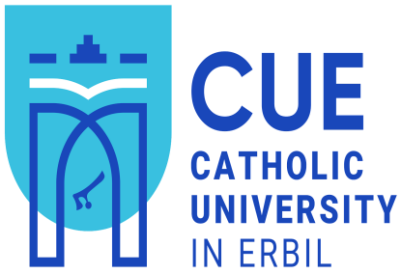


ACADEMIC INTEGRITY POLICY FOR STUDENTS		POLICY NUMBER: AA002
		OWNER: ACADEMIC AFFAIRS
		CONTACT INFORMATION: khalid.ibrahim@cue.edu.krd
		EFFECTIVE DATE: Jun-30 2026 REVIEW DATE: Jun-30 2029

THE CATHOLIC UNIVERSITY IN ERBIL

Academic Integrity Policy for Students

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I. PURPOSE

This policy establishes the requirements governing academic integrity at the Catholic University in Erbil (CUE). The policy supports consistent application of academic integrity standards, equitable treatment of all community members, protection of scholarly work, compliance with the KRG Ministry of Higher Education and Scientific Research (MHE) requirements, and CUE's commitment to educational excellence. Rooted in the Catholic intellectual tradition, the policy supports honesty, responsibility, ethical academic practices, and alignment with the University's mission. This policy establishes shared expectations that promote trust, academic excellence, and the responsible development and application of knowledge for the common good.

II. SCOPE

☐ University-Wide ☒ Departmental Specify Department(s): ACADEMIC AFFAIRS

This policy applies to all students of CUE engaged in any academic activity conducted under the authority of the University. This policy governs academic integrity standards, academic dishonesty, plagiarism, misuse of artificial intelligence, academic misconduct, and associated disciplinary actions, including conduct occurring on campus and at university-authorized events.

This policy does not supersede University-wide policies and/or procedures.

III. DEFINITIONS

Academic: All matters directly related to the teaching, learning, training, and research necessary for students to fulfill the requirements for attaining their educational degrees.

Academic Integrity: A commitment to and active practice of honesty, trust, fairness, respect, responsibility, and ethical behavior in all academic work, including learning, teaching, assessment, research, and scholarship.

Academic Dishonesty: Any attempt to gain an unfair academic advantage through misleading or unethical actions. (See **Section 6** for definitions, categories (i.e., forms), and further information related to academic dishonesty).

Appeal: A formal request submitted to a higher authority seeking reconsideration or reversal of a disciplinary decision. An appeal is not a grievance and may not be used to challenge the results of an academic misconduct investigation.

Grievance: A cause for complaint with a desire for redress. A grievance is distinct from an appeal and may not be lodged against the outcome of an academic misconduct investigation.

Ministry of Higher Education and Scientific Research (MHE): The Ministry of Higher Education and Scientific Research of the Kurdistan Regional Government of Iraq.

Student Discipline Committee: The committee appointed by the President with authority to investigate and recommend penalties in all cases of academic misconduct.

IV. POLICY STATEMENT

1. Principles of Academic Integrity

- a) Academic integrity is a fundamental component of an ethical learning and teaching culture.
- b) All members of CUE share the responsibility to advocate for and uphold academic integrity in the teaching and learning environment through active and ethical academic practices.
- c) The moral rights of scholars must be respected by faculty, staff, and students through proper acknowledgment and referencing.
- d) CUE recognizes the value of Artificial Intelligence (AI) as a tool; however, it must not replace students' efforts in acquiring knowledge, synthesizing information, and developing skills.
- e) CUE firmly opposes and will not tolerate academic dishonesty by students or affiliates under any circumstances.
- f) CUE will treat allegations of student academic dishonesty, plagiarism, and misuse of AI with seriousness. Proven cases will be addressed in accordance with this policy.
- g) CUE will not grant credit for work that is plagiarized or produced through academically dishonest practices.
- h) CUE will address grievances, complaints, and appeals in a timely manner, adhering to the principles of natural justice and regulatory requirements.

2. Commitment to Academic Integrity Promotion

CUE is committed to supporting students in conducting their scholarly and practice-based work with academic integrity through the following measures:

- a) Introduce and incorporate academic integrity lessons into first year teaching for all new students, ensuring that there is mutual understanding about both the topic and the consequences at CUE;
- b) Designing curriculum and assessments that integrate academic integrity with the development of professional skills;
- c) Offering clear guidance on the appropriate standards and practices of academic integrity;
- d) Fostering a learning environment based on mutual respect and trust between academic staff and students;
- e) Addressing minor cases of academic misconduct as learning opportunities to enhance understanding; and
- f) Providing tools to support self-assessment and compliance before assessment submission, including text-matching software (e.g., Turnitin) and practical resources that model good practices and offer examples.

