

- IMPORTANT NOTICE -

“What is Academic Integrity and what does it have to do with you?”

AS A STUDENT AT THE UNIVERSITY OF MANITOBA IT IS **YOUR** RESPONSIBILITY TO UNDERSTAND THE MEANING OF ACADEMIC INTEGRITY AND ENSURE THAT YOU APPLY THIS CONCEPT TO ALL YOUR WORK AT THE UNIVERSITY.

If you have ever:

- cheated on an exam,
- used the ideas and words of another person without acknowledging their contribution,
- fabricated or falsified data, or
- conducted yourself in a manner contrary to the ethical standards of the university,

you have compromised your Academic Integrity. These matters are serious offenses and if found guilty of such an offense, a student is subject to serious academic penalty, up to and including expulsion from the university.

Academic Dishonesty has many facets. Some examples and definitions of the most common aspects of Academic Dishonesty are as follows:

Plagiarism – using the words or ideas that were created by another person, without properly crediting that person. If you present someone else’s ideas or words **without acknowledging them**, you are **stealing** their work and presenting it as your own. For information on how to avoid plagiarism and how to cite your sources properly, please refer to the following web sites:

http://www.umanitoba.ca/libraries/use_it/plagiarism.shtml

<http://www.academicintegrity.org/pdf/plagiarism.pdf>

<http://www.lib.duke.edu/libguide/citing.htm>

Cheating – obtaining the answers to an exam or assignment **from a prohibited source**. Copying the answer from another student and bringing unauthorized notes to an exam are examples of cheating.

Data Manipulation – creating the data used in a paper or presentation without performing the needed experimental work to produce the data, or changing the data so that your results are what you were hoping for are two examples of data manipulation.

Inappropriate Collaboration – working with other persons (including students) on an assignment when this has not been approved by the instructor constitutes inappropriate collaboration. If the assignment is meant to be done individually and you need help, talk to your instructor!

Transcript Fraud and Manipulation – submitting documents in support of your application that are in any way different from your true academic record. This includes such things as changing grades, adding or omitting courses, or translating course titles or grades incorrectly.

A full description of these terms and other matters relating to plagiarism and cheating can be found in Section 7 of the General Academic Regulations and Requirements of the University of Manitoba. This is available at <http://webapps.cc.umanitoba.ca/calendar05/> and can also be found in the 2004-2005 Graduate Calendar on page 24.

Additional information on Academic Integrity can be found on the web at the following addresses:

http://www.umanitoba.ca/student/resource/student_advocacy/index.shtml

http://www.academicintegrity.org/pdf/Letter_To_My_Students.pdf

When you choose to study at the University of Manitoba, it is **YOUR** responsibility as a student to understand what constitutes Academic Integrity in order to ensure a successful career as a graduate student.

If you have questions about information in this document:

If you have any questions or concerns regarding the definitions of plagiarism, how to write an assignment without cheating, or any issue relating to Academic Integrity, please discuss the matter with your assigned supervisor, departmental graduate chairperson or contact one of the following offices for an appointment:

The Faculty of Graduate Studies, 500 University Centre, ph. 474-9377

Student Advocacy Office, 519 University Centre, ph. 474-7423.

REMEMBER:

THE REPUTATION OF THE UNIVERSITY OF MANITOBA, AND THE VALUE OF THE DEGREE YOU RECEIVE FROM OUR INSTITUTION, IS AFFECTED BY THE ACTIONS AND REPUTATIONS OF OUR MEMBERS, INCLUDING PROFESSORS, STAFF AND STUDENTS, BOTH PRESENT AND PAST. THE FAILURE OF EVEN ONE INDIVIDUAL TO MAINTAIN A HIGH DEGREE OF ACADEMIC INTEGRITY HAS AN IMPACT ON THE ENTIRE UNIVERSITY COMMUNITY.