



Office of Academic Integrity

Academic Integrity Procedures

Table of Contents

I. Introduction3

II. Educating ADU community and raising awareness3

III. Implementation of the provisions of AIP in cases of violations.....4

 A. Reporting of the cases of alleged AI violations4

 B. The Judicial Process5

 C. The Appeal Process6

IV. Sanctions for Violations of AIP7

Summary7

Appendix A: Violation Report8

Appendix B: Exam Violations Documentation Form9

Appendix C: Change Grade Form..... 10

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 (the 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 AIP, as well as, building an infrastructure to support and maintain the highest standards of ethics at all levels of the institution has given rise to the creation of the Office of Academic Integrity (OAI). The creation of OAI is a testament of the institution's recognition of the importance of AI in higher education and the uncompromising expectations of conducts consistent with the highest ethical standards.

The broad objective of OAI is to promote and maintain a culture of academic integrity and the highest standards of ethics for its students, faculty, and staff. This objective will be achieved through a process of:

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

The Office of Academic Integrity achieves its goals and objectives through the support of the Office of the Provost, and in collaboration with the heads of academic and non-academic units.

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

II. Educating ADU community and raising awareness

The Office of Academic Integrity starts its AI Awareness Campaign (the campaign) by holding a series of "Information Sessions" for students, faculty, and staff. The main purpose of the "Information Sessions" at both campuses is to provide information related to fundamental elements of AIP, its provisions, and the sanctions in cases of violations. The next phase of the campaign entails acceptance of ethical standards at ADU through reading and signing the Code of Honor (COH) by members of ADU community. The reading and signing of COH affirms the commitment of students, faculty and staff to upholding the highest standards of honesty, truthfulness, and integrity in the academic and/or administrative activities of the institution.

The following section outlines other major elements of the AI Awareness Campaign:

1. Offering 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 tenets of the AIP by each instructor as well as discussing intrinsic values of

- compliance with COH, and explaining the consequences of violation of the provisions of AIP
3. Incorporating the COH in the admission application packages for students to ADU, as well as, employment application for faculty and staff
 4. Including major elements of AIP, COH, and the sanctions for violations of AIP in each course syllabus
 5. Maintaining an up-to-date webpage (<http://www.adu.ac.ae/en/section/office-of-academic-integration>)
 6. Offering training sessions for students, faculty, and staff regarding the plagiarism and the methods of avoiding it
 7. Providing training on the application of Turnitin software and the analysis of its computer-generated report
 8. Offering professional counseling to the members of the ADU community, upon request or when is deemed necessary
 9. Providing, upon request, mentoring to students considered at risk to minimize potential violations of the AIP
 10. Providing special training to student mentors serving at the Academic Success Center (ASC) to assist other students to avoid violation of AIP
 11. Providing, upon request, one-on-one training and counseling to students, faculty, and staff regarding AI and ethical issues of relevance
 12. Holding, when necessary, “public forum” (open discussion sessions) with students, faculty, and staff to discuss issues of relevance to AI and ethics
 13. Holding periodic “Academic Integrity Awareness Week” hosted by the student body in collaboration with the Office of Student Services and OAI
 14. Providing educational resources related to different forms of AI violations (e.g., cheating, plagiarism, falsifications of records, etc)
 15. Promoting a culture of zero tolerance for acts constituting AI violations and/or breach of ethical standards, and explaining the consequences of violations
 16. Making available relevant leaflets, recent publications prepared by OAI, and ensuring availability of other related materials (print or otherwise)
 17. Offering specially designed “tutorials and workshops” on AI related topics/issues for students that have violated the provisions of AIP

III. Implementation of the provisions of AIP in cases of violations

Implementation of the AIP invariably entails addressing instances of AI violations. The procedural aspects in this area are presented into three parts of reporting cases of alleged violations of AI, the “judicial process” for adjudication of the reported cases, and the appeal process.

A. Reporting the cases of alleged AI violations -- Once a student has violated AIP and there is sufficient evidence to support the violation, the incident must be reported to OAI. The report should be filed by the faculty/proctor/staff who possesses knowledge of the alleged violation or misconduct.

