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What is Academic Integrity?



Adapted from [Fundamental Values of Academic Integrity](#) by ICAI used under a [CC BY-NC-SA 4.0](#) licence.

How do students demonstrate these values?

Honesty

- Following the assignment, quiz, and exam guidelines and expectations that are outlined by the course and faculty member.
- Completing and submitting your own original work independently.
- Providing factual evidence in your work.

Trust

- Following through on your work and commitments.
- Following the directions set out by faculty and completing work on time.

Fairness

- The equal treatment of others without applying self-interest and/or discrimination.
- Avoiding unfair advantages over others (obtaining answers, copying answers from someone else, using prohibited material during an exam, etc.).

Respect

- Practicing active listening and open communication. Be willing to receive feedback.

- Correctly and accurately acknowledging the use of someone else's work by using proper citations, references, and attributions.
- Keeping TRU materials private - not sharing instructors' intellectual property (exams, PowerPoints, assignments, etc.) – unless received permission to do so.

Responsibility

- Understanding your student rights and responsibilities.
- Accountability to instructors, classmates, and yourself by finishing work on your own or with your group to the best of your abilities.
- To seek support when you are struggling or not clear on expectations.

Courage

- Willingness to take risks and risk failure – there is always learning and opportunities to come back from failure.
- Standing up and addressing wrongdoing; alerting someone to unsafe or dishonest academic practices.

Know your rights and responsibilities:

Review and understand the [Academic Integrity policy](#).

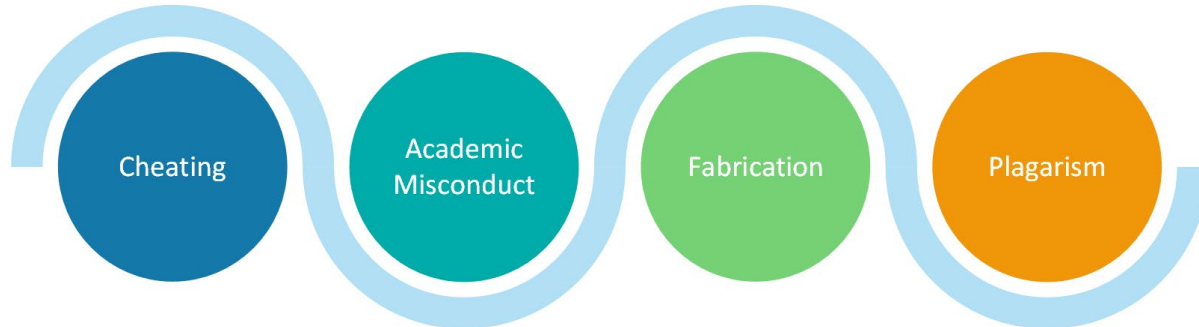
Why should you care?

1. There needs to be value and worth in the credential (certificate, diploma or degree) you will receive. Without integrity – your degree would be worthless based on the poor reputation of the institution.
2. Knowledge is cumulative – cheating impacts and takes away from your own learning.
 - You won't develop the necessary skills (writing, critical thinking and problem solving) for your career.
3. Causes you stress - Fear of getting caught causes a lot of stress and anxiety which can impact your wellbeing.
4. It's about Integrity!
 - It does not feel very good when someone is dishonest to us or when you find out someone took an easier/unfair route to get there when you spend a lot of time and effort working hard on it. Imagine the kind of person you want to be and what you value.
5. Achieving success can feel so good.

- When you work hard on an assignment/test, it is much more self-satisfying knowing you did it on your own. You should be proud of yourself and what you are accomplishing. Don't let the temptation of cheating take that away from you.
6. Risk - violating the policy can negatively impact your studies.
 - TRU sanctions include a possible zero on an assignment/test/etc., failure of course, and/or suspension.
 7. Risk – Contract cheating extortion.

Understanding TRU's Academic Integrity Policy

Forms of Academic Dishonesty:



Cheating

- Copying from someone else.
- Allowing someone else to copy from you.
- Using unauthorized items during an exam (phone, web, notes, textbook).
- Receiving information from someone or working with someone during a test/exam.

Academic Misconduct

- Selling, sharing, or posting part of test/answers or assignments online or directly to another student.
- Stealing, buying, or accessing test/answers, assignments, or other documents.
- Impersonating another student for an assessment
- Changing or being an accessory to the altering of a grade.
- Permitting someone else or a company to complete assessment (also known as **contract cheating**).

Fabrication

- Listing source(s) in an assignment that was not used.
- Inventing data/information for research and coursework.
- Submitting complete work that belongs to someone else and claiming it as your own.
- Citing information that is not taken from the source indicated.

Plagiarism

- The inclusion of someone else's words, ideas, images, etc. in your work without crediting the original creator/author.
- **Self-plagiarism** - submitting all or part of one of your assessments from a different course without consent or authorization.

Why do students violate Academic Integrity?

- Poor Time Management - Student out of time to work on assignment.
- Stress and mental health related concerns.
- Pressure to succeed.
- Cultural differences and misunderstanding rules/policy.
- Accident - Lack of knowledge for proper citation, quotations, and paraphrasing.

What happens when you violate the policy?

If an instructor thinks you have violated the Academic Integrity Policy – they are obligated to submit a case report form with your alleged misconduct.

At TRU we have an Academic Integrity Committee that is comprised of Faculty, three undergraduate students and one graduate student. The committee is presented with the case report forms and makes decisions based on the evidence presented in the case.

