



Jordan University of Science and Technology
Faculty of Nursing
Policy Title: Academic Integrity: students obligations



Policies and Procedures Manual:	Originating Department/ Committee:
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Date Originated: 1983	Last Revision: Dec 2, 2018
Approved by: FON Council	Approval Date: Dec 12, 2018

Purpose:

Jordan University of Science and Technology is committed to maintaining and promoting instructional excellence and learning. Among the cornerstones of this commitment are academic honesty and responsibility. This policy aims to describe behaviors that constitute student academic misconduct and the actions that may ensue as a result of such behavior.

Policy:

This policy establishes each student's obligations for academic integrity, and includes procedures regarding adjudication for alleged breach of these obligations by students. A student has the obligation to exhibit honesty, and to respect the ethical standards of the nursing profession in carrying out his or her academic assignments.

Academic misconduct includes, but is not limited to the following:

1. Plagiarism

- 1.1. Plagiarism occurs when a student presents as his or her own, the work or data of someone else.
- 1.2. Plagiarism occurs when paragraphs, phrases, sentences or ideas are taken from another source without referring to or citing the author. It can include the presentation of all or part of another person's work as something one has written, paraphrasing another's writing without proper acknowledgement, or representing another's artistic or technical work or creation, as one's own.
- 1.3. Any use of the work of others, whether published, unpublished, or posted electronically, attributed or anonymous, must include proper acknowledgement.

2. Cheating

- 2.1. Cheating includes, but is not limited to the following:
 - 2.1.1. Communicating or attempting to communicate with another individual or other individuals during an exam without the permission of the instructor or invigilator.
 - 2.1.2. Using or attempting to use answers of another student or students, providing answers to other students, or failing to take measures deemed reasonable to the instructor or invigilator to prevent the use of one's answers by other students in assignments or examinations.
 - 2.1.3. Consulting other students, materials, or technologies during an examination outside the confines of an examination room.
 - 2.1.4. Submitting work prepared in collaboration with another individual or individuals, when collaborative work on a project has not been authorized by the instructor; this includes unauthorized collaboration in an online or electronic format.
 - 2.1.5. Submitting work prepared in whole or in part by another person, including work purchased, and representing that work as one's own.
 - 2.1.6. Offering for sale essays or other assignments, in whole or in part, with the expectation that these works will be submitted by the purchaser to meet course requirements.
- 2.2. In the absence of specific approval from the instructor, students should assume that all assignments, exams, presentations, etc., are to be completed independently, without any form of collaboration.



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3. Impersonation

- 3.1. Impersonation occurs when one individual claims to be another in class; in an online class or environment; in a test, examination, or interview; or in connection with any other type of assignment or placement associated with a course or academic program.
- 3.2. Both the impersonator and the individual impersonated may be subject to discipline

4. Improper Access to Examination Materials

- 4.1. Improper access to examination materials occurs when a student acquires, possesses, and/or distributes examinations, examination materials, or information from an examination without the instructor's authorization.
- 4.2. Both the distributor and recipient of such materials may be subject to discipline.

5. Falsification or unauthorized modification of an academic document/record

- 5.1. Falsifying, fabricating, or in any way modifying an academic document or record used in support of an application, record, petition/appeal, or endeavor constitutes academic misconduct.
- 5.2. An academic document or record includes but is not limited to a course examination or test, transcript, grade, letter of recommendation or related document, note of instructor's permission for any activity, a degree, or a physician's letter/form.

Procedure:

1. The University will vigorously investigate allegations of academic misconduct, while taking all reasonable steps to protect the rights and interests of individuals whose work or performance is questioned
2. A letter of complaint is submitted to the course coordinator from the student's teacher. The student's violation is clarified
3. The Student must be notified, either orally or in writing, early in the investigative process that he or she is suspected of academic misconduct
4. The complaint shall be submitted to the head of the concerned department by the course coordinator
5. The head of the department shall write to the Complaints and Investigations Committee at the faculty of Nursing (FON)
6. The Committee shall investigate the complaint or violation against the student. In investigating suspected academic misconduct, instructors, department or program heads, may use any reasonable legal methods, including but not limited to discussion of the case details with the Office of the Registrar, electronic services, online searches, circulation to other instructors in related courses, interviews with the Student, and asking the Student to submit rough notes or other proof of composition
7. The Complaints and Investigations Committee will take appropriate action in accordance with the penalties specified in the student discipline system at the university
8. The complaints and violations committee shall address the head of the department regarding the decision
9. The Complaints and Investigations Committee shall inform the Dean of the FON of the decision taken at the University Council
10. The Dean of the FON shall inform the Admissions and Registration Department to carry out the agreed procedure



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11. A copy of the penalty against the student is kept in his file at the FON

Definitions:

Academic Integrity: is the pursuit of scholarly activity in an open, honest, and responsible manner, serving as a basic guiding principle for all academic activity

Academic misconduct: is any action or attempted action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other member or members of the academic community

Documentation Required:

Document submitted by the teacher to the coordinator

The letter submitted by the head of the department to the Complaints and Investigations Committee

The Committee's decision

Letter directed by the Complaints and Investigations Committee to the Dean

Letter addressed to the Admissions and Registration Department

Approval:

FON Council

References:

[www.just.edu.jo/Deanships/Deanships of Students affair.](http://www.just.edu.jo/Deanships/Deanships%20of%20Students%20affair)