



MEMORANDUM

To : All Students – DRB-HICOM University of Automotive Malaysia

From : Muhd Fauzi Abdul Hamid
Dean, Academic Management Centre

Cc : Prof. Dato' Sr. Dr. Omar Osman - Vice Chancellor
Assoc. Prof. Ir. Hj. Shamil Hj. Abu Hassan – Deputy Vice Chancellor
Assoc. Prof. Ts. Safiza Simon – Registrar
Ts. Mohd Azam Musa – Dean, Faculty of Engineering & Technology
Norlianah Mohd Shah – Dean, Faculty of Business & Management
Dr. Ong Huei Ruey – Dean, Research Management & Postgraduate Centre
Dr. Aizuddin Abdul Rahman – Dean, Student Affairs Centre
All Academicians & Staff

Date : 27 August 2021

Subject : Ethics Guidelines & Turnitin Requirements for Academic Writing

Academic Performance **Clause 2.5.1.6** under the subject of plagiarism in the student handbook is referred to as follows:

2.5.1.6 Plagiarism Includes:

The representation of the work, written or otherwise, of any other person, including another student, or any institution, as the candidate's own. Examples of plagiarism may be as follows:

- 2.5.1.1.1 The verbatim copying of another's work without acknowledgement.
- 2.5.1.1.2 The close paraphrasing of another's work by simply changing a few words or altering the order of presentation, without acknowledgement.
- 2.5.1.1.3 Unacknowledged quotation of phrases from another's work.
- 2.5.1.1.4 The deliberate and detailed presentation of another's concept as one's own.

In order to maintain the level of integrity in academic performance, the University has decided that plagiarism in any assigned academic writing tasks to the students are subject to the requirements as follows:

1. Postgraduate - NOT exceeding 20%
2. Undergraduate - NOT exceeding 30%

This includes the works of theses, dissertation, researches, journals, final year projects, assignments etc. Both the students and lecturers alike MUST closely guard this exercise through Turnitin facility available at our Resource Centre.

It is of utmost importance that the provisions from the aforementioned clause are closely and strictly adhered to failing which, the assigned tasks will be considered invalid and thus, not eligible for grading.

For any clarification, please contact your respective lecturers or anyone related as listed in Table 1 below.

Thank you.

Table 1: Contact Details

Matters Concerned	Officers	Phone No.	Email
Academic Management Centre ("AMC") <ul style="list-style-type: none"> ▪ Academic affairs ▪ Course registration ▪ Class timetable ▪ Teaching & learning arrangement 	Ms. Hadijah Mohd Noh (Faculty of Business & Management)	09-4242490	hadijah.noh@dhu.edu.my
	Ms. Safariza Yahya (Faculty of Engineering & Technology)	09-4242421	safariza@dhu.edu.my
	Mr. Fazlil Aslan Ismail (Resource Centre)	09-4242641	fazlil@dhu.edu.my
	Mr. Mohd Fikri bin Ahmad Fauzi (Resource Centre)	09-4921079	fikri@dhu.edu.my
Student Affairs Centre ("SAC") <ul style="list-style-type: none"> ▪ Student affairs ▪ Student welfare ▪ Student activities ▪ Student disciplinary 	Cr Ataulah Anas Mr. Nadzmi Syafiq Mohd Azmi	09-4242619 09-4242726	ataullah@dhu.edu.my nadzmi@dhu.edu.my
FOE FOB	Ms. Nur Izzati Syazwani Mohd Noor Mr. Muhammad Asri Aminudin	09-4242788 09-4242353	izzati@dhu.edu.my asri@dhu.edu.my
Registrar's Office <ul style="list-style-type: none"> ▪ Student registration ▪ Student records ▪ Examination management 	Ms. Masita Khalijah Johari Mr. Ahmad Faris Mohamed Shukri Mohamad Ms. Aminah Ismail Ms. Maizatul Shahira Bahajanuri Ms. Ida Natasha Hassanuddin	09-4242531 09-4242491 09-4242623 09-4242723 09-4242624	masita@dhu.edu.my faris.shukri@dhu.edu.my aminah@dhu.edu.my maizatul@dhu.edu.my ida.natasha@dhu.edu.my