

APPENDIX 2

OFFENCES AGAINST ACADEMIC INTEGRITY (ACADEMIC MISCONDUCT)

Offences against academic integrity include but are not limited to **plagiarism, cheating, fabrication** (includes falsification), and **tampering**. The following misconducts, intentional or otherwise, describes the above offence that constitute academic dishonesty and are therefore subject to consequences disciplinary action. The following descriptions/ examples is not an exhaustive list.

1. Plagiarism

Academic work often involves research on or reference to and critically examining and evaluating the ideas, data, and commentary of other scholars' work. Academic integrity requires that any use of another person's work or previous work by the student be properly acknowledged and cited using the reference system appropriate to that discipline (e.g., MLA, APA, Chicago).

Plagiarism is the misrepresentation of another's work—whether ideas or words, intellectual or creative works, images, or data— published or unpublished, as one's own.

The most common forms of plagiarism are usually associated with students' writings, such as papers and essays; however, plagiarism may occur in studio, seminar, laboratory, and classroom work and include audio and or video format. It is the course professor/instructor's duty to clarify plagiarism for students and provide students with acceptable format guidelines for references and citations within their course syllabus and make them available on their electronic course pages, e.g., Moodle.

Plagiarism includes but is not limited to when a student knowingly or unknowingly commits the following offences and therefore will be held to:

- 1.1 Represents as one's own idea or expression of an idea or work of another in connection with any source regardless of format by quoting verbatim, paraphrasing, re-arranging the text or summarizing text, even small portions of text, without proper acknowledgement. Proper acknowledgement is through using the citation style (e.g., APA, MLA) as per the academic discipline and or as described in the course syllabus.
- 1.2 Plagiarism also includes copying from the Internet, from materials obtained from a library, or any other database, including online applications, all, or part of a print resource (e.g., a paper, a journal article, a book or e-resource, an audio recording, a video, a studio work, a data set, a program/code, excluding bibliography makers), and presents it as one's own work.
- 1.3 Self-plagiarism is when work previously submitted by the student is used in another assignment. Self-plagiarism without proper acknowledgement of the previous submission and permission of the previous instructor is a violation of academic integrity.

Further detailed descriptions on plagiarism and self-plagiarism can be found at:

<https://apastyle.apa.org/style-grammar-guidelines/citations/plagiarism>

<https://www.mystfx.ca/library/campus-copyright>

2. Cheating

Cheating is when a student or students seek credit or other advantages for themselves or disadvantage others through fraud, misrepresentation of work, dishonest or disruptive behaviour.

Students are required to follow the expectations and acceptable use guidelines set by the professor(s)/instructor(s) in the course syllabus and/or separate instructions communicated to students before the completion of graded assessment, such as course assignments, midterms, and/or examinations.

Cheating includes, but is not limited to when a student:

- 2.1 Submits, in any part, another's work as one's own.
- 2.2 Shares graded and/or ungraded work (e.g., assignments, essays, tests), when not permitted to do so, or when not explicitly told that collaboration is allowed.
- 2.3 Buys, borrows, or leases any graded assignments, including laboratory work, codes, and data, to submit the work as their own.
- 2.4 Submits, without the professor(s)/instructor(s) prior expressed written consent, any work for which credit has been, or is being sought in another course, including any work that has been submitted at another educational institution. Depending on the case this may also be self-plagiarism.
- 2.5 Collaborates (i.e., works together) on graded work (e.g., an assignment, test, midterm, online assessment) for which the professor(s)/instructor(s) did not explicitly indicate that students could collaborate.
- 2.6 Possesses and/or uses unauthorized aids or obtains unauthorized assistance, including but not limited to copying, using a translation service, online aids, bot, any unauthorized computer hardware, software, including computer programs, Apps, widgets, or other electronic retrieval systems or face-to-face assistance for any graded assessments (e.g., quizzes, assignments, tests, and examinations).
- 2.7 Helps another student engage in academic dishonesty including but not limited to providing answers to graded or ungraded assessment, a test or examination; providing an essay, laboratory report, or assignment that is copied and submitted by another student as their work.
- 2.8 Obtains or views a copy of the graded or ungraded assessment (e.g., the midterm, test, or final examination) before it is administered and uses this knowledge to yield an unfair advantage.

3. Fabrication and Falsification

Fabrication involves the act of creating a falsehood to obtain credit or advanced standing or seek to disadvantage others through dishonest or disruptive behaviour.

Falsification includes but is not limited to the untruthful representation, reporting, and submission of any personal, academic, or other graded assessment and evaluation to obtain credit or advanced standing or seek to disadvantage others through dishonest or disruptive behaviour.

The following are infractions of fabrication and/or falsification and will be treated as academic misconduct violations:

In writing/assignments/examinations when the student:

- 3.1 Fabricates the connection between the sources cited and the content within the student's work.
- 3.2 Fabricates references or sources.
- 3.3 Falsifies any research results, whether in laboratory experiments, field trip exercises, or other assignments whereby the data has been fabricated and/or falsified.

In an online/in person class when the student:

- 3.4 Impersonates another student in a test, examination, assignment, attendance record, or in connection with any other academic work.
- 3.5 Knowingly permits another to impersonate oneself.
- 3.6 Forges, alters, or falsifies transcripts or other academic records in print or electronic form for any purpose.
- 3.7 Submits false credentials to the University or any other institution.
- 3.8 Makes false representation on an application for admission.
- 3.9 Makes false representation on an application for ethical approval for a research project involving human or animal subjects; or,
- 3.10 Requests the extension of a deadline citing reasons known to be false, including submitting false documentation supporting that request.

4. Tampering

Tampering: When a student knowingly makes or creates unauthorized alterations to obtain credit or advanced standing or seek to disadvantage others through dishonest or disruptive behaviour.

Tampering includes but is not limited to, when a student knowingly:

- 4.1 Gains unauthorized access to, use of, or alteration of computer data sets, including course, student, faculty, alumni, public, and/or corporate records.
- 4.2 Gains unfair advantage by using software and/or computer tools.
- 4.3 Damages or destroys course materials, library materials, or laboratory resources.
- 4.4 Willfully or negligently damages the academic work of another member of the University.
- 4.5 Alters a graded assessment (e.g., assignment, midterm, test, or examination) after it has been graded and returned by the professor/instructor with the intent to improve a grade or grade appeal.

Tampering may be reported under the process for Student Code of Conduct violations where applicable.

Note:

Any other form of misrepresentation or fraudulent academic behaviour, or other improper academic conduct comparable to what is above but has not been mentioned herein could be deemed by an Academic Integrity Officer or Senate Committee on Academic Integrity to be an act of academic misconduct and an offence against academic integrity and is subject to discipline under this policy.