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1 Background

Brock University fosters the pursuit of knowledge and scholarship through the provision of academic programs and a learning environment of the highest quality. Academic Integrity is a core value that supports the University's mission.

2 Purpose

The Academic Integrity Policy provides members of the University community general guidelines of appropriate academic behaviours and identifies prohibited academic conduct. The intention of Brock University is to ensure fair treatment, transparent processes, and consistent application in the administration of this policy.

Acknowledgements: Brock University and the Academic Integrity Advisory Committee wish to acknowledge the following institutions, whose related policies and procedures provided background and a foundation in best practices that assisted in the development of this policy: McMaster University, University of Alberta, Ryerson University, Carleton University, and York University.

3 Scope

This Policy applies to the academic activities of all current and former undergraduate and graduate students who are, or were, registered (through the Office of the Registrar) at Brock University, both on and off campus.

There may be situations where a student's conduct may involve behaviours of both an academic and non-academic nature. Where circumstances warrant, a student may be subject to disciplinary procedures under the Academic Integrity Policy, the Student Code of Conduct, or multiple policies.

The Responsible Conduct of Research Policy applies to any allegation of misconduct related to research conducted by a Student that is not Students' Academic Work, as defined in that policy including, without limitation, work conducted by a Student in the capacity of a Research Assistant. The reporting requirements set out in the Responsible Conduct of Research Policy may apply to Students' Academic Work where such work is funded, in whole or in part, by a granting agency.

4 Policy Statement on Academic Integrity

All students are required to act ethically and with integrity in academic matters and demonstrate behaviours that support the University's academic values. These behaviours include, but are not limited to:

- a. Completing one's own original work;
- b. Knowing and following the appropriate citation method in regards to the use of

- quotation marks and paraphrasing;
- c. Collaborating appropriately for graded course components;
- d. Acknowledging the contribution of others (giving credit);
- e. Ensuring that a student's work is not used inappropriately by others;
- f. Acting ethically and with integrity while conducting research and in the reporting of research results; and
- g. Following published examination rules and protocols.

All students are responsible for their behaviour and may face academic penalty under this policy should they engage in academically dishonest behaviours.

Students in positions of responsibility, such as Teaching or Research Assistants, shall be expected to not only adhere to the academic principles and demonstrate behaviour that supports the University's mission, but also to encourage principles of academic integrity among the University community and report suspected cases to their relevant supervisor.

Brock University students and instructors are responsible for familiarizing themselves with this policy. Instructors are responsible for clearly defining the nature of academic misconduct including citation protocols and collaborative practices.

It is the responsibility of every member of the University community (students, faculty and staff) to act ethically and with integrity and to support an environment which values academic integrity in every aspect of life on campus.

Every member of the University community has the additional responsibility to:

- i. identify and report all incidents of academic misconduct, and
- ii. assist in the investigation of alleged incidents of academic misconduct.

5 Statement of Confidentiality and Protection of Information

The University is bound by its policies regarding the confidentiality of student information and complies with the Freedom of Information and Protection of Privacy Act (FIPPA). In the administration of this policy, information, documentation or evidence may be accessed by, submitted to, and/or reviewed by members of the University community as a function of their position (e.g., Instructor, Department Chair, Dean, the Senate Student Appeals Board, Registrar, etc.). Every member of the University community shall respect and maintain the University's obligation to protect the right to confidentiality and the privacy of its students, faculty and staff.

This statement of confidentiality is subject to:

- (i) any legal obligation of the University to disclose information;
- (ii) the reporting requirements set out in the Responsible Conduct of Research Policy; and
- (iii) any other reporting or disclosure requirement set out by a granting agency from which a Student has accepted funding, or that has been otherwise agreed to by a Student.

The University shall only share information with third parties, such as parents or spouses, upon receipt of the student's written consent. In these situations, the University shall provide only the requested information as indicated by the student, in order to protect their personal privacy.

University employees participating in any part of this process may share details of a particular case with a University colleague, supervisor, or counsel, who is not involved in the case, on a confidential basis, for the purpose of seeking advice.

6 Recording of Lectures

A Student may make an audio or video recording of a lecture, presentation, or lesson, only with the permission of the instructor (or presenter).

This Policy does not prohibit a Student who requires the use of a recording device as an accommodation through Student Accessibility Services from recording a lecture, presentation, or lesson, or having such a recording made on their behalf.

Nothing in this Policy is intended to alter or amend the process through which accommodations are granted, including the consultation process with an instructor or any other aspect of the process.

