



## STUDENT ACADEMIC INTEGRITY POLICY

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| <b>Policy Type:</b>     | Academic   | <b>Initially Approved:</b> | May 22, 2024 |
| <b>Policy Sponsor:</b>  | Dean, Academic Programs                          | <b>Last Revised:</b>       | May 22, 2024 |
| <b>Primary Contact:</b> | Registrar  | <b>Review Scheduled:</b>   | May 2029     |
| <b>Approver:</b>        | General Faculties Council and Board of Governors |                            |              |

### A. PURPOSE

This policy explains the University's expectations of Students, instructors and others concerning Academic integrity, so Students can understand their rights and responsibilities, make informed decisions, and be accountable for those decisions in a fair manner and to a fair outcome. Suspected Academic Misconduct shall be investigated and resolved by the University in accordance with this policy.

### B. SCOPE

This policy applies to the academic integrity of Students enrolled in post-secondary (undergraduate and graduate) courses and programs at AUArts. It does not apply to Students' non-academic conduct.

### C. POLICY STATEMENT

Alberta University of the Arts is committed to maintaining a strong culture of academic integrity, supporting the institution's values and ensuring that academic successes are gained fairly and uphold the University's reputation and the integrity of its credentials.

### D. RESPONSIBILITY

#### 1. ALL STUDENTS ARE RESPONSIBLE FOR:

- 1.1 Gaining the skills and knowledge related to proper citation and for applying these skills to all borrowed information (words, ideas, work, etc.);
- 1.2 Doing their own Academic Work;
- 1.3 Refraining from attempts at obtaining an Unfair Advantage;
- 1.4 Taking reasonable precautions to prevent their Academic Work from being used by others;
- 1.5 Refraining from using or possessing an unauthorized aid, soliciting unauthorized assistance or using or obtaining prohibited material;
- 1.6 Refraining from helping or attempting to help another person commit an act of Academic Misconduct;

- 1.7 Respecting and following expectations regarding the accepted degree of collaboration and copy-editing assistance, as laid out in assignment and exam instructions; and
- 1.8 Clarifying with instructors aspects of instructions that are unclear to the Student.
- 1.9 Reporting instances of Academic Misconduct.

## **2. INSTRUCTORS ARE RESPONSIBLE FOR:**

- 2.1 Making expectations under this policy clear and explicit to Students in assignment and exam instructions;
- 2.2 Reducing the likelihood of Academic Misconduct through appropriate design and administration of assignments and exams; and
- 2.3 Responding to suspected Academic Misconduct in accordance with this policy and related procedure, which includes reporting all violations to the Registrar.

## **3. THE OFFICE OF THE REGISTRAR IS RESPONSIBLE FOR:**

- 3.1 Maintaining Students' official academic integrity records in accordance with the University's record and retention rules and the *Alberta Freedom of Information and Protection of Privacy Act*; and
- 3.2 Preparing an annual statistical report of all Academic Misconduct and related appeals for the General Faculties Council and the Board of Governors.

## **4. THE UNIVERSITY IS RESPONSIBLE FOR:**

- 4.1 Being proactive and taking reasonable action to prevent Student academic misconduct through educational strategies and opportunities specifically designed for Students and instructors, including:
  - a) Maintaining resources for Students and instructors on academic integrity;
  - b) Conducting presentations and classroom visits on academic integrity; and
  - c) Providing information on academic integrity in course outlines distributed to Students.

## **E. CONFIDENTIALITY**

1. The University recognizes that confidentiality is essential to the effectiveness of this policy. The University will make every effort to keep information about the complaint, the investigation, the results of the investigation (including information about the individuals involved and witnesses), the appeal hearing and the results of an appeal hearing confidential and will not disclose such information unless disclosure is necessary for the investigation or taking corrective action with respect to the complaint or as otherwise required or permitted by law.
2. The University recognizes that the provisions of the *Alberta Freedom of Information and Protection of Privacy Act* apply to the Student Academic Integrity Policy and Student Academic Misconduct Procedure.
3. Participants in the process will not use the complaint, the investigation, findings, conclusion or results of the investigation/and or appeal hearing for an improper purpose or for a purpose unrelated to the investigation and/or appeal.

