

POLICY ON STUDENT ACADEMIC INTEGRITY

Office of Administration	Vice-President Academic and Provost
Approval Authority	Senate
Approval Date	September 19th ,2017
Effective Date	Effective for courses starting Spring 2018
Next Review	September 2021
Review History	Revised as December 2010 , Academic Dishonesty Policy 1983

Purpose

- 1.1. This policy which is Laurentian University’s Policy on Student Academic Integrity: *
 - 1.1.1. Encourages the creation and pursuit of knowledge through a broad range of academic programs, scholarly activities, research, publications, and learning environment. Students, faculty, and staff are called to uphold the highest standards in all their scholarly work.
 - 1.1.2. Defines academic integrity as a fundamental principle of the University based on the following core values: honesty, trust, fairness, respect, accountability, transparency, responsibility and courage¹.
 - 1.1.3. Provides an unambiguous policy in order to educate and maintain integrity as well as a guide in how to proceed if such an offence is committed.
 - 1.1.4. Outlines clear statements of appropriate academic conduct for students. It also provides examples of unaccepted/prohibited academic behaviours and the processes used by the University to ensure fair treatment and consistent application of the principles presented in this document (see article 5.0 for definitions and examples of terms and add link here)

¹ International Centre for Academic Integrity (2014). The Fundamental Values of Academic Integrity, Retrieved December 17, 2016 from <http://www.academicintegrity.org/icai/resources-2.php>, p.4

- 1.1.5. Suggests strategies for the education of students who have committed a breach of academic integrity.
- 1.1.6. Is enforced by procedures outlined in *Procedures for the Faculty Hearing Panel regarding a Breach of the Policy on Student Academic Integrity*.

2. Scope

- 2.1. Academic integrity is expected of all active undergraduate and graduate students, studying on and off campus, full time or part time, in degree and non-degree programs.
- 2.2. Students who have graduated who have been accused of a breach of academic integrity as defined by the policy and procedures at the time of the granting of the degree shall be referred to the University Secretary's Office.

3. Responsibilities

- 3.1. Laurentian University is responsible for:
 - 3.1.1. Making the *Policy on Student Academic Integrity* and the *Procedures for the Faculty Hearing Panel regarding a Breach of the Policy on Student Academic Integrity* available both online and in print.
 - 3.1.2. Ensuring that Laurentian University students and instructors have familiarized themselves with this document and all other resources pertaining to academic integrity.
 - 3.1.3. Creating an awareness that this policy applies to teaching, learning, research, report writing, and to any/all other forms of scholarship.
 - 3.1.4. Providing remedial help for students who have been charged with a breach of academic integrity.
- 3.2. Laurentian University instructors are responsible for:
 - 3.2.1. Linking these values to university learning, teaching, research and service.
 - 3.2.2. Outlining clear expectations with respect to academic integrity in their course outlines and in all their assessments.
 - 3.2.3. Establishing clear standards, practices, and procedures in their courses and programs.
 - 3.2.4. Showing respect for students by "taking students' ideas seriously, providing

full and honest feedback on their work”².

3.3. Students are responsible for:

- 3.3.1. Demonstrating behaviour that is honest and ethical in their academic work.
- 3.3.2. Respecting and following university academic regulations, policies, and provincial and federal legislation (e.g., copyright laws).
- 3.3.3. Following expectations and course requirements outlined by instructors for referencing sources of information as well as for group work and individual work.
- 3.3.4. Asking for clarification of expectations as necessary. Students who are in any doubt as to whether an action on their part may be viewed as an academic violation are to speak with their instructors, teaching assistants, and/or advisors.
- 3.3.5. Completing and submitting personally original work for evaluation.
- 3.3.6. Acknowledging the contributions of others.
- 3.3.7. Ensuring that one’s academic work is not used inappropriately by others (e.g., not lending print documents or electronic files of academic work to others, including assignments and research data).
 - 3.3.7.1. Where students become aware their work has been misappropriated, they are encouraged to inform the instructor of this misappropriation.
- 3.3.8. Respecting confidentiality of material and questions covered in course testing formats and assessments.
- 3.3.9. Acting ethically and with integrity while conducting research and/or in the reporting of research results, as required by Laurentian University’s Research Ethics Board.

