

**INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**  
**ACADEMIC INTEGRITY RULES**

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# **INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

## **ACADEMIC INTEGRITY RULES**

In exercise of the powers conferred by Article 40 (1) (e) of the Constitution of the International Islamic University Malaysia, the Board of Governors makes the following rules:

### **PART 1**

#### **PRELIMINARY**

##### **1. Citation**

These rules may be cited as the International Islamic University Malaysia Academic Integrity Rules and may be referred to as “IIUM AIR”.

##### **2. Application**

These rules shall apply to all staff and students of the University.

##### **3. Date of Implementation**

These rules shall come into force as of March 2021.

#### **4. Interpretation**

In these rules, unless the context otherwise requires--

“Academic activity” includes teaching and learning, research, examination, test, quiz, assignment, laboratory experiment, project and other forms of intellectual discourse and knowledge generating exercises.

“Academic dishonesty” refers to committing or contributing to dishonest acts by those engaged in teaching learning, research, and related academic activities;

“assessment” refers to a process by which the University certifies that a student has achieved the learning outcomes and academic standards for the programme. Assessment may take a range of forms, both invigilated and non-invigilated; including but not limited to research, quizzes, seminars, assignments, projects, practicum, moots, class participation, take-home examination, mid-semester examinations and end- of- semester examinations;

“Centres of Studies” as defined in the IIUM Constitution.

“Deputy Rector” the Deputy Rector who is in charge of academic affairs of the University;

“Disciplinary Authority” is a person or body assigned to have authority on disciplinary matters as stated in Chapter B, Part VIII of the IIUM Constitution.

Disciplinary misconduct is defined as misconducts prescribed under the Staff Disciplinary Rules and the Student Disciplinary Rules.

“Dismissal” refers to dismissal from service or studies due to Academic Dishonesty;

“End-of-Semester Examination” means an examination given at the end of the course during the scheduled examination period towards the end of the semester;

“examination” refers to any test, mid-semester and end-of-semester assessments given by a course instructor in compliance with the requirements of the course;

“Examination Venue” refers to any location used for the conduct of examinations.

“Grade” refers to the final assessment of a course, based on the total scores awarded for assignments, tests, etc. and the final examination, expressed in numerical marks and the equivalent characters;

“Panel of Inquiry” means a committee in charge of investigating any allegation of academic dishonesty.

“Practical training” includes internship, industrial training, practicum, attachment and similar courses where staff or students are placed in a setting to familiarise themselves with a working situation, tasks at work, and operations at organisations;

“Research Work” refers to a mode of study under which a student carries out research under the guidance of a supervisor and records his findings in the form of a thesis, dissertation or a research paper;

“Semester” means a duration specified by the Senate allocated for lectures, examinations and other instructional activities;

“Senate” establishes under Article 17 of the IIUM Constitution

“Staff” means any person employed under a contract of service with the University;

“Student” includes any undergraduate student, post-graduate student, part time student, student under distance learning or off- campus programme, diploma student of the University, a student of business centres, a student of Centre for Foundation Studies, exchange students and non-graduating students;

## **PART II**

### **ACADEMIC MISCONDUCT**

#### **5. Appearance and conduct during examination**

##### 5.1 General prohibitions

No staff or student shall: -

- (a) take any book, paper, document, picture, non-permitted equipment/devices or other things, except those authorised by the examiner, into or out of an Examination Venue, or receive any book, paper, document, picture, non-permitted equipment/devices or other things from any other person while in the Examination Venue, except that a student may, while he is in the Examination Venue, receive from the invigilator such books, papers, documents, pictures, equipment/devices or other things which have been recommended by the examiner or committee of examiners, and authorised by the University;
- (b) write or have it written by another person, any information or diagram which may be relevant to the examination he is sitting for, on his hand or on any other part of his body, or on his apparel or clothing;
- (c) unauthorised communication during an examination by whatever means;



- (d) cheat or attempt to cheat or conduct himself in a manner which can be construed as cheating or attempting to cheat in an examination, while the examination is being conducted; or
- (e) use or be in possession of material in any form during the examination which in the opinion of the University is used for cheating.

