



Academic Integrity

من غشنا فليس منا

Instructions For Reporting a Violation of Academic Integrity

The AUC Code of Academic Ethics specifies clearly what constitutes a violation of Academic Integrity. Any person working at AUC is required to support Academic Integrity at AUC and are responsible for informing him/herself of what constitutes a violation of academic integrity. Procedures, as well as possible sanctions/penalties are listed on the Academic Integrity website. Details of all matters relating to academic integrity at AUC are to be found at:

<http://www.aucegypt.edu/resources/acadintegrity/>

ACADEMIC INTEGRITY REPORTING GUIDELINES

Step 1: Reporting a violation of academic integrity: The person who has witnessed such a violation should fill out the attached form and then submit it as soon as possible after the incident occurred to the Academic Integrity Committee (AIC), to the Department Chair or Unit Head and to the student(s) involved. One copy of the attached Incident Report Form should be sent to the AIC staff member in the Provost's Office (mail code: 131), or to Room 207 Main Campus). Any delay in reporting an incident may hamper the processing of the case.

Step 2: Academic Integrity Committee: The AIC will examine the reported violation at its earliest convenience. In some cases, the person(s) reporting the incident may be invited to give further clarification to the AIC if needed.

Step 3: Recommendation of AIC to Provost: The AIC's recommendation will be forwarded to the Provost. The Provost's decision will be communicated to the person accused of the violation and to the Department Chair or Unit Head. To check the status of a reported incident, please call the AIC office in 207 Main (ext:).

Additional notes:

- Violations that are not directly related to a specific academic course (for example, research falsification, threatening harm, etc.) should be specified on the line **below** the Course Name and Number.

Checklist of items to be forwarded to AIC: When reporting a violation (please retain a copy of all of the relevant items below for your records) please submit the following:

- Completed **Incident Report Form**
 - **One copy to student**
 - **One copy to Provost's Office – AIC staff member (mail code: 131)**
 - **One copy to Department Chair, or Unit Head**
- Copy of **course syllabus** (if relevant to violation)
- **Evidence** on which the charge of a violation of academic integrity is based or any other relevant information



American University in Cairo



Incident Report Form

The person (faculty member, TA, RA, or staff member or student) reporting a violation of academic integrity at AUC should fill out the following form and submit it as soon as possible after the incident occurred to the Academic Integrity Committee (AIC) and to the Department Chair or Unit Head. The attached Incident Report Form should be sent to the AIC staff member in the Provost's Office (mail code: 131), or to Room 207 Main Campus).

Person reporting incident: _____ Date: _____

Name of person charged: _____ ID No. : _____

Course name _____ Course No: _____

If not in a course, specify type of violation: _____

Charge being made:

I am charging the above named person with an alleged violation of the Code of Academic Ethics.

Date of incident: _____

The person is charged with violating the Code of Academic Ethics in the following manner (please describe. You may attach additional pages if necessary.):

Evidence attached (please list): _____

Actions taken so far/ recommendations for sanctions/penalties: (please list): _____

Reporting Person's Signature : _____