4. Principles

- 4.1. Students are entitled to procedural fairness.
- 4.2. Students have the right to appeal.
- 4.3. Laurentian University focuses on, in the first instance, educational and rehabilitative

² International Centre for Academic Integrity (2014). *The Fundamental Values of Academic Integrity*, Retrieved December 17, 2016 from <http://www.academicintegrity.org/icai/resources-2.php>, p.4

sanctions rather than punitive action³

- 4.4. Students are entitled to a hearing in a timely fashion.
- 4.5. All processes are treated with confidentiality.

5. Consequences of a confirmed breach of academic integrity

- 5.1. A confirmed breach of academic integrity shall result in one or a combination of the following penalties. The following penalties are presented in order of severity, from the least to the greatest.
 - 5.1.1. A grade of "0" for the work in question
 - 5.1.2. A grade of F for the course
 - 5.1.3. Failing grade of X
 - 5.1.4. Probation
 - 5.1.5. Suspension
 - 5.1.6. Expulsion
 - 5.1.7. Penalties for a confirmed breach of academic integrity are further governed by the following:
 - 5.1.7.1. Suspension may be retroactive to the date of the infraction, may be immediate from the date of the decision, or may take effect at the end of the session during which the final decision is made.
 - 5.1.7.2. Repeal of the degree shall only occur when a confirmed breach of academic integrity permitted the student to obtain the degree.
 - 5.1.7.3. Readmission after suspension shall follow procedures in force at the time of readmission to complete studies or to obtain the degree that was withheld.
 - 5.1.7.4. Readmission after expulsion shall be subject to the discretion of the Senate Committee on Academic Regulations and Awards and, if granted, shall be subject to a period of probation as the Senate Committee on Academic Regulations and Awards determines based on its discretion.
 - 5.1.7.5. The mention of a confirmed breach of academic integrity shall be removed from the student's file when the first of either of the following occurs:
 - 5.1.7.5.1. the student successfully completes all the requirements for graduation; or
 - 5.1.7.5.2. a period of five years has elapsed since the determination of a confirmed breach of academic integrity, and the student petitions to have it removed.

³ Carleton University, "academic Integrity Policy" (2005) Retrieved December 17, 2016 from <https://carleton.ca/studentaffairs/wp-content/uploads/Academic-Integrity-Instructors-Guide.pdf>

- 5.1.7.6. Decisions of the Faculty Hearing Panel may be appealed to the Senate Committee on Student Appeals.
- 5.1.7.7. The Registrar's Office will keep a record of every confirmed instance of a breach of academic integrity.

6. Definitions/Examples

- 6.1. **Academic dishonesty** refers to a student's participation (knowingly or otherwise) in behaviours that serve to directly or indirectly deceive members of the University community or any professional institution during a placement in an effort to achieve academic benefit or cause harm.
- 6.2. **Academic integrity** refers, for students, to completing and presenting original work. A student with academic integrity earns a degree honestly through personal effort. A degree is a genuine accomplishment reflecting years of hard work and learning.
- 6.3. **Academic work** is any activity, assignment, dissertation, document, essay, performance, presentation, project, lab, interview, observation session, rendition, thesis, and/or other work accomplished, performed, prepared, or submitted by a student for evaluation. Original work is defined as work that is authored and/or created by the student or students presenting it.
- 6.4. **Administration** refers to individuals or academic bodies responsible for the academic programs of the university and management of policy and procedures, such as: Department Chairs, School Directors; Vice-Presidents; Associate Deans, Deans, Registrar, Associate Vice-Presidents; and the University Senate and its Committees.
- 6.5. **Breaches of academic integrity**
 - 6.5.1. **Abuse of confidentiality:** Releasing the ideas or data of others that were given with the expectation of confidentiality. Releasing ideas or data of a project that one is working on or collaborating on without proper authorization. This includes, but is not limited to, ideas or data obtained via the evaluation of confidential grant proposals, award applications, or manuscripts that will be or may have been submitted for possible funding or publication. Obtaining a password assigned to another and/or to copy or modify a data file or program belonging to someone else. Proper authorization means being granted permission either by the owner or originator of the material, or by an appropriate faculty member or administrator. Confidentiality also applies to information about participants (e.g., school, student, parents, patients) during a placement and research work (for more details about confidentiality, see the *Freedom of Information and Protection of Privacy Act*)
 - 6.5.2. **Aiding and abetting:** Encouraging, enabling, or causing others to do or attempt

any of the above, assisting and/or covering up

- 6.5.3. **Chair of Faculty Hearing Panel:** a full-time faculty member trained through the Office of Equity, Diversity and Human Rights.