The following procedures govern the reporting of the alleged violation and strict compliance is expected:

1. Completing and filing a Violation Report and/or Exam Violation Documentation Form with OAI no later than one working day from the time of the alleged

- violation (the templates for the Report and the Form are enclosed as appendices A and B
2. Explaining the type of violation as per the provisions of AIP (e.g., cheating, plagiarism, etc.)
 3. Describing the details of the alleged violation, including but no limited to:
 - i. Student's name and ID number
 - ii. Course number and title where the alleged violation occurred
 - iii. Explanation of the surrounding circumstances of the alleged violation
 - iv. Identification of anyone that might have witnessed the alleged violation
 - v. Identification of any accomplice in the commission of violation.
 4. Attaching all the relevant evidence

B. The "Judicial Process" -- The "judicial process" is intended to ensure a "fair and equitable" treatment 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 reported cases. The following procedures are the tenets of "judicial process" and govern the actions of OAI:

- a. Examining the Violation Report/Exam Violation Documentation Form and the supporting evidence filed with OAI
- b. Holding a meeting with the student to ascertain the facts regarding the reported violation (i.e., discovery phase)
- c. Assessing whether there is sufficient evidence to support the alleged violation (i.e., existence of "probable cause")
- d. Requesting the Office of the Registrar to post a grade of "H" (Hold) for the student accused of violation of AIP, provided that the report of violation and the evidence support the presence/existence of "probable cause"
- e. Presenting the case to Academic Integrity Committee (AIC) provided that the probable cause exists
- f. Dropping the reported cases of violations in the instances of insufficiency of evidence
- g. Holding a meeting of the AIC, comprising of the Head of OAI, Deans of the college/academic units for the student and the course, the Registrar, the Students Affairs Officer, and a representative from the student body
- h. Evaluating the evidence and other relevant facts by AIC, reaching a decision concerning the merit of the case, and deciding on the appropriate sanctions where warranted
- i. Issuing a "Letter of Notification" of the decision of AIC to the student. The "Letter of Notification" shall include the following elements:
 - i. Identification of the alleged violation against the student
 - ii. The evaluation of the evidence by AIC
 - iii. The findings of the AIC and the statement of the basis for the finding
 - iv. The sanctions against the student in the event the allegations are substantiated
 - v. Statement of availability of appeal of the decision, provided that the necessary conditions are met
 - vi. Statement of any other conditions to be imposed on the student

- j. Requesting the Office of the Registrar to convert the grade/s of H of the student to the sanction imposed by AIC unless an appeal is filed
- k. Notifying the parents of the student, when applicable
- l. Compiling/updating necessary statistics, and filing periodic reports with ADU's Senior Management

C. The Appeal Process -- The appeal process involves the reevaluation of evidence used to substantiate a case of AI violation. An appeal is an integral part of "due-process" and a requirement of AIP. The appeal of cases with the penalty of "dismissal" is automatic (i.e., undertaken by OAI on behalf of the student). The grounds for appeal must be based on either procedural error which could have prejudiced the decision of AIC or evidence discovered after the AIC hearing. Examples of "grounds for appeal" include, but are not limited to, discovering of new information, misunderstanding of the facts, and changes in the circumstances surrounding the case.

The process of appeal is waived for the student who has admitted to the violation during the "discovery" phase and has signed a statement to that effect. Likewise, either inability to serve the student with the notice of sanction or the students' refusal to receive the notification within seven working days will waive the student's right to appeal.

The following guidelines govern the process of requesting an appeal from the decisions of AIC:

- a. Submitting a written request for an appeal within two working days from receiving the decision of AIC
- 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 AIAC is comprised of the Provost, the Head of OAI, and two faculty members, one selected by the Office of the Provost, and the other by OAI. The decisions of AIAC typically affirm, reduce, or heighten the sanctions imposed by AIC. In all cases, the decision of AIAC is final and binding for the student and OAI. In rare circumstances, and based on compelling reasons, the decision of AIAC may be revisited. An example of instance where a decision can be revisited is discovery of new information capable of having resulted in a different outcome, had the information been available at the time of reevaluation of the case on appeal.

