

**ACADEMIC INTEGRITY
AND COPYRIGHT POLICIES
FOR
THE UNIVERSITY OF BALAMAND
REVISED ON MAY 11, 2009**

**BASED ON AN INITIAL DOCUMENT PREPARED BY:
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UNIVERSITY OF BALAMAND

I. Academic Integrity Policy

1.1 INTRODUCTION:

As a community committed to intellectual endeavors, the University of Balamand recognizes honesty as the foundation of the academic activities of its faculty members and students. UOB strives to provide students with the knowledge, skills, and judgment they need to function in society as educated adults. Falsifying or fabricating the results of one's research, presenting the words, ideas, data, or work of another as one's own, or cheating on an examination corrupts the essential process of higher education.

1.2 GUIDELINES FOR ACADEMIC INTEGRITY:

Students assume full responsibility for the content and integrity of the coursework they submit. The following are guidelines to assist students in observing academic integrity:

- Students must do their own work and submit only their own work on examinations, reports, and projects, unless otherwise asked by the instructor. Students are urged to contact their instructor about appropriate citation guidelines.
- Students may benefit from working in groups. They may collaborate or cooperate with other students on graded assignments or examinations if instructed to do so by the instructor.
- Students must follow all written and/or verbal instructions given by instructors prior to taking examinations, placement assessments, tests, quizzes, and evaluations.
- Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.

1.3 FORMS OF ACADEMIC DISHONESTY

Academic dishonesty includes, but is not necessarily limited to, the following:

a. Plagiarism is intentionally or carelessly passing off another person's work as one's own. It is taking and using information, ideas, opinions, theories or another person's actual words or source without acknowledging the source, thereby creating the impression that the work is one's own.

Plagiarism can occur in the following ways:

- i. Using text from another source (e. g. books, journals, newspapers, web sites, etc.) without documenting the source
- ii. Using direct quotation (the exact words or verbatim) from a text without quotation marks, even if the source has been cited correctly
- iii. Paraphrasing or summarizing the ideas or text of another work without documenting the source
- iv. Substituting a word or phrase for the original while maintaining the original sentence structure or intent of the passage with or without citing the source
- v. Using graphics, visual imagery, video or audio material without permission of the author (or publisher) or acknowledgment of the source
- vi. Translating text from one language to another without citing the original work
- vii. Obtaining packaged information, foreign language translation or a completed paper from an on-line source and submitting it as one's own work without acknowledgment of the source
- viii. Presenting the work of another as one's own.

b. Cheating is giving or receiving, or attempting to give or receive any unauthorized aid during an examination to improve a grade or obtain course credit. Cheating is not limited to examination situations alone, but arises whenever students attempt to gain an unearned academic advantage.

c. Duplicate Use of Written Work is the submission of the same paper, or substantially similar papers for two different courses without the consent of the instructors.

1.4 PENALTIES FOR ACADEMIC DISHONESTY

1.4.1 If a student is found guilty of violating academic integrity policies, any one or a combination of the following penalties may be imposed:

- Failure of the assignment, project, or examination on which the student was found to be academically dishonest.

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- Failure of the course in consultation with the Dean. Such offense will be documented in the student's record to note repeat offenders.

1.4.2 Any case of cheating will automatically result in a grade of zero on the assignment in question. Repeat offenders must be administratively dropped from the course, with a grade of 40, and referred to the University Disciplinary Committee which will consider suspension or expulsion from the university.

1.4.3 The Faculty Dean may also raise the case to the University Disciplinary Committee where the latter may issue the following disciplinary sanctions after a hearing, in accordance with the *Academic Integrity and Copyright Policies*:

- Placement on Academic Probation
- Suspension from the University for a definite period of time ranging from a semester to a full academic year
- Dismissal from the University.

1.5 ENCOURAGING RESPONSIBLE WORK

Faculty members should encourage students to do responsible work. This is best accomplished by designing assignments, which require students to draw on their personal skills and do their own work. Lists of possible assignments duplicated/little changed from year to year should be avoided.