- 6.5.4. **Cheating:** The attempt to gain an improper advantage in an academic evaluation. Cheating takes the form of and is not limited to:
 - 6.5.4.1. Obtaining a copy of an examination/test before it is officially available.
 - 6.5.4.2. Sharing questions on an examination/test with a fellow student who may be taking the same test on a later occasion.
 - 6.5.4.3. Copying another person's answer to an examination/test question.
 - 6.5.4.4. Consulting an unauthorized source during an examination/test.
 - 6.5.4.5. Obtaining assistance by means of written, electronic, or other aids not approved by the instructor.
 - 6.5.4.6. Changing a score or a record of an examination/test result.
 - 6.5.4.7. Submitting the work one has done for one class or project to a second class, or as a second project, without the prior informed consent of the relevant instructors.
 - 6.5.4.8. Submitting work prepared in collaboration with another or other member(s) of a class, when collaborative work on a project has not been authorized or has been expressly forbidden by the instructor.
 - 6.5.4.9. Submitting work prepared in whole or in part by another person and representing that work as one's own.
 - 6.5.4.10. Selling or giving away essays or other assignments, in whole or in part, with the expectation that these works will be submitted by a student(s) for grading and/or assessment.
 - 6.5.4.11. Buying/purchasing essays or other assignments, in whole or in part, with the expectation that these works will be submitted by a student for grading and/or assessment.
 - 6.5.4.12. Preparing work in whole or in part, with the expectation that this work will be submitted by another student for grading and/or assessment.

- 6.5.5. **Dishonesty in submission of work:** To knowingly write and/or submit information that will mislead or deceive readers. To list as authors others who have not contributed to the work. To submit in one course work that was submitted in another course. To attempt to explain missed deadlines and/or tests/exams by using fabricated justification.
- 6.5.6. **Dissemination of information without permission:** Information or data collected with a member of faculty or another student and other works that involved the participation of a faculty member or another student shall not be submitted for publication or otherwise disseminated without permission of the contributors.
- 6.5.7. **Falsification or unauthorized modification of an academic document/record:** Falsifying, fabricating or in any way modifying, either through omission or commission, an application to the university or a program, course, examination or test, transcript, grade, letter of recommendation or related document, a degree, a physician's note/form, or any other document used in support of any personal use such as an academic application, record, petition/appeal, or endeavour.
- 6.5.8. **Impersonation:** Having someone impersonate someone else in class, in a test, in an examination or interview, or in connection with any other type of assignment or placement associated with a course or academic program. Both the impersonator and the individual impersonated shall be accused. This includes signing a class attendance record for another student (who is absent from class for that attendance record date).
- 6.5.9. **Improper research practices:** Academic research includes the collection, analysis, interpretation, and publication of information or data obtained in the scientific laboratory, the field, and various other settings. Forms of improper research practices include, but are not limited to:
- 6.5.9.1. Dishonest reporting of investigative results, either through fabrication or falsification.
- 6.5.9.2. Taking or using the research results of others without permission or acknowledgement.
- 6.5.9.3. Misrepresentation or selective reporting of research results or methods used.
- 6.5.10. **Obstruction of the academic activities of another:** Interfering with the scholarly activities of another to harass or to hinder in order to gain unfair academic advantage. This includes interference or tampering with data, a human or animal subject, a written document or other creation (e.g., a painting, sculpture or film), a chemical used for scientific study, or any other object of study, and access to information or material.