Any recording of a lecture, presentation, or lesson made by or for a Student (whether or not for the purpose of an accommodation) may only be used for that Student's own personal, non-commercial, educational use. No other use of such recordings may be made without the express, written permission of the instructor (or presenter, as applicable).

7 Definitions

In this policy:

- a. "Academic Work" includes any academic paper, essay, thesis, major research paper, research report, course-related community engagement, project, assignment, report, laboratory assignment/report, test or examination, creative work (e.g., computer program or code, music, art or dramatic work), or any other work tied to academic progression, whether oral, in writing, in other media or otherwise and/or registration and participation in any course, program, seminar, workshop, conference, or symposium offered by the University.¹
- b. "Academic Misconduct" includes, but is not limited to, any violation of the Policy Statement on Academic Integrity set out above, and any of the behaviours described in Appendix 2.
- c. "Collaboration" refers to the consultation and production of group work in conformity with the expectations of the Instructor as articulated in the assignment or syllabus.
- d. "Complainant" includes an Instructor or any other person who has a position of responsibility with respect to maintaining academic integrity at the University.
- e. "Dean's Designate" means any faculty member designated by the Dean (including an Associate Dean) for the purpose of this policy. With respect to a graduate Student, the Dean's Designate will be designated by the Dean of the Faculty of Graduate Studies.
- f. "Chair" means the applicable Department Chair, Centre Director, Program Director or any other person designated to act in that administrative capacity, including a designate of the Chair.
- g. "Graduate Program Director" or "GPD" means Graduate Program Director or any other person designated to act in that administrative capacity.
- h. "Instructor" means any person responsible for the teaching or academic supervision of students at the University.
- i. "Student" means any person who is, or has previously been, registered (through the Registrar's office) in any course of study at the University.
- j. "University" means Brock University.

In procedures relating to undergraduate student cases, any references to a "Dean", "Associate Dean", "Associate Dean, Research and Graduate Programs", "Chair", "GPD", or other positions in this policy, with respect to a particular Student, refer to those positions in that Student's Faculty, Department, or Program, as applicable. In procedures relating to graduate student cases, any references to a "Dean" refer to the Dean of the Faculty of Graduate Studies.

8 Academic Misconduct Proceedings: Undergraduate Procedure

A charge (or multiple charges) of Academic Misconduct may be brought against an undergraduate Student by a Complainant and shall follow the procedure set out below. Steps (a), (b), and (c) may occur in any order.

- a. **Notification to Dean's Designate:** The Complainant shall inform the Chair of the charge and shall provide the Dean's Designate with all evidence supporting the charge.
- b. **First notification to Registrar:** The Chair shall inform the Registrar of the charge.

¹ Definition taken from McMaster University *Academic Integrity Policy*

- c. **Registrar to place hold and provide records:** If the charge is applicable to a particular course, the Registrar shall place a hold on that course for that Student, preventing the Student's withdrawal from the course. Irrespective of whether a hold is placed, the Registrar shall inform the Chair of any prior findings of academic misconduct made against the Student.
- d. **First notification to Student:** The Chair shall notify the Student of the charge, and the proposed date and time of a first meeting to discuss the charges and the evidence. The Student shall have ten (10) business days to respond to the first notice to advise of their availability. The Chair may decide, at their own discretion, when to schedule the meeting. The Student shall be advised of their right to be accompanied by the student ombudsperson, or another member of the Brock community who is not a family member, at any meeting. If requested by the Student, the Student shall be given the opportunity to review any evidence, if reasonably possible, in advance of the first meeting.
- e. **First meeting:** The Chair, the Complainant, and the Student shall meet to discuss the charges. The Student will be presented with the evidence supporting the charge and be given the opportunity to be heard and to submit evidence in their own defence. The Student may admit responsibility for the charge, in which case, the matter will proceed (including the option for a second meeting) solely for the consideration of appropriate disciplinary measures.
- f. **Conclusion of first meeting:** The Chair shall decide whether the charge is supported by the evidence. If it is determined that the charge is not supported, the Chair shall ask the Registrar to remove the hold on the related course (if applicable) and the charge shall be dismissed. If it is determined that the charge is supported, the Chair will inform the Associate Dean (and may inform the Dean's office as well) and recommend appropriate action(s) to take.
- g. **Second notification to Student:** The Chair shall inform the Student of the outcome of the first meeting. In the event that the Chair has recommended disciplinary action(s), this notification shall inform the student of the option to request a second meeting.
- h. **Option for Second Meeting:** In the event that the Chair has determined that Academic Misconduct has occurred and has recommended disciplinary action(s), any one of: the Student, the Dean's Designate, or the Associate Dean may request a second meeting. If the request for a second meeting is made by the Student, this request must be made within ten (10) business days from the date of the second notification set out in step (g). If no such request is made, the Associate Dean may determine the appropriate disciplinary action(s) to be taken and proceed to step (k).
- i. **Second Meeting (if applicable):** If a second meeting is requested, it shall be scheduled by the

