

Policy on Academic Integrity

Academic integrity requires a commitment to honesty, trust, fairness, respect, courage and responsibility. The University of Victoria recognizes that its Students, faculty members and staff form an intellectual community and thus expects all university community members to adhere to these principles in all learning, teaching, research and service activities. Any action that contravenes this standard, including misrepresentation, falsification or deception, undermines the intention and worth of scholarly Work and violates fundamental academic principles. This policy ensures that the university's standards are upheld fairly and transparently.

Nothing in this policy is intended to prohibit students from developing their academic skills through exchanging ideas and using resources the university makes available to support learning. Students who are in doubt as to what constitutes a violation of Academic Integrity in a particular instance should consult their course Instructor or graduate supervisor.

Every academic unit should have at least one Academic Integrity Advisor who assists Instructors and Chairs/Directors with the proper handling of Academic Dishonesty cases.

1 Scope and Jurisdiction

This policy covers Student Academic Dishonesty and Academic Fraud in university-related scholarly activities, including activities involving University of Victoria alumni when the matters occurred before graduation and were unknown at the time of graduation. This policy also applies to Academic Fraud in which individuals (past or present Students or non-students) misrepresent credentials concerning the scholarly Work at the University of Victoria. The forms of Academic Dishonesty and Academic Fraud set out in this policy include attempts to engage in dishonesty or fraud and aiding and abetting dishonesty or fraud. Ignorance of these standards will not excuse an individual from consequences, including penalties, for Academic Dishonesty and/or Academic Fraud.

2 Definitions

“Academic Advantage”

A situation that may result in a Student gaining an unearned or unfair benefit in their academic matters, such as their Academic Work, academic records, or academic progress.

“Academic Dishonesty”

An act or omission that occurs within or as part of a course and contravenes the standard of Academic Integrity.

“Academic Integrity”

The set of principles on which good Academic Work relies: honesty, trust, fairness, respect, responsibility and courage. Academic integrity includes a commitment not to engage in or tolerate acts of dishonesty, falsification, misrepresentation, or deception in a Student's Academic Work. Such acts violate the fundamental ethical principles of the university community and compromise the worth of Work completed by others.

“Academic Integrity Advisor”

A member of a department who is a source of education, support and communication for their colleagues. Academic Integrity Advisors are supported in their role by Learning and Teaching Innovation and the Libraries.

“Academic Integrity Incident Report”

The document by which the Registrar, Instructor, Chair/Director, Dean (or designate), the Vice-President Academic and Provost, and the President report Academic Dishonesty and Academic Fraud.

“Academic Integrity Modules”

The self-paced course that addresses the university’s expectations concerning Academic Integrity. These modules will be periodically updated.

“Academic Fraud”

Behaviour that may or may not relate to a specific course that contravenes the standard of Academic Integrity.

“Chair/Director”

The Chair or Director of a unit or, in the case of non-departmentalized faculties, the Dean (or designate).

“Dean”

The Dean (or designate) of the Faculty in which the course is offered. In the Faculties of Humanities, Science and Social Sciences, the Dean’s designate may be the Associate Dean Academic Advising. In the case of graduate Students, the Dean is defined as the Dean of the Faculty of Graduate Studies (or designate).

“Disciplinary Academic Probation”

The penalty that is applied for multiple, subsequent instances of Academic Integrity violations (normally a culmination of three or more instances with the exception of particularly unusual or serious Academic Integrity violations – section 8). In the case of three instances, this penalty will be temporarily recorded on a Student’s transcript to be removed upon graduation. In the case of four instances, the notation is permanently applied to the Student’s transcript. Graduate Students should also pay particular attention to the section on Graduate Students and Academic Integrity Violations (section 7).

“Disciplinary Academic Suspension”

The penalty for an instance of serious Academic Integrity violation (normally a culmination of five or more instances) that result in a Student’s permanent suspension from the university.

“Editor or Content Generator”

An Editor or Content Generator (genAI) is an individual, service, or software other than the Instructor or supervisory committee member, that generates, completes, manipulates, revises, corrects or alters a Student’s written or non-written Work.

“Instructor”

Course Instructor s, faculty members, sessional Instructor s and graduate supervisors. Teaching Assistants are responsible for reporting Academic Dishonesty to the main course Instructor.

“Notice of an Academic Integrity Violation”

The formal, written reprimand to the Student regarding an Academic Integrity violation due to Academic Dishonesty or Academic Fraud. This communication also includes an Academic Integrity Incident Report. A copy of this notice and adjoining report is placed in the Student’s university file in the Office of the Registrar and Enrolment Management.

“Notice of Alleged Academic Integrity Violation”

The formal, written notice to the Student outlining an alleged Academic Integrity violation due to Academic Dishonesty or Academic Fraud.

“Office of Student Life (OSL)”

The office within the Division of Student Affairs which is responsible for the response to, and resolution of, non-academic student misconduct allegations and high-risk student behaviour. The OSL administers the relevant policies and develops both responsive and prevention initiatives to address student conduct concerns and promote safety and well-being throughout the university community.

“Registrar”

The Registrar (or designate) of the Office of the Registrar and Enrolment Management, (OREM) who, for the purpose of this policy, supports university admission, course registration, transfer credit application, program change requests, record management, graduation confirmation, transcript and degree verification.

“Standard of Proof”

The level of certainty required by the decision-maker to determine whether an Academic Integrity violation occurred. For Academic Integrity matters, the Standard of Proof is the balance of probabilities. This means that, based on the evidence available, the decision-maker must be satisfied that it is more likely than not (i.e., greater than a 50% likelihood) that the alleged violation took place. The balance of probabilities standard requires a clear assessment of the credibility, relevance, and weight of the evidence to determine whether the facts support the conclusion that a violation occurred.

“Student”

Any of the following: a person who has applied for admission or re-admission to the university; an undergraduate or graduate Student who is registered in one or more courses in the current term and is eligible to continue; an undergraduate or graduate Student who is not registered in the current term but is eligible to enroll at the university; a Visiting, Exchange, or Audit Student who has been admitted to the university for the purposes of taking courses or to take part in an approved research term; a person enrolled at the university in a non-credit program or course; a former undergraduate or graduate Student; or an alumnus of the university.

