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للعلوم الأمنية
NAIF ARAB UNIVERSITY
FOR SECURITY SCIENCES
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Student Guide to Scientific Integrity

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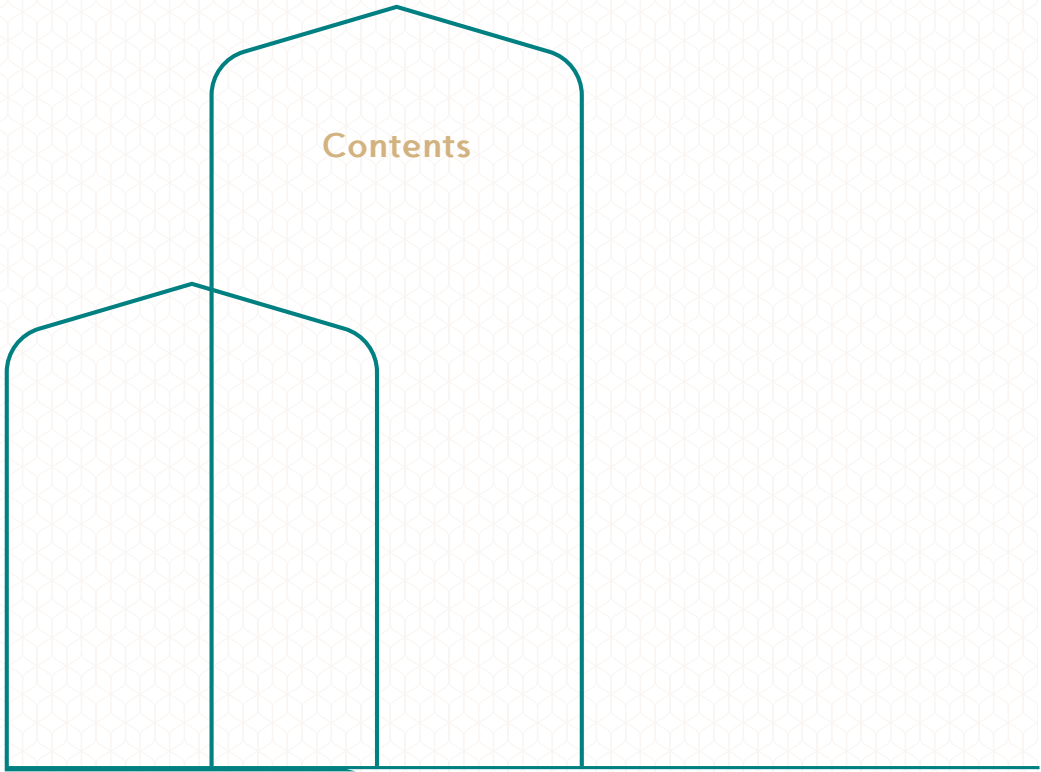
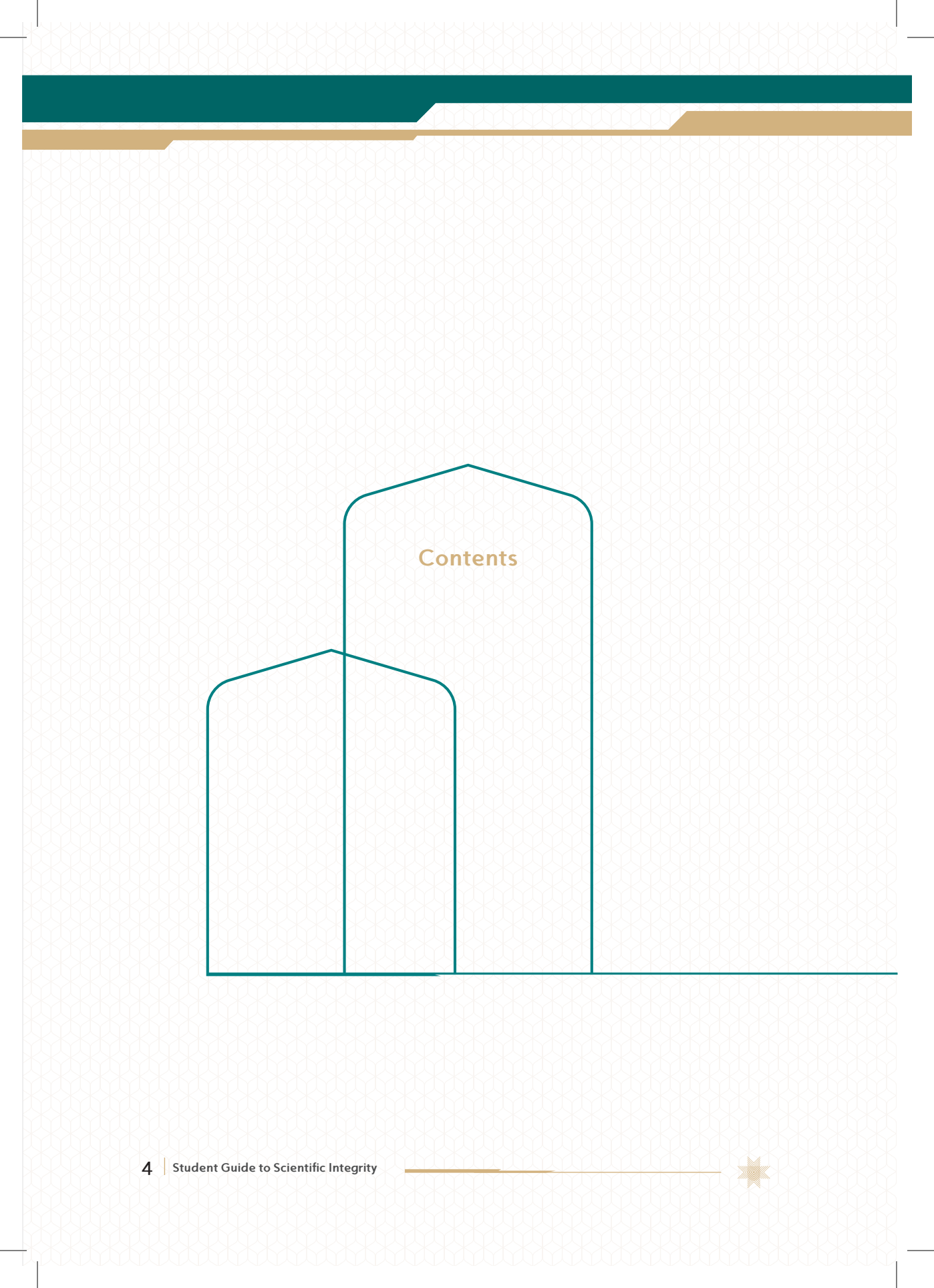


