

FAIC TLI SOP

START
 Chair receive referrals from lecturers
 (Email via AIITSA)

To Do!

Appoint an evaluator
 FAIC member or Chair
 Not the Lecturer
 (If part of FAIC)

24
 HOURS

Evaluator must evaluate:

- 1 Evaluate assessment submitted by student (Attached or on eFundi)
- 2 Evaluate the findings of the Lecturer
- 3 Keep the previous transgressions of the student in mind

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 Hand icon

Then decide:

- 1 Consult with FAIC members if needed
- 2 Complete online report within 4 working days

4
 DAYS

CONFIRM
 The lectures findings

A) Type & Category level of transgression

B) Change type of transgression but confirm category

Remedial actions to be followed

Instructions will be sent through AIITSA

DISMISS
 The lectures findings

CASE CLOSED

Notice through AIITSA

CHANGE
 The lectures findings

A) To PAWP

B) To different Category transgression

Remedial actions to follow for PAWP category 1&2

Referral to SJS to follow for category 3&4

Instructions will be sent through AIITSA

Chair must confirm FAIC's findings on AIITSA

DID YOU KNOW?

- **Academic Misconduct** - Noncompliance and/or violations of good TL integrity practices by students in accordance with the NWU Policy on Academic Integrity. These include but are not limited to PAWP, plagiarism, self-plagiarism, collaboration or collusion, falsification, fabrication, sabotage, impersonating, exam transgressions and cheating.
- **AIITSA** - Academic Integrity Information Technology System Application – a system devised for the management and recording of information regarding student transgressions, actions taken and outcomes
- **AIROC-P** - Academic Integrity Remedial Online Course for PAWP that students should do on eFundi.

- **AIROC-1** - Academic Integrity Remedial Online Course for Category 1 transgressions which students must do on eFundi.
- **FAIC** - Faculty Academic Integrity Committee
- **FAIRC** - Faculty Academic Integrity Review Committee. This committee can review cases on a procedural basis and/or on a substantial basis. The case can be upheld, dismissed or referred to SJS as another category of transgression if needed.
- **PAWP** - Poor Academic Writing Practices.
- **SJS** - Student Judicial Services
- **SOP** - Standard Operating Procedures
- **TLI** - Teaching and Learning Integrity

[eFundi : CoPAI : Overview](#)

[MS Teams App: AIITSA](#)