

Policy Number:	5006
Policy Title:	Academic Integrity
Approved by:	Academic Council
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1. Policy Statement

University Canada West is committed to integrity and honesty in all academic pursuits. Academic integrity is integral to learning and is the basis for academic inquiry and instructional excellence. UCW expects academic integrity from all of its members, including students. The academic integrity of a student’s work is fundamental to achieving student success, to the quality of UCW education and to the value of a degree from UCW.

2. Purpose

This Academic Integrity Policy:

- a. explains the scope and meaning of academic integrity;
- b. describes situations and behaviours that violate academic integrity and therefore constitute academic misconduct;
- c. specifies the procedures to be followed in receiving, investigating, and responding to complaints of academic misconduct against students;
- d. specifies the penalties that can be imposed for violations of academic integrity;
- e. describes the review and appeal processes available to students who believe they have not been treated fairly under this Policy

3. Scope

The policy applies to all members of the UCW community, in particular UCW students who are currently enrolled or were enrolled in the term prior to the initiation of an academic misconduct complaint.

4. Definitions

Word/Expression	Definition
Work	written material; laboratory, computer, or mathematical exercises; musical or art works; oral reports; group reports and presentations; audio-visual or taped presentations; and material in any other medium submitted to an instructor for grading purposes.

5. Academic Integrity

The generally accepted meaning of academic integrity is *“a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage.”* (International Centre for Academic Integrity, 2014). This meaning applies in this Policy where the term academic integrity is used.

The term “academic misconduct” can be regarded as the direct opposite of academic integrity as that term is used in this Policy. Academic misconduct may be intentional or unintentional.

The following practices violate academic integrity and constitute academic misconduct. As such, when found to have occurred, whether intentionally or unintentionally, they will result in the imposition of penalties. The list of practices is not exhaustive of acts of academic misconduct.

- a. **Plagiarism** is presenting or submitting, as one’s own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

Plagiarism includes copying, reproducing or paraphrasing significant portions of one’s previous academic work, or someone else’s published or unpublished material (from any source, including the internet), without proper acknowledgment, representing these as new or as one’s own.

- b. **Misuse or misrepresentation of sources** includes presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.
- c. **Self-Plagiarism** involves submitting one’s own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.
- d. **Prohibited Conduct:** The following are examples of conduct specifically prohibited:
- I. Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
 - II. Falsifying one’s own and/or other student’s attendance in a course
 - III. Impersonating or allowing the impersonation of an individual
 - IV. Modifying a graded assessment then submitting it for re-grading, or
 - V. Assisting or attempting to assist another person to commit any breach of academic integrity
 - VI. copying a text word for word from another source without putting the original words in quotation marks and adding a citation that refers to the source
 - VII. paraphrasing a text from another source but retaining its basic paragraph and sentence structure, without adding a citation that refers to the source
 - VIII. failing to recognize the work of another person that is incorporated into a student’s work by using accepted academic practices such as footnotes, quotation marks
 - IX. using statistics, charts, tables algorithms, formulae, scientific or mathematical concepts or ideas from another source without giving proper acknowledgement in any academic assignment
 - X. submitting a computer program developed by another person, in whole or in part, as the student’s own work

- XI. using images, photographs, maps or other illustrated or graphic images without a citation that refers to the source
- XII. sharing code for a computer program with another student or taking a code from the Web or another source without citing that source
- XIII. failing to add a proper citation in relation to material downloaded from the Web – the same rules of citation apply to material found on the Web as to any other printed source
- XIV. presenting collaborative work as if it were the work of a single student

e. Resubmission of Existing Work Without Approval

This amounts to self-plagiarism and refers to the practice of submitting the whole or part of an existing work for credit in the same course more than once or in two or more courses without the prior written approval of the instructor. Making minor changes to a text does not amount to a significant modification of that text.

f. Contract Cheating

Contract cheating occurs when students outsource their academic work to a third party with or without payment. This applies to a student who hires another person or an essay-writing service to write an essay or other academic material for them and to buying or copying a paper or parts of a paper from a collection or bank of old papers.