Foreword

The rapid advancement of emerging technologies, together with the expansion of scientific research activities across universities and research institutions, has greatly enhanced the creation of information resources and facilitated access to a wide range of information sources. At the same time, however, these developments have contributed to the emergence of practices that undermine academic integrity and intellectual property rights through the misuse of information, ideas, and published scholarly works in various forms. Such practices include claiming the work of others as one's own, altering, fabricating, or falsifying research findings, manipulating research data, inadequate citation and referencing, and other forms of academic misconduct. These developments have necessitated the establishment of regulations and standards designed to safeguard academic integrity and protect intellectual property rights. It is therefore essential that researchers and postgraduate students become familiar with these regulations and fully comply with them.

Accordingly, this Guide has been developed to provide students of Naif Arab University for Security Sciences (NAUSS) with a comprehensive understanding of the fundamental principles of academic integrity and intellectual property protection in scientific research. It also explains the mechanisms for upholding these principles and the means of avoiding practices that violate them through the proper application of recognized academic methods and research tools. The Guide seeks to preserve the University's academic reputation, reinforce confidence in the quality of its educational outcomes, and equip students with the research competencies and ethical standards that support the University's vision of "Preparing Arab Leaders and Experts in Security Fields". In addition, this Guide outlines the disciplinary measures and sanctions that may be imposed on any student found to have committed a violation of academic integrity.



