging them to apply these standards and supporting their efforts to achieve them. They should also report any violations to the deans upon discovery.

Article (10)

Strategies to Avoid Academic Plagiarism



To avoid plagiarism, a researcher must follow several strategies when completing their work, including the following:

- A. consistently document their sources throughout the research process, ensuring that all data, information, and quotations not originally their own are properly cited. This involves clearly identifying and acknowledging the original sources using the appropriate bibliographic citation style in accordance with established academic standards.
- B. Cite all sources referenced and consulted in the research using the appropriate citation style for the academic field, such as APA, Harvard, MHRA, Chicago, OSCOLA, Vancouver, etc.
- C. Use quotation marks for direct quotes of short passages, ensuring they are accompanied by a citation that references the source.
- D. When summarizing the ideas or work of others, the researcher should use their own words and phrasing, ensuring that the summary is shorter than the original text. They should maintain their own grammatical structure while preserving the original author's intended meaning. In all cases, the researcher must properly cite the source of the information.
- E. Ensure that all citation elements, such as author names, journal volume numbers, and page numbers, are taken directly from the original source and not from a citation found in a secondary source.
- F. Refer to the original source of information and ensure direct citation from it, rather than from a source that quoted it. If obtaining the original source is not possible, the researcher may use the phrase "as cited in" and provide full details of the secondary source to clarify that the information is referenced from another work.
- G. Avoid overciting a single source or a limited set of references, as doing so can compromise the originality of the research and the independence of the researcher.
- H. Use the university's approved plagiarism detection tools to identify potential plagiarism before submitting the work or project. The reports generated by these tools serve as evidence to detect cases of plagiarism. The similarity index should not exceed 20%, including quotations from



AI tools and applications. This applies to all coursework submissions, research papers, theses, course projects, reports, and similar works.

Article (11)

Apportioning Responsibilities among Relevant Parties to Prevent Plagiarism

Responsibilities devolve on relevant parties to prevent plagiarism according to the specific roles of each party, as follows:

First—Responsibility of the Office of the Vice President for Academic Programs and Graduate Studies:

The Office of the Vice President for Academic Programs and Graduate Studies is tasked with fulfilling its duty in preventing academic plagiarism through the following:

1. Developing and reviewing an academic anti-plagiarism regulation and circulating it after approval by the University Council, in alignment with the university's policies for combating academic violations.
2. Urging the Faculty Development Committee and other relevant units to launch training programs for academics aimed at preventing academic plagiarism. These programs ought to focus on promoting the signing of a code of ethics among university students, emphasizing a learning-oriented approach rather than punitive measures, and conducting formative assessments of student performance. Additionally, they should aim to identify and reject academic plagiarism within the educational framework, educate faculty and students about the university's citation systems, and teach effective methods for detecting plagiarism and investigating cases of plagiarism, including the associated disciplinary measures.

Second—Responsibility of the Student Affairs Office:

The Student Affairs Office should raise awareness among students about the plagiarism policy by including it in student handbooks and informational materials. They should specifically educate new students during orientation about the policies against academic dishonesty and the



penalties for violations. Additionally, the office should inform students about the citation rules adopted by the university, which are available on the university's website.

Third— Responsibility of the College and Departments:

The college and its various departments must fulfill their duty to prevent academic plagiarism through the following actions:

1. Organizing training sessions for students, in coordination with the Office of Student Affairs, on the policies, regulations, and procedures related to combating cheating and academic dishonesty. These sessions should take place during the first semester of each academic year, as well as in courses or stages where instances of academic plagiarism are more prevalent.
2. Raising awareness among students and providing training, particularly for students working on graduation projects, regarding issues of academic integrity, citation practices, and methods for proper source documentation.

Fourth—Responsibility of Academics:

Academics must fulfill their duty to prevent academic plagiarism through the following actions:

1. Educating students during lectures about academic plagiarism, and its various forms, and reminding them of their obligation to adhere to this Regulation, including the consequences and penalties associated with violations.
2. Informing students about the use of electronic systems for detecting academic plagiarism before they submit their work, as well as the permissible similarity thresholds.
3. Assisting students in interpreting the results of plagiarism reports so they can revise and adjust their work to avoid future instances of plagiarism.



4. Providing support to students facing challenges in research and writing by referring them to appropriate training programs at the library, the English Language Center, or other relevant units.

Fifth—Responsibility of the English Language Center:

The English Language Center is tasked with fulfilling its role in preventing academic plagiarism through the following:

1. Educating students during the foundational or preparatory courses about the nature of academic plagiarism and strategies for avoiding it.
2. Providing targeted training in English language courses to equip students with the skills necessary to prevent academic dishonesty.

Sixth—Responsibility of the University Library:

Library officials must fulfill their role in preventing academic plagiarism by organizing regular workshops and training sessions for students on how to avoid it.

Chapter Four

Detecting Academic Plagiarism Cases

Article (12)

Procedures for Detecting Academic Plagiarism Cases

The procedures for detecting cases of academic plagiarism refer to the actions taken by academics to verify whether it has occurred when they suspect such misconduct in a submitted work. This includes the means of substantiating cases of plagiarism with evidence and documentation, all aimed at transparently detecting cases of plagiarism, whether minor or serious.

The university is committed to providing appropriate resources and mechanisms, as well as adequate training, for detecting and investigating cases of academic



plagiarism. All cases of academic plagiarism must be reported to the relevant authority to address them in accordance with established regulations and policies.