Associate Dean. The Associate Dean and the Student shall meet to consider all available evidence relevant to the charge. The Associate Dean may also invite the Chair and/or the Complainant to

attend the meeting. The Student shall have the opportunity to be heard, to submit evidence, and to bring witnesses in their own defence.

- j. **Conclusion of second meeting (if applicable):** The Associate Dean shall make a final decision as to whether the Student has committed Academic Misconduct. If it is determined that the Student has committed Academic Misconduct, the Associate Dean shall determine the appropriate disciplinary action(s) to be taken.
- k. **Second notification to Registrar (if applicable):** If it is determined that the Student has not committed Academic Misconduct, the Associate Dean shall ask the Registrar to remove the hold on the related course (if applicable) and the charge shall be dismissed. If it is determined that the Student has committed Academic Misconduct, the Associate Dean shall inform the Registrar of the disciplinary action(s) that will be taken.
- l. **Final notification to Student:** The Associate Dean shall inform the Student, and all involved parties (including the Registrar), of the determination of the charge and any disciplinary action(s) that will be taken, if applicable. If disciplinary action(s) will be taken, the Student will also be informed of their right to appeal the decision.

9 Academic Misconduct Proceedings: Graduate Procedure

A charge (or multiple charges) of Academic Misconduct may be brought against a graduate Student by an Complainant and shall follow the procedure set out below. Steps (a) and (b) may occur in any order.

- a. **Notification to Chair and GPD:** The Complainant shall inform the Chair and/or the GPD, as may be applicable for the Student's program, of the charge and shall provide the Dean of the Faculty of Graduate Studies's Office with all evidence supporting the charge.
- b. **Dean of the Faculty of Graduate Studies' Office to place hold and provide records:** If a charge is applicable to a particular course, the Dean's Office shall place a hold on that course, preventing the Student's withdrawal from the course. Irrespective of whether a hold is placed, the Dean's Office shall inform the GPD of any prior findings of academic misconduct made against the Student. The Dean's Designate shall also determine whether the charge relates to any grant-funded research; if so, the Dean's Designate shall inform the Senior Administrative Contact under the Responsible Conduct of Research Policy.
- c. **First notification to Student:** The GPD or the Chair shall notify the Student of the charge and the proposed date and time of a first meeting to discuss the charges and the evidence. The Student shall have ten (10) business days to respond to the first notice to advise of their availability. The Dean of the Faculty of Graduate Studies' Office shall decide when to schedule the meeting. The Student shall be advised of their right to be accompanied by the student ombudsperson, or another member of the Brock community who is not a family member, at any meeting. If requested by the Student, the Student shall be given the opportunity to review any evidence, if reasonably possible, in advance of the first meeting.
- d. **First meeting:** The GPD and/or the Chair, the Complainant, and the Student shall meet to discuss the charge. The Student will be presented with the evidence supporting the charge and be given the opportunity to be heard in their own defence. The Student may admit responsibility for the charge, in which case, the matter will proceed (including the option for a second meeting) solely for the consideration of appropriate disciplinary measures.