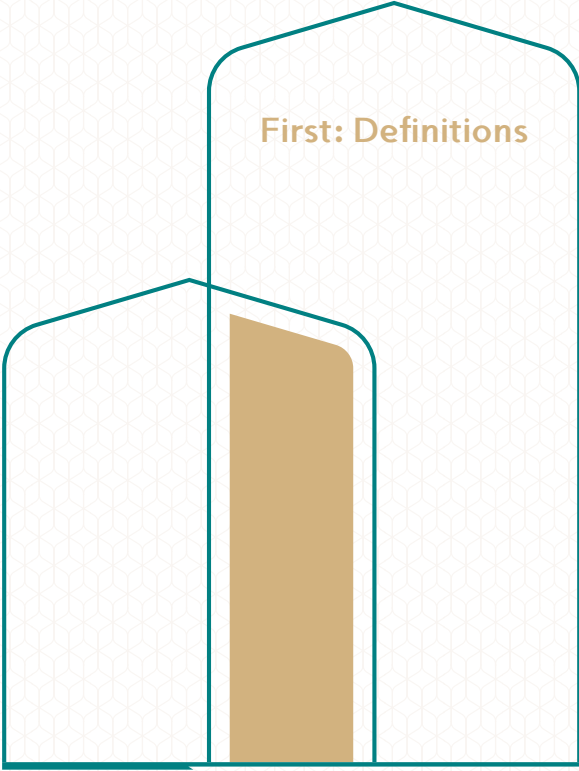
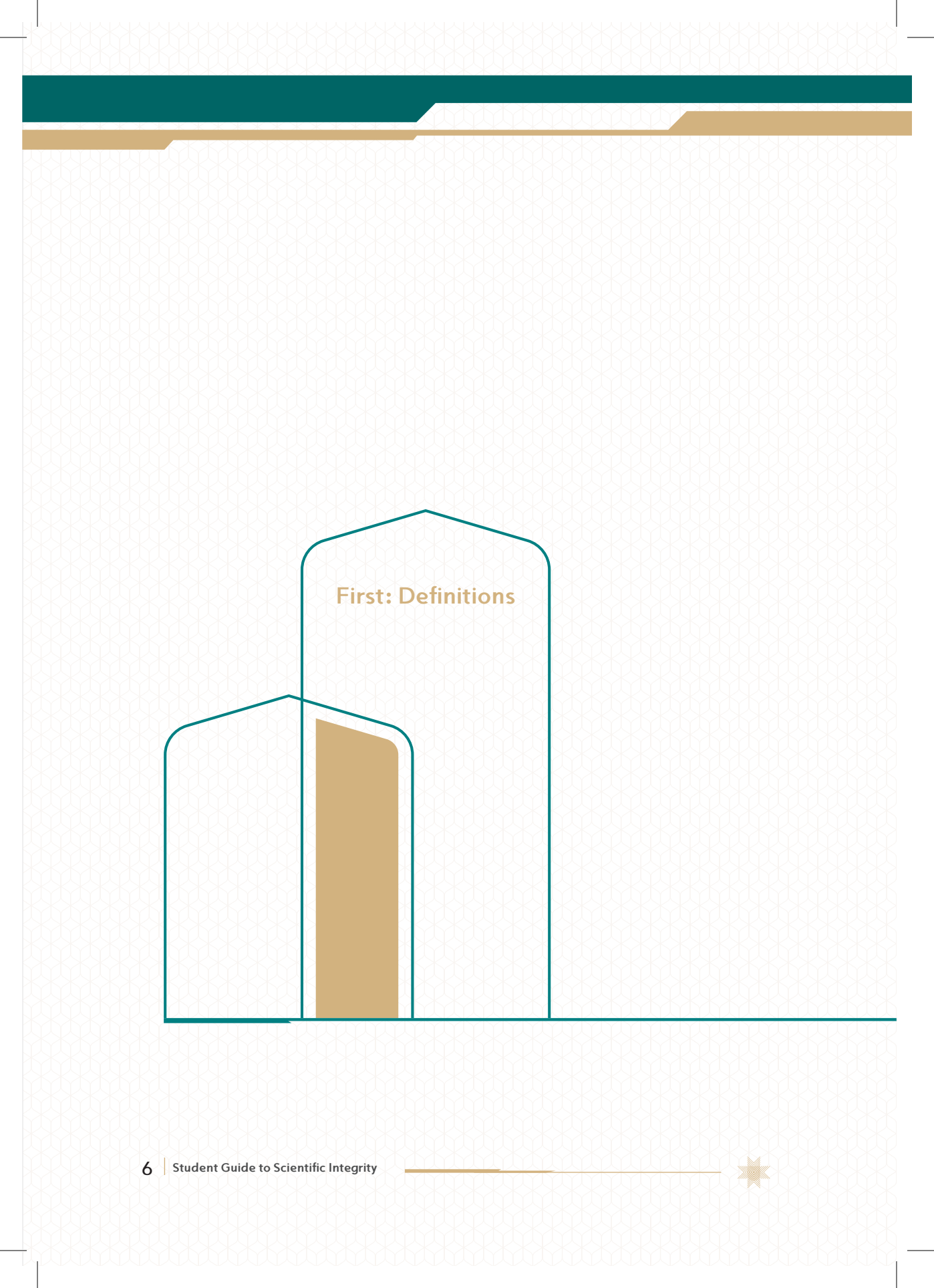


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First: Definitions



First: Definitions

University: Naif Arab University for Security Sciences.

Student: Student enrolled at the University.

Scientific Work: Any scientific or academic work, including research papers, theses and dissertations, graduation projects, patents, and coursework submitted by students to fulfil course requirements, such as scientific reports, assignments, and similar academic submissions.

Scientific Integrity: The attribution of reproduced or derived ideas and information, in all forms, to their owners in accordance with approved scientific methods.

Plagiarism: The illegal reproduction of publications, theses, scientific research, and assignments. In addition to the falsification or alteration of scientific findings and the attribution of the works of others to the plagiarist.

Student Disciplinary Regulations: The approved student disciplinary regulations at the University.

Penalty: All penalties stipulated in the student disciplinary regulations at the University.



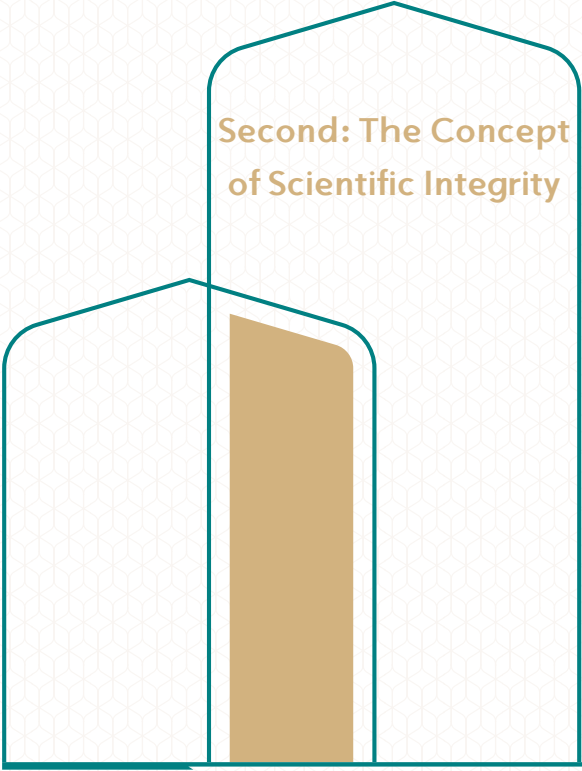
Quotation: The reproduction of a text, idea, or image from others. It is called direct quotation when the material is reproduced verbatim, and indirect quotation when the material is reproduced non-verbatim.