“Work”

Academic Work in any format that include but are not restricted to: Written or Digital Material, Laboratory Work, Computer Work, Computer Code, Assignments, Research Materials, Research Results, Musical or Artworks, Oral Reports, Audiovisual or Recorded Presentations, Lesson Plans and Material in any medium submitted to an Instructor for grading purposes.

3 Student Responsibility

All Students should complete the Academic Integrity Modules at the start of their first term at the University of Victoria. Students are also encouraged to consult with their unit’s liaison librarian for support developing their information literacy, research, and citation skills.

Students are responsible for understanding the principles of Academic Integrity as they apply in the discipline in which their Work is being submitted and/or as indicated by the course Instructor or graduate supervisor.

Any action that contravenes the standard of Academic Integrity is prohibited, including any act of dishonesty, falsification, misrepresentation, or deception in one's Academic Work.

All forms of Academic Fraud are prohibited. See Academic Fraud (section 4.1) for examples.

All forms of Academic Dishonesty that occur within or as part of a course are prohibited. See Academic Dishonesty (section 4.2) for examples.

It is a violation to help others or attempt to help others engage in any forms of Academic Dishonesty or Academic Fraud.

Both undergraduate and graduate Students are covered under this policy. However, graduate Students should also pay particular attention to the section on Graduate Students and Academic Integrity Violations (section 7).

4 Academic Integrity Violations

Violations of Academic Integrity include Academic Fraud and Academic Dishonesty. Any action that contravenes the standard of Academic Integrity, as outlined in the policy, is prohibited and may result in disciplinary measures. In determining whether Academic Dishonesty or fraud has occurred, it is not necessary to show that a Student has achieved an improper Academic Advantage or benefit.

Examples of Academic Dishonesty and fraud are listed below to illustrate the types of behaviours that will be subject to university action and that might lead to intervention or discipline by the university.

The list of examples is not exhaustive, and any conduct a Student knows or ought reasonably to know to be a violation is subject to this policy.

4.1 Academic Fraud

Academic Fraud consists of serious actions of academic misconduct. Falsification, Misrepresentation, Fraud, or Misuse are all considered Academic Fraud, the dominant purpose of which is Academic Advantage, including:

- forging, misusing, or altering any university document or record
- engaging in misrepresentation that may create an incorrect perception of the Student's academic position or credentials
- obtaining any textbooks, study aids, equipment, materials, or services by fraudulent means
- submitting a manufactured, forged, altered, or converted document, including a forged or altered medical certificate, death certificate, or travel document to a university official, which the Student knows, or ought reasonably to have known, to be altered for the purposes of admission, re-registration, letters of permission and/or transfer
- impersonating an Instructor, Student, or any other member of the academic community
- engaging in any action which disadvantages, or unfairly advantages, the access of a Student to course enrolment or course materials

It is a violation to help others or to attempt to help others engage in any of the conduct described above.

4.2 Academic Dishonesty

Academic Dishonesty constitutes prohibited actions that occur within a course or academic program. They include, but are not limited to, the following:

- Engaging in misrepresentation, including falsifying documents, to gain a benefit or advantage in a course, including the Request for Academic Concessions Process (e.g. the submission of a forged or altered medical certificate or death certificate)
- Engaging in any action intended to disadvantage a Student in a course, including destroying, stealing, or concealing academic resources
- Stealing, destroying, or altering the Academic Work of another individual
- Unauthorized or inappropriate use of artificial intelligence tools for exams or submitted Work
- Unauthorized or inappropriate use or possession of electronic devices (e.g. phones, computers, calculators and other forms of technology) in coursework, assignments, or examinations

The following (4.2.1 – 4.2.6) are examples of Academic Dishonesty:

4.2.1 Plagiarism

A Student commits plagiarism when they engage in actions that include but are not limited to the following:

- submitting the Work of another person or a content generator in whole or in part as the Student's original Work
- giving inadequate attribution to an author or creator whose Work is incorporated into the Student's Work, including failing to indicate clearly (through accepted practices within the discipline and/or as stated by the course Instructor, such as footnotes, internal references and the crediting of all verbatim passages through indentations of longer passages or the use of quotation marks) the inclusion of other people's Work or Work produced by an Editor or Content Generator
- paraphrasing material from a source without sufficient acknowledgment as described above

4.2.2 Unauthorized use of an Editor or Content Generator

An Editor or Content Generator is an individual or service, other than the Instructor or supervisory committee member, that generates, completes, manipulates, revises, corrects or alters a Student's written or non-written Work. The use of an Editor or Content Generator, whether purchased or not, is prohibited unless the Instructor grants explicit written authorization. The Instructor should specify the extent of editing that is being authorized.

Review by fellow Students and tutoring that does not include editing are normally permitted, and any changes or edits to the Work should be carried out by the Student as the original author.

Students are encouraged to access university-authorized academic support services for help with academic writing and communication, information literacy and research skills, math and statistics assistance, and physics support.

4.2.3 Multiple submissions without prior permission

Multiple submission is the resubmission of Work by a Student that has been used in an identical or similar form to fulfill any academic requirement at UVic or another institution. Students who do so without prior permission from their Instructor are subject to penalty.

4.2.4 Falsification of materials subject to academic evaluation

Falsifying materials subject to academic evaluation includes, but is not limited to:

- fraudulently manipulating laboratory processes, electronic data or research data to achieve desired results
- using Work prepared in whole or in part by someone else (e.g., online tutors, commercially prepared essays, or generative artificial intelligence) and submitting it as one's own
- citing a source from which material was not obtained
- using a quoted reference from a non-original source while implying reference to the original source
- submitting false records, information or data, in writing or orally

4.2.5 Cheating on Work, Tests and Examinations

Cheating includes, but is not limited to:

- copying the answers or other Work of another person
- sharing information or answers when working on take-home assignments, tests or examinations except where the Instructor has authorized collaboration
- having, in an examination or testing environment, any materials or equipment other than those authorized by the examiners
- accessing unauthorized information while working on take-home assignments, tests or examinations
- impersonating a Student in an examination or test and/or being assigned the results of such impersonation
- accessing or attempting to access examinations or tests before it is permitted to do so
- concealing and/or accessing information pertaining to the examination within the examination environment, including in hallways and washrooms adjacent to the examination room, against the regulations governing administration of university examinations ([undergraduate](#) and [graduate](#))

Students found communicating with one another in any way or having unauthorized books, papers, notes or electronic devices in their possession during a test or examination will be considered to be in violation of this policy.