- e. **Conclusion of first meeting:** The Chair and/or the GPD shall jointly decide whether the charge is supported by the evidence. If it is determined that the charge is not supported, the GPD and/or the Chair shall ask the Dean of the Faculty of Graduate Studies' Office to remove the hold on the related course (if applicable) and the charge shall be dismissed. If it is determined that the charge is supported, the GPD or Chair will inform the Associate Dean, Research and Graduate Programs, and the Dean of the Faculty of Graduate Studies.
- f. **Second notification to Student:** The Dean of the Faculty of Graduate Studies' Office shall inform the Student of the outcome of the first meeting. In the event that the Chair and/or the GPD have recommended disciplinary action(s), this notification shall inform the student of the option to request a second meeting.
- g. **Option for Second Meeting:** In the event that the Chair and/or the GPD have determined that Academic Misconduct has occurred and have recommended disciplinary action(s), any one of: the Student, the Associate Dean, Research and Graduate programs, or the Dean of the Faculty of Graduate Studies may request a second meeting. If such a request is made by the Student, it must be made within ten (10) business days from the date of the second notification. If no such request is made, the Associate Dean, Research and Graduate Programs and the Dean of the Faculty of Graduate Studies may jointly determine the appropriate disciplinary action(s) to be taken and proceed to step (k).
- h. **Second Meeting (if applicable):** If a second meeting is requested, it shall be scheduled by the Dean of the Faculty of Graduate Studies' Office . The Associate Dean, Research and Graduate Programs; the Dean of the Faculty of Graduate Studies; and the Student shall meet to give final consideration to all the facts of the charge. The Dean may also invite the Complainant, the GPD, and/or the Chair to attend. The Student shall have the opportunity to be heard, to submit evidence, and to bring witnesses in their own defence.
- i. **Conclusion of second meeting (if applicable):** The Dean of the Faculty of Graduate Studies and the Associate Dean, Research and Graduate Programs shall jointly make a final decision as to whether the Student has committed Academic Misconduct. If it is determined that the Student has committed Academic Misconduct, the Dean of the Faculty of Graduate Studies and the Associate Dean, Research and Graduate Programs shall jointly determine the appropriate disciplinary action(s) to be taken. If a finding of misconduct has been made in relation to a major research paper or thesis, the Dean of the Faculty of Graduate Studies shall report the finding to the Associate Vice-President, Research to determine the University's responsibilities under the Responsible Conduct of Research Policy.
- j. **Notification to Dean of the Faculty of Graduate Studies' Office (if applicable):** If it is determined that the Student has not committed Academic Misconduct, the GPD or Chair shall ask the Dean of the Faculty of Graduate Studies' Office to remove the hold on the related course (if applicable) and the charge shall be dismissed.
- k. **Final notification to Student:** The Dean of the Faculty of Graduate Studies' Office shall inform the Student, and all involved parties, of the determination of the charge and any disciplinary action(s) that will be taken, if applicable. If disciplinary action(s) will be taken, the Student will also be informed of their right to appeal the decision.
- l. **Provision for graduate Students:** The University recognizes the nature of graduate work such that
 - (i) there may be no clear person who has a particular title or position named in this Policy, and/or
 - (ii) certain working relationships (particularly for a thesis or major research paper) may exist that make it inappropriate for an Complainant or supervisor to make disciplinary recommendations or participate in a disciplinary meeting. In any provision under this Section 9, the Dean of the Faculty of Graduate Studies may exclude the participation of any person (except the Student), or appoint a substitute person or persons to participate, if, in their sole discretion, it is appropriate to do so due to the

Student's academic program or course of study. If the Dean exercises this discretion to exclude or substitute a person at a meeting, the Dean will inform the Student of any changes reasonably in advance of that meeting.

10 Disciplinary Measures for Academic Misconduct

In the case of a finding of Academic Misconduct:

a. A letter of offence (including a statement setting out if it is a first or subsequent offence) will be sent to the student and placed in that student's academic file;

and;

b. Disciplinary action will be taken, which may include, but is not limited to:

- i. oral or written reprimand;
- ii. mandatory remedial action (e.g. attendance at a workshop or resubmission of an assignment);
- iii. lower grade or failure on the assignment or examination;
- iv. a reduction in the course grade, which may exceed the value of the assignment (previously assigned grades may be adjusted);
- v. failure in the course;
- vi. removal from the program of study;
- vii. notation on the student's official transcript;
- viii. temporary or permanent removal from a co-op program option, placement, internship or practicum;
- ix. suspension from the University for a definite period with a transcript notation;
- x. permanent debarment from the University, with a transcript notation; and/or
- xi. withholding or rescinding a Brock degree or certificate.

For a finding of Academic Misconduct outside of a course, the minimum penalty is a notation on the Student's academic record, although additional sanctions may be imposed.

Any disciplinary action taken may specify if and when a hold on a course is to be removed. If not specified, holds shall be maintained or removed in accordance with the Registrar's general practices.

Failure by the Student(s) to complete any mandatory remedial action by the prescribed date may result in additional disciplinary action(s), without the right for the Student(s) to make additional submissions.

A Student who is found to have committed Academic Misconduct in a course may not withdraw from that course without the relevant Dean's written, express approval (in the case of graduate Students, the Dean of Graduate Studies shall make this decision).