Reference: Any source of information such as a book, article, electronic source, or any type of writings incorporating the author details, title of work, publication outlet, publisher, publishing date, page number, etc.

Citation: The documentation of sources from which the researcher derived their information and ideas.







Second: The Concept of Scientific Integrity



Second: The Concept of Scientific Integrity

Scientific integrity is one of the most important pillars of sound scientific research and is among the qualities the researcher should have while conducting their scientific activities. It is defined as: “The researcher’s commitment to sound scientific methods, the attribution of reproduced material to its origins, and being honest and sincere in all research stages”.

Scientific integrity has many aspects, including the attribution of sayings, innovations, and information to their owners, avoiding the misinterpretation of the statements of scholars, ensuring accuracy in reproducing texts from the works of others, and the attribution of works to their owners without errors, falsification, or alteration. Moreover, scientific integrity necessitates demonstrating evidence for opinions supporting and dissenting the researcher’s hypothesis, honestly and impartially.

The attribution of scientific ideas to their original owners in a sound manner and accurate citation is a means of protecting the rights of original owners, intellectual property rights, and scientific works from loss. Moreover, this attribution constitutes a means to facilitate reviewing the ideas of other researchers incorporated in the research and distinguishing them from those of the researcher, in addition to pursuing the track of ideas and research objectives upon which the supporting discussion points are determined.

The preservation of scientific integrity is a high priority for the protection of intellectual property rights, as it contributes to increasing confidence in research and assignments conducted by students at the University being part of the requirements of their academic courses or scientific degrees.



The violation of scientific integrity is defined as any conduct resulting in non-adherence to the rules of scientific integrity. Such violations have many forms, such as the falsification or fabrication of findings and ideas, and the attribution of literature to non-authors with the intention to mislead. The most common and serious form of these violations is plagiarism as it represents violation of intellectual property rights and leads to legal accountability. Besides that, plagiarism undermines the value of the works of original authors and gives the plagiarist unfair advantage over his peers who rely on themselves and observe the principles of scientific integrity.

The concept of scientific integrity will be discussed in detail by addressing the following violations:

1. Claiming authorship of an entire scientific work or any part thereof and presenting it as one's own by removing the name of the original author and replacing it with one's own.
2. Using ideas contained in a particular scientific work and paraphrasing or reorganizing them without acknowledging the original author or source; or reproducing information from print or electronic sources without complying with accepted citation and referencing practices.
3. Reproducing or using information, maps, tables, experimental results, or other materials without acknowledging the source or reference from which they were obtained.
4. Engaging another person to prepare a scientific work or course assignment, whether for payment or without payment, and submitting it to the course instructor or academic supervisor as one's own work.



5. Using information or ideas derived from a particular source without quotation marks, proper attribution, or acknowledgment of the original author.
6. Citing fictitious or nonexistent references that were not actually consulted in order to inflate the bibliography or create the impression of stronger scientific support.
7. Misrepresenting an author's views by attributing opinions that the author did not express or by misinterpreting or distorting the author's views to support the researcher's own position.
8. Fabrication, namely inventing or creating false research findings and presenting them as genuine, or using the findings of others without conducting the research, thereby misleading the academic supervisor or course instructor into believing that the research was conducted and the reported findings were legitimately obtained.
9. Falsification of research findings by altering or manipulating results because they do not support the original research hypotheses or are inconsistent with established scientific principles, and presenting them in a form intended to make them appear acceptable.
10. Manipulating texts through selective quotation, alteration, deletion, or other modifications to serve the researcher's personal views or interests.
11. Concealing evidence that supports opposing viewpoints while emphasizing only evidence that supports the researcher's own position.

