

Academic Integrity Code of Conduct

Translation Department

1. INTRODUCTION

Academic integrity is the cornerstone of ethical conduct within the Translation Department. This code establishes a binding framework of professional and scholarly ethics that governs the behavior of faculty members in teaching, research, supervision, and institutional engagement.

2. PRINCIPLES OF ACADEMIC INTEGRITY

- Uphold honesty, accuracy, and transparency in all academic undertakings.
- Adhere to university regulations and scholarly standards without compromise.
- Exercise fairness and impartiality in their interactions with students, colleagues, and stakeholders.
- Safeguard the integrity of academic records, assessments, and evaluations.

3. CONDUCT IN ASSESSMENT AND EVALUATION

- Ensure examination procedures are governed by discipline, integrity, and non-discrimination.
- Maintain strict confidentiality of student records and grading outcomes.
- Employ standardized, objective criteria in evaluating student performance.
- Refrain from any action that may constitute favoritism, bias, or exploitation.

4. PROFESSIONAL CONDUCT AMONG COLLEAGUES

- Respect the dignity, rights, and professional standing of all colleagues.
- Collaborate in good faith and resolve conflicts through institutional channels.
- Avoid any form of defamation, misrepresentation, or unethical competition.

5. RESPONSIBILITIES IN RESEARCH

- Conduct and publish research ethically, ensuring originality and proper citation.
- Attribute credit appropriately and avoid plagiarism, fabrication, or falsification.
- Declare conflicts of interest and refrain from misusing privileged information.
- Mentor students and junior researchers with integrity and due acknowledgment.

6. SUPERVISION OF ACADEMIC THESES AND DISSERTATIONS

- Guide students in selecting viable research topics and oversee progress consistently.
- Provide balanced, constructive feedback without exploiting student work.

- Refrain from claiming authorship or credit for work not substantially contributed to.
- Uphold fairness in evaluating student submissions and support their academic development.

7. DETECTION OF ACADEMIC MISCONDUCT

- Faculty must cooperate with university protocols for detecting and investigating misconduct, including the use of plagiarism detection software.
- Course developers are required to respect intellectual property laws and accurately reference all source materials.

8. DISCIPLINARY MEASURES

- Any breach of this code shall be subject to disciplinary proceedings as per the university's regulations.
- Sanctions may include formal reprimands, loss of privileges, or more severe penalties depending on the gravity of the violation.

9. REFERENCE POLICIES AND DOCUMENTS

- Najran University's Intellectual Property Policy Guide.
- Official circulars from the university regarding academic integrity.
- The university's e-learning platform hosts the full academic integrity framework:
<https://elearning.nu.edu.sa/acdint>

10. FINAL PROVISIONS

All faculty members within the Translation Department are required to review, acknowledge, and adhere to this code. Compliance is mandatory and subject to annual review by the academic affairs office.