



ST. PAUL'S UNIVERSITY

POLICY ON ACADEMIC INTERGRITY

ACADEMIC POLICY NO. 016 OF 2011

2011

1. Preamble

St. Paul's University is committed to the development of productive and responsible citizenry who embraces the values of honesty, trust, fairness, respect, and responsibility. The community at St Paul's University strives to instill values that uphold academic integrity and promotes ethical standards. Maintaining high standards of academic integrity is the obligation of all members of the St Paul's University community – students, faculty, and administrators.

2. Faculty and Students' Responsibilities

i) Faculty

Faculty has a responsibility and obligation to promoting academic integrity, addressing dishonesty, and assisting in the development of ethical reasoning. Such obligations includes: Giving a clear and complete course materials which describes course expectations, learning outcomes, guidelines, and standards of performance, as well as those of the university, concerning academic integrity.

- a) Notify relevant stakeholders' developments on academic integrity.
- b) Fostering an environment where academic integrity is expected and respected
- c) Endeavoring to detect and properly handle breaches of academic integrity.
- d) Fostering a classroom environment in which all students are treated with respect.
- e) Creating assessments that are effective evaluations of student mastery of course content.
- f) Evaluating student work based on its academic merit.

ii) Students

Students have a responsibility to academic Integrity Policy and demonstrating behavior

that is honest and ethical in their academic work. Such responsibility includes:

- a) Being responsible for knowing and following the academic integrity policy of the University.
- b) Being responsible for knowing and following integrity policy as defined in the Common Admission Academic and Exam regulations and Style Guide
- c) Seeking clarification if the standards of academic Integrity Policy are not clear.
- d) Fostering an environment where academic integrity is expected and respected
- e) Treating each other with courtesy and respect and helping to foster a classroom environment in which all students are treated with courtesy and respect

3. Definitions of Violations

These definitions are a sample of complete list of possible violations of academic integrity; rather, they are intended to provide a general range of conduct which constitutes violations. The list is not exhaustive. The detailed regulations are found in Common Admission Academic and Exam regulations and Style Guide

i. Plagiarism

Plagiarism is the inclusion of someone else's intellectual property, words, ideas, or data as one's work. When a student submits work for credit that includes the words, ideas, or data of others, the source must be acknowledged by the use of complete, accurate, and specific references, such as footnotes, or in text citations. The university community is expected to abhor both unintentional and intentional plagiarism in their academic endeavors.

ii. Detecting Plagiarism

It is a key responsibility of an assessor to distinguish original from plagiarized work. The detection and identification of Plagiarism is fundamentally a judgment made by faculty who is aware of the responsibilities involved in the task of academic Assessment. Web-search or Plagiarism checking software, and other such means, should be regarded only as tools in assisting an academic to make that judgment. Where Plagiarism is suspected, an academic should employ all reasonable means to clarify whether the relevant Work contains Plagiarism, including the use of Plagiarism checking software, web search engines, comparison with other assignments, and consultation with colleagues.

iii) Cheating

Honesty involves presenting one's own level of knowledge as accurately as possible. Misrepresenting or providing false information in any matter of academic achievement or work is cheating.

Examples of cheating include:

- a) Unauthorized possession, copying or any sharing of exam questions or answers
- b) Having another person take an exam
- c) Using notes, books and the like in closed-book examinations
- d) Presenting work done by others as one's own
- e) Fabrication of text, sources, or citations
- f) Use of electronic means such as computer, mobile phone in unauthorized areas such as exam rooms.
- g) Unauthorized altering of graded work after it has been returned,
- h) Signing another person's name on an academic exercise or attendance sheet
- i) Unauthorized collaboration on any assignments such as homework, take-home exams, or projects in which the instructor does not allow collaboration is cheating (It is the student's responsibility to ascertain whether collaboration is permitted.)

iii) Misrepresentation of Academic Experiences, Ability, or Effort

One is expected to accurately and fairly present one's experience, ability, or effort so that others may accurately assess those accomplishments. Providing false or misleading information concerning academic background or academic work is a violation of academic integrity.