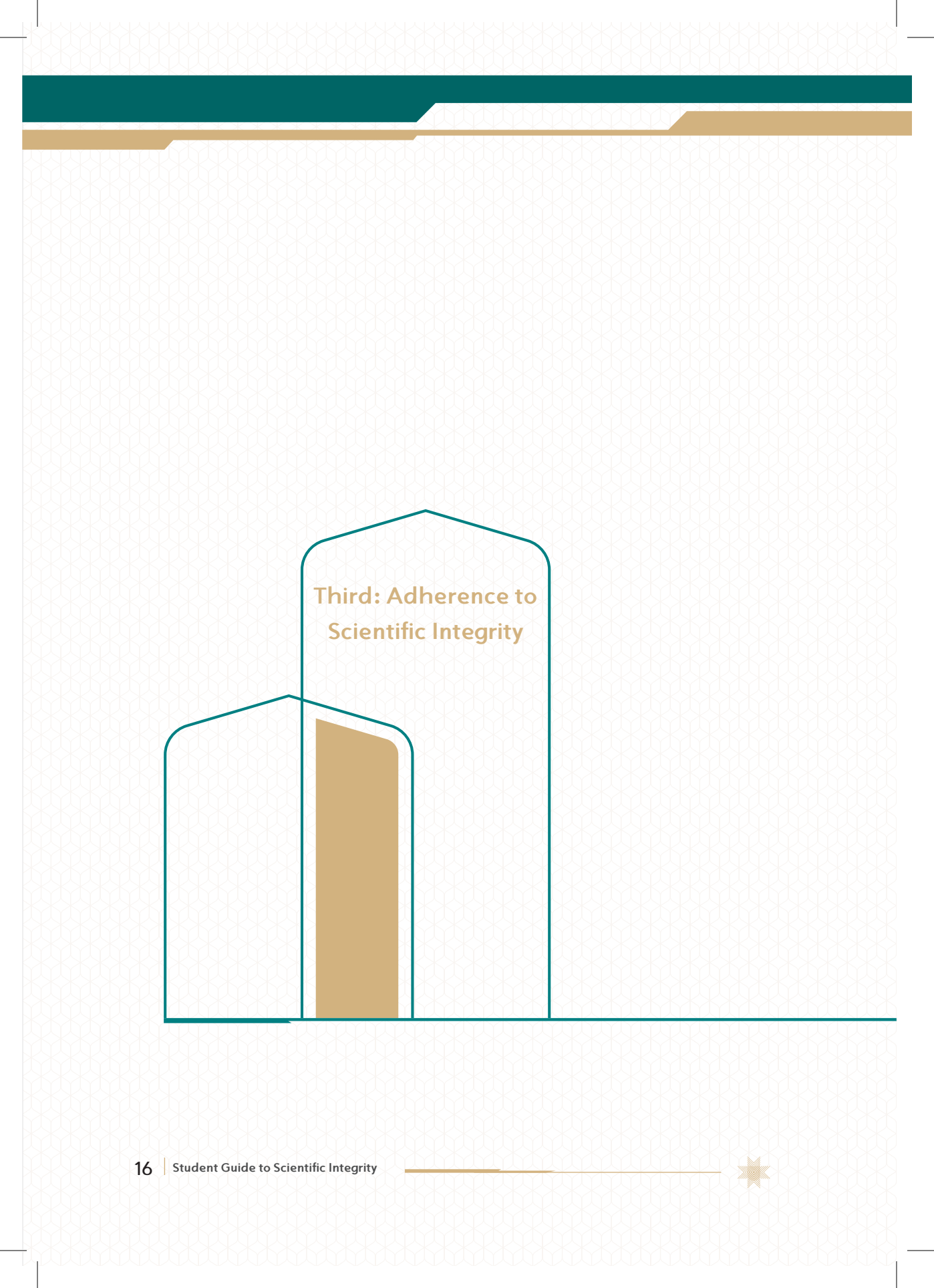


12. Implying or representing oneself as the author of another person's scientific work.
13. Substituting words or research findings merely to create the false impression that the work is original.
14. Falsifying research findings.
15. Translating copyrighted works without obtaining authorization from the copyright holder of the original work.
16. Relying entirely on artificial intelligence technologies, such as ChatGPT and similar generative AI tools, to prepare assignments or research papers and submitting them without meaningful human authorship.

Plagiarism: It is any unauthorized use of another person's intellectual or scientific work. It includes the reproduction or appropriation of ideas, information, writings, paragraphs, texts, tables, statistics, or similar materials, whether published or unpublished and regardless of whether the source is in print or electronic form, without proper acknowledgment of the original source, whether intentional or unintentional, while presenting such material as one's own original work.







Third: Adherence to Scientific Integrity



Researchers and students could observe scientific integrity and avoid violating it by adhering to a set of principles, the most salient of which are:

17. **Transparency and Credibility.** Research findings or scientific opinions should be presented with transparency and credibility and without falsification or fabrication and should not be interpreted according to presumptive hypotheses or be claimed to be the outputs of scientific research.
18. **Objectivity.** Neutrality and impartiality are required in presenting and discussing ideas and sayings and displaying evidence relied on by the researcher without bias in favor of an idea or conviction. Therefore, the researcher should unlearn ingrained thoughts and habits and overcome bias to prove the soundness of their research or theory.
19. **Accurate Attribution.** The researcher should cite and attribute original sources directly and not through a secondary source. In the event the original source is missing, and the researcher had to attribute the secondary source, then the secondary source should be cited.
20. **Proper Citation and Referencing.** It is to mention the references or sources referred to or quoted by the researcher using various citation styles. Such styles are:

First: Footnotes

This citation is done directly after quoting a source or referring to it sequentially. Thereafter, all sources and references should be listed in alphabetical order at the end of the research and according to the type of reference, whether a book, scientific research published in a journal, scientific encyclopedia, or online reference. This citation style is the most



proper, most common, and most adopted in Sharia and legal research at the University. It allows the researcher to use the footnotes to reproduce legal texts that are difficult to be reproduced in the body of the research. In addition, it allows to add annotations to legal and controversial issues that may distract the reader if mentioned in the body of the research. Footnotes help the reader to view the sources and references of information contained in the same page by viewing the page foot.

Citing a Book or Print Reference: Citation varies according to the number of authors. In this context, focus will be placed on print books with one author. Citation format: “Author Last name, First name (Year Published). Title of Work, edition., Country, Publisher, Volume, page.”

Example: Al-Shakily, Abdul Qadir (2021). Rules of Legal Research, 8th ed., Amman, Dar Althakafah for Publishing and Distribution, p. 15.

Citing a Website: If articles published in online scientific journals were quoted, the retrieval date and URL should be added to the citation.