4.2.6 Aiding others

It is a violation to help others or attempt to help others to engage in any of the conduct described above.

5 Procedures for Alleged Academic Integrity Violations

The procedures for determining the occurrence and nature of alleged violations involve primarily the course Instructor and the Chair or Director of a department or school. In certain cases of Academic Fraud, the Registrar is also involved. Procedures for determining an appropriate penalty also involve Deans, the Vice-President Academic and Provost (or designate) and, in the most severe cases, the President.

It is not necessary to show that a Student has achieved an improper Academic Advantage or benefit to determine whether Academic Dishonesty or Academic Fraud has occurred.

The University will adhere to principles of procedural fairness and natural justice. The appropriate Standard of Proof for a decision in this process is that, more likely than not, a violation of Academic Integrity has occurred (see "Standard of Proof"). All decision-makers dealing with allegations of

Academic Dishonesty or Academic Fraud will provide Students with an opportunity to respond in a timely manner to the allegations.

When the University imposes a penalty on a Student for Academic Dishonesty or Academic Fraud, the Student may appeal to either the Senate Committee on Admission, Re-registration and Transfer Appeals (SCARTA) or the Senate Committee on Appeals, depending on the nature of the Academic Integrity violation.

A support person may accompany a Student at any meeting concerning disciplinary matters under these procedures. Students are encouraged to consult the University Ombudsperson, the Office of Student Life and other offices (for example, the International Centre for Students, as appropriate) for advice and support in clarification of the policy, penalties and process during the investigation of an alleged violation.

In deciding upon the appropriate penalty to be imposed for an act of Academic Dishonesty or Academic Fraud, consideration must be given to the following factors:

- a) the extent of the Academic Dishonesty or Academic Fraud
- b) whether the Academic Dishonesty or Academic Fraud was deliberate
- c) the importance of the Work in question as a component of the course or program
- d) whether the act in question is an isolated incident or part of repeated acts of Academic Dishonesty, Academic Fraud and/or [non-academic misconduct](#)
- e) any other mitigating or aggravating circumstances

5.1 Academic Integrity Allegations

Procedures to determine alleged Academic Integrity violations (Academic Fraud or Academic Dishonesty) may be handled by the Registrar, the Instructor, Chair/Director of a unit, the Dean, the Vice-President Academic and Provost or the President.

If the Registrar decides that the dominant purpose of the alleged falsification, misrepresentation, fraud, or misuse was Academic Advantage not related to a specific course, it will be dealt with as a case of Alleged Academic Fraud (see [Procedures for Academic Fraud](#)).

If an Instructor has reasonable grounds to believe that a Student has engaged in falsification, misrepresentation, fraud, or misuse, as listed above under Academic Integrity Violations, the Instructor must confer with the Chair or Director of the Instructor's Department to decide whether the dominant purpose of the alleged fraud was Academic Advantage. If it is determined that the dominant purpose of the alleged falsification, misrepresentation, fraud, or misuse was Academic Advantage within or as part of a course or program, it will be dealt with as a case of Alleged Academic Dishonesty (see [Procedures for Academic Dishonesty](#)).

The Instructor, Chair/Director, or Registrar may seek support from various university offices in investigating more complex cases of Academic Dishonesty or Academic Fraud.

In situations where a determination is made that a Student has committed an Academic Integrity violation, in addition to the penalty assigned, the Student will be required to undertake the Academic Integrity Modules. Ignorance of these academic integrity standards will not excuse a Student from consequences, including penalties, for violations of Academic Integrity. There is no statute of limitation on breaches of the Academic Integrity policy.

5.2 Responsibilities of the Student

If a Student is alleged to have engaged in Academic Fraud or Academic Dishonesty, the Registrar or Instructor will notify the Student outlining the specific allegations through a Notice of Alleged Academic Integrity Violation, normally within ten (10) business days of the discovery of the alleged violation. The Student should respond to this notice of the allegation within ten (10) business days. If the Student refuses or fails to respond or participate in any stage of the process of managing an violation of Academic Integrity incident, the process will proceed *in absentia*.

The Student should carefully read both their written Notice of an Alleged Academic Integrity Violation and the Policy on Academic Integrity to understand the nature of the alleged violation. Before attending a meeting regarding the alleged Academic Integrity violation, the Student should gather all relevant documents that may be necessary for the conversation. Normally, a decision will not be re-opened unless there is new material that could not have been reasonably presented at the original meeting and would have reasonably affected the outcome.

Registered Students are encouraged to consult with appropriate campus experts for guidance, such as the Ombudsperson, the Office of Student Life. In addition, a Student may bring an individual for support and/or advice to a meeting regarding an alleged Academic Integrity violation provided that the discussion takes place primarily with the Student.

If the Student is assigned a penalty, they will be notified in writing via a formal Notice of an Academic Integrity Violation, and a copy will be placed on the Student's record. A Student may appeal the allegation within ten (10) business days of the date of the written notice. The Student may respond to the Academic Integrity Incident Report in the space provided. A Student may also attach a letter in response to the Academic Integrity Incident Report.

Following the meeting regarding and alleged Academic Integrity violation, and within ten (10) business days, if there is a confirmed finding of the violation the Student will receive an Academic Integrity Incident Report stating the determination of the alleged violation and information about the penalty. The Student may respond to the Academic Integrity Incident Report in the space provided. A Student may also attach a letter in response to the Academic Integrity Incident Report.

After any instance of a determined Academic Integrity violation, the Student must once again complete the Academic Integrity Modules.

If the Office of the Registrar and Enrolment Management determines that there has been a previous violation of the Academic Integrity Policy, the initially assigned penalty may be increased, and the Student may be asked to attend a further meeting with the Department Chair or Dean of the Faculty or their designates.