Article (13)

Plagiarism Detectors

Those tasked with evaluating academic works need to ascertain that they are devoid of any indications of academic plagiarism, employing a range of tools to detect it. Some of the primary techniques for detecting academic integrity violations include:

1. Utilizing the university's approved plagiarism detection software or websites that compare the academic work against a database of existing papers, publications, and online research.
2. Observing numerous spelling errors or footnotes that the researcher failed to remove.
3. Noticing abrupt changes in writing style, grammar, or the organization of ideas.
4. Identifying references or sources that are unlikely to have been consulted by the researcher, or the use of information from a source written in a language the researcher does not understand.
5. Copying and pasting excerpts from the paper into a search engine to trace the source of the plagiarized material, or placing the excerpt in quotation marks (" ") in the search engine, or using the advanced search feature to locate specific phrases.
6. Leveraging the teacher's or supervisor's professional expertise to determine whether academic theft has occurred based on an analysis of the originality report, considering the following:
 - a. Quoted text that is properly cited should not be counted towards the similarity index.
 - b. References, bibliographies, mathematical equations, program codes, algorithms, and standard definitions that are correctly cited should also not be included in the similarity percentage.
 - c. Cover pages and declaration information should not be factored into the similarity assessment.



Article (14)

Detecting Plagiarism Cases Committed by Students

The instructor teaching the course is primarily accountable for detecting cases of academic plagiarism that occur in students' assignments and work. Academics should be trained on how to identify cases of plagiarism during the orientation program for new faculty, as well as on how to use the plagiarism detection software. cases of academic plagiarism committed by students will be handled as follows:

1. Cases of academic plagiarism will be addressed in accordance with the University of Bahrain's Misconduct Bylaws.
2. The instructor of the course will investigate any suspected cases of academic plagiarism by the following:
 - a. Verifying that the case constitutes academic plagiarism.
 - b. Collecting evidence and documentation confirming having a case of academic plagiarism.
 - c. Classifying the case whether it is a minor or serious case of academic plagiarism.
3. In cases of minor academic plagiarism, the course instructor may require the student to resubmit the work or material after removing the elements of plagiarism.
4. In cases of serious academic plagiarism, the course instructor must refer the case to the department head for further action, including submitting evidence and documentation of the case, such as the student's work and the original source of the plagiarized material.
5. The instructor is required to inform the department head of all cases of academic plagiarism, whether minor or serious, along with supporting evidence. The department head must maintain a record of the detected cases and forward serious cases to the college dean for referral to the College's Misconduct Committee. Additionally, the Graduate Studies Council should be notified if the case involves a graduate student.



Article (15)

Detecting Cases of Academic Plagiarism Committed by Faculty

Any case of academic plagiarism committed by a faculty member must be reported to the relevant department head, accompanied by supporting evidence. The department head is then responsible for referring the case to the college dean to be addressed according to the University of Bahrain's bylaws for faculty members.

Chapter 5

Penalties for Committing Academic Plagiarism

Article (16)

Disciplinary Actions for Committing Academic Plagiarism by Students

If evidence of plagiarism is found, an investigation into the academic misconduct will be conducted, and disciplinary action will be taken against the offending student in accordance with the procedures outlined in the Misconduct Bylaws. Additionally, consideration will be given to the regulations governing graduate students. The disciplinary penalties for cases of academic plagiarism are determined based on the severity of the violation (minor or serious) and the frequency of its occurrence, as follows:

First: Penalties for Minor Plagiarism Violations:

1. In the case of a student committing a minor plagiarism violation, the course instructor must take any of the following actions:
 - a. Request the student to resubmit the work or text.
 - b. Require the student to submit a different piece of work or undertake any corrective action specified by the instructor.
 - c. Deduct 20% from the student's grade on the assignment.



If a student commits three or more minor plagiarism violations, these will be escalated to a major violation and addressed accordingly.

Second: Penalties for Major Violations:

In the case of serious plagiarism, the academic must refer the matter to the department head to take necessary actions for investigation as follows:

- a. Plagiarism will be dealt with as a form of cheating as outlined in the Misconduct Bylaws for students at the University of Bahrain.
- b. The department head will forward the documented cases of plagiarism to the college dean for referral to the appropriate investigative committee in accordance with the provisions of the Misconduct Bylaws.
- c. Once the committee concludes its investigation and submits its recommendations to the college dean, the dean will impose the disciplinary penalty if the recommended penalty falls within their authority. Otherwise, the recommendations will be referred to the Chair of the University's Student Disciplinary Committee for appropriate action based on the committee's jurisdiction.
- d. The minimum disciplinary penalty, upon verifying of the violation, is that the student receives a failing grade for the assignment or work submitted.

Article (17)

Disciplinary Actions for Committing Academic Plagiarism by Faculty

A violation of plagiarism policy by a faculty member constitutes a breach of the academic integrity that they are expected to uphold. The department head is responsible for reporting documented cases of plagiarism to the college dean, who will take appropriate action in accordance with the provisions of the Faculty Members' Bylaws and the Civil Service Law, along with its executive regulations.

If the academic plagiarism is deemed minor, the college dean will discuss the matter in a hearing with the faculty member to ascertain the reasons behind the incident. Upon confirming the occurrence, the dean should request that the faculty member rectify the violation and refrain from repeating it. The dean may also issue a verbal



warning in cases where it is deemed necessary, particularly if the faculty member has a history of similar infractions.

In cases of serious plagiarism, the faculty member will be referred to a disciplinary council to investigate the violation. If substantiated, appropriate disciplinary action will be taken according to the procedures set forth in the University of Bahrain's Faculty Members' Bylaws and the Civil Service Law, along with its executive regulations.