
Approved by RRU Academic Council
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Royal Roads University (RRU) Policy on Academic Integrity and Misconduct and Procedures for RRU Students

A. Policy Statement

The purpose of this policy is to establish principles, practices and procedures to ensure the integrity, accountability and responsibility in relation to academic activities, scholarship and research carried out under the auspices of Royal Roads University (RRU). The University maintains high expectations for standards of appropriate behaviour in relation to academic honesty, whether it be research, learning, teaching, scholarship service, in the classroom or on-line, in the field or on campus, individual or teamwork, or development and promotional materials, for all members of the institutional community. These expectations extend to communication both written and oral, respect for others, scholarly competence and stewardship of resources.

This policy, as well as the RRU Research Ethics Policy covers all those involved in academic activity and support of academic activity whether it be internal or external to the University. This policy covers all students, staff, associate faculty and faculty, both full-time and part-time.

This policy and procedures follow the intent the RRU Policy on Student Rights and Responsibilities and its associated procedures. Students have the responsibility not to engage in behaviour that a reasonable person should reasonably know. The primary goals of these procedures are to provide a just, timely and effective mechanism for responding to alleged violations of the Policy on Student Rights and Responsibilities, while simultaneously maintaining a conduct process that is educational in nature and supportive of personal learning and growth. These procedures are based upon the assumption that reason will prevail, that fundamental fairness will be upheld, that confidentiality for both complainants and respondents will be honoured to the maximum possible extent, and that timely resolution of cases will be sought. The university reserves the right in its discretion to modify these procedures as it determines may be appropriate in any particular instance Policy on Student Rights and Responsibilities (1) and the associated procedures.

B. Guidelines

All academic activities, research and scholarship shall be carried out in accordance with the Tri-Council Policy Statement on Integrity in Research and Scholarship, the Tri-Council Policy Statement on Ethical Conduct for Research Involving Humans, BC Freedom of Information and

Protection of Privacy Act and other applicable privacy legislation, codes and policies, and Requirements for Certain Types of Research (Appendix Four of the NSERC Researcher's Guide). In the case of any conflict between policy, procedures and practices established by RRU and those established under the above-mentioned documents, the latter would prevail.

C. Promoting Integrity

Each Faculty of the University shall implement measures to educate all those involved in research and scholarship about the principles and practices of scholarly integrity, accountability and responsibility. The Research Ethics Board shall be directed by the Vice-President Academic (VPA) and Provost to prepare a general information package on integrity in research and scholarship; and

D. Misconduct in Academic Activity, Research and Scholarship

Misconduct includes but is not limited to the following:

1. **Plagiarism**

Plagiarism is the act of presenting the ideas or works of another as one's own. This applies to all materials, electronic or in print, including laboratory reports, seminar presentations, computer programs, research projects and results, postings online, in discussion groups, and statistical data. The use of such material either directly or indirectly without proper acknowledgment (i.e., footnotes or endnotes) is contrary to the norms of academic behaviour.

2. **Submission of false information**

The submission of false or misrepresented information, the misrepresentation of one's own identity, or the submission of information under false pretences is subject to severe penalty. This includes the purchase of papers or hiring or having someone do your paper for you.

3. **Disclosing any and all potential conflicts of interest**

Conflict of interest is a breach of an obligation that has the effect or intention of advancing one's own interest or the interests of others in a way detrimental to the interests or potentially harmful to the integrity of fundamental mission of the University.

4. **Non-compliance with the provisions of University policies**

This includes those pertaining to use of humans, animal care, biohazards, and radioactive substances.

5. **Authorship**

Authorship of all published work must be limited to those who have materially contributed to, and share responsibility for, the contents of the publication. Publications must also acknowledge the work of editors, including their roles in the process of publication.

6. **The intentional misuse of funds**

Funds designated for research or other scholarly activity must be used for that purpose,.

7. **Allowing others to copy your work.**

8. **Improper Citation**

Intentional improper citation may constitute plagiarism such as not using quotation marks when required to indicate other's work, not acknowledging significant concepts from other's work even when you paraphrased it, and not actually looking at a source that you quote

PROCEDURES

If the University has reason to believe that a student may be in violation of the Policy on Academic Integrity and Misconduct, the University may initiate the processes set out below:

Informal Procedures

Where appropriate, a faculty member or associate faculty member, upon suspecting or determining that a student has contravened the Policy on Academic Integrity and Misconduct, will endeavour to find an informal resolution to the matter. Faculty members or associate faculty must discuss the matter with the student within five business days of the matter being brought to their attention. If a resolution to the matter is found to the satisfaction of the faculty or associate faculty member including sanctions that is consistent with the interests of the University the matter will be closed. Written confirmation of the matter may be requested by any party.