5.3 Responsibilities of the Registrar

The Registrar may delegate any of the Registrar's responsibilities under this section to an Associate Registrar or other appropriate administrator within the unit, excluding the imposition of penalties; in such cases, the delegate would provide a recommendation, with rationale, to the Registrar on appropriate penalties.

The Registrar is responsible for determining if there are reasonable grounds to believe that a Student has:

- a. engaged in falsification, misrepresentation, fraud, or misuse, that may create an incorrect perception of a Student's academic position or credentials; or
- b. helped, or attempted to help, another Student engage in Academic Fraud.

Upon becoming aware of the issue, the Registrar must notify the Student in writing through a Notice of Alleged Academic Integrity Violation, normally within ten (10) business days, outlining the nature of the concern and inviting the Student to discuss the matter. The Student then has ten (10) business days to respond.

If, after reviewing the facts of the alleged violation, the Registrar finds it is more likely than not that a Student has engaged in Academic Fraud (see “Standard of Proof”), the Registrar may impose one or more of the following penalties as applied to the specific allegation identified:

- i. issue a formal, written reprimand to the Student via a Notice of Academic Integrity Violation and place a copy of this reprimand on the Student’s academic record
- ii. deny or cancel an application for admission
- iii. rescind an offer of admission and place a ban on any new applications for at least one term
- iv. cancel current registration
- v. deny transfer credit from institutions where attendance was not disclosed
- vi. place the Student on disciplinary probation with a notation on the Student’s transcript

If the Registrar takes any of the actions listed above (i through vi), the Student must be notified in writing; that is, a formal Notice of an Academic Integrity Violation will be generated, and a copy will be placed on the Student’s record. The University will retain a record of the action taken. In the event of any further reports of Academic Fraud or Academic Dishonesty, the record may be used to determine the action for the subsequent Academic Integrity violations.

The Registrar must also submit an Academic Integrity Incident Report (which includes the Notice of Academic Integrity Violation). This report should be filed within ten (10) business days of meeting with the Student. The Student will have the option to provide a response to be included with the Academic Integrity Incident Report. The university will retain the report and, in the event of any additional reports of Academic Fraud, the report may be used to determine a penalty for the subsequent Academic Integrity violations.

The Academic Integrity Incident Report is confidential to the Student’s record and is not shared with any parties other than those listed above for the purposes of an academic integrity decision.

There are no time limits regarding allegations involving Academic Fraud.

5.4 Responsibilities of the Instructor

Instructors must adhere to the Procedures for Alleged Academic Dishonesty Violations when considering a case of Academic Integrity. Instructors must not use unapproved university software, including detection tools or analytical systems, when evaluating or investigating alleged Academic Integrity violations; only university-approved tools and processes may be used in the application of this policy.

When an Instructor becomes aware that a Student may have engaged in Academic Dishonesty in their course (other than allegations involving graduate final project, thesis, dissertation, praxis or portfolio), the Instructor must notify the Student in writing through a Notice of Alleged Academic Integrity Violation, normally within ten (10) business days, outlining the nature of the concern and inviting the Student to discuss the matter. The Student may bring support if desired. As part of the Instructor’s process for gathering information, the Student may be asked to speak to the Work in question and demonstrate sufficient knowledge and command of the material to substantiate that they are its author.

If a Student fails to respond to a Notice of Alleged Academic Integrity Violation put forward by an Instructor, the ruling on the incident and penalties issued will take place with the Student *in absentia*.

In addition to referring to this policy's procedures for determining the nature of alleged violations, Instructors may consult with their unit's Academic Integrity Adviser for advice on individual cases and implementation of these procedures. Instructors may also consult with their unit's liaison librarian, who can support Students in developing research and information literacy skills.

If an Instructor is not available to handle the case, the Chair/Director of the department/unit will take over the role of the Instructor.

If an Instructor finds that more likely than not a Student has engaged in Academic Dishonesty (see "Standard of Proof"), the Instructor will impose one or more of the following penalties depending on the severity of the Academic Integrity violation:

- a. give the Student a warning and assign the Student to retake the Academic Integrity Modules
- b. require the Student to redo the Work, or to do supplementary Work
- c. assign a grade deduction penalty for the Work
- d. assign a grade of "0" for the Work

If an Instructor determines that an act of Academic Dishonesty warrants a penalty beyond the above penalties, or the assigned penalty results in an immediate failure of the course, the Instructor will refer the case to the Chair/Director.

If the Instructor takes any of the actions listed above (a through d), the Instructor must also submit an Academic Integrity Incident Report. The report will include evidence of the alleged violation and a rationale for the penalty. This report should be filed within ten (10) business days of meeting with the Student. The submission of an Academic Integrity Incident Report will result in a notification to the Student, the Chair/Director of the Department and the Office of the Registrar and Enrolment Management. The Student will have the option of providing a response to be included with the report. The Instructor must advise the Student that the university will retain the report and that, in the event of any additional reports of Academic Dishonesty, the report will be used to determine a penalty for the subsequent Academic Dishonesty.

The Academic Integrity Incident Report is confidential to the Student's record and is not shared with any parties other than the Chair/Director or designate and the Office of the Registrar and Enrolment Management for the purposes of an Academic Integrity decision.

5.5 Responsibilities of the Chair/Director

If the Chair/Director of the department/unit is the course Instructor, an Associate Chair/Director or other appropriate academic administrator within the department or faculty must take over the role of the Chair/Director. Chairs/Directors must not use unapproved university software, including detection tools or analytical systems, when reviewing, evaluating, or investigating alleged Academic Integrity violations; only university-approved tools and processes may be used in the application of this policy.

The Chair/Director may delegate any of the Chair or Director's responsibilities under this section to an Associate Chair/Director or other appropriate administrator within the department or faculty, excluding the imposition of penalties; in such cases, the delegate would provide a recommendation, with rationale, to the Chair/Director on appropriate penalties.

