

TLI SOP

START

Lecturer/marking assistant:

1. **Identify** possible instances of PAWP or academic misconduct
2. **Decide** type of academic misconduct
(Can consult with FAIC if in doubt)



PAWP



OTHER

Report on AIITS:



1

Log in on AIITSA

2

Enter information of student and module as required

3

Click on PAWP or OTHER:

PAWP

Self-Plagiarism

Text-lifting

Collaboration



Falsification

Fabrication

Exam transgressions

Plagiarism

Within 10 days from submission by the student

10
DAYS

Submit the report and confirm the submission is correct through AIITSA



Follow emails and instructions



IF...

PAWP

1 10-15% correctively grade the assessment

2 Completion of AIROC-P by the student within 3 days

3 "Case closed"

WAIT

OTHER

FAIC to inform on next step

Depending on the number and level of transgression as identified by FAIC student have to do AIROC-1 (5 days) and lecturer will be informed to:

1 Withhold mark

2 Afford resubmission - only transgression to be corrected

3 First transgression - cap mark at 50%

4 Release mark only after resubmission and completion of AIROC-1. Otherwise, a mark of zero is given

5 Give mark of zero with the second transgression - No resubmission needed - Give mark when FAIC confirms in letter.

An email will confirm this



With a request for a review by the student, the lecturer has to provide a report to FAIRC. Respond to the email.

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 procedural basis and/or on substantial basis. The case can be upheld, dismissed or referred to SJS as another category of transgression if needed.
- **PAWP** - Poor Academic Writing Practices.
- **SOP** - Standard Operating Procedures
- **TLI** - Teaching and Learning Integrity

[CLICK HERE](#)



MS Teams App: AIITSA



LINK to EFUNDI site