



## Policies and Procedures for Academic Integrity Violations in the Department of English

The following policies and procedures outline a uniform approach for handling cases of academic misconduct involving students in courses offered by the Department of English. As a department dedicated to fostering a learning environment built on the values of honesty, fairness, respect, trust and responsibility, we take academic integrity very seriously.

Academic integrity signifies a commitment to intellectual honesty in all academic endeavors. This involves completing coursework independently, providing proper attribution for sources, and adhering to the highest ethical standards in writing, research and examinations. This ensures a fair learning environment where every student has the opportunity to succeed based on their own merit and effort. It also safeguards the development of durable skills—such as critical thinking, analysis, problem-solving, and creativity—that students need in order to become life-long learners and succeed in the modern workplace.

According to the definition provided in the university's Code of Student Conduct and Discipline, the department counts as violations of academic integrity acts that include, but are not limited to:

- **Plagiarism:** Failing to properly cite sources, copying someone else's work, or presenting someone else's ideas as your own.
- **Cheating:** Unauthorized collaboration on assignments or exams, using unauthorized materials during exams, or fabricating data.
- **Contract cheating:** Paying someone else to complete your coursework or exams.
- **Unethical use of AI:** The use of generative AI to produce or complete academic assignments.
- **Substantive editing:** The use of professional editing services or digital editing tools that involve excessive rewriting of the student's work in a way that is counterproductive to the learning process.

### A. Academic Integrity Violations in Examinations

The following procedures and possible sanctions for academic misconduct in examinations are within the provisions of Article 186 in the university's Student Rights and Duties Bylaw, Articles 5 and 11 in the university's Code of Student Conduct and Discipline, as well as Circular Number 2401039255 (dated 19 May 2024) by the Deanship of Student Affairs regarding Procedures for Addressing Cheating in Examinations.



The department counts as a breach of examination regulations any act that involves refusing to comply with the university's examination guidelines. This includes:

- **Cheating or attempting to cheat:** Using unauthorized materials, copying answers from others, or communicating with others during an exam.
- **Impersonation:** Taking an exam for another student or allowing someone else to take an exam in your place.
- **Bringing unauthorized items:** Bringing prohibited items into the exam room, such as electronic devices (including smartphones and smart watches), notes, or reference materials.
- **Disturbing others:** Disrupting the exam environment by talking, making noise, or engaging in other distracting behaviors.
- **Not abiding by the rules:** Disobeying the instructions provided by the examiner or proctor, such as starting or finishing the exam at the wrong time.

If a student is caught cheating or attempting to cheat, a detailed report documenting the case will be filed to the university's Higher Disciplinary Committee in the Deanship of Student Affairs for appropriate disciplinary action. According to the committee's decision, the student may be subject to one or more of the following disciplinary measures as stipulated in the Student Rights and Duties Bylaw (Article 186):

- Implementation of a minimum passing grade for the final course grade.
- Prohibition from taking the final examination of one course, and a failing grade will be assigned.
- Annulment of the student's grade in one or two courses in which a failing grade will be assigned
- Suspension from studies for one or two semesters.

## B. Academic Integrity Violations in Written Assignments

### I. Suspected Violations

When an instructor suspects that a student has violated academic integrity, they will initiate an inquiry by contacting the Head of the Department (or the designated internal committee) to determine if the student has a prior record of academic misconduct.

- **Prior Violations:** If a prior violation exists, the procedures outlined in **Section II** will be implemented.
- **No Prior Violations:** If no prior violation is found, the following steps will be taken:
  1. **Referral and Documentation:** The instructor will present the case to the Department Chair (or committee) for review. This referral will include a



detailed report outlining the suspected violations, including relevant evidence and justifications for suspicion.

2. **Verification Process:** The committee will review the evidence provided by the instructor. In cases where a discrepancy exists between the writing quality of the assignment and the student's overall level, the committee may:
  - Compare the submitted work with samples of the student's previous writing.
  - Schedule a meeting with the student to discuss the assignment and require an in-person writing assessment to obtain an authentic writing sample from the student for comparison purposes.
3. **Outcome of Investigation:**
  - **No Violation Found:** If the committee determines that no violation has occurred, no disciplinary action will be taken against the student. Additionally, the report will not be retained in the student's file in the committee's records.
  - **Violation Confirmed:** If the violation is confirmed, a sanction is imposed within the Department and the student will be required to sign the Academic Misconduct Incident Report. The sanction is often a mark of zero for the assignment in which the violation occurred. A record of the violation will also be maintained in the student's file with the committee.

## II. Repeated Violations of Academic Integrity in Written Assignments

In the case of repeated violations of academic integrity in written assignments (submitted either within one course or across different courses), the student's file will be referred to the Higher Disciplinary Committee in the Deanship of Student Affairs for appropriate disciplinary action. According to the committee's decision, the student may be subject to one or more of the disciplinary measures detailed in **Section A (Academic Integrity Violations in Examinations)** as stipulated in the Student Rights and Duties Bylaw (Article 186).

Official Approval	
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