Academic Integrity Manual]

[Faculty]

Version: 1.0

Language: English

Applies to: All faculty members of the Faculty of Nursing – University of Tabuk (UT) engaged in teaching, clinical supervision, simulation, assessment, academic advising, and research activities.

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Purpose, Scope, and Authority

Purpose.

This manual defines the ethical and professional standards of academic integrity expected from all faculty members and academic staff of the Faculty of Nursing, University of Tabuk (UT). It establishes responsibilities, acceptable conduct, reporting and disciplinary mechanisms, and alignment with national and institutional frameworks to ensure fairness, transparency, and professionalism in all academic, clinical, and research practices.

Scope.

The policy applies to all faculty and staff engaged in teaching, assessment, clinical supervision, research, scholarly publication, student advising, committee work, and administrative functions within the Faculty of Nursing and its affiliated training or research sites.

Authority and Alignment.

This manual is issued under the authority of the Dean, Faculty of Nursing, and aligns with:

- The **University of Tabuk Executive Regulations for Study and Examination (2024)**.
- The **International Center for Academic Integrity (ICAI)** fundamental values.
- The **Saudi Commission for Health Specialties (SCFHS)** Code of Ethics for Healthcare Practitioners.
- The **International Council of Nurses (ICN)** Code of Ethics.
- University of Tabuk's **Institutional Research Board (IRB)** and **Student Disciplinary Policy**.

Academic integrity is the foundation of professional nursing practice and is inseparable from clinical ethics, safety, and quality education.

1. Fundamental Values of Academic Integrity

Value	Meaning for Faculty and Staff
Honesty	Accurate presentation of academic records, truthful reporting of data, and genuine authorship.
Trust	Reliability in teaching, grading, research supervision, and confidentiality.
Fairness	Objective and equitable treatment of students and colleagues without bias or favouritism.
Respect	Professional courtesy, cultural sensitivity, and protection of intellectual and personal rights.

Responsibility	Accountability for actions; adherence to UT policy.
Courage	Commitment to act ethically, report misconduct, and uphold professional values even under pressure.

2. Faculty Roles in Upholding Academic Integrity

Faculty members are responsible to:

- Model ethical behaviour and fairness in all teaching, evaluation, and research activities.
- Inform students explicitly about assessment rules, citation standards, and permissible collaboration.
- Protect examination materials, research data, and patient confidentiality.
- Detect, document, and report any suspected academic or research misconduct through official channels.
- Participate in orientation, integrity workshops, and quality-assurance reviews.
- Foster a culture that encourages honesty, inquiry, and self-accountability.

3. Faculty Code of Ethics

3.1 Ethics Toward Teaching, Learning, and Assessment

- Teach within approved curricula and adhere to the Faculty academic calendar.
- Prepare thoroughly and update content according to current evidence and standards.
- Use fair, valid, and reliable assessment methods; protect examination security.
- Avoid any form of grade manipulation, favouritism, or private tutoring for pay.
- Provide timely feedback and ensure confidentiality of student results.
- Refrain from using artificial-intelligence tools or software for grading or content creation unless approved and transparently disclosed.
- Respect the diversity of learners and promote inclusive teaching practices.

3.2 Ethics Toward Students

- Serve as a mentor and professional role model.
- Treat all students with dignity and impartiality, avoiding discrimination or harassment.
- Maintain appropriate boundaries in all communications and relationships.
- Ensure informed consent during clinical supervision and uphold patient safety.
- Keep all student records, assessments, and disciplinary matters strictly confidential.
- Provide academic guidance and constructive feedback; discourage dependency or favouritism.

3.3 Ethics Toward Colleagues and the University

- Collaborate with colleagues respectfully; contribute equitably to departmental and committee work.
- Avoid conflicts of interest, misuse of authority, or actions damaging to the institution's reputation.
- Refrain from public criticism or dissemination of confidential institutional information.
- Uphold punctuality, attendance at meetings, and commitment to shared governance.
- Support the University's mission through community service and academic leadership.

3.4 Ethics in Research, Authorship, and Supervision

- Conduct and supervise research with honesty, transparency, and respect for human-subject rights.
- Obtain IRB approval before initiating any study involving human participants or patient data.
- Maintain accurate and verifiable research records and data sets.
- Determine authorship based on substantial intellectual contribution; avoid "gift" or "ghost" authorship.
- Use iThenticate or SafeAssign to ensure originality
- Avoid duplicate publication and self-plagiarism.
- Declare any potential conflicts of interest (financial, institutional, or relational).

3.5 Ethics Toward the Community and Clinical Partners

- Represent UT professionally in hospitals, community projects, and external events.
- Protect patient privacy and institutional data; follow SCFHS confidentiality standards.
- Avoid any public behaviour or media activity that could undermine the reputation of the Faculty or profession.

4. Academic and Research Misconduct (Definitions and Examples)

Category	Definition	Examples
1. Cheating & Examination Misconduct	Any dishonest, unauthorized, or disruptive behavior during quizzes, tests, practical exams, OSCEs, or assessments that aims to gain unfair academic advantage.	• Copying answers from another student. • Sharing or requesting answers during exams. • Using hidden notes, devices, or unauthorized materials. • Trying to obtain exam questions in advance.