## 5.2 Cheating in examination

- (1) A person commits an act of cheating if in the taking of examinations, he commits any act under rule 5.2 (2);
- (2) Cheating includes, but is not limited to:
  - i. Giving or receiving unauthorized assistance or using unauthorized material in the examination or in the preparation of a paper for a journal or presentation in a seminar, conference or other academic discourses;
  - ii. Using any book, paper, document, picture or other things during an examination that are not specifically authorized by the Senate;
  - iii. Unauthorised communication with any other student during an examination by whatever means;

- iv. Obtaining a copy of an examination paper before it is officially available or learning an examination question before it is officially available;
- v. Possessing of examination answer scheme;
- vi. Copying another person's answer to an examination question;
- vii. Obtaining assistance by means of documentary, electronic or other aids which are not approved;
- viii. Falsifying of records, reports, or documents associated with the educational process;
- ix. Changing a score or a record of an examination result;
- x. Misrepresenting of one's own or another's identity in an academic context;
- xi. Submitting work prepared in whole or in part by another person and representing that work as one's own;
- xii. Submitting work done in one class or project to a second class, or as a second project, without the prior informed consent of the authority;
- xiii. Submitting work prepared in collaboration with another or other member(s) of a class, when

collaborative work on a project has not been authorised;

- xiv. Offering for sale, essays or other assignments, in whole or in part, with the expectation that these works will be submitted by a student for appraisal;
- xv. Preparing work in whole or in part, with the expectation that these works will be submitted by a student for appraisal;
- xvi. Failure to contribute fairly in a group assignment/group work where the person is a member of the group and the workload is to be shared equally;  
  
and
- xvii. Allowing someone other than the officially enrolled student to represent same.

### 5.3 Punishment for cheating

A person who is guilty of cheating shall be dismissed from the University.

### 5.4 Punishment for attempting to commit cheating in examination.

A student who is guilty of attempting to commit cheating or attempts to cause such cheating to be committed, shall be

punished with suspension of studies of not less than one semester and may extend to two semesters.

A staff who is guilty of attempting to commit cheating or attempts to cause such cheating to be committed, shall be punished in accordance with the punishment provision under Rule 17 of this Rules.

#### 5.5 Implication of cheating and attempt to cheat in examination

Any person who is found guilty under rules 5.3 and 5.4, upon approval by the Senate shall receive an “F” grade for the course.

#### 5.6 Bringing in unauthorised material

Unauthorised material includes any documents and non-permitted equipment or devices not limited to a prohibited model of calculator or a mobile phone.

#### 5.7 Punishment for bringing in unauthorised material

A person who is guilty of bringing in unauthorised material into the examination venue shall be punished with a fine of RM200.00 and may extend to RM500.00.

### **5A. Attending lectures**

- (1) Where a student is required to attend any lecture, tutorial, class or other instruction relating to his course of study, he

shall not absent himself therefrom without the prior permission of the Dean of the Kulliyah, the Head of the Department, or the Director of the Centre/Division, as the case may be, unless the circumstances do not permit such prior permission to be obtained and there is reasonable cause or excuse for the absence, in which case the student shall, as soon as possible thereafter, satisfy the Director or the Head, as the case may be with regard to the absence and obtain approval in respect thereof.

- (2) Any Student who fails to attend lectures under sub-rule (1) shall be punished in accordance with the punishment provision as prescribed under Rule 17 (1) of this Rules.

**5B. Staff assigned to academic activities**

- (1) Any staff who is assigned to academic activities shall adhere to IIUM Code of Ethics or any relevant rules, regulations, orders and procedures on academic activities at the time in force.
- (2) Any Staff who fails to comply with sub-rule (1) shall be punished in accordance with the punishment provision as prescribed under Rule 17 (2) of this Rules.

