RCJY MANAGEMENT PROCEDURES

Division	Educational Division	Procedure code	IC-ED-AA-01-06
Department	College / Institute	Issue No.	1
Section	Education and training affairs	Issue Date	01/01/2020

Handling Breaches of Academic Integrity

	RCJY MANAGEMENT PROCEDURES		
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Handling Breaches of Academic Integrity

1- PURPOSE: To provide a framework for handling proven incidents of breaches of academic integrity (plagiarism).

2- SCOPE: Education Division - Colleges & Institutes.

3- POLICY: This procedure follows the regulations and instructions implemented in colleges & institutes.

4- RESPONSIBILITY: ST / HOD

5- DEFINITIONS: **(Terminologies and Abbreviations used in this Procedure)**
BAIF: Breach of Academic Integrity Form
HOD: Head of Academic Department
ST: Section Teacher
STU: Student

6- PROCEDURE DESCRIPTION: The following table clarify the procedure attributes and characteristics, which we can define the procedure through it:
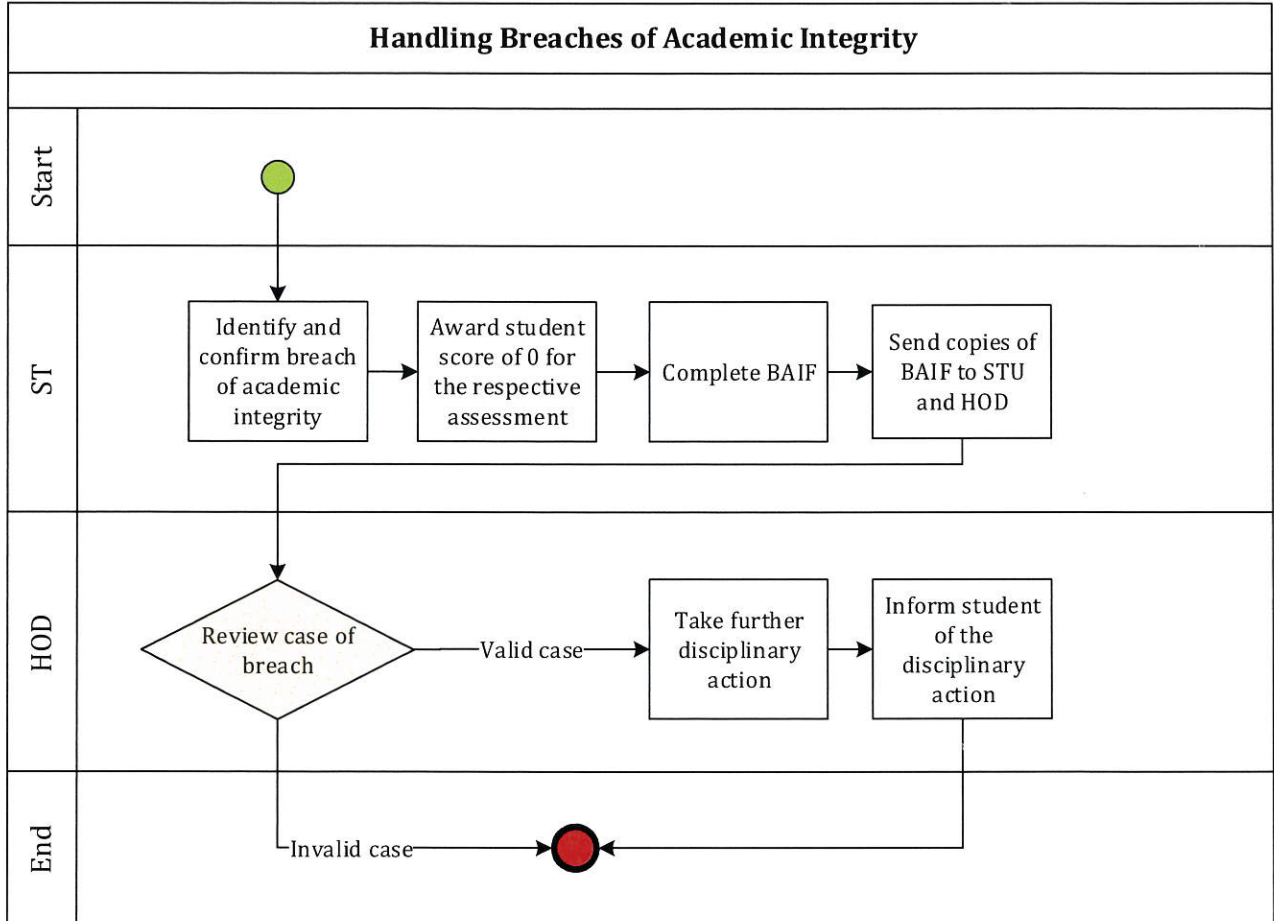
Handling Breaches of Academic Integrity
Procedure Brief Description
Responsible Party
ST / HOD
Incentives for starting the Procedure
Maintaining the sanctity of assessments
Procedure Stakeholders
HOD, ST, STU

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7- FLOW CHART:

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8- PROCEDURE STEPS:

The following table, describe procedure activities:

#	Procedure steps	Responsible Party	Input	Output
1	Identify and confirm breach of academic integrity.	ST	Assessment component	Evidence
2	Award student score of 0 (zero) for the respective assessment. Complete BAIF. Send copies to STU and HOD.	ST	Evidence	BAIF
3	Review case of breach and any other relevant evidence to determine if further action is required.	HOD	Act of breach	Decision
4	Take further disciplinary action as necessary (in accordance with the bylaws).	HOD	Decision	Disciplinary Action
5	Inform student of disciplinary action.	HOD	Disciplinary Action	Notification

9- RACI Matrix:

It is a technique use to determine the relationship between the employees with their activities and main responsibilities that they do to perform their tasks, the following table show responsibilities matrix for procedure:

#	Activity	Responsible	Accountable
1	Handling incidents of breach of integrity	ST	HOD
2			
3			

10- KPIs:

The table below show the KPIs for this procedure:

#	Objective	Norm (Gauge)	KPIs
1	Handling breaches of academic integrity	Quantitative	- # cases handled during a specified period
2			

11- FORMS:

#	Form Title	Form
1	Breach of Academic integrity form	FOC-IC-AA-01-12
2		

12- ATTACHMENTS:

#	Form title / Attachment	Code no.	Duration
1	Breach of academic integrity report	IC-ED-AA-01-06-bbb-cccc-01	Permanent
2	Decision	IC-ED-AA-01-06-bbb-cccc-02	Permanent
3			

13- REFERENCES:

1.
2.

14- INTERFACE PROCEDURES:

1. Appealing Decisions of the Student Discipline Committee (IC-ED-SA-02-06)
2.

15- REVISION HISTORY:

#	Revision no.	Revision Date	Description
1	V1	01/01/2020	Issue 1
2			

16- APPROVAL MATRIX:

#	Name / Position	Ratification	Date
1	Director General Education Division Yanbu		27/10/2020
2	Director General Education Division Jubail		26/11/2020
3			