Academic Integrity Policy

Approval Authority: Senate

Established On: October 5, 2023

Amendments: N/A

Category:

1.0 POLICY STATEMENT

This policy aims to establish the principles of academic integrity in support of the learning experience at NOSM University. This policy defines academic integrity and provides guidelines for NOSM U education programs on the procedure to follow when a learner allegedly violates academic integrity.

2.0 SCOPE

The main purpose of a university is to encourage and facilitate the pursuit of knowledge and scholarship. The attainment of this purpose requires the individual integrity of all members of the university community. NOSM University states unequivocally that it demands academic integrity from all its members. Academic dishonesty, in whatever form, is ultimately destructive to the values of the University; furthermore, it is unfair and discouraging to those who pursue their studies honestly.

All members of NOSM University (learners, faculty, instructors, staff, and invigilators) have a responsibility to maintain an atmosphere of academic integrity in all phases of academic life, including research, teaching, learning, and administration. All members of the University have a responsibility to:

   a) detect and report incidents of academic dishonesty, and
   b) assist and cooperate in investigating alleged instances of academic dishonesty.

This policy applies to all NOSM University learners in academic activities. If a faculty member is alleged to have committed academic dishonesty, this will be addressed through the Responsible Conduct of Research Policy and/or the Professionalism for Clinical Faculty: Clinical Sciences Professionalism and Code of Conduct Policy, Procedures and Professional Attributes Guidelines.

A learner's identity may only be disclosed to others when allowed by the learner or required under these procedures. The University must reasonably safeguard the learner's identity throughout the process.

3.0 DEFINITIONS

Academic Integrity: Academic integrity is about acting honestly and with integrity in all aspects of fulfilling one's academic responsibilities as a NOSM U member. The International Center for Academic Integrity defines academic integrity as a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage.

Learner: Any individual registered and/or enrolled in a NOSM University program

Academic Leader: the faculty member with overall responsibility for an academic program – usually an Associate or Assistant Dean

4.0 EXAMPLES OF ACADEMIC DISHONESTY

Academic dishonesty includes but is not limited to, the following examples. The list is not meant to be exhaustive.

It shall be an offence to knowingly:
   a) plagiarize, i.e., submit academic work that has been, entirely or in part, copied from or written by another person without proper acknowledgement, or, for which previous credit has been obtained, which includes using direct quotes or paraphrased material without the appropriate citation or acknowledgement;
   b) aigiarism, i.e., using AI tools, such as software-generated or writing apps to generate work) is unfair and considered an offence to academic integrity;
   c) without the permission of the instructor, submit the same academic work to more than one course, or for multiple assignments in the same course;
   d) submit academic work for assessment that was purchased or acquired from another source;
   e) collaborate improperly on academic work (e.g., take credit for the work of others, misrepresent one's own contributions in group work, etc.);
   f) aid or abet another person's academic dishonesty;
   g) possession or use of unauthorized aids (i.e., cheat sheets, cell phones, etc.) in tests, examinations or laboratory reports, etc.;
   h) procure, distribute or receive examination, test or course materials that are in preparation or storage for an academic assessment;
   i) remove, without authorization, academic work (i.e., previous assignments or laboratories) submitted by other learners to the instructor;

j) alter a grade on academic work after it has been marked and use the altered materials to have the recorded grade changed;
k) steal, destroy or tamper with a learner's academic work;
l) prevent other learner(s) from completing a task for academic assessment;
m) fail to take reasonable precautions to protect academic work such as assignments, projects, laboratory reports or examinations from being misused by learners;
n) misrepresent academic credentials from other institutions or submit false information to gain admission or credits;
o) submit false information or false medical documentation to gain a postponement or advantage for any academic work, i.e., a test or an examination;
p) forge, alter or fabricate NOSM University documents;
q) forge, alter or fabricate transcripts, letters of reference or other official documents;
r) impersonate another person either in-person or electronically (e.g. for any purpose, including for an academic assessment);
s) provide a false signature for attendance at any class or assessment procedure or on any document related to the submission of material where the signature is used as proof of authenticity or participation in the academic assessment; and,
t) commit research misconduct (see Responsible Conduct of Research Policy).
u) unauthorized removal from the library, or deliberate concealment of library materials.
v) failure to obey or comply with examination regulations or instructions of a proctor or invigilator.

5.0 Artificial Intelligence (AI) Technology

- any **unauthorized** use of ChatGPT (or other AI tools) on assessments is considered to be a breach of academic honesty.
- unauthorized use of this technology can lead to allegations or instances of:
    - cheating, if they are using an AI tool to gain an improper advantage on an academic evaluation when it has not been authorized by their faculty member/facilitator (Section 4.0), or
    - plagiarism if they are using images created by another, i.e. through the use of DALL-E or another image-generating tool when not authorized by their faculty member/facilitator and not attributed to the creator (4.0).
- Be very clear about expectations, and explicit when providing assignment instructions. To help reduce confusion, ensure these expectations are communicated in various ways, such as including them in course syllabi and instruction guidelines.
- Explain how different faculty members/facilitators can have different expectations for AI tools, and if it is permitted by one faculty member/facilitator, this does not mean it will be permitted by others.
- Encourage learners to ask you questions about generative AI technology.

