



THE PETROLEUM INSTITUTE

Number:	PIP 3175
Effective:	11-June-2009
Revised:	

SUBJECT: Honor Code

REFERENCE: Standards for Licensure and Accreditation, Commission for Academic Accreditation, Ministry of Higher Education and Scientific Research, United Arab Emirates – 2007 (5h, page 51).

SECTION 1 PURPOSE

1.1 To establish and communicate to students, faculty and staff a standard Honor Code and procedures to be followed when the Honor Code is violated.

SECTION 2 SCOPE AND APPLICABILITY

2.1 This policy is applicable to all students, faculty, and staff.

SECTION 3 DEFINITIONS

Definitions of academic dishonesty include, but not limited to, the following acts committed by the student:

3.1 Honor Code: This academic integrity policy represents the Honor Code that will be upheld by the Petroleum Institute.

3.2 Honor Pledge: The Honor Pledge is a short statement attesting that each student will fully comply with the Petroleum Institute's Code of Honor.

3.3 Cheating: Using or attempting to use unauthorized materials and assistance such as notes, study aids, electronic devices of any sort, any other forms of unauthorized information, or consulting any unauthorized sources, in any academic assignment, exercise, examination, project, presentation, report, etc.

3.4 Fabrication: Falsifying or inventing research, citations, or any information on any academic assignment, exercise, examination, project, presentation, report, etc.

3.5 Plagiarism: Representing another's words or ideas as one's own or failing to give proper credit to outside sources of information in any academic assignment, exercise, examination, project, presentation, report, etc.

3.6 Falsifying Signatures: Falsifying signatures on official forms or documents, attendance lists or any academic assignment, exercise, examination, project, presentation, report, etc.

3.7 Facilitating Academic Dishonesty: Aiding or assisting others in any act of dishonesty.



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3.8 Inappropriate Proxy: Impersonating or completing someone's academic assignment, exercise, examination, project, presentation, report, etc.

3.9 Complicity: Helping or attempting to help another person commit an act of academic dishonesty or willfully assisting another student in the violation of the Honor Code.

3.10 Minor Violations: Including, but are not limited to, opportunistic or premeditated cheating in minor academic assignments, exercises, examinations, projects, presentations, reports, etc.

3.11 Major Violations: Including, but are not limited to, opportunistic or premeditated cheating in final or major academic assignments, exercises, examinations, projects, presentations, reports, etc.

SECTION 4 POLICY

4.1 All faculty and staff will enforce the policy and all students will abide by it.

SECTION 5 BACKGROUND OR EXCLUSIONS

5.1 To the extent that information in the catalog may conflict with this policy, the policy supersedes that information.

SECTION 6 GENERAL PROVISIONS

The Petroleum Institute is an academic community whose purpose is the pursuit of knowledge and the development of its graduates as leading experts in their academic disciplines. In light of this purpose, it is essential that all members of this community are committed to the principles of truth and academic honesty. To maintain the highest level of academic integrity, this policy defines the standards to which the Institute expects its students to adhere.

6.1 Responsibility to Uphold the Honor Code: It is the responsibility of all members of this academic community – students, faculty, and staff alike – to actively deter and report all instances of academic dishonesty in order to safeguard the academic standards of the Institute.

6.1.1 Honor Pledge: The Honor Pledge is a short statement attesting that each student will fully comply with the Petroleum Institute's Honor Code. The Honor Code will be printed and published in Arabic and English.



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Every student admitted to the Petroleum Institute will sign the Honor Pledge and receive a copy of the Honor Code upon signing their contract in the Admission Office.

The Honor Pledge is as follows:

“I verify that I have received a copy of the Petroleum Institute’s Honor Code and hereby pledge to fully comply with the Code.”

Student Signature

6.1.2 Honor Pledge Reaffirmation: The Honor Pledge Reaffirmation is a short statement attesting that each assignment, exercise, examination, project, presentation, report, etc. is the student’s own work. It is a reminder to the students that the Institute is committed to academic integrity. The faculty is expected to enforce the use of the pledge.

The Honor Pledge Reaffirmation should be typed or handwritten and signed on all graded work submitted in the form of a hard copy; it should be included on electronically submitted work as well, where its inclusion will count as a signature.

The Honor Pledge Reaffirmation is as follows:

“I pledge that I have neither given nor received any unauthorized assistance whatsoever on this academic assignment, exercise, examination, project, presentation, report, etc.”

Student Signature

6.1.3 Students’ Responsibility: It is the students’ responsibility to familiarize themselves with the Institute’s Honor Code and adhere to it.

6.1.4 Dissemination of the Honor Code: The Honor Code will be published in the Academic Catalog, Student Handbook, and the Petroleum Institute website.

6.2 Academic Honor Council

6.2.1 The Academic Honor Council (AHC) is appointed by the Provost with no special limits on the length of service.

6.2.2 The AHC will consist of six (6) members with the chair being appointed by the Provost:

- a. Three (3) faculty members including at least one female (voting)



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- b. One (1) staff member (voting)
- c. The Student Council President or designee - female/male (voting)
- d. Director of Student Affairs or designee (non-voting)

6.2.3 The AHC will be charged with maintaining the highest level of academic integrity at the Institute, and deliberating cases of suspected academic violations.

