



Policy Name: Academic Integrity and Honesty
Approving Authority: Academic Council

Policy # AA-002
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Statement

The Academic Integrity and Honesty Policy of Yorkville University ("Yorkville" or the "University") sets out the requirement for all University members to perform all activities with intellectual honesty and integrity. The Academic Council will review this policy every five (5) years.

Purpose

The purpose of this policy is to establish a framework for all individuals at the University to uphold the principles of scholarly integrity, honesty, and mutual respect for students, staff, and colleagues. Additionally, the University undertakes to review and inquire into allegations of Scholarly Misconduct in a timely, impartial, and accountable manner, based on the principles of natural justice, and to take appropriate action when it finds that Scholarly Misconduct has occurred.

Roles and Responsibilities

This policy applies to all faculty (including instructors and visiting faculty), staff, students, and any other individuals using University resources and facilities. It applies to scholarly integrity in University-related work and/or the use of University resources.

Definitions

Members: All faculty, staff, and students of the University.

Scholarly Activities: A range of intellectual academic pursuits typically conducted by scholars, researchers, academics, and students within an educational institution.

Policy

Members engaged in Scholarly Activities shall exhibit intellectual honesty and integrity in all their Scholarly Activities.

Members engaged in Scholarly Activities shall be sensitive to the objectives of scholarship that include:

- (a) the pursuit of knowledge and understanding;
- (b) the communication and application of knowledge within the University and the broader community;
- (c) the communication to students of the specialized skills and knowledge of the academic discipline in which the research is conducted; and
- (d) the improvement of the quality of instruction.

Members are also responsible for scholarly rigor and integrity in teaching, including evaluating the work of students in a fair manner. Because Members must be free to engage in Scholarly Activities, they shall not enter into any agreement that infringes on that freedom or that compromises their scholarly integrity. Members shall

strive to follow best practices honestly, accountably, openly and fairly in their research, scholarship, and creative endeavours, and in the dissemination of knowledge.

At a minimum, Members are responsible for the following:

- (a) Using a high level of rigor in proposing and performing research; in recording, analyzing, and interpreting data; and in reporting and publishing data findings and results.
- (b) Keeping complete and accurate records of data, methodologies, and findings, including graphs and images, in accordance with the applicable funding agreement, institutional policies and/or laws, regulations, and professional or disciplinary standards in a manner that will allow verification or replication of the work by others.
- (c) Referencing and, where applicable, obtaining permission for the use of all published and unpublished work, including data, source material, methodologies, findings, graphs, and images.
- (d) Including as authors, with their consent, all those and only those who have materially or conceptually contributed to, and share responsibility for, the contents of the publication or document, in a manner consistent with their respective contributions, and authorship policies of relevant publications.
- (e) Acknowledging, in addition to authors, all contributors and contributions to research, including writers, funders, and sponsors.
- (f) Acknowledging and referencing the use of AI tools (e.g., ChatGPT) to create academic work.
- (g) Appropriately managing any real, potential, or perceived conflict of interest in accordance with the Conflict of Interest Policy.

Scholarly Misconduct

Faculty

Faculty actions of Scholarly Misconduct include, but are not limited to:

- (a) plagiarism;
- (b) fabrication or falsification of research data;
- (c) opposing the publication of the work of another scholar or criticizing a research grant application for the purposes of benefiting oneself directly or indirectly;
- (d) failure to comply with the University's policies with respect to research;
- (e) failure to comply with the University's policies on conflict of interest and intellectual property;
- (f) financial misconduct or fraud in the administration or use of research accounts;
- (g) failure to give appropriate recognition to those who have made an intellectual contribution to the contents of the publication, including AI tools, such as ChatGPT;
- (h) using unpublished work of other scholars and researchers without permission and without due acknowledgment;
- (i) claiming or implying redundant publications to be original work;
 - For clarity 'redundant publications' are, as defined in the [Tri-Agency Framework on Responsible Conduct of Research](#), the republication of one's own previously published work (or part thereof) or data, in the same or another language, without adequate acknowledgment of the source, or justification";
- (j) failure to maintain guarantees of confidentiality to research subjects;
- (k) using research funds in a manner that is not in accordance with the terms and conditions under which those funds were received;
- (l) providing negligently incomplete, inaccurate, or false information in a grant or award application or related document, such as a letter of support or a progress report;
- (m) failing to meet funding agency policy requirements, or to comply with relevant policies, laws or regulations for the conduct of research; or failing to obtain appropriate approvals, permits, or

certifications.