g. Unauthorized Co-operation or Collaboration

Students are commonly encouraged or asked to work in a group or collaboratively on academic work. However, students who cooperate or collaborate on work when an instructor has indicated that the work is to be completed by each student individually violates academic integrity. Students must not cooperate or collaborate in completing a test or examination without specific written authorization.

h. Assisting in Violations of Academic Integrity

Assisting a person to violate academic integrity itself constitutes a violation of academic integrity. A student is not exempted or excused for providing such assistance by claiming to be ignorant or unaware of academic integrity and academic misconduct as described in this Policy.

i. Presenting False Information

Students shall not present altered, forged or falsified documents for academic consideration such as false credentials or reference letters or make false claims for such consideration in the academic misconduct process.

j. Cheating in Tests and Examinations

Fairness and consistency in completing tests and examinations includes students following proper test and examination procedures. A student who cheats in relation to a test or examination violates academic integrity. Cheating includes but is not limited to:

- I. Copying another person's answers or other work on a test or examination or allowing work to be copied during a test or examination
- II. Intentionally leaving answer papers exposed to the view of others during a test or examination
- III. Attempting to read other students test or examination papers
- IV. Consulting with another person or accessing unauthorized materials outside an

- examination room during the period of an examination (for example, discussing an examination or accessing materials during a washroom break or in a declared emergency that interrupts the examination)
- V. Speaking to another student during a test or examination whatever the subject of the interaction
 - VI. Failing to comply with the instructions of a person administering a test or examination
 - VII. Sharing information or answers when doing take-home assignments, tests, and examinations except where the instructor has authorized collaborative work
 - VIII. Having any unauthorized materials or equipment in a test or examination
 - IX. Submitting an assignment completed (or partially completed) by someone else
 - X. Presenting falsified or fabricated material in a test or examination
 - XI. Using aids or devices such as cell phones, data storage units, and other electronic devices during a test or examination without prior permission from the instructor
 - XII. Unless permitted by the instructor, submitting an answer in a test or examination that has been completed in whole or in part outside the examination room
 - XIII. Improperly obtaining through whatever means, including theft and collusion, access to test or examination papers or sets of questions or other information of a confidential nature, and
 - XIV. Assisting others or attempting to assist others to engage in any conduct described above

6. Related policies

Policy Number	Policy Title
5002	Turnitin
9007	Admissions
9010	Misrepresentation of Student Documentation
9011	Appeals for Non-Academic Discipline

7. Associated procedure

Procedure Number	Procedure Title
5006p	Academic Integrity

8. Responsibilities

The responsibilities of members of UCW and students in the administration and application of this Policy are described throughout this Policy.

8.1 Generally, it is the primary responsibility of instructors at undergraduate and graduate levels to give students clear guidelines about their expectations of academic integrity such as rules about collaboration and citation in respect of course outlines and examination material, and to support an environment that discourages violations of this Policy.

8.2 Generally, students should always act ethically and honestly in undertaking and producing academic work. This means, for example that students should:

- a. adhere to guidelines provided by instructors for referencing information sources
- b. produce work that is original, that cites sources and respects other's authorship
- c. (when uncertain whether an action might violate academic standards) always seek clarification and information (from faculty or support staff)
- d. be capable of identifying a situation that could lead to a violation of this Policy
- e. prevent their original work from being used by others
- f. apply the rules set out in this Policy when conducting research.

9. All paper assignments/assessments will be submitted into the student portal in the TurnItIn assignment area.

9.1 Students are responsible for **attaching the following signed Academic Integrity Statement coversheet** with their paper/project or exam with the following statement that their assignment is the product of their own work: "I agree that the work in this research paper/project/exam/etc. is my own work and that I have given credit to all sources of information used in my paper/project/exam by including citations and references. I acknowledge that I am expected to exercise the utmost academic integrity in this assignment/exam." SIGNATURE (indicated by typing the student's name at the time of submission): _____