

ACADEMIC CODE OF CONDUCT  
INCIDENT REPORT  
**(NON-EXAMINATION RELATED OFFENCES)**

Excerpt from Code:

**III. Offences**

14. Any form of cheating, plagiarism, personation, falsification of a document as well as any other form of dishonest behaviour related to the obtention of academic gain or the avoidance of evaluative exercises committed by a student is an academic offence under this Code.

15. Any attempt at or participation related in any way to an academic offence is also an offence under this Code and shall be dealt with in accordance with the procedures set out in this Code.

16. Without limiting, or restricting, the generality of article 14 above and with the understanding that articles 16a)-l) are to be considered examples only, academic offences include, the carrying out, or attempting to carry out or participating in:

- a. plagiarism - the presentation of the work of another person, in whatever form, as one's own or without proper acknowledgement;
- b. the contribution by one student to another student of work with the knowledge that the latter may submit the work in part or in whole as his or her own;
- c. unauthorized collaboration between students;
- d. tearing or mutilating an examination booklet, inserting pages into a booklet or taking a booklet from the examination room;
- e. multiple submission - the submission of a piece of work for evaluative purposes when that work has been or is currently being submitted for evaluative purposes in another course at the University or in another teaching institution without the knowledge and permission of the instructor or instructors involved;
- f. the obtention by theft or any other means of the questions and/or answers of an examination or of any other University-related resource that one is not authorized to possess;
- g. the possession or use during an examination of any non-authorized documents or materials or possessing a device allowing access to or use of any non-authorized documents or materials;
- h. the use of another person's examination during an examination;
- i. communication with anyone other than an invigilator during an examination or the obtention of any non-authorized assistance during an examination;

j. personation - assuming the identity of another person or having another person assume one's own identity;

k. the falsification of a document, in particular a document transmitted to the University or a document of the University, whether transmitted or not to a third party, whatever the circumstances;

l. the falsification of a fact or research data in a work including a reference to a source, which has been fabricated. Falsification shall not include those factors intrinsic to the process of academic research such as honest error, conflicting data or differences in interpretation or judgment of data or of experimental design;

#### **IV. Procedures**

##### **Non-Examination Related Offences**

25. An instructor who, in the course of grading a student's work or through any other means, has reasonable grounds to believe that a student in the instructor's course or working under his or her direction has committed a non-examination related offence shall complete an Incident Report. The instructor shall forward the Incident Report to the Dean as defined in article 8 of this Code. The instructor may not, on his or her own authority, impose a sanction on the student. In the interim, and until there is a final outcome of any proceedings under this Code, the instructor shall enter a pending notation.

26. Should a person other than an instructor, as named in article 25, have reasonable grounds to believe that a student has committed a non-examination related offence, he or she may report his or her findings to the Department Chair, or equivalent. If the Chair, or equivalent, finds that there are reasonable grounds, he or she shall complete an Incident Report. The Chair, or equivalent shall forward the Incident Report to the Dean as defined in article 8 of this Code. The Chair, or equivalent, may not, on his or her own authority, impose a sanction on the student.

27. Any administrator of the University who to his or her personal knowledge or upon reliable report has reasonable grounds to believe that a student has committed a non-examination related offence shall complete an Incident Report. The administrator shall forward the Incident Report to the Dean, as defined in article 8 of this Code. The administrator may not, on his or her own authority, impose a sanction on the student.