6.3 Procedure to Report and Investigate Academic Dishonesty for Minor Violations

- 6.3.1 If an instructor suspects that a student has committed a minor violation, s/he should meet with the student to discuss the allegation. The meeting must take place within three (3) working days from when the alleged violation took place.
- 6.3.2 If the instructor determines that no academic violation has occurred, the matter is dropped.
- 6.3.3 If the instructor determines that a minor violation has occurred, s/he shall:
 - 6.3.3.1 Apply a sanction, if any, in accordance with item 6.6 of this document.
 - 6.3.3.2 Notify the student, Program Chair and Internship and Counseling Office of the violation and sanction applied, if any, within two (2) working days from when the meeting with the student took place.
 - 6.3.3.3 Submit a report to the Internship and Counseling Office, with a copy to the Program Chair.
- 6.3.4 The third minor violation documented with the Internship and Counseling Office will be referred to the AHC.

6.4 Procedure to Report and Investigate Academic Dishonesty for Major Violations

- 6.4.1 If an instructor suspects that a student has committed a major violation, s/he should meet with the student to discuss the allegation. The meeting must take place within three (3) working days from when the alleged violation took place.
- 6.4.2 If the instructor determines that no academic violation has occurred, the matter is dropped.
- 6.4.3 If the instructor determines that a major violation has occurred, s/he shall notify the student, Program Chair and Internship and Counseling Office within two (2) working days from when the meeting with the student took place.
- 6.4.4 All major violations will be referred to the AHC.
- 6.4.5 **Student Affairs:** Upon receiving the case:
 - 6.4.5.1 The Director of Student Affairs will assign a Representative to the case who will interview the relevant persons. The Representative may not be a member of the AHC.
 - 6.4.5.2 The Representative will gather the evidence and present it, in writing, to the AHC.
- 6.4.6 **AHC:** Upon receiving the case:



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- 6.4.6.1 The AHC will hold a meeting with the Representative and, if necessary, the student and/or instructor for the purpose of examining the evidence and questioning any witnesses or relevant parties.
- 6.4.6.2 Based on the evidence, if the AHC decides that the student has committed the academic violation, they will determine an appropriate sanction. The AHC may impose any sanctions in accordance with item 6.6 of this document.
- 6.4.6.3 The Internship and Counseling Office will communicate the AHC decision to the student and instructor no later than five (5) working days from when the AHC received the case. The AHC is required to submit a full report to the Provost (or designee) with a copy to the Internship and Counseling Office and the Registrar Office.

6.5 During an Academic Dishonesty Investigation

- 6.5.1 A student under investigation for an allegation of an academic violation may not withdraw from the course in question.
- 6.5.2 A student may not graduate as long as any allegation of an academic violation remains unresolved.
- 6.5.3 Unavailability of any of the concerned parties will not hinder the continuation of the investigation.
- 6.5.4 Students may seek advice about the Policy and the associated procedures from the Internship and Counseling Office.

6.6 Possible Sanctions for Violations

6.6.1 Sanctions applied based on the severity of the violation.

- 6.6.1.1 Reduced grade or 0 for the work: Opportunistic cheating in minor assignments, exercises, examinations, projects, presentations, reports, etc.
- 6.6.1.2 Reduction in course grade by one letter grade: Premeditated cheating in minor assignments, exercises, examinations, projects, presentations, reports, etc.
- 6.6.1.3 XF or reduction in grade for the course: Opportunistic cheating in major assignments, exercises, examinations, projects, presentations, reports, etc.
- 6.6.1.4 Suspension for one semester and an XF for the course: Premeditated cheating in final or major assignments, exercises, examinations, projects, presentations, reports, etc.
- 6.6.1.5 Expulsion from PI: Premeditated cheating in final or major assignments, exercises, examinations, projects, presentations, reports, etc.

6.6.2 Suspension from the Institute.

- 6.6.2.1 A student found guilty of academic dishonesty may be suspended for one or more semesters. The AHC will determine the length of suspension.



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6.6.2.2 Once imposed, the AHC will recommend the effective date for suspension, which could be immediate.

6.6.2.3 If suspended during an academic semester, the student will receive a grade of XF (Failure due to Academic Dishonesty) for the concerned course and a WI (Involuntary Withdrawal-Terminated) for all remaining courses.

6.6.2.4 The Institute will report the case to the student's guardian and sponsor.

6.6.3 A student may appeal an XF grade recorded two years earlier in accordance with the appeals process stated in this policy.

6.7 Appeals

If a student wishes to appeal the instructor's or AHC's decisions, s/he must comply with the following:

6.7.1 All appeals must be in writing and provide new information not considered previously.

6.7.2 Appeals regarding minor violations must be submitted to the Internship and Counseling Office within three (3) working days from the decision date of the instructor. The AHC will review, deliberate as needed, and decide on the case within three (3) days from receiving the case. The AHC's decision is final.

6.7.3 Appeals regarding major violations must be submitted to the Internship and Counseling Office within five (5) working days from the decision date of the AHC. The Provost will review, deliberate as needed, and decide on the case within five (5) working days from receiving the case. The Provost's decision is final.

6.8 Record of Sanctions

6.8.1 All records of sanction for all cases will be kept in the Internship and Counseling Office.

6.8.2 A record of any sanction requiring action by the Registrar Office will be placed in the student's file at the Registrar Office.

6.8.3 In every case the Institute will provide a record of the sanction to the student's guardian and sponsor.

6.9 Academic Honor Council Annual Report

The AHC will report a summary of its activities to the Provost at the end of every spring semester. The report will include the number of investigations conducted during the previous twelve months and a brief summary of the nature and the disposition of the cases. Its report may include recommendations for changes in its policies as needed.



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SECTION 7 RESPONSIBILITIES AND PROCEDURES

7.1 The Provost shall cause the terms of this policy to be observed.

SECTION 8 CANCELLATION

8.1 None.

SECTION 9 REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular basis determined by the President. Upon such review, the President may recommend to the Governing Board that the policy be amended or repealed.

SECTION 10 SIGNATURES

Chair, Academic Policies Committee Date

Provost

Date

President

Date