- 6.5.11. **Plagiarism:** Presenting in total or in part, the ideas, expression of ideas, or work of others (whether attributed or anonymous) as one's own in any submitted work whether for grading and non-grading purposes. Plagiarism includes reproducing or paraphrasing portions of someone else's published or unpublished material, regardless of the source, and presenting this material as one's own without acknowledging the original source with the use of conventions of citation or reference. Examples of sources from which ideas, expressions of ideas, or the work of others may be drawn from include, but are not limited to, the following: books, articles, papers, material on the internet, literary compositions and phrases, performance compositions, chemical compounds, artworks, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, and computer code/software. Examples of plagiarism include, but are not limited to:
- 6.5.11.1. Using ideas, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts, computer code without appropriate acknowledgment in an academic assignment.
 - 6.5.11.2. Using another's data or research findings without appropriate acknowledgement.
 - 6.5.11.3. Failing to acknowledge sources through the use of proper citations when using another's work and/or failing to use other citation conventions as upheld by provincial and national Canadian academic standards.
 - 6.5.11.4. Submitting a take-home examination, essay, laboratory report, or other assignment written or created through the use of multimedia, in whole or in part, by someone else.
- 6.6. **Dean** refers to all Associate Deans, Deans, and all other persons designated to act in the administrative capacity as head of an academic Faculty.
- 6.7. **Degree** refers to a certificate, diploma, degree, and/or other attestation of academic accomplishment.
- 6.8. **Department Chair** identifies all Department Chairs, School Directors, Program Coordinators, or other persons designated to act in the administrative capacity as head of an academic Department.
- 6.9. **Expulsion** refers to the following:
- 6.9.1. Denial of the ability to enroll at the University for a period of no less than three semesters and no longer than three years, with no right to request readmission during the period of expulsion.

- 6.9.2. Cancellation of all registrations and/or activities from the date set by the Senate Committee on Student Appeals.
- 6.9.3. Denial of any and all types of academic assessment(s) leading to a diploma or degree, including confirmation of previous studies and/or the completion of course equivalencies for the student's record.
- 6.9.4. Cancellation of academic assessments previously completed for courses which have not yet been completed.
- 6.9.5. Cancellation of enrollment in courses and activities which have not yet been completed.
- 6.9.6. Denial of any degree.
- 6.9.7. Suspension of all student rights and privileges.
- 6.10. **Faculty Hearing Panel** refers to the group of persons called upon to consider responses from students with respect to questions of academic integrity as defined by Laurentian University's *Procedures for the Faculty Hearing Panel Regarding a Breach of the Policy on Student Academic Integrity*.
- 6.11. **Failing grade of X** refers to a grade for a confirmed breach of academic integrity given for the course in which the breach took place.
- 6.12. **Probation** as a period of testing, regarding the ability of a student to uphold academic integrity, involves a period that is of a duration of no less than three semesters and no longer than three years. Where a student is found guilty of having committed another act of academic dishonesty while on probation, he or she shall be subject to a further and/or greater penalty.
- 6.13. **Instructor** refers to the person or persons given responsibility by a Dean for the conduct of a course.
- 6.14. Quorum: is the Faculty Hearing Panel consisting of a Chair, 2 instructors and one student.
- 6.15. **Repeal of a degree or degrees** refers to the revocation of a degree(s) by Senate upon recommendation by the Senate Committee on Student Appeals.
- 6.16. **Secretary of the Senate Committee on Student Appeals** is the University Registrar.
- 6.17. **Semester** is the period of an academic session: September to December, January to April, or May to August.
- 6.18. **Senate Committee on Student Appeals**, its composition and terms of reference, is established under the by-laws of Senate which establish its composition and terms of

reference.

6.19. **Suspension** refers to the following:

- 6.19.1. interruption of the enrolment or the ability to enroll for a period of no less than one semester and no longer than a period of three semesters;
- 6.19.2. cancellation of all registrations and activities starting on the date set by the Senate Committee on Student Appeals;
- 6.19.3. denial of any and all types of academic assessment leading to a diploma or degree, including any confirmation of previous studies or the completion of course equivalencies for the student's record.
- 6.19.4. cancellation of academic assessments previously completed for courses which have not yet been completed;
- 6.19.5. cancellation of enrollment in courses and activities which have not yet been completed;
- 6.19.6. denial of any degree; and;
- 6.19.7. suspension of all student rights and privileges.

6.20. **Transcript notation** is a note placed on the student's transcript that indicates a finding of guilt for a violation of university policies or regulations.

7. Resources

7.1. **Resources available to assist students with the practice of Academic Integrity:** The University provides a variety of supports to assist students in their pursuit of academic integrity. The Library has several librarians to assist students in a number of scholarly activities, including: doing library and internet research, finding materials, citing work of others properly, preparing a bibliography, etc. The Centre for Academic Excellence, located on the second floor of the J.N. Desmarais Library, also provides several resources, including: Academic Writing Assistance, Peer Tutoring, Essay Writing Workshops, and Citation Style/Documentation Workshops, online seminars, learning strategies.