Formal Procedures

1. Should an informal resolution not be found, or not be appropriate, the matter will be referred to the head of the academic program (if applicable) and the Director of the School who shall make such inquiries as necessary to determine whether a violation of this Policy has occurred and endeavour to find an informal resolution to the matter. The Director must discuss the matter with the student and faculty member involved within five business days of the matter being brought to his/her attention.
2. Should an informal resolution not be found, or not be appropriate, the matter will be referred to the Dean who will immediately notify the Registrar. At this point, any changes to the student's academic records will be suspended pending resolution. The head of the academic unit must provide the student's name, student number, course in which the student is registered, the Instructor's name, a brief description of the offence, and what steps were taken to verify that the offence occurred. This report is maintained in a confidential file in the Registrar's Office pending final determination of the case.
3. The Dean shall provide the student with an opportunity to be heard in conjunction with the allegations against them. In some cases, the Dean may request an independent review by a third party, in which case the student is to be advised and provided with an estimate of the length of time this process will require, which will normally not exceed one month. Should the Dean determine that a violation of this Policy has occurred, actions that may be taken include, but are not limited to:
 - a letter of reprimand;
 - a reduction of grade;
 - a probationary period;
 - requiring the student to re-submit an assignment or exam;
 - assigning a grade of F (Fail) for the course;
 - requiring the student to withdraw from a course or program of study; or,
 - recommending the student be suspended or expelled from the university.

A copy of the Dean's letter advising the student of the penalty is provided to the Registrar and placed in the student's file.

If the misconduct involved research funded in whole or in part by one of the national granting Councils or another funding agency and misconduct was found to have occurred, a copy of the Final Report will be transmitted to that Council or other funding agency by the VPA within 30 days of the conclusion of the inquiry/investigation. If an allegation is

dismissed, as described under paragraph 4 above or otherwise determined to have been unfounded, and the Council or other funding agency is known to be aware or is likely to be aware of the allegation, the VPA will so inform the Council or other funding agency. In cases where it is the Council which initiates a request for inquiry/investigation, the VPA will provide the Council, whose funds are involved, with a comprehensive report of the process and findings.

4. The student shall have the right to appeal the decision of the Dean to the Vice President Academic and Provost. A request for an appeal must be made by the student, in writing, to the Vice President Academic and Provost within five business days of receiving the Dean's written decision.
5. The VPA shall request a meeting with the student, in a timely fashion. Notice of this meeting shall inform the student of the allegation of misconduct, include a summary of the allegation and state that the purpose of the meeting is to determine whether a formal investigation is warranted. The notice shall also inform the student of his or her right to be accompanied by any person of his/her choice at this or other future sessions related to a formal investigation. The VPA may, at his/her sole discretion:
 - a) dismiss the allegation(s), in which case the decision of the VPA is final and not subject to further appeal by any party;
 - b) make a determination that a violation of this Policy has occurred. The decision of the VPA is final and not subject to further appeal. Actions that may be taken include, but are not limited to:
 - a letter of reprimand;
 - a reduction of grade;
 - a probationary period;
 - requiring the student to re-submit an assignment or exam;
 - assigning a grade of F (Fail) for the course;
 - requiring the student to withdraw from a course or program of study; or,
 - recommending the student be suspended or expelled from the university.A copy of the VPA's letter advising the student of the penalty is provided to the Registrar and placed in the student's file.
 - c) strike an Investigative Committee.
6. Should the VPA refer the matter to an Investigative Committee, the committee will then consider the matter and may meet with the student.
7. The Investigative Committee will be comprised of one student at the same academic level (i.e., undergraduate or graduate) from programs other than that in which the student is enrolled, a core faculty member from the Faculty in which the student is not enrolled, and a staff member who is not a member of the Faculty. Members will be appointed by the VPA. The members will select a chair by majority vote.
8. The Investigative Committee shall determine its own procedure, having regard to its duty to act fairly toward the student. Students have the right to an opportunity to be heard in connection with the allegations against them. The Investigative Committee will determine whether it will hear from the student in person, in writing, or by some other means. If the Investigative Committee decides to meet with the student, the Investigative Committee will make a reasonable effort to notify the student in writing of the meeting no less than five business days before the meeting; a reasonable attempt will be made to arrange the meeting at the convenience of the student. The Investigative Committee shall have the power to deny the appeal, to allow the appeal and to set aside the decision of the Dean, or

to vary the decision of the Dean, including by substituting any penalty for that imposed by the Dean. The Investigative Committee may impose a penalty greater or lesser than that imposed by the Dean, and has the authority to recommend the suspension or expulsion of the student.

9. Decisions of the Investigative Committee shall be final and not subject to further appeal except in cases where the decision of the Investigative Committee is to recommend the student be suspended or expelled from the university. Decisions of the Investigative Committee shall be given in timely fashion.
10. Should the Dean, VPA, or the Investigative Committee recommend to the President that the student be suspended or expelled, the President shall, prior to making a decision, provide the student an opportunity to be heard in a timely fashion. The President shall determine whether to hear from the student in person, in writing, or by some other means.
11. The student may appeal the decision of the President. If the student wishes to appeal that decision, he or she must submit a notice of appeal to the Secretary of the Board of Governors within five working days of receipt of the decision of the President. The appeal shall be considered by the Board of Governors' Appeals Committee, the decision of which is final and binding. Appeal procedures are outlined in the document entitled "Appeal Procedures for Decisions of the President to Suspend or Expel a Student."

Investigations and appeals are to be conducted in a timely manner without undue delay. The communication of decisions required above shall be initiated within two working days of the final decision being reached.

Notice required under these guidelines may be given by email to the student's RRU account, by email to an RRU staff or faculty account, or by mail/courier to the address on record with the Registrar's Office.

The Registrar's Office is the Office of Primary Responsibility for all files in such matters and will retain the official record of any investigations and actions taken.

The Registrar will oversee the implementation of disciplinary action that results from this process.