Once an Academic Integrity Incident Report is filed, if the Chair/Director of the department/unit receives information from the Office of the Registrar and Enrolment Management that a Student has been involved in more than one case of Academic Dishonesty or fraud, or believes that the Academic Dishonesty deserves a penalty more severe than that imposed by the Instructor, the Chair/Director may impose a different penalty. In addition to referring to this policy's procedures for determining the nature of alleged violations, Chairs or Directors may consult with their unit's Academic Integrity Advisor for advice on individual cases and proper implementation of these procedures.

If a different penalty is to be assigned, the Chair/Director must give the Student an opportunity to discuss the matter. Normally notification of the assignment of a different penalty should be provided to the Student within ten (10) business days. If, after reviewing the facts of the case and any previous case(s), the Chair/Director finds that a Student has, more likely than not, engaged in Academic Dishonesty (see "Standard of Proof"), or should receive a more severe penalty, the Chair/Director may impose one or more of the following penalties:

- a. issue a formal, written reprimand (Notice of an Academic Integrity Violation) to the Student and place a copy of the reprimand on the Student's record
- b. assign a grade less severe than "F" (0%) for the course
- c. assign a grade of "F" (0%) for the course

If the Chair/Director takes any of the actions listed above (a through c), the Student must be notified in writing; that is, a formal Notice of Academic Integrity Violation will be generated, and a copy will be placed on the Student's record. The University will retain a record of the action taken. In the event of any further reports of Academic Fraud or Academic Dishonesty, the record may be used to determine the action for the subsequent Academic Integrity violations.

If the Office of the Registrar and Enrolment Management informs the Chair/Director that the Student has two or more previous findings of violation of this policy, or the Chair/Director believes that the Academic Dishonesty deserves a penalty beyond that provided for under "Responsibilities of the Chair/Director" above, the Chair/Director will refer the case to the Dean with a recommendation.

5.6 Responsibilities of the Dean

Where there have been more than two prior violations and the Chair/Director has determined that, more likely than not, the violation occurred (see "Standard of Proof"), the Chair/Director will forward the case to the Dean of the Faculty in which the course is offered. The Chair/Director may submit a recommendation to the Dean with respect to a proposed penalty. In the case of graduate Students, the Dean is defined as the Dean of Graduate Studies (or designate).

The Dean must give the Student an opportunity to discuss the matter. Normally notification of a meeting or written response should be provided to the Student within ten (10) business days. A Student may consult with the Ombudsperson, the Office of Student Life or others as appropriate for advice and support. After reviewing the facts of the case and any previous case(s), if the Dean finds it is more likely than not that a Student has engaged in Academic Dishonesty (see "Standard of Proof"), the Dean may place the Student on Disciplinary Academic Probation to be removed upon graduation.

In making this decision, the Dean will consider factors such as the nature of the violations, and whether there has been an interval between violations such that learning could have taken place. The Student must be notified in writing of the penalty imposed through a formal Notice of Academic Integrity Violation, and a copy will be placed on the Student's record. The University will retain a

record of the action taken. In the event of any further reports of a violation of Academic Integrity, the record will be used to determine the action for the subsequent Academic Integrity violations.

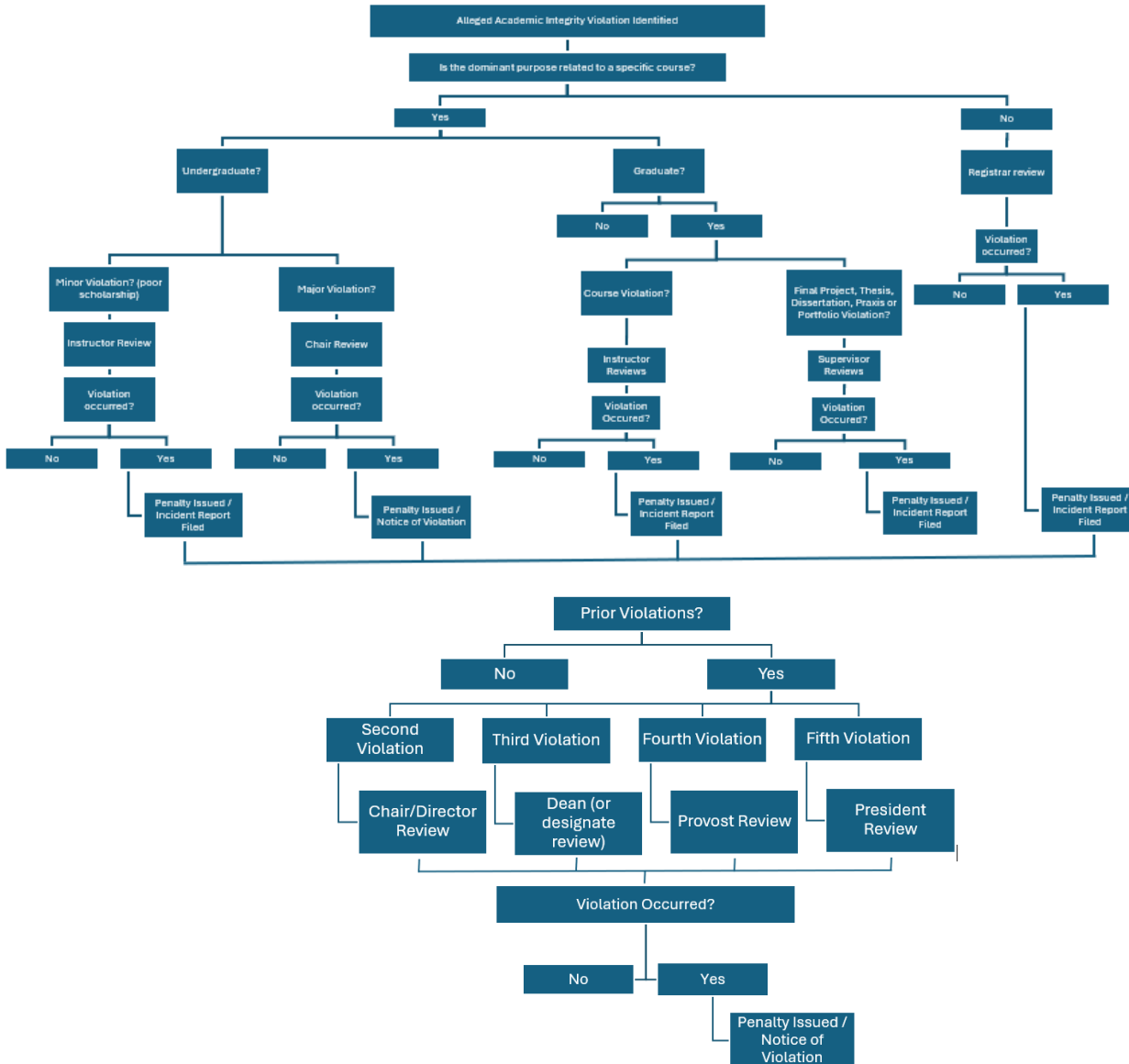
5.7 Responsibility of the Vice-President Academic and Provost and the President

