

# FAIRC TLI SOP

START

Chair to receive review request from student (Email via AIITSA)

TO DO!

Appoint an evaluator

FAIRC member or Chair

Not a FAIRC member

3 DAYS

Evaluator to do: First decide on the motivation for the review

Accept motivation for the review

Reject motivation for the review

Evaluator to evaluate:

Case referred back to FAIC and the steps they recommend stand

- 1) FAIC Report
- 2) Original Lecturer referral
- 3) Assessment submitted by student
- 4) Previous transgressions should be kept in mind

Instructions will be sent through AIITSA

Evaluator to decide:

1

Consult with FAIRC members if needed

2

Complete online report within 4 working days

4 DAYS

CONFIRM  
FAIC findings

DISMISS  
FAIC findings

CHANGE  
FAIC findings

A) Type & Category level of transgression

CASE CLOSED

A) To PAWP

B) Change type of transgression but confirm category

Notice through AIITSA

B) To different Category transgression

Remedial actions to be followed

Remedial actions to follow for PAWP category 1&2

Instructions will be sent through AIITSA

Referral to SJS to follow for category 3&4

Instructions will be sent through AIITSA

Chair must confirm FAIRC'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](#)