

## **ACADEMIC HONESTY**

Academic integrity is essential to the continued functioning of the University of British Columbia as an institution of higher learning and research. Students at UBC, as members of an academic community dedicated to excellence in scholarship, must meet the highest standards of personal, ethical and moral conduct. Commitment to these standards is essential in helping the University meet its obligations to discover knowledge, enhance understanding and encourage creativity.

It is through the commitment of its faculty, staff and students to these principles and standards, that UBC fosters a high respect for our graduates, our scholarship and our integrity. Members of the University community who fail to live up to these expectations may be disciplined. The University's principles and procedures on academic misconduct are available in the UBC Calendar.

### **ACADEMIC MISCONDUCT**

A student will only receive academic credit for work that is the product of the student's own effort and insight. It is the student's obligation to inform himself or herself of the applicable standards for academic honesty. Students must be aware that standards at The University of British Columbia may be different from those in secondary schools or at other institutions. Penalties will be imposed in instances where it is clear that students are submitting work as their own that has been done, in whole or in part, by others. No such penalties would apply in clearly defined situations where collaborative work is authorized. A student who is in any doubt regarding standards of academic honesty in a course or assignment should consult his or her instructor before submitting any work.

Academic misconduct that is subject to disciplinary measures includes, but is not limited to, engaging in, attempting to engage in, or assisting others to engage in the following:

1. **Plagiarism:** Plagiarism occurs where an individual submits or presents the oral or written work of another person as his or her own. Scholarship quite properly rests upon examining and referring to the thoughts and writings of others. However, when another person's words or ideas are used, the author must be acknowledged in the text, in footnotes, in endnotes, or in another accepted form of academic citation. Where direct quotations are made, they must be clearly delineated (for example, within quotation marks or separately indented). Plagiarism encompasses situations in which there is no recognition given to the author for phrases, sentences, or ideas of the author incorporated in a work to situations in which an entire work is copied from an author, or composed by another person, and presented as original work. Plagiarism should not occur in submitted drafts or final works. A student who seeks assistance from a tutor or other scholastic aids must ensure that the work submitted is the student's own. Students are responsible for ensuring that any work submitted does not constitute plagiarism. Students who are in any doubt as to what constitutes plagiarism should consult their instructor before handing in any assignments.

2. Cheating: Cheating includes, but is not limited to: falsifying any material subject to academic evaluation, including research data; engaging in unauthorized collaborative work; having in an examination any materials other than those permitted by the examiner; and using unauthorized means to complete an examination (e.g. receiving unauthorized assistance from a fellow student).
3. Submitting the same, or substantially the same, essay, presentation, or assignment more than once (whether the earlier submission was at this or another institution) unless prior approval has been obtained from the instructor(s) to whom the assignment is to be submitted.
4. Impersonating a candidate at an examination or other evaluation, or availing oneself of the results of an impersonation.
5. Submitting false records or information, orally or in writing, or failing to provide relevant information when requested.
6. Falsifying or submitting false documents, transcripts, or other academic credentials.
7. Failing to comply with any disciplinary measure imposed for academic misconduct.

## **WARNING**

Instructors are required to report all instances of academic misconduct to the Dean's Office. The penalty for plagiarism or for cheating is normally suspension from the University for a term of twelve months or more and a notation on the student's transcript.

## **RESOURCES**

The University Calendar contains the full text of the Academic Misconduct Principles and Procedures.

<http://students.ubc.ca/calendar>

UBC Plagiarism Resource Centre

<http://www.library.ubc.ca/home/plagiarism>

UBC Policy #85: Scholarly Integrity

<http://www.universitycounsel.ubc.ca/policies/policy85.html>

The Faculty of Arts provides guidance on academic integrity available online at

[http://www.arts.ubc.ca/Academic\\_Integrity.89.0.html](http://www.arts.ubc.ca/Academic_Integrity.89.0.html)