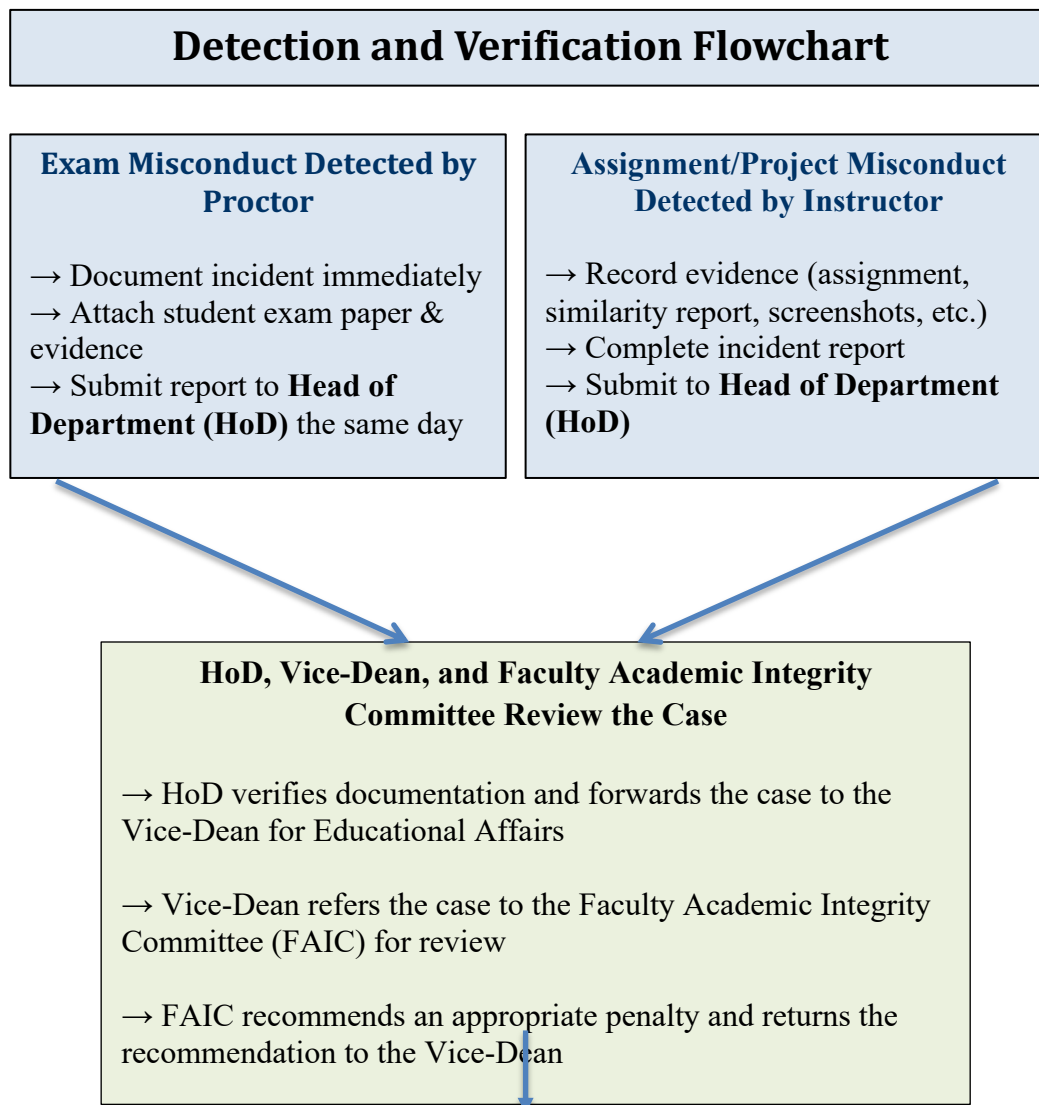|		
		• Impersonating another student or allowing impersonation. • Leaving prohibited materials at the exam site.
2. Plagiarism, Recycling & Academic Misrepresentation	Using others' work without acknowledgment, reusing one's own previous work without declaration, or providing false, fabricated, or altered academic materials, data, or documents.	**Plagiarism**: Copy-pasting or paraphrasing without citation; submitting others' work (an acceptable similarity index is ≤ 15%) **Recycling:** Resubmitting previously graded work without disclosure. **Fabrication/Falsification:** Inventing or altering data, results, references, clinical hours, or lab records. **Document Fraud:** Fake certificates, false medical reports, falsifying attendance or competency forms.
3. Unauthorized Collaboration, Collusion & Facilitation	Working with others without permission, helping others commit academic dishonesty, or misrepresenting participation in assigned group work.	• Collaborating on assignments meant to be individual. • Sharing solutions, answers, or materials that give unfair advantage. • Creating or completing work for another student. • Claiming group contribution without participating. • Giving exam content or assignment instructions to others.
4. Interference, Obstruction & Academic Disruption	Any action that sabotages another student's work, disrupts academic processes, or involves deception intended to manipulate academic outcomes.	• Destroying or altering peers' work, research, files, or lab results. • Misleading classmates or instructors with false information. • Providing fabricated excuses or edited documents. • Attempting to manipulate grades or academic decisions. • Coordinating false statements among students.
5. Non-Academic Misconduct &	Behaviors that violate campus rules, safety, ethics,	• Harassment, threats, or abuse toward faculty, staff, or students.