5.0 POLICY TERMS AND PROCEDURES

Any person who believes that a learner has committed academic dishonesty shall report the incident by submitting a signed statement, including all relevant evidence, to the appropriate Academic Leader or committee as identified in the education program's procedures to address academic dishonesty.

a) [Postgraduate Medical Education Professionalism Policy](#)
b) [UME Code of Student Conduct](#)
c) [Committee to Support Student Professionalism (CSSP) Procedures for Reporting, investigating, and adjudicating student professionalism](#)
d) [Graduate Studies Academic Integrity Policy and Procedure](#)
e) [NODIP100-Professional Standards.docx (sharepoint.com)](#)

Principles to guide program procedures to address academic dishonesty.

1. The relevant program will decide on appropriate penalties
2. The principles of natural justice must be followed
   - A duty to act fairly where individuals receive notice of decisions and rationale for such decisions and are provided with specific aspects of the case under consideration to provide an opportunity for responses.
   - Decision makers will be unbiased, understand what bias is, will be free to make their own decisions, and can be objective and impartial about the matter under consideration. A well-informed decision-maker with access to information on the matter is not biased if they have an open mind and are open to persuasion by the information provided during the decision-making process.
   - The requirement to duly follow processes and policies fairly and consistently.
   - Individuals need to have clearly defined competencies to achieve and be given feedback and opportunity to improve.

3. All learners must be informed of the requirements for academic integrity, the definitions and examples of academic dishonesty and the potential consequences for breaches of academic integrity.
4. Procedures must clearly outline the responsibility of Academic Leaders and committees and must identify decision-makers and routes for appeal.
5. A clear, fair and legally defensible appeal process must exist. Learners must be informed of the appeal process at orientation and when an allegation of academic dishonesty is communicated to them.
6. Procedures must have clear timelines and deadlines for each step.
7. Learners must be able to access support during the process.

8. Decisions by an academic leader or committee must be clearly worded and include the reasoning that led to the decision.
9. Processes must reference and be consistent with professional behaviour expectations and conduct codes.
10. Penalties should be applied consistently and fairly.
11. Generally, penalties should be graduated and commensurate with the breach so that a first or minor breach is treated differently from major or repeated breaches.

6.0 ROLES AND RESPONSIBILITIES

Academic Leaders (Associate Dean or Assistant Dean): responsible for overseeing and ensuring a consistent process for investigation of allegations and administering penalties in the relevant educational program.

Provost and Vice President, Academic: responsible for the administration of this policy.

Secretary of the Senate: Administration of related Senate-level penalties and policies.

Office of the Registrar: responsible for developing policies and procedures to detect misrepresentation of credentials during the admission process and to maintain academic integrity during the writing of Registrar-administered examinations.

7.0 Right of Appeal

A decision and/or penalty imposed may be appealed within 15 business days after the learner has been advised of the decision. Decisions are appealed by the learner to the Senate using the existing appeals policy.

8.0 INTERPRETATION

Questions of interpretation or application of this policy or its procedures will be referred to the Provost and Vice President, Academic: provost@nosm.ca

9.0 RELATED DOCUMENTS

University Documents and Information

- NOSM University Senate Appeals Policy. Senate_Appeals_Policy_Approved.pdf (nosm.ca)
- Responsible Conduct of Research Policy. Responsible Conduct of Research | NOSM U
- International Centre for Academic Integrity [ICAI]. (2021). The Fundamental Values of Academic Integrity. (3rd ed).
- Postgraduate Medical Education Professionalism Policy
- UME Code of Student Conduct

- [Committee to Support Student Professionalism (CSSP) Procedures for Reporting, investigating, and adjudicating student professionalism](#)
- [Graduate Studies Academic Integrity Policy and Procedure](#)
- [Professionalism for Clinical Faculty: Clinical Sciences Professionalism and Code of Conduct Policy, Procedures and Professional Attributes Guidelines](#)

10.0 AUTHORITIES AND OFFICERS

The following is a list of authorities and officers for this policy:

a. **Approving Authority:** Senate
b. **Responsible Officer:** Provost and Vice President, Academic. Procedural Authority: Relevant Program Committee (e.g., UMEC, PGMEC, NODIP, Graduate Studies)
d. **Procedural Officer:** Provost and Vice President, Academic

Review and Revision History
Review Period: 5 years or as required
Date for Next Review: October 2028

Date	Action
May 11, 2022	Drafted by C. Cervin
May 18, 2023	Updated by S. Mongeau
September 1, 2023	Updated by S. Mongeau