The process of appeal will entail:

- a. Evaluating the original facts and evidence used by AIC
- b. Evaluating any argument presented in the letter of appeal submitted by the student
- c. Evaluating any additional relevant evidence or arguments presented by OAI
- d. Evaluating any mitigating circumstances
- e. Deliberating the totality of facts, evidence, mitigating circumstances, and arguments to ascertain the validity of the decision reached by AIC
- f. Assessing the appropriateness of the sanction imposed
- g. Affirming or reversing the decision of AIC (in cases of reversal, AIAC decision can result in an increased or reduced penalty, as circumstances warrant)

- h. Providing the student and the Office of the Registrar with “Letter of Notification” announcing the decision of the AIAC
- i. Requesting the Office of Registrar and/or Office of the Dean to update the student’s records by completing the Grade Change Form (see Appendix C) and obtaining a copy of transcript

IV. Sanctions for Violations of AIP

As specified in AIP, violations of AIP are punishable by one major sanction: dismissal from Abu Dhabi University, including “F” in the course where the violation has occurred and forced withdrawals (WA) in other courses taken in the semester where the violation occurred. However, under special circumstances, lesser sanctions may be imposed subject to the discretion of the AIC or AIAC. The lesser sanctions are listed below based on the degree of severity:

- 1. Failing grade in the course where the violation has occurred and suspension from ADU for one regular semester (fall or spring)
- 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
- 4. Issuance of a Letter of Warning

In cases of violations of the provisions of AIP by a team of students working on assignments or projects (i.e., group assignments or group projects), the sanctions will be applied at the teams’ level and all members of the team will receive the same sanction.

In cases of repeat violations of AIP in more than one course in one semester/term, the most severe sanction permissible shall apply to every violation. Furthermore, repeat violations of the provisions of AIP are subject to more severe sanctions, including dismissal. Students with a pattern of behavior indicative of reckless disregard for AI are subject to dismissal from ADU.

Summary

As a part of measures aimed at ensuring an environment characterized with academic integrity, ADU has revised its Academic Integrity Policy. The full implementation of AIP, as well as, building an infrastructure to support and maintain the highest standards of ethics at all levels of the institution has given rise to the creation of the Office of Academic Integrity. The broad objective of OAI is to promote and maintain a culture of academic integrity and the highest standards of ethics for its students, faculty, and staff. This objective is achieved through educating ADU community regarding different aspects of AI, fostering a climate of high ethical standards, and implementing the provisions of AIP.

The implementation of the AIP invariably entails addressing instances of AI violations using “judicial” framework and based on the principle of due-process guaranteeing the rights of students, including the right of appeal. The violations of AIP are punishable by dismissal from ADU. However, under special circumstances, lesser sanctions may be imposed depending on the severity of the case. Any violation of the provisions of AIP by a team of students is subject to equal sanctions for all members of the team and repeat violations are subject to harsher sanctions.

Appendix A

Office of Academic Integrity



Violation Report

ADU-QP-OAI-F01

Page: 8/10

Date _____ Campus _____

Semester/Academic Year _____/_____

Name of the person reporting the case _____ Position _____

Course _____ Section Number _____

Name of the student _____ Student ID Number _____

Details of alleged violation _____

Type of alleged violation as per provision of AIP (e.g., cheating, plagiarism, etc.)

Explanation of surrounding circumstances _____

Identification of anyone that might have witnessed the alleged violation and related circumstances

Identification of any accomplice in the commission of alleged violation and the related circumstances _____

Additional remarks (please use additional sheet, if necessary) _____

Appendix B

Office of Academic Integrity



Exam Violations Documentation Form

ADU-QP-OAI-F02

Page: 9/10

Campus: _____	Semester: _____
Exam Room no. _____	Date: _____
Time: _____	Course Code: _____
Name of Instructor: _____	Section: _____

Name of the Student _____ Student ID Number _____

Description of nature of alleged offence:

Description of action taken:

Description of student reaction:

Description of evidence collected:

Proctor 1	Name _____	Signature _____
Proctor 2	Name _____	Signature _____
Roving Proctor	Name _____	Signature _____
Security staff	Name _____	Signature _____

Additional remarks

Appendix C



CHANGE GRADE FORM*

Campus		College
Abu Dhabi	Al Ain	

Semester {Fall, Spring, Summer}:-----
 Student's Name:-----
 ID #:-----

Course Data:

Subject	Course No.	Section	Credit Hours

Previous grade: -----

Change the grade to: -----

Reason for changing the grade:

Please specify the reason for changing the student grade:

Instructor's Signature : ----- **Date:** -----

Dean's Signature : ----- **Date:** -----

System Updated : ----- **Date:** -----

This form must be submitted directly to the Registrar's Office by the college. No forms will be accepted directly from students.

Student contacted by _____ on _____ at _____

* If the grade change has resulted from an action initiated by the Office of Academic Integrity, that Office has the authority to sign the Form.