3. Preliminary Review Panel and Student Discipline Committee

- a) The Preliminary Review Panel will first review the academic integrity case and make recommendations before it is brought to the Student Discipline Committee.
- b) The Student Discipline Committee has the authority conferred by the President to investigate and recommend penalties in all cases of academic misconduct.
- c) Further details regarding the Student Discipline Committee may be found in the Student Discipline Committee Charter.

4. Jurisdiction

- a) Disciplinary authority over students is exercised in accordance with university-approved regulations pursuant to the Law of Private Universities in the Kurdistan Region – Iraq (Law No. 2 of 2013), Article 17 (Seventh).
- b) Jurisdiction of academic violations falls under the authority of the Student Discipline Committee.
- c) The authority to impose penalties such as warnings, admonitions, reprimands, or suspensions for a period not exceeding one month lies with the respective Dean and/or Head of Department (Examination Instructions and Student Discipline, 10.1).
- d) The authority to impose suspensions exceeding one month is vested in the University Council (Examination Instructions and Student Discipline, 10.2).
- e) The authority to impose permanent dismissal from the University is vested in the President (Examination Instructions and Student Discipline, 10.3).
- f) Misconduct that is clearly categorized as non-academic falls under the jurisdiction of the Student Discipline Committee, in accordance with the Student Code of Conduct. CUE holds all students responsible for actions occurring on campus and at university-authorized events.
- g) Students attending an off-campus function as representatives of the University are subject to disciplinary penalties for violations of this policy.

5. Reporting Concerns

- a) Any faculty member responsible for assessing student work who suspects plagiarism or academic dishonesty must report the incident to the Dean and/or Head of Department of the respective college in accordance with the Academic Integrity Investigation Procedure. Upon confirmation of receipt, the Dean and/or Head of Department will refer the case to the Preliminary Review Panel of the Student Discipline Committee for review and recommendation.
- b) In an examination or test setting, the proctor must report any suspicions of academic dishonesty to the module instructor.

6. Definitions of Academic Dishonesty

CUE defines academic dishonesty as any attempt to gain an unfair academic advantage through misleading or unethical actions. Forms of academic dishonesty include:

- a) Plagiarism: Failure to follow correct acknowledgment practices. Using 25% or more in total, or more than 9% from a single source, of the words, ideas, or work of others and presenting them as one's own without proper attribution. This includes material from websites, journals, books, social media, mainstream media (i.e., radio and T.V.), speeches, diagrams, images, or another student's work. Examples include:
 - i. Listing a source in the bibliography and references, but failing to use correct in-text citations;
 - ii. Rearranging the words of a source while keeping the original idea without proper referencing;
 - iii. Quoting from lectures, speeches, or any other work without citing the author correctly;
 - iv. Copying some or all of another student's work without acknowledgment;
 - v. Presenting visual, digital, or physical artifacts created by someone else for assessment.
- b) Self-Plagiarism: Reusing or resubmitting one's own previously assessed work without prior approval. Building on prior work is encouraged, but students must seek explicit permission from their instructor, and they must also cite their previous work appropriately.
- c) Fabrication: Making up or falsifying information, data, or sources.
- d) Contract Cheating and Impersonation: Engaging a third party, paid or unpaid, to complete work and submitting it as one's own.
- e) Incorrect or Undisclosed Use of AI: Using AI tools in assessments without authorization, or failing to disclose AI use where required.
- f) Collusion: Unauthorized collaboration in preparing or presenting work, including knowingly allowing one's work to be copied.
- g) Cheating in Examinations: Attempting to obtain academic credit through dishonest, disrespectful, or unfair means, including copying, using unauthorized aids, sharing examination content, or permitting another student to copy one's work.
- h) Bribery: Offering or accepting money or favors in exchange for admission decisions or grades.
- i) Obtaining an Unfair Advantage: Gaining or attempting to gain access to examination content, research projects, or assessment materials before the authorized date, or continuing work on an assessment after the time has expired.