- Laurentian University has made available to students a number of documents that support and relate to academic integrity. These include:
 - Policy on Integrity in Research and Scholarship

- o Policy on Responsible Conduct of Research
- o Code of Student Conduct, Non-academic
- o Policy on a Respectful Workplace and Learning Environment
- o Statement of Student Rights and Responsibilities

HISTORY OF REVISIONS:

This document has not been revised since it was prepared in 2010.

NOTICE OF COLLECTION OF PERSONAL INFORMATION:

Any personal information about an individual collected in respect of this document is pursuant to *The Laurentian University of Sudbury Act, 1960* and a by-law passed by the Board of Governors. Such information will only be used for the purposes and functions outlined in this document. If you have any questions about the collection, use, and disclosure of this information, please contact the senior administrator responsible for this document.

ACKNOWLEDGEMENTS:

In 2010, Laurentian University's Policy on Academic Dishonesty underwent substantial revisions. A sub-group of the Teaching and Learning Committee undertook this task and consulted the policies and regulations of other Universities in this process. Laurentian wishes to express its gratitude to the following Ontario Universities who generously agreed to share their material and have granted Laurentian permission for its use: Brock University, York University, the University of Waterloo, the University of Guelph and the University of Manitoba.

PROCEDURES FOR THE FACULTY HEARING PANEL

REGARDING A

BREACH OF THE POLICY ON STUDENT ACADEMIC INTEGRITY

Office of Administration	Office of Registrar
Approval Authority	Senate Committee on Student Appeals (as per Senate By-laws)
Approval Date	September 17th 2017
Next Review	XXX 2021
Review History	Revised as Academic Integrity December, 2010, Academic Dishonesty Policy 1983

1.

Purpose

- 1.1. The aim of the *Procedures for the Faculty Hearing Panel regarding a Breach of the Policy on Student Academic Integrity* is to preserve the credibility of conferred certificates, diplomas and/or degrees by ensuring that the transcripts demonstrate the true competence and training of students. The Procedures also aim at ensuring that hearings of the Faculty Hearing Panel regarding a breach of the Policy on Student Academic Integrity are characterized by procedural fairness.
- 1.2. These procedures shall be interpreted and applied in a manner that is consistent with this aim.

2. Scope

- 2.1. These procedures shall apply to any alleged breach of academic integrity committed by a student and that is defined by the Policy on Student Academic Integrity.
- 2.2. The Faculty Hearing Panel shall consider representations from a student with respect to any allegations of a breach of **student** academic integrity.

3. Procedure for Instructor for a Suspected and/or Alleged Breach of Academic Integrity

- 3.1. When an instructor has reason to believe that a student has committed a breach of academic integrity, the instructor shall communicate and/or meet with the student to discuss the incident and review both documents, the *Policy on Student Academic Integrity* and *Procedures for The Faculty Hearing Panel Regarding a Breach of The Policy on Student Academic Integrity*.
- 3.2. If there is agreement between the instructor and the student and the matter is resolved, no further action is required. The instructor may forward to the Dean of the Faculty a report, signed by both the instructor and the student, detailing said agreement.

- 3.3. In the event that there is no agreement between the instructor and the student, or that the student fails to show, thus no resolution, the instructor must forward to the Office of the Registrar and the Dean of the Faculty, **within 10 working days**, the unsigned report, that states that no informal resolution was reached.
- 3.4. Items to be included in the report informing the Office of the Registrar and the Dean of the Faculty of a possible breach of student academic integrity must include:
 - 3.4.1. Student name and student identification number
 - 3.4.2. Course name, code, section and term
 - 3.4.3. Allegation
 - 3.4.4. Date of attempt of informal resolution with student
 - 3.4.5. Name of the instructor
 - 3.4.6. Date report is sent to the Office of the Registrar

4. Composition of Hearing Panel Regarding a Breach of the Policy on Student Academic Integrity

- 4.1. The Faculty Hearing Panel shall be assembled by the registrar's office and initially consist of:
 - 4.1.1. the Chair of the Hearing Panel, appointed by the Office of the Registrar and trained by the Office of Equity, Diversity and Human Rights
 - 4.1.2. Two (2) **instructors** from different Departments within the Faculty;
 - 4.1.3. One (1) student from the Student Association in which the student is enrolled, and
 - 4.1.4. One alternate faculty member.
 - 4.1.5. Once a tentative panel has been assembled the membership of that panel will be communicated to all participants in order to determine if there is a conflict of interest (see Section 5).
- 4.2. Participants will have 10 days after notification to declare a conflict of interest
- 4.3. Quorum shall consist of the three (3) members of the Panel, that is, two instructors and a student member.
- 4.4. Once an established hearing has commenced on a particular matter, no other member or alternate shall take part in the deliberations of the Committee.