Where there have been more than three prior violations, the Dean of the Student's Faculty will forward the case to the Vice-President Academic and Provost with a recommendation on the penalty to be assigned. In the case of graduate Students, the Dean is defined as the Dean of Graduate Studies.

Upon a Student's fourth violation of Academic Integrity, the Vice-President Academic and Provost may place the Student on Disciplinary Academic Probation with a permanent notation on the Student's transcript. In making this decision, the Vice-President Academic and Provost will consider factors such as the nature of the violations, and whether there has been an interval between violations such that learning could have taken place. The Student must be notified in writing through a formal Notice of Academic Integrity Violation, and a copy will be placed on the Student's record. The University will retain a record of the action taken. In the event of any further reports of Academic Fraud or Academic Dishonesty, the record may be used to determine the action for the subsequent Academic Integrity violations.

If a Student on Disciplinary Academic Probation commits fifth violation of Academic Integrity, this should result in the Student's permanent suspension. This decision can only be taken by the President, on the recommendation of the Dean of the Student's Faculty. In situations where a graduate Student who has been placed on Disciplinary Academic Probation after a first offence commits a second offence, the Student should be subject to permanent suspension. This decision can only be taken by the President, on the recommendation of the Dean of the Faculty of Graduate Studies.

5.8 Responsibility Flowchart



6 Penalties for Academic Integrity Violations

Penalties for violations relating to graduate final project, thesis, dissertation, praxis or portfolio are different from those for other violations.

6.1 Plagiarism

Single or multiple instances of inadequate attribution of sources should result in a failing grade for the Work.

A largely or fully plagiarized piece of Work should result in a grade of “F” (0%) for the course.

6.2 Unauthorized use of an Editor or Content Generator

Unauthorized use of an Editor or Content Generator should result in a failing grade for the Work.

In situations where an unauthorized Editor or Content Generator is used to extensively edit Work that results in a Student submitting Work that is considered that of another person’s, penalties for plagiarism may apply.

6.3 Multiple submissions without prior permission

If a substantial part of a piece of Work submitted for one course is essentially the same as part or all of a piece of Work submitted for another course, this multiple submission should result in a failing grade for the assignment in one of the courses

If the same piece of Work is submitted for two or more courses, this should result in a grade of “F”, (0%) for all but the original course.

6.4 Falsifying materials subject to academic evaluation

If a substantial part of a piece of Work is based on false materials, this should result in a failing grade for the Work.

If an entire piece of Work is based on false materials (e.g., submitting a commercially prepared or content generated essay as one’s own Work), this should result in a grade of “F” (0%) for the course.

6.5 Cheating on exams

Any instance of impersonation of a Student during an exam should result in a grade of “F” (0%) for the course for the Student being impersonated and Disciplinary Academic Probation for the impersonator (if they are a Student).

Isolated instances of copying the Work of another Student during an exam should result in a grade of zero for the exam.

Systematic copying of the Work of another Student (or any other person with access to the exam questions) should result in a grade of “F” (0%) for the course.

Any instance of bringing unauthorized equipment or material into an exam should normally result in a grade of zero for the exam.

Sharing information or answers for take-home assignments and tests when this is clearly prohibited in written instructions should result in a grade of zero for the assignment when such sharing covers a minor part of the Work and a grade of “F” (0%) for the course when such sharing covers a substantial part of the Work.

6.6 Collaborative Work

The university values peer-to-peer learning which can include group projects. In these cases, an Instructor will provide clear written instructions permitting certain kinds of collaboration on group projects (e.g., Students may share research but must write up the results individually).

Instances of unauthorized collaboration on a substantial part of the Work should result in a failing grade for the Work, while instances of unauthorized collaboration on the bulk of the Work should result in grade of “F” (0%) for the course.

In situations where collaborative Work is allowed, only the Student or Students who commit the violation are subject to penalty.

7 Graduate Students and Academic Integrity Violations

There is a greater expectation of responsibility toward Academic Integrity for graduate Students undertaking study in pursuit of an advanced degree. All graduate Students are expected to be aware of their responsibilities toward Academic Integrity and should complete the Academic Integrity Modules at the start of their graduate program. Ignorance of these standards will not excuse a Student from consequences, including penalties, for violations of Academic Integrity. As disciplinary standards for documenting sources, sharing research or working collaboratively may vary, graduate Students should talk to their supervisors to ensure there is an understanding of expectations.

7.1 Final project, thesis, dissertation, praxis or portfolio

Instances of plagiarism (including inadequate attribution of sources or the use of previously submitted assignments without permission of the supervisory committee), falsification of materials or unauthorized use of an Editor or Content Generator that affect a major part (such as a chapter) of the graduate Student's final project, thesis, dissertation, praxis or portfolio should result in the graduate Student being placed on Disciplinary Academic Probation with a permanent notation on their transcript, as well as being required to rewrite the affected section of the final project, thesis, dissertation, praxis or portfolio. While the determination of the nature of the offence will be made by the Chair/Director, this penalty can only be imposed by the Vice-President Academic and Provost (or designate), upon recommendation of the Dean of Graduate Studies.

