Procedural Guidelines for Academic Integrity Policy Implementation

Endorsement and Approval		Signature
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1. Purpose:

1.1 To achieve the mission of the Office of Academic Integrity (OAI) and govern the implementation of the Academic Integrity Policy (AIP)

2. Scope of Application:

2.1 Raising awareness of academic integrity and implementing the provisions of AIP

3. Process Owner:

3.1 The Office of Academic Integrity (OAI)

4. Process Contributors

The OAI, Deans Council, Academic Council, and University Council

5. Process:

Procedural Guidelines for Academic Integrity Policy Implementation

I. Introduction

The mission of Abu Dhabi University (ADU) provides for a high quality education while developing students' sense of ethics, morality, and social responsibility. To that end, members of ADU community comprising of students, faculty, and staff have the fundamental obligation to conduct themselves with utmost integrity. As a part of the measures aimed at ensuring an environment characterized with Academic Integrity (AI), ADU has revised its Academic Integrity Policy (AIP).

The full implementation of the AIP gave rise to the creation of the Office of Academic Integrity (OAI). The overall mission of the OAI is comprised of the following three elements which are achieved through the support of the Office of the Provost and in collaboration with the heads of academic and non-academic units:

1. Educating ADU community regarding different aspects of the AI,
2. Fostering a climate of high ethical standards by raising awareness and sensitivity towards issues related to ethics, and
3. Implementing the provisions of the AIP.

This document describes the procedural framework for the discharge of the OAI responsibilities. Further, it describes the guidelines and/or procedures to be followed in the daily operation of the OAI.

II. Educating ADU Community and Raising Awareness

The OAI started its AI Awareness Campaign by holding a series of "Information Sessions" for students, faculty, and staff. The main purpose of the "Information Sessions" at both campuses of ADU is to provide information related to the fundamental elements of the AIP, its provisions, and the sanctions in cases of violations. The next phase of the AI Awareness Campaign entails the acceptance of ethical standards by the members of ADU community. To that end, the members of ADU community sign the Code of Honor (COH) affirming their commitment to uphold the highest standards of honesty, truthfulness, and integrity in the academic and/or administrative activities of the institution.

The AI Awareness Campaign continues to include the following:

1. Offering the AI "Information Sessions" for students, faculty, and staff at the beginning of each semester,
2. Devoting a portion of each class time for presenting, reviewing, and discussing the AIP by each instructor, and explaining the consequences of violations of the provisions of the AIP,
3. Signing of the COH by students, faculty, and staff joining ADU,
4. Including major elements of the AIP and the sanctions for violations of the AIP in each course syllabus,
5. Maintaining an up-to-date webpage (www.adu.ac.ae/OAI/),
6. Offering professional counseling to the members of the ADU community, upon request or when is deemed necessary,
7. Providing training to student-mentors serving at the Learning Support Center to assist other students to avoid violations of the AIP,
8. Providing one-on-one training and counseling to students, faculty, and staff regarding the AI and ethical issues,
9. Facilitating periodic "Academic Integrity Awareness Week" hosted by the student body,
10. Providing educational resources related to different forms of the AI violations,
11. Promoting a culture of zero tolerance for acts constituting the AI violations and/or breach of ethical standards,
12. Making available literature relevant to AI and ethics, and
13. Offering "tutorials and workshops" on the AI related topics/issues for students that have violated the provisions of the AIP.

III. Implementation of the Provisions of the AIP

The implementation of the AIP invariably entails addressing instances of the AI violations. The procedural aspects in this area are presented in the following sections:

A. Reporting the Cases of Alleged AI Violations -- Once a student is alleged to have violated the AIP and there is sufficient evidence to support the allegation, the incident must be reported to the OAI. The report should be filed by the faculty/proctor/staff that possesses knowledge of the incident. The following procedures govern the reporting of the alleged violations and strict compliance is expected:

1. Completing and filing a *Violation Report and/or Exam Violation Documentation Forms* with the OAI within one working day from the incident of alleged violation,
2. Explaining the type of violation,
3. Describing and/or identifying the details of the alleged violation, including but not limited to:

    a. Student's name and ID number,
    b. Course number and title,
    c. Facts regarding the surrounding circumstances,

d. Witnesses, if any, and
e. Accomplices, if any.

4. Submitting all the relevant evidence.

B. The "Judicial Process" -- The "Judicial Process" is intended to ensure a "fair" adjudication of all reported cases of alleged violations based on the principle of due-process. The "Judicial Process" establishes the framework for the validation and disposition of the reported cases. The following procedures are the tenets of the "Judicial Process" and govern the actions of the OAI:

1. Examining the *Violation Report/Exam Violation Documentation Forms* and the supporting evidence,
2. Holding meetings with the students to ascertain the facts regarding the reported violations (i.e., discovery meeting),
3. Assessing whether there are sufficient evidence to support the alleged violations, and
4. Dropping the reported cases of violations due to lack of sufficient and reliable evidence.

The following actions are taken, if the reported cases of alleged violations are supported by reliable evidence:

1. Requesting the Office of the Registrar to post grade/s of "H" (Hold) for the student,
2. Holding a meeting of the Academic Integrity Committee (AIC), comprising of the Head of the OAI, Deans of the colleges/academic units for the student and the course, the Registrar, and a representative from the student body,
3. Presenting the case to the AIC,
4. Evaluating the evidence and other relevant facts by the AIC and reaching a decision concerning the merit of the case,
5. Deciding on the appropriate sanctions, if applicable, in accordance with the Sanction Guidelines,
6. Issuing a "Letter of Notification/Letter of Sanction" to the students reflecting the decision of the AIC. The "Letter of Notification/Letter of Sanction" shall identify or state the following:

    a. Alleged violation against the student,
    b. Provision of the AIP that was violated,
    c. Evidence evaluated by the AIC,
    d. Findings of the AIC and the basis for the finding,
    e. Sanction to be imposed,
    f. Availability of appeal of the AIC's decision, and
    g. Any other conditions or sanctions to be imposed on the student.