1.6 PLAGIARISM STATEMENT FOR SYLLABUS

Faculty members are requested to include a statement on plagiarism in the syllabus of each course and make reference to the UOB Policy on Academic Integrity and Copyright.

II. Academic Copyright Policy

2.1 DEFINITIONS

According to the Oxford English Dictionary, copyright is “the exclusive right given by law for a certain term of years to an author, composer, designer, etc. (or his assignee), to print, publish, and sell copies of his original work.”

The Lebanese Copyright Law endorsed on April 3, 1999, and entered into force on June 6, 1999 “has now extended to computer software, video films and all kinds of audio-visual works. The law now provides stiffer penalties for offenders and better compensation to the persons whose rights have been infringed. The manner in which the copyright is breached has also been extended.” (as stated on the website of the Ministry of Economy and Trade).

The Lebanese Copyright Law makes it illegal to import, make, distribute, sell, or rent copies of copyrighted materials without authorization from the owner. No copies except one backup copy are allowed without the specific authorization of the copyright owner.

2.2 FAIR USE:

“Fair use,” a concept embedded in the law, recognizes that certain uses of copyright-protected works do not require permission from the copyright holder or its agent. These include instances of minimal use that do not interfere with the copyright holder’s exclusive rights to reproduce and reuse the work.

The Lebanese law does allow the practice of “fair use,” a legal concept that allows the reproduction of copyrighted material for certain purposes without obtaining permission and without paying a fee or royalty. Purposes permitting the application of “fair use” generally include reviewing, news reporting, teaching, and scholarly research.

Chapter VI of the Lebanese Copyright Law (Exceptions) Item 25 & 26 on the Protection of Literary and Artistic Property (No. 75 of April 3, 1999) states that

25. "... It shall also be permitted, without the authorization of the author and without obligation to pay him compensation, to use a limited part of any legally published work for purposes of criticism, argumentation or citation or for an educational purpose, provided that the part used does not exceed what is necessary and customary. **However, the name of the author and the source shall always be indicated, if the name of the author is included in the work.**

26. It shall be permitted, without the authorization of the author and without obligation to pay him compensation, to copy or reproduce articles published in newspapers and magazines or short excerpts of a work, provided that it is done solely for educational purposes and within the necessary limits of such purpose. **If the names of the author(s) and the publisher appear on the original work, they shall be mentioned in each and every use of the copy of the article or work.**"

2.3 WHAT CAN BE PHOTOCOPIED?

A single photocopy of a portion of a copyright-protected work, such as:

1. A maximum of three (3) chapters from a book (**never** the entire book);
2. An article from a periodical or newspaper;
3. A short story, essay, or poem. One work is the norm whether it comes from an individual work or an anthology;
4. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

However, in all cases, the name of the author and the source should always be indicated.

2.4 WHAT SHOULD BE AVOIDED?

1. Making multiple copies of different works that could substitute for the purchase of books, publisher's reprints, or periodicals;
2. Copying the same works from semester to semester;
3. Copying the same material for several different courses at the same or different institutions.

2.5 WHEN IS PERMISSION REQUIRED?

1. When the material is used for commercial purposes
2. When the material is used repeatedly
3. When a work longer than 2,500 words is used in its entirety

2.6 WHAT ARE THE PENALTIES?

The University of Balamand does not condone nor tolerate the unauthorized copying of licensed material by staff, faculty, or students. The University shall adhere to its contractual responsibilities and shall comply with all copyright laws, and expects all members of the University community to do so as well.

Members of the University community who violate this policy may be subject to discipline through standard University procedures. It falls on the Dean and faculty members to report such cases. Subject to the facts and circumstances of each case, such individuals shall be solely responsible for their defense and any resulting liability.

2.7 FOR FURTHER INFO:

Complete version of the Law on the Protection of Literary and Artistic Property (No. 75 of April 3, 1999) can be found at the following website:

<http://www.economy.gov.lb/MOET/English/Panel/IPR/Copyright/>