

POLICY ON ACADEMIC INTEGRITY (INCLUDING PLAGIARISM) FOR STUDENTS

POLICY No. :	
SCOPE:	All Faculty, Administration, and Students
APPROVAL:	Academic Council - March 7, 2011
DATE OF ORIGINAL POLICY:	February 2011 (replaces Plagiarism Policy)
SCHEDULED REVISION DATE:	3 year review February 2014
CONTACT:	Deans

1. POLICY STATEMENT

Preamble

The Center for Academic Integrity

The Center for Academic Integrity (CAI), (a consortium of over 200 colleges and universities around the world), defines academic integrity as "a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action. An academic community flourishes when its members are committed to the five fundamental values." (CAI, Fundamental Values of Academic Integrity, 1999.)

NSCAD University is committed to maintaining academic integrity and honesty in its university community. All members of the NSCAD community are expected to be fully conversant with the academic integrity policy and to behave in a manner in keeping with the principles stated here. To preserve the integrity and value of NSCAD University degrees, all cases of breach of academic honesty will be pursued with diligence.

Students at NSCAD are required to comply with standard academic practices in acknowledging sources in all work presented for academic credit. It is the students' responsibility to consult with faculty regarding appropriate methods of acknowledgement. Plagiarism is a serious academic offence that may result in loss of academic credit for an assignment, a mark of F or No Credit in the course and possibly suspension or dismissal from NSCAD University.

2. Definitions

a) Appropriation

Contemporary artists often "quote"; "sample" or "appropriate" images/sound/text from visual artists, writers, musicians, archives or pop-culture sources and students should acknowledge the use of such material in their work. Canadian and international copyright laws set boundaries for the allowable use of this material and students can consult with the University Librarian regarding current copyright legislation. Students should always consult with their instructors if they have any concerns about whether such "appropriation" constitutes plagiarism or violates principles of academic or intellectual integrity.

b) Plagiarism

A student shall not receive credit for work that is not the result of the student's own effort. Infringement of academic honesty by a student subjects that student to serious penalties that may include failure in the course (with or without a notation on the transcript) as well as other sanctions. A student who is in doubt regarding standards of academic honesty in a course or assignment should consult the faculty member responsible for that course or assignment before submitting the work. A student's lack of understanding is not a valid defense to a charge of academic dishonesty. A student's name on any written exercise (e.g., examination, report, thesis, theme, notebook, studio project, computer program, etc.), or in association with an oral presentation constitutes a representation that the work is the result of that student's own thought and study, stated in the student's own words, and produced without the assistance of others, except as quotations, references, and footnotes used to accurately acknowledge the use of other sources (including sources found on the internet).

For the purposes of this policy, plagiarism includes, but is not limited to:

- (i) copying verbatim the work or portions of the work of another without providing the source of the work. Sources of plagiarism include, but are not limited to, another's words, phrases, recordings, images, and data. Plagiarized material may be drawn from many sources including, but not limited to, websites

and other online sources, online term papers, books, articles, image libraries, email, lectures, or encyclopedias (including online encyclopedias): For further information please see the **MLA Style Manual**.

(ii) *paraphrasing the work of another, or taking an original idea of another and presenting it as one's own work, without providing the source of the work or the idea:*

- i. submitting the work of another person as your own,*
- ii. writing papers or doing studio projects for other students or allowing them to submit your work as their own,*
- iii. fabricating information, data, or citations or falsifying documents.*

c) Other Forms of Academic Dishonesty

Academic Dishonesty may take forms other than Plagiarism as defined above, including but not limited to:

- i) submission of one piece of work in satisfaction of two assignments without prior informed consent,*
- ii) the unauthorized writing an examination or test for someone else,*
- iii) attempting to obtain or accepting assistance from any other unauthorized person during an examination or test, communicating electronically, or using an electronic communication device with someone for that purpose,*
- iv) allowing another student to copy answers during an exam or test,*
- v) without authorization, obtaining a copy of an examination or test topic for an essay or paper,*
- vi) copying or purchasing an assignment for submission from another student, website or*

other source outside of the student who submits the work.

vii) using or having in one's possession, materials or technology that is not specifically approved by the instructor during the time one is writing an examination or test,

viii) failure to give appropriate credit to collaborators, or the listing of others as collaborators who have not contributed to the work.

