

Academic Integrity Policy

Policy ID: TBD

Approved by: Compliance

Executive(s) Responsible: Executive Director of Operations and Infrastructure

Administrator(s) Responsible: Academics (including Faculty) and Student Services

Revision Date: June-July 2023

Effective Date: July 31st, 2023

Next Review Date: July 31st, 2024

Background & Scope

Toronto School of Management (TSoM) requires students to maintain high standards of academic integrity. Students are responsible for conducting themselves honestly and ethically in all aspects of their academic career. Students are expected to abide by and conduct themselves in an honest and trustworthy manner that conforms with all aspects of this policy.

To support academic honesty at TSoM, all work submitted by students may be reviewed for authenticity. In submitting their own work to TSoM, students consent to their submissions undergoing review and being retained in a database for comparison with other work submitted by fellow students.

This policy applies to all students, and engaging in academic dishonesty of any kind will not be tolerated at TSoM. It is the responsibility of faculty and all other employees to take preventative measures and to identify acts of academic dishonesty. It is every instructor's responsibility to address a suspected act with the student and to notify the Academics Department if an instructor detects academic dishonesty.

Purpose of the Policy

This policy defines and outlines all forms of academic dishonesty, tips for avoiding/preventing academic dishonesty, the rules governing the use of AI in courses of study at TSoM, sanctions imposed for academic dishonesty, as well as the reporting process.

Policy Statement

1. Academic Dishonesty

Academic dishonesty involves all forms of academic misconduct, including (but not limited to) cheating, fabrication, plagiarism, and re-use of work. For definitions and specific examples, see the Definitions section immediately following the end of the Policy Statement on pages 5 and 6. Any and all examples not included in this policy that conflict with the spirit of academic integrity will also be subject to penalty.

2. Tips for Avoiding Academic Dishonesty

- 2.1** Make sure you know your instructor's expectations for all assessments. Consult the course outline for information and, when in doubt, ask your instructor. This ensures you know which resources are permitted during exams, for example.
- 2.2** Plan ahead. If you start your written assignments with ample time before the deadline and start preparing/studying for your evaluations early on, you will be less tempted to engage in academic dishonesty and will avoid making mistakes (e.g., citation errors) due to pressure and lack of time.
- 2.3** Understand all the facets of and what is considered academic dishonesty. It is the student's responsibility to be aware of and understand what is considered academic dishonesty. The TSoM Academics team is available to address questions on this matter throughout every student's journey. Ignorance is never a valid reason for committing any act of academic dishonesty.

3. Artificial Intelligence (AI) and Academic Integrity

- 3.1** Students must always consult with their instructor and refer to the course outline before using any artificial intelligence tools in class and for any assessments. For each individual class, instructors will define if/when AI tools can be used and how they should be used to maintain academic integrity.
- 3.2** If artificial intelligence is used as a tool to complete an assignment, students must have written documentation from the instructor and cite the tool as a source in their bibliography and explain how it was used while completing the assignment.
- 3.3** The inappropriate use of AI in a course of study at TSoM will be considered academic dishonesty and appropriate sanctions will be imposed. It is the student's responsibility to be aware of and understand the rules surrounding the use of AI in each of their

courses.

4. Penalties

- 4.1** The penalty imposed on plagiarism cases will depend on whether or not the offence was accidental, i.e., if a student misses one citation/reference but the remainder of the assignment is compliant, or blatant (intentional), i.e., if a student copies and pastes a significant amount of text and does not credit the source. Whether plagiarism is accidental or intentional will be determined by an Academic Committee composed of the instructor and key faculty members.
- 4.2** The instructor may impose a penalty of up to 20% for accidental plagiarism.
- 4.3 First Offence**
For the first occurrence of academic dishonesty, the student will receive a written notification and a grade of zero for the work in which dishonesty has taken place. In addition, the following will be noted on the student record by the Academic Manager: Academic Offence – First Warning.
- 4.4 Second Offence**
The penalty for the second violation is a 'Fail' for the module where the offence took place, and the following will be noted in the student record by the Academic Manager: Academic Offence – Second Warning.
- 4.5 Additional Offences**
Any additional violations may result in mandatory withdrawal for academic purposes for a period determined by the Academic Director and Registrar. For more serious violations, TSoM may impose expulsion and the following will be noticed on the student's permanent file and transcript, "Expelled for academic dishonesty." See the Suspension and Expulsion Policy and the Withdrawal Policy for more information.

5. Process for Reporting Academic Dishonesty

- 5.1** Allegations of academic dishonesty must be made in writing by the faculty member to the Academic Manager and supporting documentation must be provided.