Institutional Violations	or professional standards but are not directly related to academic assignments or assessments.	• Theft, vandalism, or misuse of university property. • Unauthorized access to facilities, labs, systems, or equipment. • Violating dress code, cultural norms, or safety regulations. • Disruptive conduct in classrooms or campus areas.

5. Violations, Sanctions, and Disciplinary Procedures

5.1 Overview

Academic and clinical misconduct include any deliberate or reckless action that gives an unfair academic advantage or compromises professional integrity. Sanctions are proportional to **severity, intent, recurrence, and patient-safety risk** and are consistent with the **University of Tabuk Student Disciplinary Policy**.

5.2 Detection and Verification

Detection and Verification Flowchart

Exam Misconduct Detected by Proctor

→ Document incident immediately
→ Attach student exam paper & evidence
→ Submit report to **Head of Department (HoD)** the same day

Assignment/Project Misconduct Detected by Instructor

→ Record evidence (assignment, similarity report, screenshots, etc.)
→ Complete incident report
→ Submit to **Head of Department (HoD)**

HoD, Vice-Dean, and Faculty Academic Integrity Committee Review the Case

→ HoD verifies documentation and forwards the case to the Vice-Dean for Educational Affairs

→ Vice-Dean refers the case to the Faculty Academic Integrity Committee (FAIC) for review

→ FAIC recommends an appropriate penalty and returns the recommendation to the Vice-Dean

<table>
<tr><td colspan="2" align="center">**Dean (or Delegate) Reviews Case**

→ Interview student within 5 working days
→ Makes the final decision</td></tr>
<tr><td>**Not Proven**: Grade remains; no penalty is applied</td><td>**Proven**: Penalties are applied according to University of Tabuk Student Conduct Regulations</td></tr>
</table>

5.3 Penalties for Cheating (Aligned with UT Policy)

Based on Article 12, pages 17-18 of the University of Tabuk Student Conduct Regulations – Deanship of Student Affairs

- The student receives a failing grade for that exam, in accordance with the University of Tabuk guidelines.
- The student receives a failing grade for the entire course (and may also fail one additional course, as per policy).
- The student receives failing grades in all courses for that semester.
- Escalation Factors: Repeat offenses, premeditated cheating, or disruptive behavior may result in a higher penalty.
- If cheating is not proven, the student receives the grade they have earned.

5.4 Educational and restorative measures

These are designed to promote accountability and ethical growth in response to academic misconduct. These interventions may complement formal sanctions by fostering reflection, skill development, and professional integrity.

- Integrity or research-ethics workshop.
- Reflective essay on professional accountability.
- Mandatory citation training and supervised re-submission.
- Professionalism or academic-skills coaching.
- Additional clinical supervision.
- Written apology or presentation on integrity.

5.5 Reporting Flow

Instructor/Proctor → Head of Department → Vice-Dean for Educational Affairs → Faculty Academic Integrity Committee (via the Vice-Dean) → Dean

All actions are documented and stored confidentially for quality improvement.

6. Roles and Responsibilities

Role	Responsibilities
Course Instructors	State assessment rules clearly; include integrity statement in syllabi; use deterrents (proctoring, plagiarism detection); document and report suspected cases; apply sanctions per matrix.
Clinical Preceptors/Faculty	Ensure informed consent; supervise procedures; model documentation standards; report unsafe or dishonest behaviors.
Department Head	Oversee preliminary reviews; ensure timelines; coordinate with FAIC; maintain departmental records.
Faculty Academic Integrity Committee (FAIC)	Conduct hearings; ensure due process; calibrate sanctions; recommend improvements; submit annual integrity report.
Vice-Dean for Educational Affairs	Policy oversight; training and capacity building; resource allocation; liaise with UT legal/IRB/IT/security as needed.

7. Distribution and Implementation

This Academic Integrity Manual for faculty is issued by the Faculty of Nursing through the Vice-Deanship for Educational Affairs. It becomes effective immediately upon approval by the Faculty Council and shall be disseminated to all faculty members and relevant academic units for consistent implementation.

Approval date: _____

8. References

Deanship of Students' Affairs at University of Tabuk. Student Conduct Regulations. Retrieved from https://www.ut.edu.sa/deanship-of-student-affairs/deanship/resources

International Center for Academic Integrity. (2021). *The fundamental values of academic integrity* (3rded.). https://academicintegrity.org/aws/ICAI/asset_manager/get_file/911282?ver =1

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