7. Requesting the Office of the Registrar to convert the grade/s of "H" of the student to the sanction-imposed grades by the AIC, unless an appeal is filed, and

8. Notifying the parents/guardians of the student, when applicable.

C. The "Appeal Process" -- An appeal is a part of the "due-process" and involves the reevaluation of evidence used to substantiate a case of AI violation.[1] The grounds for the appeal must be based on either procedural errors made by the OAI that could have prejudiced the decision of the AIC or the evidence discovered after the AIC hearing (e.g., discovering of relevant and reliable information, misunderstanding of the facts, and changes in the circumstances surrounding the case).

The process of appeal is waived for any student who has admitted to the violations of the AIP during the "discovery" meeting and such admission is reflected in the minutes of the "discovery" meeting. Likewise, either inability to serve the student with the "Letter of Notification/Letter of Sanction" or the student's refusal to receive the notice of sanction within three working days will waive the student's right to appeal.

The following guidelines govern the process of appeal that students should follow:

a. Submitting a written request for an appeal within two working days from receiving the decision of the AIC, and
b. Establishing the grounds for appeal (i.e., stating the reasons why the decision by the AIC should be reviewed).

The cases eligible for appeal are submitted to the Academic Integrity Appeal Committee (AIAC) for reevaluation. The membership in the AIAC is comprised of the Provost, the Head of OAI, and two faculty members (one selected by the Provost, and the other by the Head of the OAI), and the Registrar.

The AIAC can either affirm or reverse the decision of the AIC. In all cases, the decision of the AIAC is final and binding for the student and the OAI. In rare circumstances, and based on compelling reasons, the decision of the AIAC may be revisited (e.g., the discovery of new and credible information capable of having resulted in a different outcome, had the information been known at the time of reevaluation of the case on appeal).

The process of appeal will entail the following steps:

a. Evaluating the original facts and evidence used by the AIC,
b. Evaluating any arguments presented in the "Letter of Appeal" submitted by the student,
c. Evaluating any additional relevant evidence or arguments presented by the OAI,
d. Evaluating any mitigating circumstances,

[1] In cases of dismissal, an appeal will be undertaken by the OAI on behalf of the student, even if the student does not appeal.

e. Deliberating on the totality of facts, evidence, mitigating circumstances, and arguments to ascertain the validity of the decision reached by the AIC,
f. Assessing the appropriateness of the sanction imposed, as per the Sanction Guidelines,
g. Affirming or reversing the decision of the AIC. In cases of the reversal, the AIAC's decision can result in either increased or reduced penalty,
h. Providing the student with the "Letter of Notification/Letter of Sanction" announcing the decision of the AIAC, and
i. Requesting the Office of the Registrar to update the student's grades based on the decision of the AIAC.

IV. Sanctions for Violations of the AIP

As specified in the AIP, AI violations are punishable by dismissing students from ADU. The dismissal of students includes receiving a grade of "F" (Fail) in the course where the violation occurred and forced withdrawals "W" in other courses taken in the semester when the violation occurred. In certain non-cheating violations, and in accordance with the Sanction Guidelines, the below outlined lesser sanctions may be imposed:

1. Failing grade in the course where the violation has occurred and suspension from ADU for one regular semester (i.e., either fall or spring),[2]
2. Failing grade in the course where the violation has occurred,
3. Failing grade in the component of the course where the violation has occurred, and
4. Issuing a "Warning Letter."

In the event of violating the AIP, the Sanction Guidelines also include the following provisions:

1. In any group/team assignment, all members of a group/team will receive the same sanction.
2. The most severe sanction will apply, if students commit more than one violation in the same semester or term.
3. The second violation will carry a heightened sanction, including dismissal from ADU.
4. The third violation is indicative of reckless disregard for the AI and will subject students to dismissal from ADU.

V. Summary

The broad objective of the OAI is to promote and maintain a culture of AI and the highest standards of ethics for its students, faculty members, and staff. This objective is achieved

[2] While on AI Suspension, students are unable to transfer credit hours for courses taken in other universities.

through educating the ADU community regarding different aspects of the AI, fostering a climate of high ethical standards, and implementing the provisions of the AIP.

The implementation of the AIP invariably entails addressing instances of AI violations based on the principle of due-process. Certain violations of the AIP are punishable by dismissing students from ADU. However, for some types of non-cheating violations, a lesser sanction may be imposed, depending on the nature of the violation and the severity of the case. Any violations of the provisions of the AIP by a team of students is subject to equal sanctions for all members of the team and repeated violations are subject to harsher sanctions, including dismissal from ADU.

6. Related Records:

Reference Number	Record Name	Retention Period	Location
Executive Order No. 639	Academic Integrity Policy	Archived indefinitely online by document history in Policies repository SharePoint site - *aduportal*	Policies repository on *aduportal* SharePoint controlled by Administrative and Policy Officer - Office of the Vice Chancellor

7. List of Amendments:

Issue #	Page #	Amendments	Date	Approved By
1	-	Initial Issue		

8. Process Measures (Performance Indicators)

9. Exceptions

For any conditions/circumstances and/or exceptions outside the conditions stated in this procedure, a request shall be presented to either Vice Chancellor or Provost for treatment. Either one will advise on what level of approval is required based on the risk involved in approving the exception. The highest authority to address major exceptions is the Chancellor whom will be recommended by the Vice Chancellor or Provost depending on the nature of the procedure.