- 5.2** The privacy of students accused of academic dishonesty will be respected and disclosures will be limited by the Personal Information Protection and Electronic Documents Act (PIPEDA).
- 5.3** Cases involving more than one student or across courses should be referred to the Academic Manager.
- 5.4** Within ten (10) business days of the allegation being received, it will be determined if the allegation is founded (e.g., reasonably supported). This information will be communicated to both the individual making the allegation and the accused. An investigation will be started.
- 5.5** If an investigation is started, the student will receive a copy of the allegation, the supporting documentation, as well as a copy of this policy.
- 5.6** The student will have five (5) business days to respond to the allegation.
- 5.6.1** The student has the option to acknowledge having contravened the policy and the appropriate sanction will be imposed. If they choose to proceed with this option, they will meet with the Academic Manager and sign an agreement where they admit to the contravention and accept the imposed sanction(s). They can be accompanied by a person of their choice during this meeting. They must provide the contact information for this person at least 24 hours before the meeting.
- 5.6.2** They also have the option of deciding to pursue the investigation and must provide, in writing, all documents relevant to the allegation. They will then be invited to a meeting with a committee consisting of department heads. The student will be able to present their case. They can be accompanied by a person of their choice during this meeting. They must provide the contact information for this person at least 24 hours before the meeting. After the meeting, the committee will provide a response to the student within five (5) business days of the meeting.
- If the judgement is that academic dishonesty occurred, with the response, the Academic Manager will submit an agreement to the student where they must accept the imposed sanction(s). The student must return this agreement, signed, within five (5) business days of receiving the response.
 - If the judgement is that academic dishonesty has not occurred, the investigation will be concluded.

- 5.7** If the student does not respond within the allotted time frame, they forfeit their right to be heard during a meeting with the department head and the sanction(s) proposed will automatically be imposed. The same applies if the student does not sign the agreement in time.
- 5.8** All information disclosed during this process is (and will remain) confidential.

Definitions

Academic Dishonesty: any action that does not conform within the principles of integrity, honesty, respect, fairness, and responsibility. Any behaviour or action by a student that could help him/her obtain any type of unfair/unearned academic advantage or credit counts as academic dishonesty.

Academic Misconduct: a form of academic dishonesty that includes tampering with grades, taking part in obtaining or distributing any part of an assessment, stealing, buying, selling, or distributing all or part of an evaluation, answer key, or any other document. Academic misconduct also includes impersonating another student or permitting someone to impersonate you in any assessment.

Artificial Intelligence (AI): according to Encyclopedia Britannica, AI is “the ability of a digital computer or [tool] to perform tasks commonly associated with intelligent beings”. Examples of AI tools include: ChatGPT, Siri, and DeepL.

Cheating: the use of deception or any kind of dishonest method(s) to complete any type of evaluation. More specifically for academic purposes, cheating is when a student misrepresents that he/she has mastered information on an assessment, which includes assisting another student in misrepresenting their mastery of course information. Examples include (but not limited to) copying another student's assessment(s), allowing another student to copy from his/her own assessment(s), and using the course materials,

electronic devices, or other materials, such as formula sheets, not authorized for use during a test.

Evaluations: formal assessments of student learning that include (but not limited to) examinations, tests, quizzes, projects, and assignments.

Fabrication: a form of academic dishonesty involving the intentional use of invented information or the falsification of research or other findings. Examples include inventing data or a source of information, listing sources not used in a bibliography, and submitting another's work as one's own.

Plagiarism: a form of academic dishonesty that occurs when a person engages in intellectual theft by presenting/submitting another person's work as their own. It includes (but not limited to) the use of ideas, words, images, phrases, or digital content belonging to or produced by another and claiming it as one's instead of using proper referencing procedures. When a student submits a work for credit and places his/her name on it, the student is certifying that the work is their own original submission, unless otherwise acknowledged and attributed. Reusing one's own work also counts as plagiarism.

Re-Use of Work: a form of academic dishonesty where an individual submits their own work for credit more than once without the permission of the instructors, or resubmits work, in whole or in part, for which credit has already been granted.

Related Legislation

- 1) Personal Information Protection and Electronic Documents Act (PIPEDA)

Related Policies

Policy Name	Policy Number
Academic Progression Policy	TBD
Evaluations Policy	TBD
Hybrid Learning and Delivery Policy	TBD
Reinstatement Policy	TBD
Student Code of Conduct	TBD
Student Rights and Responsibilities	TBD
Suspension and Expulsion Policy	TBD
Withdrawal Policy	TBD

Document History

Date	Approval/Review/Key Change(s)
June-July 2023	Revised and reformatted; combined with former Cheating and Plagiarism Policy; addition of definitions and AI section.