All relevant documentation for cases of academic misconduct will be forwarded to the appropriate Dean(s).

11 General Procedural Rules

The following shall apply to both undergraduate and graduate proceedings for charges of Academic Misconduct:

- a. **Timeline:** Reasonable efforts shall be made by all parties to ensure that no Academic Misconduct proceeding is unduly or unjustly delayed. Individual schedules and availability shall be reasonably accommodated. All notifications to a Student that schedule a meeting

shall be given reasonably in advance of that meeting so that a Student may be prepared. If a Student has given timely notice of their availability, meetings shall be scheduled to reasonably accommodate the availability of the Student where possible.

- b. **Evidence:** Students shall be reasonably accommodated in being allowed to present evidence in the medium or format of their choosing, including presentations or witnesses. Witnesses for the Student must be voluntary participants; the University will not compel witnesses to testify in a Student's defence. Evidence may be excluded or prohibited on the grounds of relevance at the discretion of the Chair or GPD in the case of the first meeting, and at the discretion of the Associate Dean or Dean of the Faculty of Graduate Studies, as respectively applicable, in the second meeting.
- c. **Failure to appear:** If a Student fails to attend a meeting absent a valid excuse, the meeting may proceed in the absence of that Student. Continuing the meeting, and/or the validity of an excuse, shall be at the discretion of the Chair or GPD in the case of the first meeting, and at the discretion of the Associate Dean and/or Dean of the Faculty of Graduate Studies, as respectively applicable, in the case of the second meeting.
- d. **Meetings:** Meetings shall be closed to the public and to guests of the Student, except that the student ombudsperson or another member of the Brock community who is not a family member may attend with the student, provided that the Student must speak on their own behalf. Meetings may not be recorded, unless otherwise decided at the discretion of the Chair or GPD in the case of the first meeting, and at the discretion of the Associate Dean or Dean of the Faculty of Graduate Studies, as respectively applicable, in the second meeting. Meetings may be held by means other than in-person, such as by teleconference, only at the discretion of the Chair or GPD in the case of the first meeting, and at the discretion of the Associate Dean or Dean of the Faculty of Graduate Studies, as respectively applicable, in the second meeting. These restrictions are subject to the University's obligation to provide reasonable accommodation with respect to a disability.
- e. **Multiple offences:** At the sole discretion of the appropriate Dean(s), proceedings involving multiple similar offences involving a single student may be combined into one proceeding.
- f. **Charges outside of a course:** Charges of Academic Misconduct may be brought against a Student for actions unrelated to a particular course of study, after the related course has been completed, or against a Student who has already graduated or left a course of study at the University.
- g. **Procedural Irregularities:** In the event that the procedures set out in this policy are not followed or cannot be followed for whatever reason in an Academic Misconduct proceeding, the Provost shall decide any appropriate remedial measures to be taken, provided that any such measures shall be procedurally fair to the Student(s) involved and shall not deprive that/those Student(s) of any substantive rights granted under this policy.

12 Academic Misconduct Records

A record of any disciplinary rulings shall be placed in a Student's academic file and maintained by the Office of the Registrar or the Faculty of Graduate Studies, as appropriate.

Where a Student has been found to have committed Academic Misconduct, files relating to the investigation of that Student shall be maintained within the Student's Faculty or the Faculty of Graduate Studies for a minimum of five (5) years from graduation or the date of the Student's last registration, whichever is earlier.

13 Transcripts and Transcript Notations

- a. Transcripts

When a discipline outcome under this policy results in a transcript notation, any transcripts forwarded to institutions or potential employers at the request of the student shall include said notation. Notations shall remain on a Student's transcript for a specified period.

b. Transcript Notations

- i. Notations for discipline, excepting expulsion or permanent debarment, shall remain on a Student's transcript until they have graduated or three (3) years after the last registration, whichever is earlier.
- ii. Notations of expulsion or permanent debarment shall remain permanently on a Student's transcript.
- iii. Exceptions may be made at the discretion of the Registrar, in consultation with the Dean, in exceptional circumstances.

14 Appeals

A Student may appeal any finding of Academic Misconduct or any disciplinary measures taken to the Senate Student Appeals Board, according to the procedures of the Senate Student Appeals Board, and subject to the payment of fees required in those procedures.

