

## Understanding Academic Integrity at the BISC

### Background:

The Queen's Center for Academic Integrity (CAI) defines academic integrity as a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. Academic practices which demonstrate understanding of and adherence to the fundamental values underlying academic integrity bring the work of the seminar, the essay, the lab, the report, the oral presentation, and all other dimensions of student learning into the community of scholarship. Departures from academic integrity include plagiarism, use of unauthorized materials, facilitation, forgery and falsification, and are antithetical to the development of an academic community at Queen's. Given the seriousness of these matters, actions which contravene the regulation on academic integrity carry sanctions that can range from a warning or the loss of grades on an assignment to the failure of a course to a requirement to withdraw from the university.

### Student responsibility:

Students are responsible for ensuring that their assignments conform to the principles of academic integrity; e.g. they should ask instructors wherever there is any uncertainty about proper academic citation. All students are advised to read this page: <http://www.queensu.ca/artsci/students-at-queens/academic-integrity>, which provides information on the importance of academic integrity and a link to the CAI (where many resources, including advice on how to avoid violating academic integrity can be found). If faced with an investigation of a departure from academic integrity, students must inform themselves of the process and seek advice on how to deal with such matters.

### Instructor responsibility:

Teaching practices that foster academic integrity are important in setting the right tone for encouraging positive student behaviour. Some advice is provided by the CAI here:

<http://www.queensu.ca/academicintegrity/instructors>.

Unfortunately, violations do occur, and instructors must remain vigilant in order to identify and correctly investigate any suspected violations. This site lists some resources to guide instructors in the detection of violations of academic integrity:

<http://www.queensu.ca/academicintegrity/instructors/detecting-violations>



To conduct a correct investigation of a suspected violation of academic integrity, instructors must follow the Faculty of Arts and Science guidelines, outlined here: <http://www.queensu.ca/artsci/staff-and-faculty/teaching/teaching-forms>. This webpage provides a step-by-step guide to conducting an academic integrity investigation and contains all the necessary forms.

Instructors must not discuss their suspicions with other faculty or any other students. All discussions about the investigation should be conducted within the framework outlined in the step-by-step guide.

For additional help or in-person guidance, instructors can contact the BISC Deputy Academic Director.

