

<b>Title</b>	<b>Academic Integrity &amp; Misconduct – Students</b>		
<b>Classification</b>	Academic	<b>Oversight &amp; Responsibility</b>	Office of the VP Academic & Provost
<b>Category</b>	Education & Teaching	<b>Effective Date</b>	2017 Feb 08
<b>Approval</b>	Academic Council	<b>Policy No</b>	1007

This policy is applied in a manner consistent with applicable statutory and legal obligations, including university collective agreements and terms of employment.

**NOTE:** The most up-to-date versions of our policies are posted on the policy & procedure website. If you've printed this policy, check the website to be sure you have the current version.

## A. Policy Statement

The purpose of this policy is to establish principles, practices and procedures to ensure the integrity, accountability and responsibility in relation to academic activities, scholarship and research carried out under the auspices of Royal Roads University (RRU). The University maintains high expectations for standards of appropriate behaviour in relation to academic honesty, whether it be: research; learning; teaching; scholarship; service; in the classroom or on-line; in the field or on campus; individual or teamwork, development and promotional materials; or any other academic activity for all members of the University community. These expectations extend to communication both written and oral, respect for others, scholarly competence and stewardship of resources.

This policy, as well as the RRU Research Ethics policy covers all those involved in academic activity and support of academic activity whether it be internal or external to the University. This policy covers all students, staff, associate faculty and faculty, both full-time and part-time.

## B. Guidelines

All academic activity, research and scholarship shall be carried out in accordance with the Tri-Council Policy Statement on Integrity in Research and Scholarship, the Tri-Council Policy Statement on Ethical Conduct for Research Involving Humans, BC Freedom of Information and Protection of Privacy Act and other applicable privacy legislation, codes and policies, and Requirements for Certain Types of Research (Appendix Four of the NSERC Researcher's Guide). In the case of any conflict between policy, procedures and practices established by RRU and those established under the above-mentioned documents, the latter would prevail.

## C. Promoting Integrity

Each faculty of the University shall implement measures to educate all those involved in research and scholarship about the principles and practices of scholarly integrity, accountability and responsibility. The Research Ethics Board shall be directed by the Vice-President (Academic) (VPA) and Provost to prepare a general information package on integrity in research and scholarship.

## D. Misconduct in Academic Activity, Research and Scholarship

Misconduct includes but is not limited to the following:

## **1. Plagiarism**

Plagiarism is the act of presenting the ideas or works of another as one's own. This applies to all materials, electronic or in print, including laboratory reports, seminar presentations, computer programs, research projects and results, postings online, in discussion groups, and statistical data. The use of such material either directly or indirectly without proper acknowledgment (i.e., footnotes or endnotes) is contrary to the norms of academic behaviour.

## **2. Submission of false information**

The submission of false or misrepresented information, the misrepresentation of one's own identity, or the submission of information under false pretences is subject to severe penalty. This includes the purchase of papers or hiring or having someone do your paper for you.

## **3. Failure to disclose any and all potential conflicts of interest**

Conflict of interest is a breach of an obligation that has the effect or intention of advancing one's own interest or the interests of others in a way detrimental to the interests or potentially harmful to the integrity of fundamental mission of the University.

## **4. Non-compliance with the provisions of university policies**

This includes those pertaining to use of humans, animal care, biohazards, and radioactive substances.

## **5. Failure to acknowledge authorship**

Authorship of all published work must be limited to those who have materially contributed to, and share responsibility for, the contents of the publication. Publications must also acknowledge the work of editors, including their roles in the process of publication. The university further refers students to the "Editors' Association of Canada / Association canadienne des réviseurs Guidelines for Ethical Editing of Theses / Dissertations" for guidance in selecting and effectively using editors.

## **6. The intentional misuse of funds**

Funds designated for research or other scholarly activity must be used for that purpose.

## **7. Allowing others to copy your work**

## **8. Improper citation**

Intentional improper citation may constitute plagiarism such as not using quotation marks when required to indicate other's work, not acknowledging significant concepts from other's work even when you paraphrased it, and not actually looking at a source that you quote.

## **9. Duplicate submission of work**

Submitting work for one purpose, which has been or is being submitted for another purpose, is not permitted without the express permission of those involved.

## **Related Documents and Information**

Related RRU policies

- [Academic Integrity and Misconduct – Faculty and Staff](#)
- [Research Ethics](#)

Related RRU procedures

- [Academic Integrity and Misconduct - Students](#)

## Review and Revision History

Date	Action
2000-Jul-19	Approved by Academic Council
2007-Nov-21	Revised
2010-Sep-15	Revised
2013-Oct-09	Revised
2014-Nov-12	Revised
2017-Feb-08	Revised – current published version
2021-Oct-01	Transfer to new template – no content change
<b>Next Review</b>	
2020-Feb-08	For review