

Senate Policy on Academic Integrity Procedures –

Requirements of Faculties & Schools

in order to develop a uniform policy that can be applied to all Faculties and Schools, recognizing that there are certain issues which may be Faculty and School specific and handled through individual Faculty and School policies and procedures, the Senate on Academic Procedures (SCAP) has nonetheless determined that some minimum standards must be maintained across all units. Therefore, all students must be held to the same standards of academic integrity and procedures for handling such cases.

While certain procedural requirements of Faculties and Schools, such as the requirement of a hearing, are mandated, the University encourages units to adapt these requirements to their specific needs while, at the same time, resembling other units' procedures in order to maintain fairness and consistency for students, instructors, and the University.

As such, this policy on academic integrity will continue to be developed. As such, this policy is a dynamic one that will be modified as

1. The jurisdiction for matters of academic appeal shall, in all instances, reside in the Faculty in which the student is registered.
2. While the jurisdiction for matters of academic appeal shall reside in the Faculty in which the student is registered, the Faculty in which the course(s) in question resides shall be consulted as a normal part of the appeals process to ensure that the interest of the Faculty in which the course(s) resides is taken into consideration.
3. All Faculties and Schools should incorporate the above policy recommendations into their current administrative procedures.
4. For academic-integrity matters, if a student is enrolled in a course which does not belong to his or her home Faculty/School, instructors and Faculties/Schools are required to follow the appeal procedures as outlined in Appendix B of the *Senate Policy on Academic Integrity Procedures – Requirements of Faculties & Schools*.

2.1.7 Departures from academic integrity other than a course-related issue (e.g., falsifying a transcript) are dealt with by the Faculty/School in which the student is registered.

2.2 Offences

The following list defines the domain of relevant acts without providing an exhaustive list. This list and associated definitions must be included in Faculty and School based academic integrity regulations.

- **Plagiarism**
Presenting another's ideas or phrasings as one's own without proper acknowledgement.
Examples: copying and pasting from the internet, a printed source, or other resource without proper acknowledgement; copying from another student; using direct quotations or large sections of paraphrased material in an assignment without appropriate acknowledgement; submitting the same piece of work in more than one course without the permission of the instructor(s).
- **Use of unauthorized materials**
Examples: possessing or using unauthorized study materials or aids during a test; copying from another's test paper; using an unauthorized calculator or other aids during a test; unauthorized removal of materials from the library, or d
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or assignments and submitting them as one's own for the purpose of plagiarism.

- **Forgery**
Submitting counterfeit documents or statements.
Examples: creating a transcript or other official document; creating a medical note.

- **Falsification**
Misrepresentation of one's self, one's work or one's relation to the University.
Examples: altering transcripts or other official documents relating to student records; impersonating someone in an examination or test; submitting a take-home examination written, in whole or in part, by someone else; fabricating or falsifying laboratory or research data.

2.3 Factors to Consider when Assigning a Sanction

All procedures, at minimum, must adhere to the principles of natural justice and procedural fairness. The following rules of natural justice must be upheld for the student:

- The right to know allegations and the basis for them
- The right to respond to allegations
- The right to be heard by an unbiased decision maker
- The right to a timely process
- The right to a clear decision
- The right to an appeal

3.1.2 Key Elements

Faculty/School procedures must contain the following key elements:

- The specification of roles and responsibilities within the Faculty/School for handling academic integrity concerns.
- A process whereby the student is notified, in sufficient detail, of the allegations against them.
- The provision of opportunity for the student and the instructor to meet before an outcome is determined, and requirements with respect to the student being notified of the meeting.
- A process for determining the outcome of the concern, including both the finding and any sanction that may result.
- The clear indication of timelines throughout the investigation process.
- An appeal process.

3.2 Forms

Each Faculty/School is required to provide forms for instructors to use in dealing with academic integrity concerns to ensure consistency and clarity. Forms should include one sent to the student giving notice of allegation and investigation as well one that will communicate to the student the outcome of the investigation.

3.3 SCAP approval

Faculty/School procedures involving academic integrity concerns must be approved by SCAP.

3.4 Publication

Procedures must be published in the respective Faculty/School calendar and be readily available in Faculty/School offices.

3.5 Annual Reporting Requirements

Faculties/Schools are required to report each year, in writing, to the Senate Committee on Academic Procedures on the number and types of academic

integrity issues or cases they have dealt with in accordance with a SCAP-designed form

4.4 Appealing a Decision -

4.5 Guidelines for Matters Referred to the Senate Committee on Academic Procedures (SCAP)

The procedures that SCAP will follow are outlined in Section 10 of the *Senate Policy on Student Appeals, Rights and Discipline*. This includes the requirement that Faculties/Schools must consult with SCAP before deciding what sanctions to recommend to ensure consistency in penalties across the University.

4.6 Departures from Academic Integrity Other than Within a Course

Where possible departures from academic integrity other than those within a

Appendix A - Handling Departures from Academic Integrity

Potential Issue Comes to Attention of Instructor

Notice of allegation to student from instructor, requesting meeting

1. Appeal may be made to the next level from where a decision was taken. A student appealing an instructor decision to their Faculty/School cannot further appeal the Faculty/School decision.
2. The precise Faculty/School process varies based on the point of referral from the instructor, so this chart is simplified in that regard).
3. This is the route of substantive decision making and appeals. Appeals on procedural grounds may be made to USAB.

(iv) The instructor must notify the student in writing of any finding, decision on sanction (including referral of sanction), or referral of the case (see Section 2) with a copy to the administrative office of the course Faculty. This office also has the responsibility for notifying the student's home Faculty office.

2. Faculty/School Designate Procedures for Referred Cases

(i) If a case has been referred by the instructor, the course Faculty designate will take on the responsibility for investigating the matter.

(ii) If a finding is made, by either the instructor or the Faculty designate, the course Faculty designate will contact the student's home Faculty office to consult on an appropriate sanction for the finding before a sanction is imposed.

(iii) The course Faculty designate must notify the student, instructor, and the student's home Faculty of the finding and sanction.

3. Appeals

(i) In matters where the instructor has made the finding and has assigned a sanction under their purview, the first level of appeal shall be to either no1 l sirsudent4(d)-4i1(s)-1 consul2(pos du(ppr)3(op2(ndi)-t1(s)-5(a)4(pp4(nt)-2-2(o e)4(i)3(opr)3(a)4(1))-2(oc t)-2(o sh)-14

II. Jurisdiction with respect to Graduate Academic-Integrity Matters

All graduate students who are enrolled in the School of Graduate Studies (the home Faculty)

(iii) If a finding is made by an Associate Dean of the School of Graduate Studies, the Associate Dean will contact the student's home Program to consult on an appropriate sanction for the finding before a sanction is imposed.

(iv) The Associate Dean must notify the student, instructor, and the student's home Program of the finding and sanction.

3. Appeals

In matters where the instructor, or the appropriate designate of the home Program, (e.g. Department Head, Graduate Coordinator, or Program Director) , or an Associate Dean of the School of Graduate Studies has made a finding and has assigned a sanction, the student has the right to appeal the finding or