For a step by step of the process please see: [AI Case Process Infographic](#).

Student Rights:



You are presumed innocent until the committee's findings are made.



To confidentiality (Committee Members will not your know name or personal details).



To a fair process, to be informed of suspected dishonesty and be informed at each stage.



To be heard by a neutral decision-maker.



To a timely process.



To have a support person (e.g., advisor or peer) during each stage of the process.



To know the details of the case and to see all written evidence.



To submit your own response and the final submission before the case report form is sent to the committee.

Resources and Support:

Questions or concerns about your case or the process?

→ Contact the Academic Integrity Learning Strategist at AIC@tru.ca.

Unclear about what is authorized for a particular assignment?

→ Ask your faculty.

Avoiding Plagiarism: Citation and referencing support

→ Ask a Librarian or utilize their resources on the library website.

- [Research](#) and [citation support](#).

→ Writing Centre/Writeaway Tutors:

- The tutors can provide feedback on your writing and citations.
- Find helpful resources listed on the [Writing Centre website](#).

Mental Health Support

→ Virtual counselling support through [Here2talk](#).

Contract Cheating and File Sharing.

There has been a rise of extortion scams related to contract cheating websites.

Many of these websites advertise tutoring to support students with essay writing, assignment/homework support, test prep and more, but do the work for you or you acquire the answers from them. They guarantee better grades (usually not quality work) and that your information is private. In many cases though, once you pay, they begin extorting you for more money and threatening exposure.

Contract Cheating is when you permit an outside organization or another person to complete a full course or a particular course assessment.

Some websites ask you to upload your assignments to gain access to “study documents”. This is considered file sharing and under TRU’s Policy is considered Academic Misconduct.

File sharing is publicly sharing any instructional material without permission such as slides, worksheets, assessments, and assignments are the intellectual property of the faculty and TRU who created them.

- When you post or share intellectual property on a public website, you are violating copyright laws.
- Sharing notes with a classmate is okay, but sharing assessments, test questions and/or answers without permission is considered Academic Misconduct as it gives other students an unfair advantage.

Risks:

Extortion/Blackmail

These companies threaten you to pay more or they will tell the university and/or current or future employer.

Personal information being distributed.

Losing access to your student account – Keep your password private!

There have been instances where companies state they require access to your moodle. Once they have it, they change your login information and demand more money to get your access back.

Poor Grade - Usually what you are paying for is not quality work.

Avoiding contract cheating websites and scams:

- Avoid essay mills and essay writing companies. It is not worth the risk.
- Avoid tutoring web companies and services that are not affiliated with TRU, be aware that sites have stolen logos to elude that they are a TRU service. If you are unsure if it is legitimate, please reach out and ask.
- Protect access to your student account – Do not share passwords and follow The [Responsible Use of Information Technology Policy BRD 16-0](#).
- Ask for references from family, friends, and TRU Faculty or Staff when looking into tutors.
- Ask for references and contact them to confirm their experience and expertise.
- Reach out to TRU for support.
 - Be aware of the OL course extension policy and extend your course if you need more time.
 - Talk to your instructor.
 - Utilize the writing centre for support.

Understanding cheating behavior – collaboration vs. collusion.

Collaboration (authorized behavior)

Studying together with a classmate or a tutor helping you understand concept or assignments.

Discussing questions and exchanging information when studying.

The physical work on assignments, test, quizzes, and exams are your own work – unless given permission for group work by faculty member.

Collusion (prohibited behavior)

The tutor, another student or a company is solving things for you or providing the answers.

Copying from other students work.

Sharing test questions and answers or sharing assignments to another student or through a website.

Plagiarism

Plagiarism: The inclusion of someone else's words, ideas, images, or data into your own work without giving credit to the author.

This can be intentional by claiming these ideas as your own or unintentional by not using proper citations or attributions.

Self-Plagiarism: submitting all or part of one of your assessments from a different course without consent, authorization, or proper citation.

Plagiarism can be intentional or unintentional.

Different plagiarism behaviors:

Direct Plagiarism:

Directly copying and pasting another's work without using any citations.

Word Switch:

Changing a few words with similar words to make it seem like it is your own work.

Citation Errors:

Errors that occur when you attempt to acknowledge and credit others work. E.g., Not putting quotations on a direct quote before the citation or paraphrasing errors that include not changing enough of the passage into your own words.

Images without Citations:

Using graphs, charts, figures, statistics and/or images without attributing or citing who and where it came from.

Patchwork:

Taking several sources, rearranging information, and changing some words without the intention of citing the sources.

Common Knowledge Errors:

Claiming something as common knowledge which should have been cited.

Incorrect Bibliography/References:

Including sources in your reference list that were not included in your work or citing a passage and not having the source in your reference list.

Best practices when using sources:

1. Take detailed notes and be sure to track your sources when collecting information.
2. Use proper quotations.
3. Careful paraphrasing.
4. Review guides and double check your work – detail orientation is key!
 - If you are using citation generators be sure to double check your work, they are not always accurate.
 - Watch out for capitalization and punctuation.

Citation resources:

Library

- [Plagiarism: What It Is and How to Avoid It](#)
- [Citation Style Guides](#)
- Ask a Librarian.

TRU Writing Centre

- Book a tutor for support and feedback on your citations, information [here](#).
- [Citation resources](#)

Other resources:

- [OWL Purdue](#)

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