Example: Alhaj Mahmoud, F (2022). Susceptibility to Intellectual Extremism on Social Media Based on Selected Psychological Variables. Arab Journal of Security Studies, 38(1), 51-64. Retrieved August 5, 2022, from: <https://journals.nauss.edu.sa/index.php/AJSS/article/view/1854>

Citing an Online Encyclopedia: After ensuring that the print book is identical in terms of content and numbering, the method used in citing a book or print reference should be followed.

Citing a Court Decision: Citation format: “Name of the court (Decision number and year), place and date of publication, Volume, page.”



Second: APA In-Text Citation Style

This style requires citing the reference or source directly after being referred to or quoted in the text of the research. This style is adopted by the University in social studies such as psychology, sociology, and law, as well as few theoretical and applied forensic sciences.

It is worth noting that the latest edition of the APA citation style is the seventh edition, which establishes specific guidelines for citing and referencing different types of sources (APA, 2022), as outlined below.

- Research Journal Article

In the text, the researcher's name is cited, followed by the title of the research and the date of publication. In the reference list, the author's last name, the initial of the first name, the title, the name of the publication outlet in italics, the issue number, and the relevant page numbers should be provided.

- Book

In the text, the author's name and the year of publication are cited. More detailed information should be included in the reference list by providing the author's last name, the initial of the first name, the year of publication, the title of the book, the editors in italics, the edition number, the total number of pages, the city, and the country. In addition to the above, the relevant page numbers should be included if the cited reference is part of that book.

- Legal Case

In the text, the author's name and the year of publication are cited. In the reference list, the author's last name, the initial of the first name, the title, the editors, the number of pages, the title of the case, the page number, the publisher, and the country should be provided.



- **Thesis or Dissertation**

In the text, the name of the thesis or dissertation author and the date of publication are cited. In the reference list, the researcher's last name, the initial of the first name, the date of publication, the title in italics, the editors in italics, the publisher, the city, and the country should be provided.

- **Newspaper Article**

In the text, the author's name and the year of publication are cited. In the reference list, the researcher's last name, the initial of the first name, the date of publication, the title of the article, the editors, the name of the newspaper in italics, and the page number should be provided.

- **Scientific Report**

In the text, the author's name and the year of publication are cited. In the reference list, the author's last name, the initial of the first name, the date of publication, the title of the report, the editors in italics, in addition to the publisher, the city, and the country, should be provided.



Third: Reference List

In this style the researcher numbers the citations and quotations in serial numbers in the text, and at the end of the research lists the references and sources as contained in the research, regardless of the alphabetical order of authors names. This citation style is adopted by a number of peer-reviewed international scientific journals.

- Observance of Quotation Rules

Quotation rules are of high significance as they assist researchers to adhere to scientific integrity. Quotation is among the important methods required by scientific research since the efforts of earlier researchers are indispensable. To ensure that a quotation is legitimate, the accepted quotation rules must be observed, both in the body of the research and in the list of sources and references. It is of two types, the first is to reproduce a text verbatim and it is called direct quotation, and the second is to paraphrase or summarize a certain idea and it is called indirect quotation. In direct quotation, the quoted text should fully match the text in the original source and should be written in two quotation marks, and the source should be cited so that the reader is aware that this text is quoted. If the researcher wishes to delete some words or phrases, three points should be placed to denote the deletion (...), and parentheses should be used if the researcher wishes to add a comment or annotation to the quoted text to prevent the quoted text from mixing with the writings and comments of the researcher.

- Forms of Proper Quotation

Proper quotation can be performed in one of the following four methods: reproducing the full text, paraphrasing the text, summarizing the text, and shortening the text, accompanied by citing the original author. Sharia and legal scholars adopt the first method (reproducing the full text verbatim) with regard to legal texts from the Holy Qur'an and Hadith as no alteration, summary or paraphrasing can be done to



avoid affecting the meaning, changing the ruling, or misinterpreting the text. Verbatim reproduction of legal texts is acceptable in the codification of Fiqh and legal rules and regulations and judicial rulings.

Examples of quotation forms (reproducing the full text, paraphrasing the text, summarizing the text, shortening the text).

Text: Abuse: (Using a right in a way that harms others).

Reproducing the full text: As for the meaning of abuse in using the right in law, it was defined in the law dictionary as: “Using a right in a way that harms others”.

Paraphrasing the text: Abuse: A person performs a work, according to a proven legal right to him in a way that harms others. The verb is abuse, and the actor is abuser.

Summarizing the text: It is similar to paraphrasing, and sometimes words are changed such as: “Using a right with the intent to harm”.

Shortening the text: Abuse: “Using a right in a way that harms...”.





**Fourth: Most
Common Mistakes
and Ways to Avoid
Them**



There are numerous practices that constitute violations of scientific integrity. Among the most common are the following:

21. Failure to cite the reference quoted by the researcher, whether it was direct or indirect quotation, and whether it was intentional or unintentional.
22. Example: The legal element of crime: “It is the fact that the act committed by the offender is prohibited in Islamic Sharia, law, and order. This prohibition shall be effective at the time of the commission of the crime, and applicable to the location of crime and the offender”, according to the researcher....We note here that the researcher mentioned the quoted definition and did not cite its owner.
23. Citing the reference in part of the quoted text, which misleads the reader that the rest of the quoted text was authored by the researcher.
24. Example: The transfer of sentenced persons is governed by the provisions of the United Nations Convention against Corruption (2004) as follows: “States Parties may consider entering into bilateral or multilateral agreements or arrangements on the transfer to their territory of persons sentenced to imprisonment or other forms of deprivation of liberty” for offences established in accordance with this Convention, in order that they may complete their sentences there”.
25. It should be noted that the researcher enclosed only part of the quoted text within quotation marks, while placing the remainder of the text (in italics) outside the quotation marks. This was most