## F. DELEGATION

1. The *Post-Secondary Learning Act* (PSLA) gives the General Faculties Council (GFC) general supervision of Student affairs including authority over Student discipline. The GFC may, subject to a right of an appeal to the Board, discipline Students. In addition to this authority over Student discipline, the GFC may, under the PSLA, delegate its power to discipline Students. Under this authority, the GFC has adopted and approved this Student Academic Integrity Policy and has delegated the functions in the process to the persons identified in the Academic Misconduct Procedure. To fulfill the appeal function, the Board has adopted and approved the Academic Misconduct Procedure, which sets out the appeal process for decisions of Academic Misconduct and has delegated the functions to the persons identified in the appeal processes to the persons identified in the Procedure.

## G. DEFINITIONS

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|---------------------------------------|---|
| <b>Academic Misconduct:</b>           | Participating in acts by which a person gains or attempts to gain an unfair academic advantage thereby compromising the integrity of the academic process, including, without limitation, Cheating, Fabrication and Falsification, Improper Collaboration, Multiple Submissions, Plagiarism, using or possessing unauthorized aids or assistance or helping or attempting to help another person commit an act of Academic Misconduct, and any other form of Obtaining an Unfair Advantage. |
| <b>Academic Work:</b>                 | Any assignment or other project that a student submits as a course requirement for a grade or credit. This also includes all work products submitted to the institution for a grade, academic credit, or official evaluation.   |
| <b>Cheating:</b>                      | Copying the Academic Work of others; or the use, or attempted use, of unauthorized notes, information, materials, study aids, or devices in any academic exercise or activity.  |
| <b>Fabrication and Falsification:</b> | Falsifying, altering, inventing or counterfeiting information for use in an academic exercise, except for creative and artistic purposes.   |
| <b>Improper Collaboration:</b>        | Inappropriate sharing of Academic Work on an assignment that was intended as an individual assignment, or Students working together in groups beyond the degree of permissible collaboration set out by the instructor.   |
| <b>Multiple Submissions</b>           | Submitting the same Academic Work in multiple courses (or different sections of the same course) without permission of the instructors.   |
| <b>Obtaining an Unfair Advantage:</b> | Gaining, or attempting to gain, an advantage not afforded to all Students in an authorized fashion.   |

**Plagiarism:** The use and submission of another’s words, ideas, results, work, or processes without providing appropriate credit to the individual(s) responsible for same.

**Student:** A person who is or has been registered as a Student at the University and includes current Undergraduate and Graduate Students, former Students, and graduates who have received a credential from the University.

**Unauthorized Aids or Assistance:** Using or possessing an aid without the permission of the instructor; using, obtaining, or soliciting unauthorized assistance; or using or obtaining prohibited material in connection with any other form of Academic Work.

**University:** The Alberta University of the Arts (AUArts)

#### H. RELATED POLICIES

- Student Conduct Policy
- Access to Information and Protection of Privacy Policy
- Respect in the Workplace Policy

#### I. RELATED LEGISLATION

- Post-Secondary Learning Act
- Freedom of Information and Protection of Privacy Act

#### J. RELATED DOCUMENTS

- Academic Misconduct Report Form
- Student Academic Misconduct Procedure
- Student Non-Academic Misconduct Procedure
- Record Management Procedure

#### K. REVISION HISTORY

| Date (mm/dd/yyyy) | Description of Change | Sections | Person who Entered Revision (Position Title) | Person who Authorized Revision (Position Title) |
|-------------------|-----------------------|----------|--|---|
| 05/22/2024        | New Policy            | All      | Registrar’s Office                           | Dean, Academic Programs                         |
|                   |                       |          |  |   |
|                   |                       |          |  |   |