## 6. Plagiarism

- (1) Plagiarism is defined as;
  - (a) the act of taking of intellectual property expressed in material form, writing, data or invention of another person and claiming that the idea, writing, data or invention is the result of one's own findings or invention; or
  - (b) an attempt to make out or the act of making out, in such a way that one is the original source or the author of an idea expressed in material form, writing, data or invention which has actually been taken from some other sources.
- (2) A staff or student is deemed to commit an act of plagiarism when he:
  - i. publishes, with himself as the author of academic paper or book which is wholly or partly written by some other person;
  - ii. incorporates himself or allows himself to be incorporated as a co-author of an abstract, article, scientific or academic paper, or book, when he has not made any written contribution to the abstract, article, scientific or academic paper, or book at all;

- iii. dishonestly includes or forces another person to include his name in the list of co-researchers for a particular research project or in the list of co-authors for a publication when he has not made any contribution in the academic writing which may qualify him as a co-researcher or co-author;
- iv. extracts academic data which are the result of research undertaken by some other person, such as laboratory findings or field work findings, or data obtained through library research, whether published or unpublished and incorporates those data as part of his academic research;
- v. uses research data obtained through collaborative work with another person, whether or not he/ she is a staff or a student of the University, as part of another distinct personal academic research of his, or for a publication in his own name as the sole author, without obtaining the consent of his co-researchers prior to embarking on his personal research or prior to publishing the data;
- vi. transcribes the ideas or invention of others kept in whatever form whether written, printed or available in electronic form, or in slide form, or in whatever form of teaching or research apparatus, or in any other form

and claims whether directly or indirectly that he is the author or inventor of that idea or invention or intellectual property;

- vii. translates the writing or invention of another person from one language to another whether wholly or partly and subsequently presents the translation in whatever form or manner as his own writing or invention; or
- viii. extracts ideas with or without consent from another person's writing or invention and makes certain modifications, without due reference or acknowledgement to the original source and rearranges them in such a way that it appears as if he is the inventor of those ideas.
- ix. re-uses work that has already been published or turns in a paper already submitted for a grade to another class or uses ideas or phrases from previous papers or assignments either by re-submitting an entire paper, copying or paraphrasing passages from the previous work, or recycling old data without proper citation.

(3) Plagiarism is divided into the following types: -

- (a) Paraphrasing plagiarism that is the act of rephrasing a text in one's own words or translating the text from a source without proper citation.



- (b) Patchwork plagiarism that is the act of copying and pasting together pieces of different texts to create a new text, which includes rewording pieces of sourced materials while keeping the structure of the original texts.
- (c) Verbatim plagiarism that is the act of directly copy text from a source and paste it in one's own document without properly citing the information or quoting the original source by putting the copied text in quotation marks and including an in-text citation.
- (d) Global plagiarism that is the act of using someone else's work while passing it off as one's own.
- (e) Self-plagiarism that is an act of:
  - i. turning in a paper already submitted for a grade to another class; or
  - ii. using ideas or phrases from previous papers or assignments without proper acknowledgement.
- (f) Incorrect citation that is an act of failing to follow the guidelines of the citation style.
- (g) Non-existent source that is an act of making up a non-existent source or include inaccurate information about a source with the intention to mislead readers by

pretending that a theory or statement is supported by a source.

(4) An act of plagiarism under Rule 6 (3) (a), (b), (c), (d), (e), (i) and (g) shall be regarded as severe breach of academic misconduct.

(5) Punishment for plagiarism

(1) (a) A student who is guilty of committing plagiarism shall be dismissed from the University;

(b) A staff who is guilty of committing plagiarism, shall be punished with at least a demotion in accordance with the punishment provision under Rule 17 of this Rules.

(2) Whosoever commits plagiarism under Rule 6 (3) (e) (ii) and (f) shall be punished in accordance with the punishment provision as prescribed under Rule 17 of this Rules.

## **7. Fabrication**

(1) A person commits an act of fabrication with the intention to falsify or invent any information or citation in an academic exercise.

Fabrication includes but is not limited to:

- i. Changing or adding an answer in an examination and resubmitting it to change the grade;
- ii. Reporting of experiments, measurements, statistical analyses, test, or other studies never performed;
- iii. Misrepresentation of data, results, sources for papers or reports; and
- iv. Manipulating or altering data or other manifestations of research to achieve a desired result.