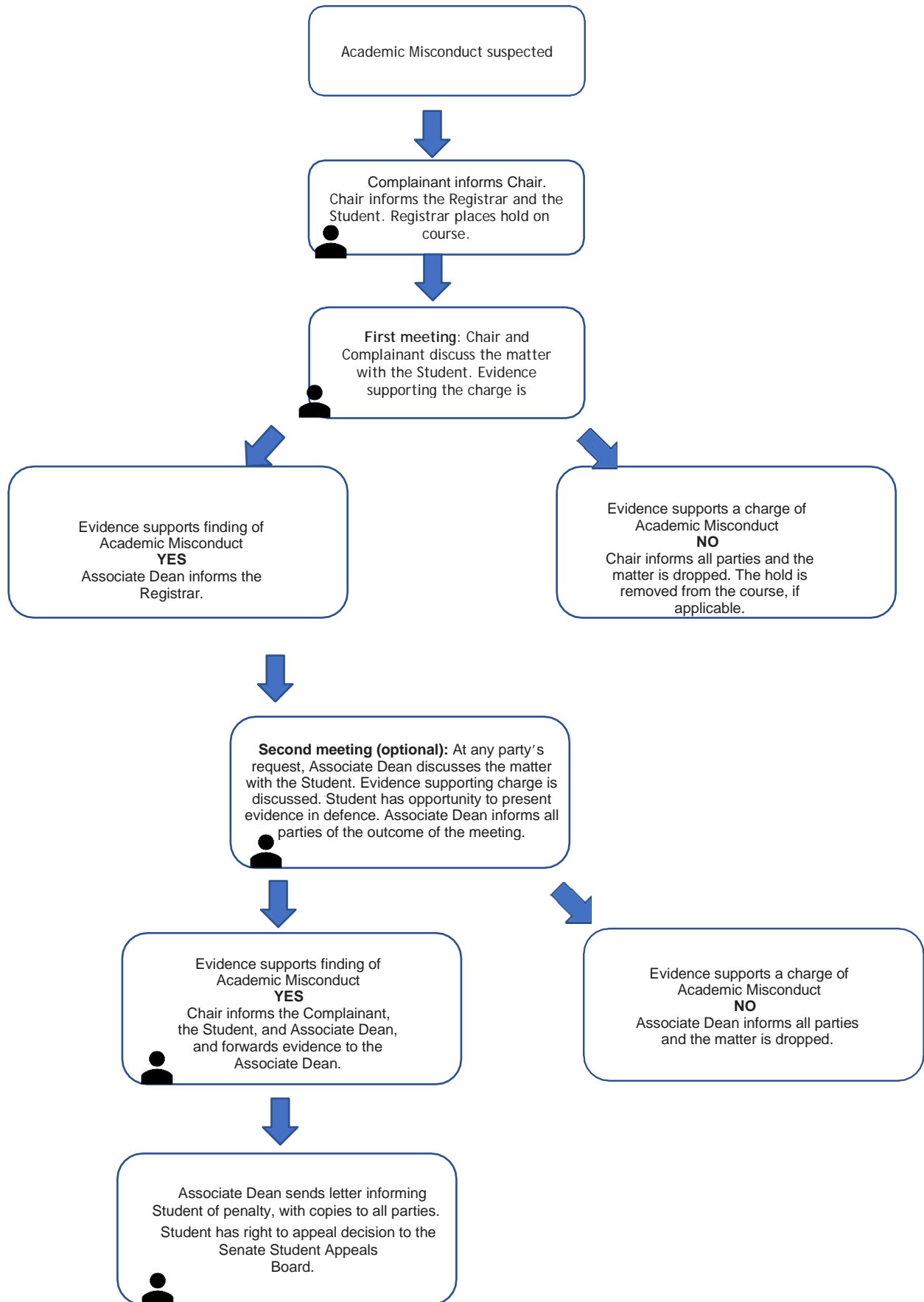
Related policies

- Student Code of Conduct
- Respectful Work and Learning Environment Policy
- Responsible Conduct of Research Policy
- Access to Student Records and Disclosure of Information Policy
- Access to Information and Protection of Privacy Policy
- Computer Use Policy
- Electronic Mail Policy
- Accessibility Policy