3. Procedures for Addressing Academic Dishonesty

Informal Procedure

When a faculty member suspects an incident of academic dishonesty, that faculty member shall:

- i) retain the work in question:
- ii) inform the student in writing of the concern and request a meeting with the student to discuss the matter as soon as possible. The instructor shall consult with the Division Chair or Program Director about the incident,
- iii) if the end of term is imminent a final grade report for the student will not be submitted by the faculty member until the matter is resolved and the grade will show as an Incomplete,
- iv) after the meeting, the faculty member shall inform the student in writing that the matter has either been resolved or not resolved,
- v) if the matter has not been resolved when the student and the instructor meet, then the Chairperson, instructor and student will meet,
- vi) after the meeting, the Chair shall inform the student in writing that the matter has either

been resolved or not resolved. If the matter has not been resolved at this juncture

vii) the Chair or Program Director shall report the incident to the Registrar, although no notation will appear on the student's transcript at this stage. The next step will be one that takes the form of a Formal Procedure as detailed below.

Formal Procedure

At this stage of the process formal written records will be created and used as applicable.

Where the matter is not resolved in an Informal Procedure, the faculty member shall;

- i) advise the Dean in writing of the alleged Academic Offence,
- ii) provide the Dean with a summary of the meeting with the student along with all supporting materials,
- iii) provide the student with notice that the matter has been referred to the Dean and include a copy of the summary forwarded to the Dean.
- iv) meet with the Dean, student and chair,
- v) if the situation is not resolved at this point, proceed to the **Academic Regulations Hearing Committee**.

Academic Regulations Hearing Committee

The Dean will strike an Academic Regulations Hearing Committee. The Hearing Committee will consist of the Dean, who will act as Chair, the Division Chair or Program Director responsible for the course in which the incident has occurred, a student representative appointed by SUNSCAD, the Registrar and a faculty member at-large appointed by the Dean. A date will be set to hear all parties on the matter. The Hearing Committee shall meet only once. The decision of the Hearing Committee shall be final. The decision will be given in writing to the student, the faculty member and the Registrar.

The Dean shall:

- i) notify the student via NSCAD email and where possible by telephone of the date set for the hearing,

- ii) provide the student via NSCAD email with the details of the alleged academic dishonesty, the university's procedure in such matters, along with a copy of this Policy document.
- iii) inform the student that they may submit additional documents to the Hearing Committee and that they may be represented by Counsel,
- iv) ensure that copies of any documents to be considered by the Committee in the course of their decision be provided to all parties.

The Hearing Committee shall:

- i) review the documentation of the incident,
- ii) interview the faculty member,
- iii) interview with the student,
- iv) determine if the student has committed academic dishonesty;
- v) determine if and what further outcome action(s) is/are required: action(s) may include:

Outcomes of the Hearing Committee

If a student is found **not** to have committed Academic Dishonesty, any documents related to the incident in the student's official file will be destroyed.

Students who are suspended or dismissed from NSCAD University because of Academic Dishonesty will have such actions recorded on their academic records and transcripts. The outcome will be noted in the student's record, and the student may write a response to be included.

Consequences of an Academic Offence may include one or more of the following;

- i) Requiring the student to review the Policy on Academic Integrity and sign an agreement of understanding.
- ii) requiring the student to redo all or part of the work.
- iii) assigning a grade of zero to the assignment.
- iv) perform Community Service to the University
- v) failing the course(s)
- vi) for multiple offenses, loss of credits for the semester
- vii) for multiple offenses, time limited suspension from the university

viii) for multiple offenses, permanent expulsion from the university

If the student has been found to have committed Academic Dishonesty the Dean shall write a report, and a letter of decision will be sent to the student. The student may write a response to be included with the official file.

In pending cases of Academic Dishonesty, NSCAD University maintains the right to withhold any degrees or certificates.