Student

The principal types of academic offenses are identified below. However, students should note that all forms of cheating and academic fraud and misrepresentation, not only those listed here, will be dealt with according to the policy and procedures outlined below.

Student actions of Scholarly Misconduct include, but are not limited to:

- (a) Plagiarism: Plagiarism is the act of representing someone else's work as one's own. It includes, but is not limited to:
 - i. Quoting verbatim, or with significant similarity from any source without citation, with incorrect citation, or in any way that creates the appearance that material written by someone else was written by the student.
 - ii. Submitting someone else's work, in whatever form including AI-generated material, without appropriately referencing the source.
 - iii. Purchasing or otherwise acquiring (e.g., from social media, "tutoring," or note-sharing websites) assignments and submitting them as one's own work.
 - iv. Note that intention to deceive or to cheat is not a defining or necessary characteristic of plagiarism.
- (b) Self-plagiarism or double-dipping: This is the act of a student submitting coursework that is identical or substantially similar to work that they have already submitted for credit at Yorkville University or another institution. It is an academic offense unless it is explicitly required or approved by the course instructor or Dean.
- (c) Cheating includes, but is not limited to:
 - i. Using unauthorized notes, texts, instructor's manuals, or other material during examinations or tests;
 - ii. Allowing another person to complete course assignments, tests, or examinations;
 - iii. Obtaining an examination, test, or other course material through theft, collusion, purchase, gift, or any other way to dishonestly or unfairly gain academic advantage;
 - iv. Collaborating with one or more other individuals on a work to be evaluated when the instructor has required the work to be completed on an individual basis;
 - v. Falsifying credentials, records, transcripts, or other documents or misrepresenting professional experience;
 - vi. Employing any unauthorized academic assistance in completing assignments or examinations, including:
 - a. Downloading material from websites that offer "tutoring" services;
 - b. Using professional editing services in such a way that the final product does not accurately represent the student's academic abilities;
 - c. AI-generated material, including but not limited to ChatGPT, Google Bard, Microsoft Copilot, or other similar technologies without permission from the instructor or Dean and appropriate referencing.
 - d. Tampering with, or altering, in any deceptive way, work subsequently presented for a review of the grade awarded.
- (d) Abetting plagiarism and/or cheating. Such activities might include:
 - i. Selling, giving, posting online, or otherwise distributing assignments, projects, exams, reports, or other work completed as a student at Yorkville when it can be reasonably assumed that such action will allow others to plagiarize or cheat. This includes posting, selling, trading, sharing, uploading or otherwise distributing the content mentioned above, on sites or platforms including, but not limited to, Course Hero, Chegg Facebook.

- ii. Knowingly allowing one's assignments, projects, exams, reports, or other work completed as a student at Yorkville University to be copied by another person when it might be reasonably assumed that this will allow others to plagiarize or cheat.
- iii. Impersonating another person for the purposes of completing course assignments, tests, or examinations.
- iv. Colluding with one or more other students to prepare and submit substantially the same piece of work, without prior permission of the instructor.

Scholarly Misconduct shall not include any matter involving only an honest difference of opinion or an honest error of judgment. Serious Scholarly Misconduct means misconduct judged to be deliberate or reckless, going beyond negligence, and of sufficient gravity to justify initiation of disciplinary or dismissal proceedings.

Members are required to retain all original data and material products related to Scholarly Activities for a reasonable period, which shall normally be at least seven (7) years unless, the terms of a grant or contract supporting the Scholarly Activities or applicable regulatory requirements including ethics approval stipulations require destruction of the data at an earlier time.

Allegations, Review and Inquiry of Misconduct

Misconduct of any form is subject to the processes outlined within the Student Corrective Action Policy. Refer to the Student Corrective Action Policy for the University's process for allegations, review, and inquiry of misconduct. Additionally, the Student Corrective Action Policy provides the required steps for complainant's appeal process. Refer to the Employee Corrective Action Policy for faculty allegations.

Related Policies and Documents

AA-003 Acceptable Use of Electronic Information Resources Policy
AA-004 Student Corrective Action Policy
HR-001 Conflict of Interest Policy
HR-002 Employee Code of Conduct Policy
HR-003 Harassment and Discrimination Policy
HR-004 Equity, Diversity, and Inclusion Policy
HR-018 Employee Corrective Action Policy
RE-001 Ethical Research Policy
SA-001 Student Code of Conduct