

Procedural Guidelines for Academic Staff When Responding to Matters Related to Student Academic Misconduct

I. Jurisdiction

As per the [Student Discipline Bylaw](#), “Academic Staff” refers to all individuals whose primary assignment is instruction, research, and/or service/academic administration. This includes employees who hold an academic rank such as professor, associate professor, assistant professor, Academic Staff, lecturer, librarian, or the equivalent of any of those academic ranks. The category also includes a dean, director, associate dean, assistant dean, chair or head of department, visiting scholars, senior scholars, and those holding unpaid academic appointments, insofar as they perform instructional, research, and/or service/academic administrative duties.

Under the Student Discipline Bylaw Table 1: [Jurisdiction of Disciplinary Authorities for Student Academic Misconduct](#) Academic Staff have no disciplinary authority for matters involving academic misconduct. For allegations involving an *undergraduate student*, academic staff must directly to the Department Head, or in the case of non-departmental units, to the Dean/Director or designate for the Faculty/College/School. For matters involving a *graduate student*, Academic Staff must refer the matter directly to the Dean of Graduate Studies, or designate, in accordance with section 2.9 of the Procedure.

It will be this identified authority who will meet with and ‘hear’ the Student.

The Academic Staff will be expected to provide evidence about the allegation of academic misconduct and thus will must prepare and submit materials and documents as described below.

The Academic Staff shall maintain confidentiality and not discuss the matters pertaining to the case with anyone other than those persons described below and the appropriate Disciplinary Authorities (see sections 2.24-2.29 [Student Academic Misconduct Procedure](#)).

Definitions of Student Academic Misconduct

The [Student Academic Misconduct Procedure](#) (and the [Academic Integrity General Academic Regulation](#) in the Academic Calendar) provides definitions of behaviour that constitutes academic misconduct.

- a) *Plagiarism* – the presentation or use of information, ideas, sentences, findings, etc. as one’s own without appropriate citation in a written assignment, test or final examination.
- b) *Cheating on Quizzes, Tests or Final Examinations* – the circumventing of fair testing procedures or contravention of exam regulations. Such acts may be premeditated/planned or may be unintentional or opportunistic.

- c) ***Inappropriate collaboration*** – when a Student and any other person work together on assignments, projects, tests, labs or other work unless authorized by the course instructor.
- d) ***Duplicate Submission*** – cheating where a Student submits a paper/assignment/test in full or in part, for more than one course without the permission of the course instructor.
- e) ***Personation*** – writing an assignment, lab, test, or examination for another Student, or the unauthorized use of another person’s signature or identification in order to impersonate someone else. Personation includes both the personator and the person initiating the personation.
- f) ***Academic Fraud*** – falsification of data or official documents as well as the falsification of medical or compassionate circumstances/documentation.

II. How to Proceed

Preparation of Allegation

Academic Staff should conclude the following steps in a timely manner: they should ensure that their allegations are forwarded to the appropriate jurisdiction for their Department/Program or Faculty/College/School as early as possible (i.e., 5 – 10 working days).

1. Identify the grounds for your suspicion. Below are some examples.

Plagiarism (in selected passages, entire manuscript): e.g., insufficient or absent citation; insufficient or absent bibliography (or source list); writing that exceeds Student’s usual level in sophistication of content, reasoning, exposition, or a combination of these.

Cheating: e.g., identical responses on tests of Students seated next to one another; identical responses to same-numbered items on two different forms of the test; unauthorized notes in Student’s possession during test or examination; continued, unauthorized interaction between two Students during the test or examination.

Personation: e.g., the Academic Staff may, in the role of an Invigilator suspect that a Student is impersonating another Student on a quiz, test or examination.

2. Make a photocopy of the complete assignment, test or examination and other pertinent materials. [You will need this copy to mark for return to the Student.] ***Keep all materials pertaining to your suspicion.***
3. Highlight portions of the paper, test or examination that have aroused your suspicions and support an allegation of academic misconduct.
4. Collect additional evidence to provide to the appropriate Disciplinary Authority

Plagiarism: Search for sources of suspicious text or responses.