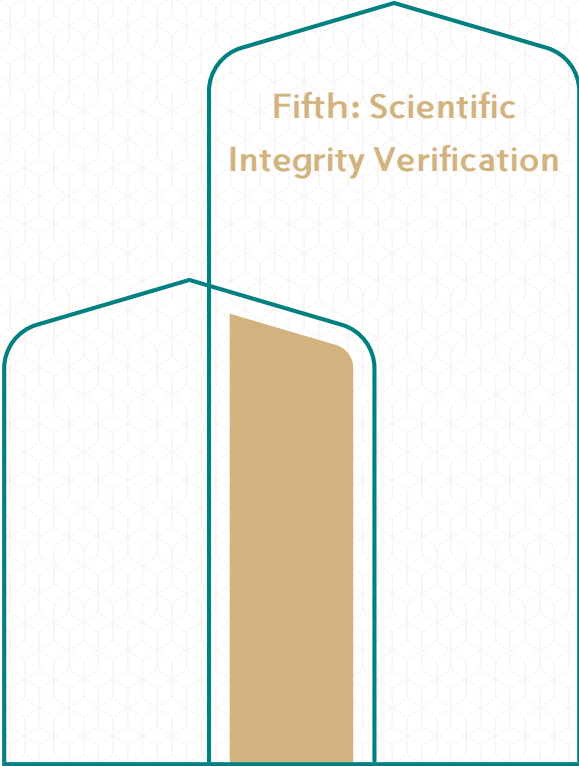


likely done to reduce the amount of direct quotation and avoid criticism for excessive reliance on direct quotations.

26. Long quotations that unnecessarily require a page or more. Long quotations should be avoided unless necessary.
27. Failure to take accurate notes while conducting the research may lead to confusion in authors names, sources, references or websites.
28. Using information obtained from the Internet without verifying its accuracy or authenticity, as the research or information may have been plagiarized from its original author and republished under another person's name, or may have been derived from an unreliable source.
29. Inaccurate quotation from scientific encyclopedias. Therefore, the researcher should ensure that the material available in the encyclopedia is identical to the original source.







Fifth: Scientific Integrity Verification





The violation of scientific integrity, in its various forms, have prompted information technology companies to develop software solutions for verifying scientific integrity and detecting plagiarism. These tools are designed to protect authors' intellectual and scholarly rights and to uphold the standards of scientific integrity that should characterize the scientific work produced by universities, research institutions, and publishing houses.

One of the software applications adopted by the University is “Turnitin”, through which all scholarly works and student assignments are screened for improper citation and potential plagiarism. The system compares the content of a scholarly work against an extensive electronic database to detect plagiarism and other forms of academic misconduct. It also provides users with feedback and standardized annotations directly on the document submitted by the student or researcher. The University offers scientific integrity verification and plagiarism detection services for scholarly works and student assignments through the Security Library and the Learning Management System (LMS).

To ensure that all available resources are provided for verifying the scientific integrity of the University's scholarly work, including research papers, theses and dissertations, assignments, and other academic work, the University's E-Learning Department has prepared a Student Guide for checking scholarly works and assignments using the Turnitin scientific integrity verification system through the LMS. The Guide is made available to the relevant users on the LMS home page.