Examples of misrepresentation include:

a) **Falsification of information** about the practical attachment; the content of prior coursework; university official documents, reasons for classroom absences, late work or inability to meet course requirements; the level of effort on a group or solo assignment; submission or use of cooked up data, such as lab experiments or interviews or field study results.

b) **Submission of substantially same work in two courses** without explicit permission from all instructors. Instructors have the right to assume that any work submitted for their classes has not earned or will not earn credit in another class. Presenting all or part of work done for one course in another course requires permission of all the instructors involved. Some connected or paired courses may require submission of the same work in the two associated courses; this will be explicitly stated for this type of assignment. In all other circumstances, failure to gain permission from all instructors in submitting the same work is cheating.

iv) Academic Interference

Academic integrity means that one should respect another person's work and efforts. Any activity undertaken with the purpose of creating or obtaining an unfair academic advantage over other University member academic work, or inhibiting the progress of another person's academic work, violates academic integrity.

Examples of academic interference include:

- a) Stealing, destroying, defacing or concealing library materials, computer software, or other academic equipment or resources with the intent to deprive others of their use.
- b) Retaining, possessing, using or circulating previously given academic materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination or intentionally obstructing or interfering with another student's academic work, including laboratory experiments, research, artistic creations

v) Unauthorized Access to Academic Records or Systems

Academic integrity means honoring others' right to privacy and the integrity of the university's academic records or systems.

Examples of unauthorized access to academic records or systems include:

- a) Interfering with any academic computer or computer system, or software in a way that can compromise confidentiality, integrity, or availability
- b) Accessing, disclosing, copying, or using data, transcript, university academic documents or files without proper authorization.

vi) Facilitating Violations of Academic Integrity

Academic integrity also means that one is honest with respect to another person's work as well as with one's own work. Any act which facilitates or encourages violations of academic integrity by another person is itself a violation of academic integrity.

Examples of facilitating violations of academic integrity include:

- a) Providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above
- b) Providing false information in connection with any inquiry regarding academic integrity

4. Academic Integrity Policy Procedures**i. Primary Responsibility**

The primary responsibility for bringing a charge of academic dishonesty involving academic work or other documents submitted in a course rests with the faculty or other instructors of record (herein called faculty).

ii. Undergraduate/Master's Thesis, Projects; Doctoral Dissertation; Comprehensive Exams;**Practical attachment Report**

The primary responsibility for bringing a charge of academic dishonesty involving a Master's project or thesis, doctoral dissertation, or comprehensive examination rests with the student's thesis or project, or dissertation supervisor or members of the committee evaluating the thesis, project, dissertation, or examination.

iii. Falsified University documents

The primary responsibility for bringing a charge of academic dishonesty involving suspected falsification or use of falsified documents lies with the head of the academic unit (e.g., Head of the Department) who received the document in question.

iv. Other Instances

The primary responsibility for bringing a charge against a student suspected of academic dishonesty of a nature that does not clearly fall under the preceding sections, shall rest with the appropriate faculty or head of the academic unit involved.

v. Students

When a student suspects that a violation of the Academic Integrity Policy has occurred, the student has an ethical choice to make about whether to promote academic integrity at St. Paul's University. Every effort will be made to preserve the anonymity of the student reporting the incident; confidentiality, however, cannot be guaranteed. Students may also report anonymously to the faculty or staff member, with or without naming individuals, believed to be in violation of the policy.

5. Sanctions and Appeals

The Common Admission Academic and Exam regulations and Style Guide provides guidelines sanctions and the appeal procedures for each specific form of academic dishonesty.

6. Management of the Policy

The Policy shall be implemented by the Senate of St. Paul's University, which alone shall have the power to interpret and amend the Policy or replace the same with another policy.

REVIEW OF THE POLICY

This policy shall be reviewed as need arises.

REFERENCE OF THE MINUTES

The policy was adopted by the senate on 24th August 2011, the 32nd University Senate Meeting.

AUTHORIZATION

Council Chairman:

Name: _____

Signature: _____

Date: _____

Official Stamp