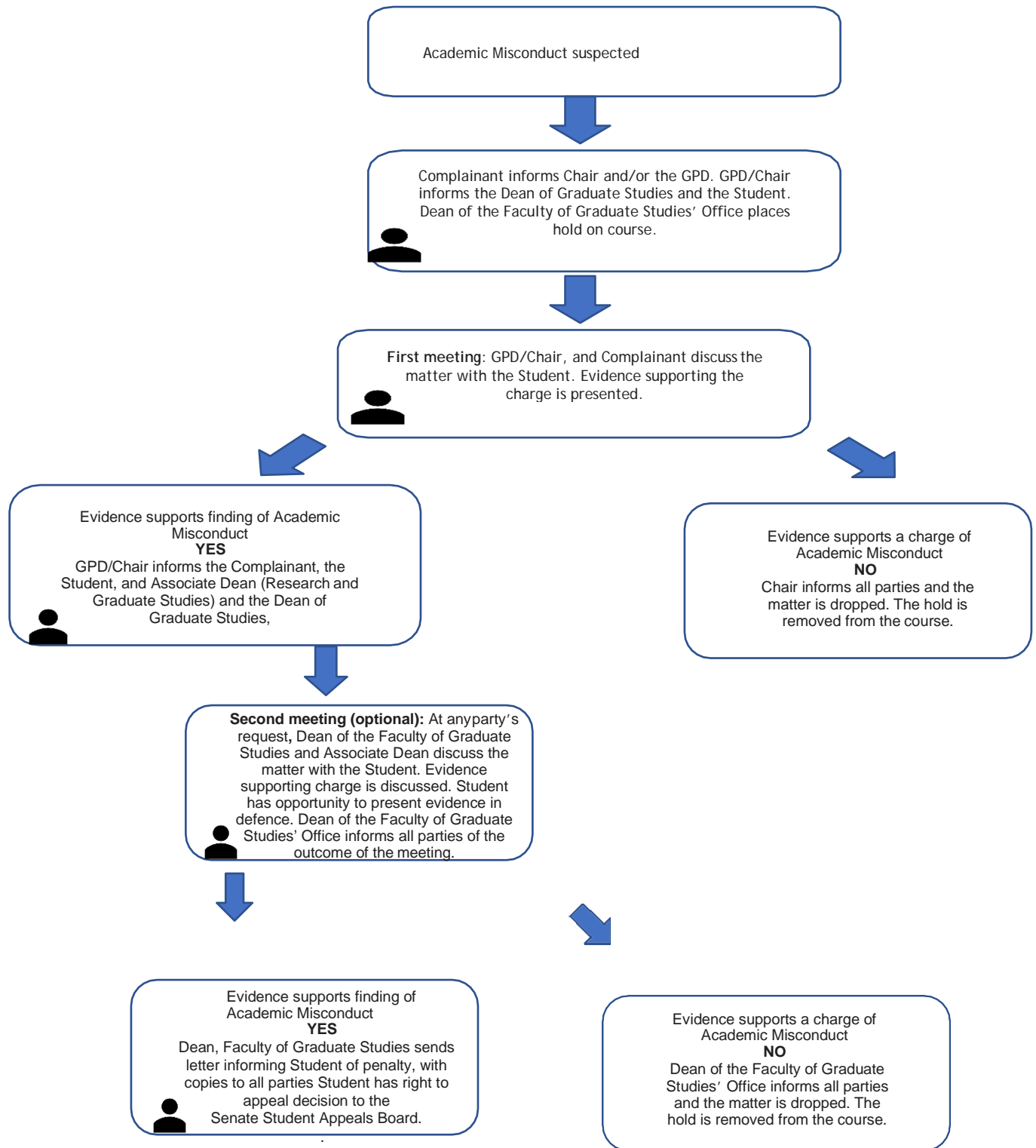
Amendments (revision history)

Date revised	Responsible
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**APPENDIX 1A: ADMINISTRATIVE FLOW OF ACADEMIC MISCONDUCT PROCEDURES
Undergraduate Students**



APPENDIX 1B: ADMINISTRATIVE FLOW OF ACADEMIC MISCONDUCT PROCEDURES
Graduate Students



APPENDIX 2: ACADEMIC MISCONDUCT

The following identifies academic behaviours the University considers inappropriate and which may lead to disciplinary procedures under this policy. This list is not exhaustive of all activities, in whole or in part, that may be considered Academic Misconduct.