5. Conflict of Interest or Appearance of Bias

- 5.1. Prior to the hearing, the Panel shall determine whether a member has a conflict of interest

or an appearance of bias in the matter being heard. Where such a conflict or an appearance is established, the members shall excuse themselves from the panel. The Office of the Registrar will inform the alternate to take part in the deliberations.

- 5.2. The student and/or the instructor can specifically identify by name a member or members of the Panel whom they believe has a conflict of interest or has a bias, and shall state the reason or reasons for such a belief.
- 5.3. A member of the Panel shall be deemed to have a conflict of interest where the member:
 - 5.3.1. has had any direct responsibility in the matter being heard;
 - 5.3.2. has been associated with the student or instructor such that there could be a reasonable apprehension of bias or prejudice.
- 5.4. Where a difference of opinion arises on the question of conflict of interest with regard to a member, the matter shall be decided by a simple majority vote of the Panel. In the case of a tie the Chair may vote to break the tie.
- 5.5. For the purposes of these procedures, a member of the Faculty Hearing Panel shall not be deemed to be in a conflict of interest if they sit on the Senate Committee on Student Appeals.

6. Pre-Hearing Procedures

- 6.1. When the Office of the Registrar receives, an unsigned report stating that an instructor has reason to believe that a student has committed a breach of academic integrity and that there was no informal resolution, the Office of the Registrar shall make the **following** preparations for the hearing:
 - 6.1.1. verify that the report includes the name of the student; the student number; the name of the course and the course number and section; the name of the instructor; the incident being disputed and the date on which the incident occurred;
 - 6.1.2. **notify** the Office of the Dean of the Faculty in which the alleged infraction took place, and ensure that all the relevant documentation is submitted by the student and the instructor at least four (4) working days before the date on which the hearing is scheduled;
 - 6.1.3. forward all relevant documentation to the members of the Panel and the student at least **three (3) working days** before the date on which the hearing is scheduled, including the *Policy on Student Academic Integrity* and *Procedures for The Faculty Hearing Panel Regarding a Breach of The Policy on Student Academic Integrity*
 - 6.1.4. make the required arrangements for scheduling the hearing; and

- 6.1.5. check the Academic History(ies) of the student(s) involved to determine whether prior acts or breaches have been recorded.
 - 6.1.6. if the Office of the Registrar receives a notification of a breach of academic integrity and is already in possession of a previous notification for the same student, the Office of the Registrar must notify the Office of the Dean.
 - 6.2. Documentation shall include details of the allegation against a student submitted in writing by the instructor. Supporting documentation shall accompany the allegation.
 - 6.3. Where the alleged breach involves two or more students, each student shall have a separate hearing. Student can bring relevant information about the other student(s) involved as it pertains to their hearing. Every reasonable effort shall be made to protect the identity of the other student(s).
 - 6.4. Where the alleged breach involves an individual, or individuals, outside of the University community, every reasonable effort shall be made to include their participation at the hearing. The Chair shall have discretion as to what constitutes reasonable effort (for instance, physical presence, written submission).
 - 6.5. The Office of the Registrar shall call a meeting of the Faculty Hearing Panel. The student has the right to decline attending the meeting, thereby accepting the decision of the Faculty Hearing Panel and forfeiting the right to appeal to the Senate Committee on Student Appeals.
 - 6.6. The Faculty Hearing Panel will determine whether the student has breached academic integrity.

7. Time Limits

- 7.1. The instructor or student must notify the Office of the Registrar within 5 working days from the time the student was informed of the possible breach.
- 7.2. The Office of the Registrar shall call the Panel to hear and decide the matter within ten (10) working days of receiving, from an instructor, the report that states that there was no informal resolution in an instance where there is reason to believe that a student has committed a breach of academic integrity.
- 7.3. The Chair of the Panel may call the Panel to hear and decide the matter before all relevant material has been submitted by the student or the instructor when, in the opinion of the Chair, there is unreasonable delay in the submission of the material.