Instances of plagiarism, falsification of materials or unauthorized use of an Editor or Content Generator that substantially undermine the originality of the graduate Student's final project, thesis, dissertation, praxis or portfolio so as to fundamentally compromise any claims to new knowledge creation or the new application of knowledge should result in the Student's permanent suspension. While the determination of the nature of the offence will be made by the Chair/Director, this penalty can only be imposed by the President, upon recommendation of the Dean of Graduate Studies.

The penalties for violations relating to graduate final project, thesis, dissertation, praxis or portfolio may apply where a violation occurs in submitted drafts, as well as in the final version of a final project, thesis, dissertation, praxis or portfolio.

7.2 Violations relating to doctoral candidacy examinations

Instances of plagiarism (including inadequate attribution of sources), falsification of materials, cheating or unauthorized use of an Editor or Content Generator in any element of a candidacy examination should result in failure of that element of the examination.

- Students who have failed a first attempt at any element of candidacy in this way and whose program allows for two attempts at candidacy are normally eligible to make a second attempt but will be placed on Disciplinary Academic Probation with a temporary notation on their transcript that will be removed on graduation. To ensure understanding, graduate Students on Disciplinary Academic Probation will be required to repeat the Academic Integrity Modules for graduate Students
- Students who have failed a first attempt at any element of candidacy in this way and whose program allows for only one attempt at candidacy or Students whose second attempt at an element of candidacy is failed for an Academic Integrity violation will normally be withdrawn from their program by the Dean. While the determination of the nature of the offence will be made by the Chair/Director, any penalty can only be imposed by the Dean.

8 Particularly unusual or serious Academic Integrity violations

In the case of a first-time violation that is particularly unusual or serious (e.g. actions that create reputational risk for the university such as the falsification of research results), the Instructor may, where appropriate, refer the case to the Chair/Director of the Department of the course in which the alleged violation occurred with a recommendation for a penalty more severe than those normally imposed for a first violation.

8.1 Penalties for multiple Academic Integrity violations

Penalties for Academic Integrity violations beyond the first violation increase in severity. As Students should complete the Academic Integrity Modules at the start of their first term at the University of Victoria, it is expected that Students will be responsible for ensuring they are familiar with the generally accepted standards and requirements of Academic Integrity (e.g. as published in the University Academic Calendar). Ignorance of these standards will not excuse a Student from consequences, including penalties, for Academic Dishonesty.

Instructors are responsible for informing their Students at the beginning of each term if there are additional specific criteria for academic honesty beyond those generally required at the University of Victoria that pertain to the particular class or course (e.g. the format for acknowledging the thoughts and writings of authors acceptable to the underlying discipline and the acceptable level of group Work, use of an editor or tutoring service and/or online resources).

8.2 Disciplinary Academic Probation and Suspension

Any instance of any of the violations described above committed by a Student who has already committed two violations, especially if either of the violations merited a grade of "F" (0%) for the course, should result in the Student being placed on temporary Disciplinary Academic Probation. A temporary Disciplinary Academic Probation notation penalty decision may only be made by the Dean of the Student's faculty and is recorded on the Student's transcript and only removed upon graduation.

In situations where a Student commits three or more Academic Integrity violations, the Student may be placed on Disciplinary Academic Probation with a permanent notation on the Student's transcript. The decision to place a Student on Disciplinary Academic Probation with a permanent transcript notation can only be made by the Vice-President Academic and Provost (or designate). This decision is made upon recommendation of the Dean (who will forward all instances of three or more violations to the Vice-President Academic and Provost). The Vice-President Academic and Provost (or designate) will consider factors such as the nature of the major violations and whether there has been an interval between violations such that remediation could have taken place.

If a Student on Disciplinary Academic Probation with a permanent notation commits another violation, this should result in the Student's permanent suspension. The decision to place a Student on Disciplinary Academic Suspension can only be made by the President, on the recommendation of the Dean (who will forward all instances of four or more violations to the President).

In situations where a graduate Student who has been placed on Disciplinary Academic Probation with a permanent notation after a second offence commits a third offence, the Student should be subject to permanent suspension. The decision to place a Student on Disciplinary Academic Suspension can only be made by the President, on the recommendation of the Dean of Graduate Studies (who will forward all instances of two or more violations to the President).

8.3 Academic Dishonesty Penalty Chart

The following chart explains the normal escalating progression of penalties for a Student who commits multiple Academic Integrity violations over time. Some actions, even if minor, may be considered major if they have been consistently repeated. Particularly egregious violations may not follow this progression and may be deemed grievous enough to warrant escalation beyond the expected next step. More severe penalties may be assigned if an offense is aggravated by dishonesty during the investigation. Graduate Students should also pay particular attention to the section on Graduate Students and Academic Integrity Violations (section 7).

1st minor violation	2nd or more serious violation	3rd violation	4th violation	5th violation
<p>May result in the following penalties:</p> <ul style="list-style-type: none"> warning Academic Integrity Modules lower grade for the Work grade of F, 0% (for the Work) <p><i>(Penalty applied by the Instructor)</i></p>	<p>May result in the following penalties:</p> <ul style="list-style-type: none"> formal reprimand grade F (0%) for the course <p><i>(Penalty applied by the Chair/Director)</i></p>	<p><u>Disciplinary Academic Probation with a temporary notation</u> (removed upon graduation)</p> <ul style="list-style-type: none"> Normally results in a grade of F (0%) for the course <p><i>(Penalty applied by Dean, or designate, of the Faculty in the course which the student is registered)</i></p>	<p><u>Disciplinary Academic Probation with a permanent notation</u></p> <ul style="list-style-type: none"> Normally results in a grade of F (0%) for the course. <p><i>(Penalty applied by the Vice-President Academic and Provost, on recommendation of the Dean)</i></p>	<p><u>Permanent Disciplinary Academic Suspension</u></p> <ul style="list-style-type: none"> Permanent suspension from the University <p><i>(Penalty applied by the President, on recommendation of the Dean)</i></p>

9 Non course-based penalties

If a Student has withdrawn from a course, the university, or is not registered in a course associated with a violation, this policy must still be followed.

If a determination is made that it is more likely than not a Student has engaged in Academic Dishonesty (see “Standard of Proof”), a letter of reprimand and, if appropriate, a more serious penalty in this policy should be imposed, although no course-based penalty may be imposed.

