



THE UNIVERSITY OF  
WINNIPEG

**POLICY: VPA#:/Academic Misconduct Policy**  
**PROCEDURES:**  
**APPENDIX:**

## ACADEMIC MISCONDUCT POLICY

**AUTHORITY:** Senate

**RESPONSIBILITY:** Vice President Academic

**Effective Date:** January 21, 2015

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### **Purpose:**

In order to promote academic integrity, fairness, and an atmosphere of collegiality at the University, this Policy sets out the principles and procedures governing academic misconduct committed by students. The intent of this Policy is to ensure that students do not commit acts of academic misconduct.

### **Scope:**

This Policy applies to all students enrolled at the University, including, but not limited to, those in undergraduate certificate, diploma and/or degree programs, graduate certificate, diploma and/or degree programs; and Professional Applied Continuing Education (PACE) certificate or diploma programs.

**Responsibility:** The Vice President Academic, on behalf of the Senate of the University, is responsible for the development, administration and review of this policy.

### **Definitions:**

#### **i) Plagiarism**

Plagiarism is a form of academic dishonesty in which students present published or unpublished work (written, digital, or other) of another person or persons, or one's own prior work, in its entirety or in part, as their own original work. While scholarship quite properly rests upon examining and referring to the thoughts and writings of others, when excerpts are used in any work submitted for evaluation, the sources must be acknowledged, using an accepted format for the discipline.

Work of another person can include, but is not limited to, essays, literary compositions and phrasing, oral presentations, performance compositions, chemical compounds, art works, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports or software, and material derived from sources such as CD ROMS, DVDs, the Internet and/or other digital sources.

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**Revised:** by Senate, January 21, 2015

**Cross Reference:**



Acts of plagiarism may include, but are not limited to, one or more of the following:

- not giving recognition to the author for phrases, sentences, thoughts, code, or arguments incorporated in written work, software or other digital sources, which can take the form of incomplete footnotes, endnotes, references and/or bibliographies; not using quotation marks or referencing appropriately when quoting directly; submitting in whole or in part, someone else's work as one's own;
- not referencing appropriately when quoting indirectly, to indicate the source of the ideas and work of another;
- submitting the same work for evaluation to more than one course without the consent of each instructor to do so;
- two or more students submitting identical or virtually identical work for evaluation when the work was intended to be completed individually.

## **ii) Cheating**

Cheating is an attempt to gain an improper advantage in an academic evaluation (e.g., examinations, tests, or assignments).

Acts of cheating may include, but are not limited to, one or more of the following:

- copying another person's answer;
- communicating with others at a test/exam with the purpose of obtaining, exchanging or imparting information being tested;
- consulting unauthorized sources to obtain assistance, including, but not limited to, written, digital and/or other aids not approved by the instructor;
- obtaining a copy of an examination or test, or examination or test questions, before they are officially available;
- purchasing exams, essays or other assignments, in whole or in part, and submitting these works for evaluation as one's own.

## **iii) Improper Research/Academic Practices**

Engaging in dishonest research practices is academic misconduct, including, but not limited to, one or more of the following:

- fabricating or falsifying investigative results and reporting those as valid;
- taking or using other people's research results without permission and/or acknowledgment;
- misrepresenting research results or methods through selective omission or manipulation of research design, data or citations;
- referring to resources known not to exist or the listing of others who have not contributed to the work;
- contravening the University's Policy and Procedures on Integrity in Research and Scholarship as that Policy relates to students.

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**iv) Obstruction of the Academic Activities of Another**

It is academic misconduct to interfere with the scholarly/academic activities of another for malicious interference or in order to gain unfair academic advantage.

**v) Impersonation**

It is academic misconduct to impersonate someone or to allow oneself to be impersonated, in writing, digitally, or in person in class, in a test or examination, in connection with any type of course assignment or requirement, or in connection with any other University requirement. Both the impersonator and the person impersonated may be accused of academic misconduct.

**vi) Falsification or Unauthorized Modification of an Academic Record**

It is academic misconduct to falsify, fabricate, or in any other way modify an examination/test, transcript, grade, letter of recommendation, permission form, admission form, continuance form or other academic document, including, but not limited to, one or more of the following:

- making false claims or statements;
- submitting false information (e.g., false medical or other such certificate);
- altering official documents or records (e.g., transcripts);
- omitting information (e.g., failing to divulge facts about previous attendance at another postsecondary educational institution on an admissions application or continuance form).

**vii) Aiding and Abetting Academic Misconduct**

Knowingly aiding and abetting anyone in an act of academic misconduct shall itself be considered academic misconduct, including, but not limited to, one or more of the following:

- writing or providing an essay or other assignment in whole or in part for another student to submit as his/her own;
- offering for sale, or facilitating the sale of, exams, essays or other assignments, in whole or in part, with the awareness that these works would be submitted for evaluation;
- profiting or benefiting from the results of impersonation.

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### **Principles:**

The University has a responsibility to set standards of student conduct that promote and maintain an environment in which academic integrity is understood and valued, and serves as the basis for student learning.

The purpose of defining academic misconduct is not to be punitive but rather to encourage appropriate student conduct and, when necessary, to identify and regulate student academic misconduct that infringes on the culture of academic integrity upon which the University is built.

Students shall not commit acts of academic misconduct. Academic misconduct shall include any of the following:

- Plagiarism
- Cheating
- Improper Research/Academic Practices
- Obstruction of the Academic Activities of Another
- Impersonation
- Falsification or Unauthorized Modification of an Academic Record
- Aiding and Abetting Academic Misconduct

A student alleged to have committed an act of academic misconduct has a right to be accompanied by another person for any personal attendance before University officials and/or committees pursuant to this Policy.

Any student found to have committed an act of academic misconduct may be penalized.

The procedures for determining if a student has committed an act of academic misconduct shall be fair, and conducted in accordance with the rules of natural justice.

### **Review:**

This policy shall be reviewed in conjunction with the Procedures review at least once every five years.

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