8. Notice

- 8.1. Once a request for a hearing is filed, the student and the instructor are entitled to a notice of no less than five (5) working days of the scheduled first meeting of the Panel, and are entitled to reasonable notice of all Panel meetings where evidence will be heard.
- 8.2. The student and the instructor shall meet all deadlines with regard to the submission of all material.

9. The Hearing

- 9.1. The student and the instructor involved in the hearing shall have the right to be present at all meetings of the Panel where evidence is presented. The student and the instructor may invite someone from the University community to attend the hearing process in a supportive and/or advisory capacity (henceforth the representative) and be present at all the meetings of the Panel where evidence is presented. The student and instructor must present the majority of their own arguments.
- 9.2. The Panel may require that copies of relevant assignments, tests, examinations, correspondence, course outlines, plans, and any other information the Panel deems appropriate, be submitted for consideration. Such documentation shall be made available to both parties of the hearing in order that both parties have the opportunity to examine, comment upon or challenge any information in the documentation.
- 9.3. The Panel may rule and make determination on any preliminary matters of submissions made by the parties.
- 9.4. The Chair shall rule on any/all procedural matters.
- 9.5. If the student or instructor request not to be present at the hearing at the same time, they shall remain outside of the hearing room until they are called to answer questions. In this case the Chair should make every effort to stagger the student and instructor interviews to avoid unnecessary stress while waiting to be called. Participants shall not be present for the entire hearing.
- 9.6. The Chair of the Hearing Panel shall:
 - 9.6.1. Convene the meeting and declare the hearing in session;
 - 9.6.2. Remind parties that the hearing is governed by principles of respect of privacy and confidentiality, and that deliberations are confidential;
 - 9.6.3. Introduce all parties who are to speak at the hearing;
 - 9.6.4. Verify the student's contact information to facilitate exchange of information and receipt of the letter of decision;

- 9.6.5. Verify the Faculty's contact information to facilitate exchange of information and receipt of the letter of decision;
 - 9.6.6. Ask the students to state whether they want their representative to be copied on the letter of decision;
 - 9.6.7. Note the fact that a student appears without a representative, and determine whether the student is ready and able to proceed;
 - 9.6.8. Determine whether the instructor is ready and able to proceed;
 - 9.6.9. State the purpose of the hearing and the specific allegation;
 - 9.6.10. Outline the protocol/guidelines for the hearing;
 - 9.6.11. The Chair shall declare the Hearing session closed.
- 9.7. Guidelines for the Hearing:
- 9.7.1. The instructor shall outline the facts of the allegation;
 - 9.7.2. The students shall present their facts and explanation of the matter;
 - 9.7.3. Both parties shall be allowed the opportunity to invite participants to provide information;
 - 9.7.4. Both parties shall be allowed the opportunity to have the Chair ask questions of the participants called by the other party;
 - 9.7.5. Both parties shall be given the opportunity to provide closing remarks;
 - 9.7.6. The Chair shall thank all parties for their attendance, and inform the parties that a letter of decision shall be sent within five (5) working days; and,
 - 9.7.7. The Chair shall excuse the student, the student's representative, the instructor, and all other attendees throughout the deliberations on the allegations, evidence, and testimony.
 - 9.7.8. Communicate the decision to the Office of the Registrar, the Dean and the **Chair of the Department**.

10. Decisions of the Panel

- 10.1. The Panel shall treat the substance of the hearing and the remedy independently of each other.