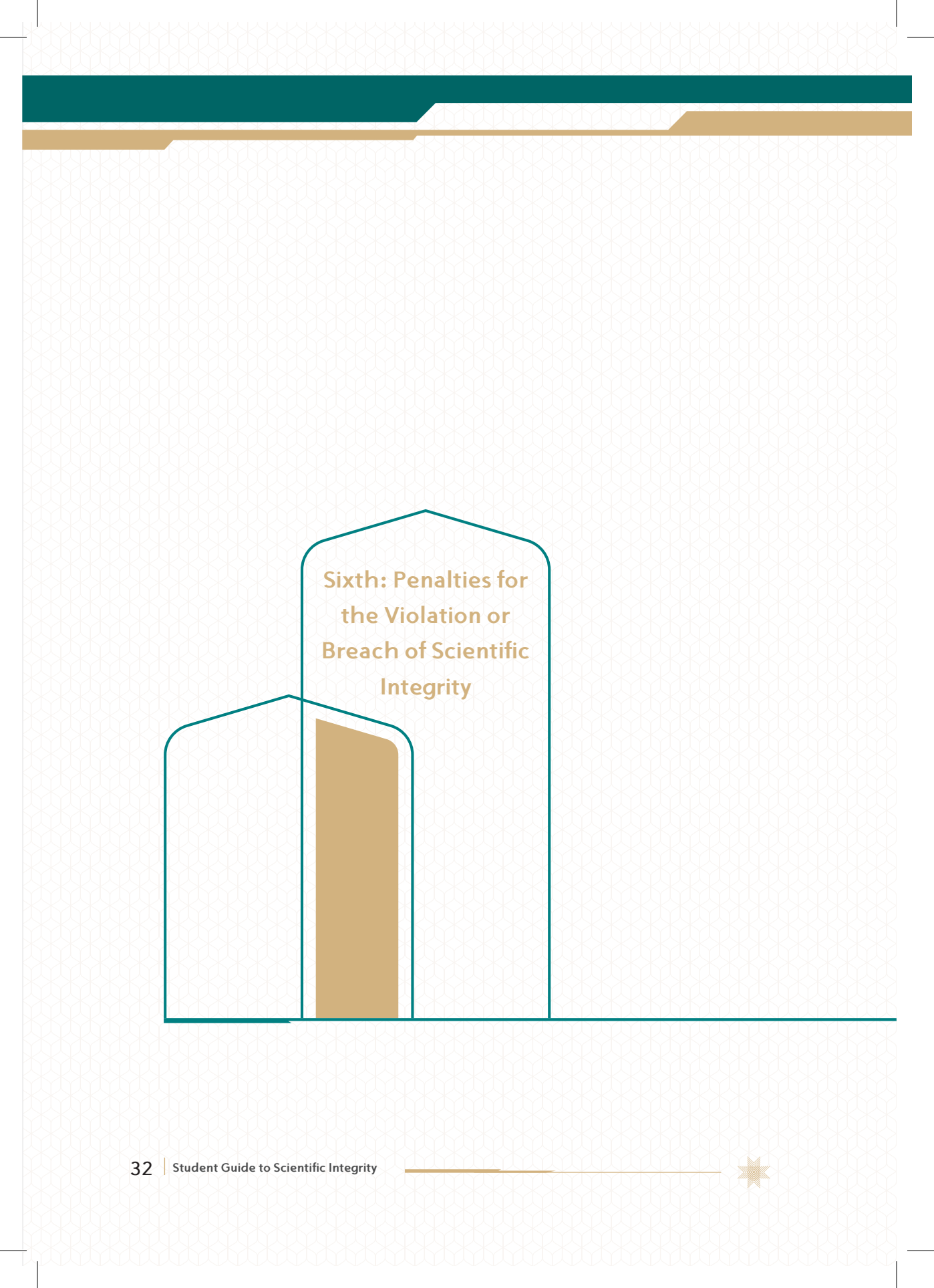




After logging into the LMS and selecting the relevant course, the student accesses the submission link for which the scientific integrity verification and plagiarism detection service has been enabled by the course instructor. The student then selects the file, submits it through the designated link, and saves the changes. The document is subsequently analyzed to verify scientific integrity, and the similarity percentage is displayed. The system also allows the student to view the Similarity Report, which identifies the uploaded document, highlights the matched passages, and indicates their similarity percentages and original sources. The student may then either complete the final submission or withdraw the submission, revise the document, and resubmit it using the same procedure.







Sixth: Penalties for the Violation or Breach of Scientific Integrity



Article Six of the Student Disciplinary Regulations imposes penalties on students committing one or more of the violations stipulated in Article Five of the above-mentioned regulations according to the type and nature of the violation. Among stated violations are: “plagiarism, and any violation of intellectual property rights, of all intellectual, educational, electronic and print sources”.

Penalties imposed on violating students:

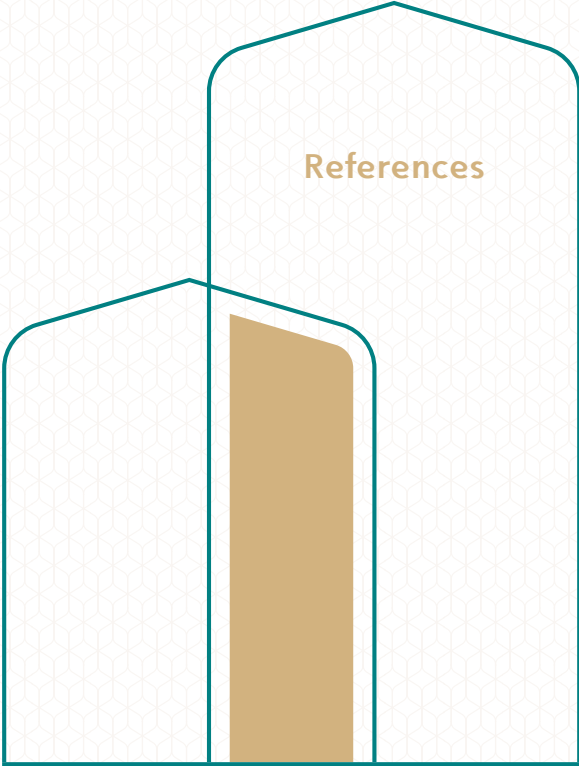
30. Verbal warning.
31. Written warning accompanied by a written undertaking not to repeat the violation.
32. Deprivation of certain University privileges and services available to students.
33. Requiring the student to perform community or service-related activities or to attend training courses, either within or outside the University, for a period not exceeding one month.
34. Cancellation of the student’s examination in the course in which the violation occurred, with the student being assigned a failing grade in that course.
35. Prohibiting the student from taking the final examination in one or more courses during one or more academic semesters.
36. Adjustment of the student’s grade in one or more courses.
37. Temporary suspension from the University for a period not exceeding two academic semesters.



38. Postponement of the student's graduation for one academic semester.
39. Withholding the graduation certificate or revoking it after issuance if it is established that it was obtained through forgery or fraudulent means.
40. Permanent dismissal from the University.







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