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MEMO 18.2023

To: Executive Deans, Deputy Deans T-L
CC: Directors of T-L Support Departments, CoPAI Leadership, Director: CHEPD
From: Prof Robert J Balfour (DVC T-L)
Date: 30 June 2023
Re: Teaching and Learning Integrity (TLI) Standard Operating Procedure (SOP)

Dear Colleagues,

I hope you are all well and keeping warm. This memo serves to inform you that the Teaching and Learning Integrity (TLI) Standard Operating Procedure (SOP) (attached) has been approved by the Senate on 24 May 2023 and needs to be implemented in all faculties in the second semester of 2023. Against this backdrop, the following matters refer:

1. Faculty-specific staff professional development opportunities and student training towards successful implementation of the SOP (conducted by the CoPAI leadership) will commence in the week of Monday, 31 July 2023, to Friday, 4 August 2023 for staff, and the week of Monday, 7 August 2023 to 11 August 2023 for students. Communication in this regard has already been sent out to all faculties by Prof Anné Verhoef.
2. Establishment of relevant faculty structures (Faculty Academic Integrity Committee (FAIC) and Faculty Academic Integrity Review Committee (FAIRC)), following the provisions as set out in the SOP, must commence at earliest convenience. The Concept Terms of Reference (ToR) in establishing FAIC and FAIRC is attached. Faculties can adopt these ToR as needed and approve it then at their various TLCs and Faculty Boards. These committees and names must be in place by 11 August 2023 (at the latest) because students might get reported after the training of lecturers and committees must be operational by then. The training for the committees will be part of the training for lecturers per faculty.
3. Implementation of the SOP should be evident in all undergraduate programmes (and modules), honour programmes, and structured master's programmes offered in both contact and distance modalities since the inception of Semester 2 of 2023.
4. Lecturers should be encouraged to report relevant cases/incidents of academic misconduct in accordance with the provisions of the SOP and the Academic Integrity Policy of the NWU.
5. The monitoring and evaluation of the implementation of the SOP will be done collaboratively by the CoPAI leadership team and the various Deputy Deans: Teaching-Learning in faculties. Formal monitoring and evaluation feedback sessions to be conducted during Semester 2 on Thursday 21 September 2023 and 26 October 2023 from 14:00–16:00. You are welcome to attend and please encourage your staff to participate.
6. CoPAI drop-in sessions (every Friday from 09:00 - 10:00 starting 21 July 2023) will be hosted in support of staff and students.
7. There will also be faculty specific CPD opportunities conducted by CoPAI on request.
8. A CoPAI Forum Discussion #2 will be hosted on 25 October 2023 11:00-13:00 where the Centre for Higher Education for Professional Development (CHEPD) will also provide some insights on possible short learning programmes on academic integrity.

9. The artificial intelligence dilemma is also being addressed through the revision of the NWU Policy on Academic Integrity, relevant assessment rules, AI SOP Guidelines and CoPAI leadership Support. There is an opportunity for synergy between the SOP and the draft Guidelines on AI in T-L (attached).
10. The establishment of a TLI SOP Implementation committee (nominated academics, CoPAI, IT, and Director Planning and Special Projects in the Office of the DVC) will be communicated in due course to address the needs of all relevant stakeholders, and where necessary, adaptation of the SOP and AIITSA.
11. Kindly communicate this information to all lecturers involved per school and faculty.

Kindly find the information package attached for your perusal, consisting of:

1. The TLI SOP
2. The NWU Policy on Academic Integrity
3. The NWU Guidelines for the use of AI for Teaching and Learning
4. The Staff TLI SOP Infographic
5. The Student TLI SOP Infographic
6. The FAIC Infographic
7. The FAIRC Infographic
8. The AIITSA document (How to report and submit an academic transgression incident)
9. The Concept Terms of Reference (ToR) in establishing FAIC and FAIRC

All this information is also available on the [CoPAI website](#) and [CoPAI eFundi site](#). It will be discussed at the training opportunities per faculty next semester.

We are looking forward to a successful implementation of the TLI SOP during Semester 2 of 2023. Please do not hesitate to contact the CoPAI leaders (Prof Anné Verhoef (anne.verhoef@nwu.ac.za) and Dr Mariette Fourie (mariette.fourie@nwu.ac.za)) for any further information or clarification. They will be in contact with you, and support you where needed.

Yours sincerely,

Prof Robert Balfour