- A Examinations and Tests
 1. Impersonation of a candidate in an examination or test
 2. Allowing someone else to write one's examination or test
 3. Copying information from another student
 4. Making unauthorized information available to other students
 5. Use of unauthorized material
 6. Submission of a take-home examination containing material written by someone else

- B Laboratories
 1. Copying a laboratory report or allowing someone else to copy one's report
 2. Using another student's data unless specifically allowed by the instructor
 3. Allowing someone else to do the laboratory work
 4. Using direct quotations or sections of paraphrased material in a lab report without acknowledgment
 5. Faking, falsifying, or omitting laboratory data

- C Essays, Assignments, Major Research Papers, Theses
 1. Submission of an essay, thesis or major research paper written in whole or in part by someone else as though it is one's own
 2. Preparing an essay, thesis, dissertation or assignment for submission by another student
 3. Copying an essay, thesis, dissertation or assignment
 4. Allowing one's essay, thesis or assignment to be copied by someone else
 5. Using direct quotations or large sections of paraphrased material without appropriate acknowledgment
 6. The buying or selling of, or contracting for, term papers, theses, computer programs or any assignments
 7. The submission of the same piece of academic work, in whole or in part, in more than one course, or in the same course taken again, without the permission of the instructor(s). Permission from the instructor(s) must be in writing and must state any guidelines or restrictions related to the academic work
 8. Submitting, in whole or in part, a computer program or code completed by someone else, with or without modifications or with obfuscation, as though it is one's own
 9. Faking or falsifying research data, or inappropriately omitting any research data, results, or findings used in essay, assignment, major research paper, or thesis

- D False or Misleading Representation
 1. Failure to disclose prior academic records required for admission decisions or other academic purposes
 2. Obtaining medical or other certificates under false or misleading pretenses
 3. Altering documents or certificates, including but not restricted to health claims, tests, and examinations
 4. Submitting false credentials for any purpose
 5. Forging or falsifying Brock University documents, including but not restricted to hard copy or electronic

- E Unprofessional or Inappropriate Behaviour
 1. Exhibiting unprofessional or dishonest behaviour related to a course, field placement,

practicum, or internship (for example: forging a placement contract)

- F Inappropriate Collaboration in Assigned Course Work
 1. Collaborating inappropriately or collaborating on graded course components without the permission of the Instructor

- G Infringement of Intellectual Property Rights
 1. Use of any materials protected under the *Copyright Act* or the *Trade-marks Act*, or by similar intellectual property laws, in a manner that is likely to be an infringement of the legal rights of the owner
 2. Posting any course materials created by the Instructor of that course on the internet without the Instructor's permission
 3. Creation, distribution, use, or sale of a recording of a lecture, presentation, or lesson in contravention of this policy

- H Research Misconduct
 1. Research misconduct relating to a Student's Academic Work as defined in the *Responsible Conduct of Research Policy*.
 2. Faking, falsifying, fabricating, or inappropriately omitting or destroying any research data, results, or findings
 3. Failure to obtain all appropriate certifications or clearances for research work, including, without limitation, Research Ethics Board approval where required.
 4. Providing false or misleading information in a grant or other funding application
 5. Failure to make data, results and analyses continually available to research supervisor and collaborative team members.

- I Aiding Misconduct
 1. Knowingly facilitating or assisting another person in the violation of any part of this policy

Individual Instructors or Departments/Centres may point out areas of specific concern not covered above. Students are encouraged to consult Instructors in case of doubt.

Plagiarism means presenting work done (in whole or in part) by someone else as if it were one's own and applies to all forms of student work. The work of others can include, but is not limited to, written work, ideas, music, performance pieces, designs, artwork, computer code, and Internet resources. Associated dishonest practices include faking or falsifying data, cheating, or the uttering of false statements by a student in order to obtain unjustified concessions.

Plagiarism does not include co-operation and collaboration where permitted by the Instructor.

Instructors shall inform students what constitutes acceptable scholarship, proper form of citation, and use of sources. In addition, Instructors shall set out their expectations regarding collaboration and group work.

APPENDIX 3: Responsibilities of Instructors Regarding Student Academic Behaviour

Instructors shall foster an environment of academic integrity in all teaching, learning, and research contexts and shall make reasonable attempts to define procedures that encourage academic integrity. These include, but are not limited to:

1. Providing clear direction or instruction concerning course requirements, especially directions involving collaborative course work;
2. Maintaining the security and integrity of examinations;
3. Providing Students with an adequate and equitable time period to complete required examinations or course work;
4. Taking practical measures during the examination period to prevent academic misconduct;
5. Clarifying the roles and responsibilities of teaching assistants, laboratory demonstrators, tutorial leaders, and those individuals working within the course structure; and
6. Ensuring inclusion of the standardized paragraph on Academic Misconduct on all course outlines.

For additional strategies, Instructors are encouraged to consult the Centre for Pedagogical Innovation (CPI).

Instructors are responsible for taking steps to detect plagiarism in all course work that is submitted by Students.