	Bayan College		
	Faculty Plagiarism Policy		
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1. Introduction:

- Plagiarism is defined as the act of using another person's words, ideas, writing, expressions, sentences, paragraphs, approach, or intellectual work in part or whole, and representing them as your own work and/or ideas without appropriately citing that person. In other words, plagiarism is considered a form of cheating to obtain, or attempting to obtain, credit for academic work.
- It's completely unacceptable to allege or file a claim that is malicious in nature against any faculty at Bayan College. If such a violation is committed, the college may initiate all appropriate action.
- Retaliation against a faculty who participates in an investigation, or who claims a violation of this policy, is prohibited.
- This policy applies to plagiarism allegations involving faculty while employed at Bayan. Allegations relate to former academic work will not be investigated unless it is seen as a factor in the college's decision to employ said faculty member.
- Both the person against whom allegations are made and the one who made the allegations shall be informed in writing of the case progress.
- All stages of the investigation shall be treated as entirely confidential.

2. Procedures

2.1. It is the responsibility of any college community member who becomes aware of an instance of plagiarism to report the case (in writing) to his/her HoD.

2.2. Upon receipt of an allegation of Plagiarism the dean shall appoint a committee to investigate the allegations within three working days. If the committee determines that no breach to policy has occurred, all written materials should be deposited in the dean's office. If the committee decides that the allegations require an investigation, the dean should be informed of its decision.

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2.3. If the allegations warrant an investigation, because of sufficient evidence, the person against whom allegations are made /and any collaborators, if any, shall be informed and requested to cooperate with the investigators. He/They will be provided the opportunity to meet/discuss the case with the committee.

2.4. The committee shall then prepare its final report to the dean which includes the investigation procedures, clear cut findings, and a recommendation(s) . If the committee concludes that the policy has not been breached, the case shall be closed. If the committee decides that sufficient evidence supports a violation of this policy, it will suggest an appropriate action. The dean shall review the report and either affirm its recommendations, modify, or reject them.

2.5. Appeal Request:

The accused has the right to challenge the dean's decision by filing a request for review within seven working days from the date of receiving the final decision. The dean shall review the case and either confirm or reverse the decision. His decision is final.