See [Academic Fraud](#) for penalties that may be considered under non course-based Academic Dishonesty.

10 Interim Academic Integrity Measures

The University may impose interim measures while an allegation of Academic Dishonesty or Academic Fraud is being investigated, determined, or resolved. Consequences due to interim measures are reversible should the Academic Integrity violation be unfounded.

Dropping a course in which an Academic Integrity violation is under consideration will not preclude the investigation from proceeding and the application of a full range of penalties.

The Registrar is responsible for imposing interim measures that may include, but are not limited to, prohibiting the Student from:

- altering registration
- requesting an academic concession for the courses in which there is an allegation of Academic Dishonesty or Academic Fraud
- requesting official transcripts or other official university documents
- receiving final grades for courses in which there is an allegation of Academic Dishonesty or Academic Fraud
- graduation

If a case is referred to the Dean of the Student's faculty by a Chair/Director or the Registrar, the Student's official transcript will not be available to the Student until the case is resolved.

11 Rights of appeal

Students must be given the right to be heard at each stage and have the right to appeal decisions in accordance with university policy, procedures and regulations. A Student may:

- appeal a decision made by the Instructor to the Chair/Director of the Department offering the course in which the Student is registered within fifteen (15) business days of the date of the Instructor's notification of the decision.
- appeal a decision made by the Chair/Director to the Dean of the Faculty offering the course in which the Student is registered within fifteen (15) business days of the date of the Chair or Director's notification of the decision. Graduate Students must appeal a decision to the Dean of the Faculty of Graduate Studies.
- appeal a decision made by the Dean of a Faculty to the Senate Committee on Appeals.
- appeal a decision made by the Vice-President Academic and Provost to the Senate Committee on Appeals.
- appeal a decision made by the President under the provisions of section 61 of the [BC University Act](#) to the Senate Committee on Appeals.

Appeals to the Senate Committee on Appeals must be made in accordance with the [Senate Committee on Appeals' Terms of Reference and Procedural Guidelines](#).

Chairs/Directors and Deans who receive a completed Academic Integrity Appeal Form regarding a decision should make a finding with respect to the appeal in a timely manner and no later than fifteen (15) business days. Appeals will focus on procedural matters, not the substance of the academic judgement under investigation. Consultation with appropriate areas for guidance, such as the Ombudsperson and/or the Office of Student Life is encouraged.

12 Records management

Violations of Academic Integrity are most serious when repeated. Records of violations of this policy are kept to ensure that Students who have committed more than one violation can be identified and appropriately sanctioned. Access to these records is restricted to protect Students' right to privacy.

12.1 Notice of an Academic Integrity Violation and Incident Report

Any penalty will be accompanied by either an Academic Integrity Violation Incident Report or a letter of reprimand. Any penalty imposed by an Instructor or Registrar will be communicated to the Student via an Academic Integrity Incident Report. More severe, or multiple, violations will include a penalty communicated to the Student by the authority issuing the penalty (Chair/Director, Dean, Vice-

President Academic and Provost, President) responsible for imposing the penalty. A Notice of an Academic Integrity Violation will be sent to the Student and shall be included on the Student's record along with the Academic Integrity Incident Report. These records are maintained by the Office of the Registrar and Enrolment Management. Offices other than the Office of the Registrar and Enrolment Management are required to securely destroy any additional documentation pertaining to the Student's Academic Integrity violation.

12.2 Records

Records relating to Academic Integrity violations will be confidentially stored in the Office of the Registrar and Enrolment Management. The Registrar, Instructor, Chair/Director, Dean, Vice-President Academic and Provost, or President (whichever is responsible for imposing the penalty) will report Academic Integrity violations and will forward all documentation (including materials used in the making of the decision) related to a violation to the Office of the Registrar and Enrolment Management once the decision regarding a violation has been made. This documentation will include information regarding Students who have been found to have violated the Policy on Academic Integrity, the type of violation, the penalties imposed for the violation and any other relevant information as listed in the Academic Integrity Incident Report.

In accordance with the Directory of Records retention [Student Records \(SR110\)](#), where a determination that no violation has occurred is made, records will be retained for 1 year by the Office of the Registrar and Enrolment Management.

12.3 Access to Records

Information pertaining to previous Academic Integrity violations is passed to the Chair/Director by the Office of the Registrar and Enrolment Management upon submission of a Notice of an Academic Integrity Violation by an Instructor. Instructors cannot access evidence of previous violations from the Office of the Registrar and Enrolment Management.

Upon a finding of a major Academic Integrity violation, a Chair/Director may receive notification of a previous Academic Integrity violation from the Office of the Registrar and Enrolment Management.

The Dean and the Registrar will also, upon ruling, receive notification of previous Academic Integrity violations from the Office of the Registrar and Enrolment Management. In addition, Deans are permitted to access the complete Student record regarding any Academic Integrity violations.

In some special circumstances, there may be reasons why faculty members need to have access to a Student's records regarding Academic Integrity (e.g., character attestation for purposes of professional accreditation). If a faculty member intends to request access to Students' records for any such purpose, that purpose must be disclosed by the faculty member to the Student.

The Senate Committee on Academic Standards, Deans and Chairs/Directors may request aggregate information from the Office of the Registrar and Enrolment Management on numbers of violations for purposes of analysis, but in this case the information is to be provided without revealing personal information.

12.4 Records Retention

The following retention periods apply to records relating to Academic Integrity violations:

First or subsequent violations where no permanent notation has been made on a Student's transcript five (5) years after the Student has graduated. If the Student has not graduated, the record will be retained ten (10) years after the Student's most recent registration.

Second or subsequent violations where a permanent notation has been made on a Student's transcript - permanent retention.

Notations on a Student's transcript will be removed upon graduation or maintained permanently, in accordance with the penalty imposed under this policy.

A Student who has had a permanent notation imposed on their transcript may make an application to the Vice-President Academic and Provost to have the notation removed. This application may be made ten (10) years after the final decision regarding the violation has been made and must include compelling evidence to explain why the notation should be removed.