

Academic Integrity Policy

1. Policy Statement

Toronto School of Management (TSoM) requires students to maintain high standards of academic integrity. Students are responsible for conducting themselves honestly and ethically in all aspects of their academic career and for becoming familiar with this policy and abiding by all aspects of it. To support academic honesty at TSoM, all work submitted by students may be reviewed for authenticity. In submitting their own work to TSoM, students consent to their submissions undergoing such a review and being retained in a database for comparison with other work submitted by fellow students.

2. Scope

It is the responsibility of TSoM instructors and employees to take reasonable steps to prevent and to detect acts of academic dishonesty. It is an instructor's responsibility to confront a student when such an act is suspected and to notify the Student Services Department if academic dishonesty, in the opinion of the instructor, has occurred.

3. Academic Dishonesty

Academic Dishonesty is any action that is not conducive to the principles of integrity, honesty, respect, fairness and responsibility and that is engaged in to obtain any type of academic advantage or credit. The following examples outline common types of academic dishonesty; however, engaging in any form of academic dishonesty, whether listed below or not, will not be tolerated by TSoM.

3.1. Cheating

Cheating is an act of deception by which a student misrepresents that he or she has mastered information on an assignment, test, project or other academic exercise. This can also include assisting another student in misrepresenting their mastery of the course information. Examples include but are not limited to: copying from another student's test paper or assignment; allowing another student to copy from a test paper or assignments; and using the course textbook, electronic devices, or other material such as a formula sheets not authorized for use during a test.

3.2. Academic Misconduct

Academic misconduct includes tampering with grades, taking part in obtaining or distributing any part of a test; stealing, buying, selling or distributing all or part of a test, answer key, or other document; or impersonating another student, or permitting someone to impersonate you, in any assessment.

3.3. Fabrication

Fabrication is the intentional use of invented information or the falsification of research or other findings. Examples include inventing data or a source of information; listing sources not used in a bibliography; and submitting another’s works as one’s own.

3.4. Plagiarism

Plagiarism is the use of ideas, words, images, phrases, or digital content belonging to or produced by another and claiming it is one’s own instead of using proper referencing procedures. When a student submits a work for credit and places his/her name on it, the student is certifying that the work is their own original submission unless otherwise acknowledged and attributed.

3.5. Re-Use of Work

Submitting one’s own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part for which credit has already been granted is not permitted under this policy.

4. Penalties

First Occurrence	Student will receive a written warning and a grade of 0% for the work in which dishonesty has taken place. In addition, the infraction will be noted on the student’s file by the Student Services Department.
Second Occurrence	<p>The penalty for the second violation of academic honesty is a failing grade for the module where the offence took place. The infraction will be noted on a student’s file by the Student Services Department.</p> <p>In addition, students may be suspended for a time period determined by the Student Services Department. If a student returns to continue their studies after the suspension period, he/she will be placed on Academic Probation and will be subject to immediate expulsion if any further violations occur during the probation period.</p>
Further Violations	Any additional violation of academic honesty will result in an automatic suspension for a period of time determined by the Academic Manager. For serious violations, expulsion from the Toronto School of Management may be imposed and it will be noted on the student’s permanent file and transcript “Expelled for reason of academic dishonesty”.

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