- j) Misrepresentation: Providing false or misleading identification in an academic context, including to receive a university benefit or sit an examination.
- k) Destruction of Another Student's Work: Sabotaging or stealing another person's assignments, notes, experiments, electronic hardware, software, or documents.
- l) Unauthorized Publication of Resources: Selling, posting, or publishing University materials, including lecture notes, handouts, or recordings, without the consent of the University.
- m) Forgery: Forging the name of an instructor or University official on any document; submitting an altered transcript or record; or altering a previously graded assessment. Note that these acts may also constitute criminal offenses
- n) Misrepresentation of Authorship: Falsely claiming or denying credit for intellectual or academic work, including listing individuals as authors or contributors who did not meaningfully contribute, omitting individuals who did, or claiming credit for the work or ideas of others in a research, publication, or academic context.
- o) Use of Cheating Services: Using online or other external services to complete assessments.

7. Use of Artificial Intelligence

CUE students are permitted to use AI tools only to proofread their work and not to generate, paraphrase, or otherwise produce content submitted as the student's own work. AI tools may only be used in assessment tasks if the assessment instructions explicitly permit it, or if the module instructor has provided official permission to all students for that specific assessment. If permitted to use AI tools in an assessment, students must:

- a) Acknowledge the use of AI in their work, either in an in-text citation or in an acknowledgment section; and
- b) Include a statement with the submitted work outlining how AI tools were used.

8. Acknowledgement Practices

- a) CUE accepts the American Psychological Association (APA) Formatting and Style Guide, 7th Edition (or its most current version), as the standard format for written work and proper acknowledgment of resources consulted. Other widely accepted notation systems may be used where the module instructor deems it appropriate.

9. Penalties

Penalties for academic dishonesty or plagiarism will be determined by the Student Discipline Committee in accordance with MHE guidelines (i.e., cheating penalties under No. 1723, Section 9, Article 35) and may include, but are not limited to, the following (individually or in combination):

- a) Fail grade for the assessment.
- b) Fail grade for the module.
- c) Fail grade for the entire year.
- d) Warning letter issuance.
- e) Admonition letter issuance.
- f) Reprimand letter issuance.

- g) Prohibition of receiving any form of financial aid, scholarship, or monetary award.
- h) Prohibition of receiving any form of honor, merit award, or other academic recognition.
- i) Suspension.
- j) Dismissal in extreme cases.
- k) Deregistration in extreme cases.

*For cheating in examinations, the mandatory consequences of No. 1723, Section 9, Article 35 apply: if proven, the student “will be considered as having failed all registered modules in that semester” (Article 35 (1)) and “must register for and retake those modules in subsequent semesters” (Article 35 (2)); and “[i]f a student cheats for the second time in in-semester assessments or final semester examinations, the student’s name will be removed (registration terminated)” (Article 35 (4)). The penalties listed above apply to other forms of academic dishonesty, and to cheating in examinations only as they are consistent with Article 35.

10. Annual Reporting

- a) The Head of Committee of the Student Discipline Committee must submit an annual report to the University Council following each academic year. This report must be accompanied by a summary of existing processes and any additional steps taken to promote academic integrity.
- b) The required contents of the annual report are detailed in the Academic Integrity Investigation Procedure.

11. Educational Training and Professional Development

CUE must:

- a) Offer ongoing mandatory seminars on academic integrity;
- b) Implement educational training programs for students to address academic integrity, AI usage, and plagiarism;
- c) Provide professional development programs for staff on academic integrity, AI usage, and plagiarism; and
- d) Establish and maintain the conditions for completion of these programs.

Faculty are responsible for promoting academic integrity through clear communication of expectations, fair and consistent assessment practices, and appropriate academic guidance. Faculty must familiarize themselves and their students with this policy, report suspected violations in accordance with the Academic Integrity Investigation Procedure, and take reasonable steps to prevent and detect academic dishonesty in their courses.

Students must familiarize themselves with this policy, do their own work, utilize appropriate methods for documenting references and the contributions of others, and take reasonable precautions to prevent their work from being used by others.

V. PROCEDURE STATEMENT

The Academic Integrity Investigation Procedure (AA002PR) establishes the processes and responsibilities for implementing this policy. Responsible University offices must administer academic integrity processes in accordance with this policy, the Academic Integrity Investigation Procedure, and applicable MHE requirements.

VI. POLICY HISTORY

- a) Owned by: Academic Affairs
- b) Reviewed by: Policy and Procedure Review Committee; University Council
- c) Approved by: President's Cabinet
- d) Date approved: Jun-30 2026
- e) Related Policies: Student Code of Conduct; Graduation Policy; Registration and Withdrawal Policy (AA001); Assessment and Grading Policy (AA005)
- f) Related Procedures: Academic Integrity Investigation Procedure
- g) Version: CUE-AA002 Academic Integrity Policy
- h) Revision dates: Jun-20 2026 (Initial restructure from Academic Standing Policy)