(2) Punishment for fabrication

A person who is guilty of fabrication shall be punished with a dismissal from the University.

## **8. Dissimulation**

- (1) A person who conceals his action to deceive another person about the real nature of his action concerning an academic exercise shall be guilty of dissimulation.
- (2) Dissimulation includes but is not limited to making up excuses for such things as missing classes, postponing tests, submitting papers beyond the deadlines.
- (3) Punishment for dissimulation

A person who is guilty of dissimulation shall be punished in accordance with the punishment provision as prescribed under Rule 17 of this Rules.

## **9. Improper research practice**

- (1) A person who collects, analyses, interprets and publicises information or data obtained in the scientific laboratory or in the field that has one or more of the following elements;
  - i. Dishonest reporting of investigative results, either through fabrication or falsification;
  - ii. Taking or using the research results of others without permission or due acknowledgement;
  - iii. Misrepresentation or selective reporting of research results or methods used;
  - iv. Submitting an article to two or more journals at the same time with an expectation that at least one of the journals will publish the article; and
  - v. Submitting a research proposal to two or more grant providers with an expectation that at least one of the

grant providers will approve and award the grant for the research;

(2) Punishment for Improper Research Data

A person who is guilty under this rule shall be punished in accordance with the punishment provision as prescribed under Rule 17 of this Rules.

**10. Dissemination of information without permission**

(1) A person who is involved in collecting information or experimental data with:

- (a) a research group; or
- (b) another staff; or
- (c) another student

and submits for publication or publicises or disseminates the information without prior written permission of the other person shall be guilty of disciplinary misconduct.

(2) Punishment for dissemination of information without permission

A person who is guilty under this rule shall be punished in accordance with the punishment provision as prescribed under Rule 17 of this Rules.

## **11. Abuse of confidentiality**

- (1) A person shall not take or release confidential ideas or data of others which include the following but not limited to:
  - i. the use of ideas or data obtained via the evaluation of confidential grant proposals, award applications or manuscripts that will be or may have been submitted for possible funding or publication.
  - ii. improperly obtaining a password assigned to another or to copy or modify a data file or program belonging to someone else.
  - iii. obstruction of academic activities of another is defined as interfering with the scholarly activities of another in order to harass or gain unfair academic advantages. This includes interfering or tampering with experimental data, with a human or an animal subject, with a written or other creation (e.g., a painting, sculpture or film), with a substance used for scientific study, or with any other object of study.
- (2) Punishment for abuse of confidentiality

A person who is guilty under this rule shall be punished in accordance with the punishment provision as prescribed under Rule 17 of this Rules.

## **12. Aiding or abetting**

- (1) A person who instigates, aids or abets another person to commit academic misconduct shall be guilty of disciplinary misconduct
- (2) Punishment for aiding and abetting

A person who is guilty under this rule shall serve the punishment as the main offender in accordance with the punishment provision as prescribed under the relevant rule.

### **PART III**

#### **PRELIMINARY INVESTIGATION**

## **13. Preliminary investigation**

- (1) Where it appears that a person has committed an academic misconduct, the office in charge of academic may establish a committee to investigate the alleged misconduct and make a preliminary finding according to the prescribed procedures and guidelines of the University.

For any avoidance of doubt, this rule shall not apply to rule 5.

- (2) The office in charge of academic shall upon receipt of a finding may recommend the alleged misconduct to the Disciplinary Authority for disciplinary proceeding.

#### **14. Right to suspend a staff**

- (1) The University may suspend a staff member pending an inquiry of the alleged academic misconduct.
- (2) The period of suspension will depend on the reasonable time required to carry out an investigation and conclude the inquiry into the alleged academic misconduct.
- (3) A staff member who is suspended may be placed on half pay of his basic salary and allowances for a period not exceeding 14 days.

Provided that if the inquiry does not disclose any misconduct on the part of the staff, the University shall restore to the staff the full amount of the basic salary and allowances so withheld.