- Use Google or Google Scholar to search for suspicious text on line.
 - Identify sources.
 - Make copies of these sources with full citation and notation of where and when you obtained them.
 - Annotate the suspicious written assignment with these sources by marking passages in the assignment and comparable passages in uncited source(s) with highlighter. If there is more than one passage, or more than one uncited source, or both, then mark each source in a different color highlighter, if feasible, and number each passage within a source sequentially on both the source document and the written assignment.
- If you cannot find the source(s) for suspicious text, but the tone and the sophistication of reasoning, content, or language used in writing the paper outstrip any of the Student's previous written work, then formulate several questions on the assignment that only someone who was familiar with the content of the paper could answer.
- Formulate and provide follow-up questions that may be asked of the Student regarding the sources in their bibliography (e.g., from the University of Manitoba Libraries or online sites).

Cheating: Gather corroborating evidence from other eyewitnesses, if appropriate, (e.g., other invigilators of the test or examination; students who may have brought the incident of cheating to your attention).

Personation: Gather evidence by reviewing and recording observations about the identification details from the Student writing the test or examination (i.e., Student ID card, Student Name and Number).

5. You may speak to the Student whose work you suspect of impropriety to collect more information, but you should ensure that the Student knows that you are referring this matter to the appropriate Disciplinary Authority.
6. The original document is retained as evidence and a copy can be returned to the student, with a notification that an investigation is pending. The returned work should not 'label' passages as plagiarized or cheating but rather, indicate that you have identified problematic areas such as absent citation or incorrect citations.

Note: If this work is required to calculate the final grade for the course, then the Academic Staff submits an 'F Incomplete' until the process of hearing, decision, and possible appeal has concluded.

If the allegation focuses on term work, you must submit a "Time-Extension" form to the Registrar's Office, which includes the phrase '*investigation in process*' in the area for reason(s) for the extension.

Composition of Letter of Allegation to the Disciplinary Authority

Compose a formal letter or memorandum to the appropriate Disciplinary Authority or use an incident reporting form that is used by your academic unit. Your report should include the following information:

- a. Student name and student identification number
- b. Allegation academic misconduct and identify specific type of violation
- c. Course number, section number, title, and academic term of the respective course
- d. Reasons for your allegation
 - i. Refer to the test or examination and any additional material as attachments to your letter or memorandum.
 - ii. Include an explicit statement of the information on academic integrity that you provided to Students in your course or on your test or examination.
 - iii. Refer to statements on your course outline and attach a copy of it (e.g., any required notation from your Faculty/College/School or the University or other material in your syllabus).
 - iv. Refer to any in-class (or on-line) discussion or explicit instruction in academic integrity you provided, either in general or in particular regard to academic misconduct.
- e. Attachments to your memo/letter of allegation
 - i. Student's assignment (e.g., essay, report, test, or examination paper)
 - ii. a copy of the course outline/syllabus
 - iii. a copy of any additional information/instructions regarding the assignment
 - iv. copies of corroborating materials (e.g., website with highlighted sections).
- f. Your incident report should **not** include the following:
 - i. Comments about the Student's behaviour (e.g., attendance, general comportment in class) that do not relate directly to the allegation that you are bringing forward
 - ii. Comments about your preferences for the dispensation of this matter.

Note. Your communication to the appropriate Disciplinary Authority becomes part of the official record of this case and will be distributed to the Student and their advocate and to

any other persons who may hear this case or any subsequent appeal.

III. What to expect next

If the Disciplinary Authority decides to proceed with the matter, they will send Notice to the Student against whom you have made allegations of academic misconduct. You will be notified if you are required at the investigative meeting.

IV. What happens after a decision is made?

After the disciplinary authority investigates the matter, the student will be notified of the decision. You may receive notification of the decision and you may or may not have a continuing role in this particular case.