



Policy on Academic Misconduct

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Preamble

St. Thomas University has two Codes of Student Conduct — one covers academic affairs and the other non-academic issues. You can find the policy on non-academic misconduct at www.stu.ca/student_policies. The purpose of these Codes is to express community standards of honesty, respect for persons and property, and responsible use of freedom. The Codes reflect the University's mission and identity, and exist to guide conduct, safeguarding, and promoting the University's educational activity. Each student is responsible for reading and reviewing both Codes of Student Conduct, and for understanding the responsibilities they assumed by enrolling in the University. The Academic Misconduct Code can be found in the *St Thomas University Academic Calendar* (pp.386).

St. Thomas University students are held responsible for their conduct at all times. Any student who engages in *academic* or *non-academic* misconduct shall be subject to disciplinary action by appropriate officers of the University.

The following considerations constitute the foundation of the University's justification for establishing expectations of student conduct, codifying those expectations, and adopting equitable processes for assessing student conduct.

1. The University's mission establishes its identity as an independent academic community with a distinctive history and culture.
2. The University's standards of conduct and the procedures for determining responsibility for academic and non-academic misconduct reflect its particular mission and history. These standards and procedures do not attempt to duplicate civil and criminal legal processes, nor do they attempt to substitute for them. As an institution structured to accomplish its stated educational mission, the University has an independent interest in upholding standards of academic and non-academic conduct, and these expectations may differ from those found in society at large. The University is committed to the

SECTION I - ACADEMIC MISCONDUCT

Intellectual honesty is fundamental to scholarship. Academic dishonesty, in whatever form, diminishes the integrity of education at the University. Accordingly, the University views plagiarism or cheating of any kind in academic work as among the most serious offenses that a student can commit. Such conduct is subject to disciplinary action.

1. PLAGIARISM

Plagiarism is “to use another person's ideas or expressions in your writing [or any other format or medium] without acknowledging the source” (*The Modern Language Association Handbook for Writers of Research Papers*, J. Gibaldi, 1999, p. 30).

Some examples of plagiarism are:

1. Presenting another person's ideas, words, or other intellectual property, including material found on the Internet, as one's own.
2. Using passages from printed articles and books or online sources such as Wikipedia without providing full bibliographical information. For online sources, bibliographical information includes the title, author and URL of the webpage.
3. Writing an essay or report, or producing an assignment in any format or medium, or a portion thereof, for someone else to submit as their own work.
4. Submitting an essay, report, or assignment when a major portion has been previously submitted or is being submitted for another course at St. Thomas or any other university without the express permission of both instructors.
5. Submitting work that is expected to be the student's yet, was contracted and/or obtained from another person or entity.
6. Using texts generated by Artificial Intelligence (AI) software such as ChatGPT without 1) the express permission of the instructor and 2) without full citation. For AI-generated texts, the citation should explicitly indicate the use of the software, the date of usage and the URL (example. “Text generated by ChatGPT, OpenAI, March 7, 2023, <https://chat.openai.com/chat>”)

A student who is in doubt as to what constitutes plagiarism should discuss the matter with the professor concerned *before* submitting the assignment or sharing the material with others.

2. CHEATING

During an examination, test, or any other written assignment used to judge student performance, the following actions are examples of cheating:

1. The use of unauthorized material such as books, notes, or electronic devices.
2. Obtaining by improper means examinations, tests, or similar materials.
3. Using or distributing to others examinations, tests, or similar materials obtained by improper means. This

includes any image of a quiz, examination or any other assignment photographed or captured from a computer screen and circulated by any means including social media.

4. Discussing with another student tests or examination questions that have been obtained by improper means.
5. Either writing a test or examination for another student or having another student write a test or

APPENDIX B

Student Statement on Academic Misconduct
St. Thomas University

Date: _____

Student name: _____

Student ID: _____

Academic year and semester: _____

Course name, number and section: _____

Assignment under review: _____

Professor: _____

Nature of infraction: _____

Student Statement:

I agree that in the course noted above I breached the University's policy on academic misconduct as outlined in the St Thomas University Academic Calendar, section Five E., and in the manner described above.

Student signature

Appendices:

1. Course outline
2. Assignment sheet
3. Professor's report on student's academic misconduct, including supporting evidence

*Policy Origin:

This policy was prepared by

Date: _____