



University of Tabuk

Faculty of Engineering

Department of Mechanical Engineering

Bachelor of Science in Mechanical Engineering

Procedures to Ensure Academic Integrity

Developed By: The Academic Accreditation and Quality Committee

Spring 2024

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ME Policy to ensure academic integrity

The Mechanical Engineering (ME) program establishes and enforces a structured framework to uphold academic integrity. This includes implementing robust procedures to ensure students' work is original, such as verification methods to confirm authorship.

Introduction

This guide provides a comprehensive framework for controlling academic integrity, verifying the authenticity of students' work, and addressing incidents of academic misconduct. It outlines preventive measures, detection strategies, and verification techniques to ensure that students are genuinely completing their assignments, projects, and examinations. Additionally, the guide details procedures for handling violations, emphasizing fairness, transparency, and proportionality in responses.

1. Preventive Measures

- **Student Education and Awareness:**
 - Conduct workshops on academic ethics, referencing methods, and plagiarism.
 - Educate students on tools like plagiarism detection software (SafeAssign) to ensure proper citation.
 - Students must ensure their work does not exceed a 30% similarity match for multiple sources or 5% for a single source. Violation of this rule will lead to a grade of zero.
- **Integration of Technology:**
 - Use Blackboard to enforce deadlines and monitor submissions.
 - Automatically check submitted work using plagiarism detection software (Safe Assign) to identify uncredited sources, 30% Plagiarism percentage is allowed.

2. Detection Mechanisms

- **Plagiarism Detection Software:**
 - Use SafeAssign tool to compare student submissions with online databases, highlighting similarities and potential copied content.

- **Instructor Oversight:**
 - Inspect individual submissions and compare them across students to identify anomalies in quality, style, or approach. [Lab Reports – Assignments]

3. Verification Techniques

- **Interviews or Oral Examinations:**
 - Require students to give a brief presentation or participate in an interview to discuss their submitted work. This confirms their understanding and familiarity with the details.
[SDP – Mini-project – Field Training]
- **Practical Tests:**
 - Conduct in-class activities or practical tests to verify that students can independently demonstrate the skills and knowledge reflected in their work. [Lab Reports]
- **Progress Documentation:**
 - Ask students to maintain and submit logs, raw data, or step-by-step reports documenting their work process. This provides evidence of independent effort. [SDP]
- **Customized Assignments:** Design assignments that are unique to each student, reducing the feasibility of outsourcing or using ready-made solutions. [Mini-Project, Assignment].

4. Response to Violations Based on [University of Tabuk Student Disciplinary Policy](#)

A. Cheating in Examinations

1. Document the Incident:

The proctor must write a detailed record of the incident on the same day, attach the student's exam paper and any evidence found, and submit them to the faculty dean.

2. Investigation Process:

The faculty dean or a delegated person interrogates the student.

3. Penalties if Proven:

If the violation is confirmed, the dean imposes one of the following penalties:

- a. The exam paper is excluded, and the student is considered failed in that exam.
- b. The student's exam paper for the course is excluded along with another course(s), and the student is considered failed in both.
- c. The student's examinations in all semester courses may be excluded, and they are considered failed in all of them.

4. Penalty Considerations:

The dean must consider the severity of the penalty, past violations, and circumstances of the incident, including any associated misconduct, such as assaulting the proctor, refusing to follow orders, or disrupting the examination process.

5. When Cheating is Not Proven:

If investigations do not confirm the violation, the student is awarded their grade for the exam.

B. Cheating in Reports, Research, and Projects

1. Document the Incident:

If a student cheats in reports, research, practical activities, fieldwork, assignments, or graduation projects, the course instructor must document the incident in a detailed report and submit it to the faculty dean.

2. Investigation Process:

The faculty vice dean for academic affairs or a delegated person interrogates the student.

3. Penalties if Proven:

If the violation is confirmed, the dean imposes one of the following penalties:

- a. The exam paper is excluded, and the student is considered failed in that exam.
- b. The student's exam paper for the course is excluded along with another course(s), and the student is considered failed in both.
- c. The student's examinations in all semester courses may be excluded, and they are considered failed in all of them.

4. Penalty Considerations:

The dean must consider the severity of the penalty, past violations, and circumstances of the incident, including any associated misconduct, such as assaulting the proctor, refusing to follow orders, or disrupting the examination process.

5. When Cheating is Not Proven:

If investigations do not confirm the violation, the student is awarded their grade for the research, project, or assignments.