- 10.1.1. The Panel shall consider first the substance of the hearing;
- 10.1.2. Where the Panel agrees, either wholly or partly, with the substance of the hearing, the Panel shall then address the remedy to be granted.
- 10.2. To be eligible to vote on matters arising from the hearing, a member of the Panel shall have been present at all the meetings of the Panel.
- 10.3. Decisions on allegations of breaches of academic integrity shall be reached on the basis of a simple majority vote by members of the Panel;
- 10.4. Upon completion of the hearing, the Panel shall deliberate and render a decision and the Chair shall communicate the outcome to the Office of the Registrar within two (2) working days of the hearing.
- 10.5. **If the Panel is undecided a second Notice of Hearing will be sent to the participants by the Registrar's Office for a second meeting to be held within five (5) days of the request.**
- 10.6. The Faculty Hearing Panel, at first instance, or the Senate Committee on Student Appeals, at second and binding instance, can impose a combination of penalties for any single determination of academic dishonesty as outlined in clause 4.0 of the *Policy on Student Academic Integrity*.
- 10.7. The Senate Committee on Student Appeals can substitute a penalty or penalties of a lesser degree of severity than the degree determined by the Faculty Hearing Panel.
- 10.8. On determining that a student has been found guilty of two or more breaches of academic integrity during their current degree, the Faculty Hearing Panel or the Senate Committee on Student Appeals may impose further penalties which can include a failing grade of F for the course in which the breach occurred, suspension, expulsion.
- 10.9. Within five (5) working days of the decision having been taken, students shall be provided a formal letter notifying them of the outcome and providing details of the decision. Within this letter, students shall be provided details of where to lodge an appeal should they believe an error has occurred.
 - 10.9.1. The decision shall provide written reasons which set out fully and clearly the grounds for the decision.
 - 10.9.2. The letter to the student shall be sent to the student by courier or email, and a signature shall be obtained proving receipt of the letter by the student.
- 10.10. The Office of the Registrar shall also send to the instructor, the Dean and the Chair of the Department or Director of the School, the written decision of the Panel within five (5) working days of the decision having been taken.

- 10.10.1. The letter to the instructor shall be sent by courier or by email, whichever is more expedient and provides a proof of receipt;
- 10.10.2. The letter to the Chair of the Department, or Director of the School shall be sent by email or internal mail, at the discretion of the Chair of the Panel.
- 10.11. The Office of the Registrar shall keep copies of all material and correspondence related to each matter of a breach of academic integrity in a separate, confidential file for a period of no less than seven (7) years and shall manage these files as per the requirements and prescriptions of the Freedom of Information and Protection of Privacy Act (FIPPA).
- 10.12. Where a student is not satisfied with the response of the Hearing Panel, and provided that grounds for an appeal can be established, the student can submit an appeal to the Secretary of the Senate Committee on Student Appeals.
- 10.13. Where the student elects to lodge an appeal to the Senate Committee on Student Appeals, the implementation of any disciplinary action resulting from the findings of prior panels on this matter shall be stayed until the time for appeal has elapsed or until the student has waived in writing the right to appeal, whichever occurs first. The only exceptions permitted to this rule shall occur:
- 10.13.1. where the disciplinary action would be entered on the academic records of the student: the Registrar shall be notified by the Office of the Dean implementing such disciplinary action, and the Office of the Registrar shall not issue any academic transcripts until the appeal has been disposed of;
- 10.13.2. where the disciplinary action may result in a change to the student's transcript the Registrar shall not issue any academic transcripts until the appeal has been disposed of;
- 10.13.3. where changes in the student's courses and/or program are directly related to the matter under disciplinary consideration the Office of the Registrar shall be notified by the Office of the Dean recommending such disciplinary action, and such changes shall not be permitted.
- 10.14. Where the student elects not to lodge an appeal or where the appeal period has lapsed, the office of the Office of the Registrar shall ensure that the disciplinary action is applied and any notation or comments are placed on the student's academic transcripts. This includes contacting the Office of the Registrar and providing written information about the grade and its classification, the transcript notation, and the time period that the notation shall remain on the transcript if any. This step shall not precede the expiry of the period of appeal.

11. Appealing Decisions of the Faculty Hearing Panel

- 11.1. A student who elects to lodge an appeal of the decision of the Faculty Hearing Panel to the Senate Committee on Student Appeals shall submit a written Notice of Appeal within ten (10) working days of the date that the confirmation of the decision of the Faculty Hearing Panel was received, or deemed received, by the student.
- 11.2. A instructor may appeal the decision of the Faculty Hearing Panel to the Senate Committee on Student Appeals within ten (10) working days of the date that the confirmation of the decision of the Faculty Hearing Panel was received, or deemed received, by the instructor.
- 11.3. Where the student or instructor elects to lodge an appeal of the decision of the Faculty Hearing Panel, the Office of the Registrar shall convene a meeting of the Senate Committee on Student Appeals within ten (10) working days of the receipt of the completed form of Notice of Appeal.
- 11.4. The Senate Committee on Student Appeals is a standing committee of Senate and shall operate according to the By-laws of Senate.

12. The decisions made by the Senate Committee on Student Appeals are final and **binding**.