

New Faculty Orientation
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Academic Integrity at the University of Toronto Scarborough

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Introduction

Mark Schmuckler

- Professor (Psychology), Vice-Dean, Undergraduate
 - Responsible for all aspects of the undergraduate curriculum and experience at UTSC
 - Includes overseeing the office of Academic Integrity

Nisha Panchal

- Academic Integrity Officer
 - Responsible for daily operations of AI office
 - Includes coordinating with instructors with AI cases, gathering materials for AI cases, booking students AI meetings, overseeing meetings with students, coordinating and working with Deans Designates – faculty members who meet with students regarding AI cases

WHAT does the office of Academic Integrity (AI) do?

Administers the *Code of Behaviour on Academic Matters*

- The fundamental concern is to maintain the integrity of the teaching and learning relationship.
 - This relationship involves a mutual respect for the aims of education and for ethical principles that characterize the pursuit and transmission of knowledge in University

Promote academic integrity from Academic Integrity Matters workshops and initiatives

Advise instructors, students, and staff on matters related to academic integrity and academic misconduct

HOW might AI arise in your class?

| These are the offences in the Code: | ... and these are a few examples of each offence |
|--|--|
| B.I.1 It shall be an offence for a student knowingly... | |
| a) To forge or in any other way alter or falsify any document or evidence required by the University, or to utter, circulate or make use of any such forged, altered or falsified document, whether the record be in print or electronic form; | <ul style="list-style-type: none"> - Submitting a forged medical note or VSII form saying that you saw a doctor for an illness in support of a petition. - Changing grades on your transcript and submitting them to any school or employer. |
| a) To use or possess an unauthorized aid or aids or obtain unauthorized assistance in any academic examination or term test or in connection with any other form of academic work; | <ul style="list-style-type: none"> - Using a tutoring service, grammar help or a friend to significantly change your essay in content or length. - Possessing a cell phone, banned calculator or smartwatch during a term test or examination. - Allowing a friend to copy your work. |
| a) To personate another person, or to have another person personate, at any academic examination or term test or in connection with any other form of academic work; | <ul style="list-style-type: none"> - Having someone else write an exam for you or writing an examination for someone else. |
| a) To represent as one's own any idea or expression of an idea or work of another in any academic examination or term test or in connection with any other form of academic work, i.e. to commit plagiarism (for a more detailed account of plagiarism, see Appendix "A" of the Code); | <ul style="list-style-type: none"> - Using someone else's words or ideas without a reference and without appropriate use of paraphrase and/or quotation marks. |
| a) To submit, with the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course or program of study in the University or elsewhere; | <ul style="list-style-type: none"> - Handing in an assignment or part of an essay for one course for which you already received a grade in another course. |
| a) To submit any academic work contained a purported statement of fact or reference to a source which has been concocted. | <ul style="list-style-type: none"> - Making up references or data. |

WHY should you initiate an AI process?

Separates you from being the person who responsible for the consequences of the student's behavior

- Relieves you of the responsibility for pursuing the AI matter, judging the seriousness of the offense, determining the sanction
- You can remember the student's "professor", remain focused on helping the student achieve the learning objectives of the course *despite* the AI violation.
- The AI office takes responsibility for pursuing the offence
- The AI office takes responsibility for determining the sanction (if needed), providing a larger context for the sanction.

WHEN is reporting necessary?

Did the student's actions result in an unfair advantage on the work in question?

Should ANY violation be reported?

- Case study: Large A level introductory class

The role of the professor's judgement

- NOTE: explicitly NOT asking whether student had an intention to deceive. Students are responsible for their behavior, regardless of their intentions.

Topics we're NOT covering

How to report:

REPORTING ACADEMIC INTEGRITY OFFENCES AT UTSC

Instructor

IMPORTANT:

~This process for instructors is the same for **all** cases of suspected Academic misconduct, whether they are over or under 10%.

~An instructor cannot sanction a student for an academic offence.

- 1) Instructor or TA suspects an offence has been committed.
- 2) Investigate the allegation and gather evidence.
- 3) **Instructor** invites student in for a meeting to discuss. Inform student that case will go to Chair and possibly Dean and that they cannot drop the course to avoid sanction. Try to get the student to admit to offence.
- 4) Complete the case file and forward to the Chair, using the **Academic Offence Allegation Form**.
 - a. If student does not respond, send the file forward to Chair noting this.
 - b. If Instructor is satisfied that an offence has not occurred.

Department

- 1) Chair receives and reviews case.
Is the assignment worth 10% or less?
 - a) If NO, send the case forward to Academic Integrity. You will be informed when a sanction is determined.
 - b) If YES, it is 10% or less, proceed to Step 2.

- 2) The case is worth 10% or less. Follow the steps set out in the *10% and under Checklist*, namely:
 - a. Check with AI if the student has had a prior offence; if so, send the case file directly to AI. If not, go to step b).
 - b. Chair can meet with the student or go over the case file and determine the sanction. Maximum sanction a Chair can mete out is 0 for the assignment. *NB: Sanctions can only be determined if the student admits to the offence.*
 - c. Sanction is communicated to student via a letter, which is sent with the 10% Cover Sheet to AI Office.
 - d. If the student does not admit, does not attend meeting, or if Chair deems the issue more serious, send the case to AI.

Office of Academic Integrity (AI)

We welcome all questions. Please contact Nisha Panchal, Academic Integrity Officer, at 416-287-7566 or via email at integrityadmin@utsc.utoronto.ca, or visit our website at http://www.utsc.utoronto.ca/~vpdean/academic_integrity.html

Upon receipt of case file, AI will:

- Review and investigate further, including contacting Department and Instructor as required.
- Invite student in for a meeting to discuss the case.
- Determine a sanction and inform Instructor and Department of it in writing.
- Forward cases to the Vice Provost where necessary.

This is the process for coursework only. Exam incidents are reported using the Exam Incident Reports and Unauthorized Device Forms.

Topics we're NOT covering

How to report, exam offences:

Invigilators should follow procedures for addressing exam incidents and use forms provided (Exam Incident Report and Unauthorized Device Form).

1. Observe behaviour of concern, to be described fully in *Exam Incident Report*. Where possible, ask witnesses (TAs or Invigilators) to observe behaviour in question.
2. Remove unauthorized aid or move student away from source of aid (i.e. the student they are copying from).
3. Allow student to complete exam.
4. Discuss with student after the exam re: your concerns with their behaviour. Inform them that the matter will be reported to your Chair and the AI office.
5. Have student sign off on Device form before giving it back to them.
6. Send all related documents to Chair to make their way to AI office. Send as much information as possible, such as:
 - exam cover sheet or instructions detailing what is and is not allowed;
 - time the problematic behaviour was observed and time the unauthorized aid was removed;
 - mark on exam the portion that the student completed with access to the aid and those without;
 - photos of unauthorized aid (photos of writing on hand) or aids themselves (cheat sheets);
 - copies of exam (keep original) and scantron;
 - course syllabus indicating how much exam was worth