



NATIONAL FACULTY DEVELOPMENT PROGRAMME 2020: POLICIES

The following policies apply to the National Faculty Development Programme 2020 (NFDP 2020) conducted by the National Academy of Higher Education (NAHE). Abiding by these policies will ensure a more productive and beneficial experience of the National Faculty Development Programme (NFDP) 2020.

1. In view of the short duration of the Programme as well as its intensity and time input, all participants are required to sign an undertaking that they are not in employment whilst participating in the Programme.
 - a. If a participant has prior obligations in this regard, they will be allowed to defer their place to a subsequent cohort to allow them to complete their teaching assignment.
 - b. It is strictly forbidden to engage in employment while participating in the Programme.
2. All participants are required to sign an undertaking indicating the state of connectivity/access to the internet for a minimum of ten hours a day, six days a week for the duration of the Programme. This includes uninterrupted two hour live webinars, group work, reading and writing boot camps, as well as access to office hours of instructors and Assistant Mentors.
 - a. Those who confirm connectivity will not be able to raise this as an issue once the Programme commences (other than an emergency such as a national grid breakdown, power outage due to extreme weather conditions).
 - b. Where any participant advises NAHE of connectivity issues, NAHE will approach individual participants to make alternative arrangements on a case by case basis.
3. Attendance is mandatory for all webinars, reading and writing boot camps, group sessions, juries, and meetings according to the given schedule.
 - a. Participants will be assessed according to the following criteria:
 - Required Attendance: 100%
 - Required Participation: 100%
 - Minimum Acceptable Performance: 70%
 - b. While participants may be excused from attending and participating because of extenuating circumstances (e.g., power outage, technology failure, illness, bereavement), unexcused absences will not be entertained.
 - c. A standard procedure for reporting or requesting an absence due to urgent/unavoidable circumstances will be made available to participants. Excuses provided without following the standard procedure will not be entertained.
 - d. Where a participant is unable to meet the threshold due to personal circumstances such as bereavement, illness, they will immediately inform their instructor copying the NFDP Lead. A prompt decision will be made regarding extension for submission of assignments and other slippage that may have occurred as a consequence.
 - e. Any participant falling below given thresholds in any of these criteria by the **end of Week 1** will be withdrawn from the Programme.



4. The National Faculty Development Programme (NFDP) has a **ZERO TOLERANCE POLICY** on plagiarism and academic dishonesty.
 - a. Software will be used to check all assignments for plagiarism during the Programme. Any assignment, whether individual or group, found to be plagiarised will be submitted to the NFDP Programme Lead at NAHE for processing.
 - b. Information and HEC policies on plagiarism can be found on the HEC website at <https://hec.gov.pk/english/services/faculty/Plagiarism/Pages/default.aspx>
 - c. Any participant requiring further clarification on what counts as academic dishonesty may ask their instructor or Assistant Mentors.
 - d. If a case of plagiarism is detected and reported to the NAHE NFDP Lead with adequate supporting evidence, the participant will be asked to withdraw from the Programme immediately with no chance of re-joining.
 - e. The participant will be offered an opportunity to defend themselves and may appeal to the Participant Grievance Committee (PGC).

5. NFDP 2020 follows a **ZERO TOLERANCE POLICY** on bullying, harassing, using abusive and unprofessional language and other actions unbecoming a professional. The Programme requires that all participants maintain respectful and professional behaviour in all interactions including with peers, instructors, assistant mentors, and NAHE team members. Failure to do so may result in their withdrawal from the Programme.

6. Performance Evaluation Reports are compiled for each participant after the cohort is complete and grades calculated.
 - a. These reports are considered confidential.
 - b. The reports will be shared *only* after the participant's written consent, either with institution(s) identified by the participant, or with any institution that approaches NAHE with a request for participants' evaluations.

Please note that the NFDP 2020 syllabus contains additional information and policies for attendance, participation, and performance in the Programme.