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المرفقات:.....



المملكة العربية السعودية
وزارة التعليم
جامعة الجوف
كلية العلوم الطبية التطبيقية
قسم العلاج الطبيعي والتأهيل الصحي

Effective procedures are used to verify that the work and assignments students provide are their product. Use the plagiarism program (safe mode assignment) to verify that the work presented by students is of their production. Plagiarism and Misconduct Policy of Physical therapy and health rehabilitation Program was enclosed in this document

Plagiarism and Misconduct Policy of Physical therapy and health rehabilitation Program- College of Applied Medical Sciences -Jouf University

Procedure

- A. When an academic irregularity is suspected, the Physical therapy and health rehabilitation department member(s) of academic staff concerned should first discuss the matter informally with the student(s). The student will be given the opportunity to present his/her case.
- B. If the student(s) concerned admits to the academic irregularity, then the member(s) of academic staff concerned shall report the matter and the outcome to the Course coordinator within two working days, for the Course Team to determine the action to be taken.
- C. In cases where the student admits misconduct the student should be required to sign a letter to that effect. The student should also be given the

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opportunity to declare academic misconduct in other work that they have submitted. This statement will be held on file for the duration of the student's course.

- D. If this informal meeting does not resolve the matter the member(s) of staff concerned should then, within three days or as soon as reasonably practicable following the discovery or allegation, report the matter in writing to the program coordinator. The report should contain full details about the circumstances surrounding the alleged irregularity including, if appropriate, photocopies of the student's work.
- E. Where the academic irregularity concerned is one of plagiarism, the Course team may refer to the following guidelines in arriving at a decision on what action is appropriate and the following penalties may apply

1 st offence	2 nd offence	3 rd offence	4 th offence
1. Reduction in marks based on exclusion of plagiarized work. 2. Formative interview with course coordinator and/or lecturer.	1. Mark of zero for assignment containing plagiarism. 2. Interview with Head of Department. 3. Formal letter placed on student file.	1. Mark of zero for course. 2. Case referred to Head of Department with Interview. 3. Formal letter placed on student file.	1. Mark of zero for course. 2. Case referred to the applied medical college management and the relevant University Faculty Subject Partnership

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			<p>Manager being informed with a recommendation of suspension (1 semester or 1 year as advised by Faculty) or discontinuation of studies at Al-Jouf University.</p> <p>4. Outcome recorded on student file.</p>
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