### **PART IV**

#### **DISCIPLINARY PROCEEDINGS**

#### **15. Opportunity of being heard**

- (1) Where it appears to the Disciplinary Authority that a person has committed an academic misconduct, the Disciplinary Authority shall proceed with the disciplinary proceeding according to the prescribed procedures and guidelines of the University.



- (2) The Disciplinary Authority may issue a notice to the person to give statement in writing within a specified period or on the date specified in the notice.
- (3) The Disciplinary Authority has the absolute discretion either to accept the written explanation given by the person or to proceed with the disciplinary inquiry.
- (4) In the event the person fails, neglects to react or respond to the notice in sub-rule (2) above, the Disciplinary Authority may proceed with the disciplinary inquiry

## **16. Attendance before the Domestic Inquiry**

- (1) Where a person is alleged to have committed an academic misconduct under these Rules, the Disciplinary Authority may summon the person to appear before the Disciplinary Inquiry.
- (2) If the person fails to appear before the Disciplinary Inquiry on the date, time and place as specified without any reasonable justification, the Disciplinary Inquiry may proceed with the inquiry in his absence and he shall be bound by the findings of the Disciplinary Inquiry.
- (3) The Disciplinary Inquiry shall conduct a hearing and make findings if the academic misconduct was committed by a

student or recommend its findings to the Staff Disciplinary Committee.

- (4) The Staff Disciplinary Committee shall decide whether to accept, vary, or decline the recommendation made by the Domestic Inquiry.

## **PART IV**

### **GENERAL PUNISHMENT**

#### **17. General Punishment**

Any person guilty of academic misconduct against this Rules for which no special punishment is provided shall, on finding of guilt, be liable to any one or more of the following: -

- (1) If he is a student-
  - (a) Written warning;
  - (b) A fine of not less than Ringgit Malaysia Two Hundred (RM200) and not exceeding Ringgit Malaysia Five Hundred (RM500) for each misconduct committed;
  - (c) Community Service of not less than Ten (10) hours and shall not exceed Sixty (60) hours;
  - (d) Exclusion from any part or parts of the University for a specified period;
  - (e) Recovery of any financial losses;

- (f) Suspension from being a student of the University for a specified period; and
  - (g) Dismissal from the University
- (2) If he is a staff-
- (a) Written warning;
  - (b) Suspension without pay for a period not exceeding fourteen days;
  - (c) Denial of annual salary increment;
  - (d) Reduction of salary point;
  - (e) Demotion;
  - (f) Dismissal;
  - (g) Recovery of any financial losses; and any other order as the Staff Disciplinary Committee deems fit.

**18. Consequence of failure to pay fine or complete the community service**

If the student fails to pay the fine or complete the community service or both, within the period specified under Rule 17, the University may take any one or more of the following actions:

- (a) withhold the student result transcript;

- (b) refuse registration for the new semester;
- (c) refuse registration or entry of the Mahallah;
- (d) withhold or refuse graduation clearance;
- (e) take any other measures the University deems fit;
- (f) shall immediately thereupon suspend the student from the University.

Provided that the action shall remain and continue to be in force until the fine is paid and community service is completed.

### **19. Record of disciplinary punishment**

Every punishment imposed under these Rules shall be recorded in the staff's record of service or the Student's personal file, whichever is applicable.

## **PART V**

### **APPEAL**

#### **20. Notice of appeal**

Where a staff or a student is dissatisfied with the punishment of a Disciplinary Authority, he may submit his appeal in writing against such punishments within fourteen (14) days from the date of the decision.

#### **21. Transmission of appeal to the President**

The secretariat of the Disciplinary Authority shall upon receiving the appeal letter, submit the same to the President together with a copy of the notes of the disciplinary proceeding.

#### **22. Action by the President on appeal**

- (1) The President may, on receiving the appeal letter and the notes of the disciplinary proceeding, request for such further information or particulars in relation to the disciplinary proceeding as he may deem fit.
- (2) If the President summarily rejects the appeal, the decision shall be conveyed to the person through the secretariat of the Disciplinary Authority.

(3) The President shall decide whether to accept, vary, or reject the appeal.

### **23. Stay of execution**

Save and except for dismissal, an appeal shall not operate as a stay of execution of the punishment.