

## Cheating and Plagiarism Policy

Toronto School of Management (TSoM) must maintain high standard of academic honesty. At TSoM, ‘Academic Honesty’ means that we expect all students to conduct themselves in an honest and trustworthy manner in all aspects of their academic career. Engaging in any form of academic dishonesty to obtain any type of academic advantage or credit is **an academic offence** under this policy and will not be tolerated by TSoM.

### Key Definitions

*Cheating* is a form of academic dishonesty that involves using deception or dishonest methods to complete any form of evaluation.

*Plagiarism* is a form of cheating that involves using someone else’s work as your own. Plagiarism can be in form of ideas, words, images, phrases, signatures, or digital content and claiming it is one’s own, instead of using proper referencing procedures.

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.

### Penalties

First Warning	Student will receive a written warning and a grade of “o” for the work in which dishonesty has taken place. In addition, the following will be noted on the student’s file by the Student Services Department: Academic Offence - First Warning.
Second Warning	The penalty for the second violation of academic honesty is a ‘Fail’ for the module where the offence took place and it will be noted on a student’s file by the Student Services Department: Academic Offence - Second Warning. In addition, students might be suspended for a time period determined by the Student Services Department. If a student wishes to continue their studies, he/she will be placed on Academic Honesty Probation.  <i><u>You must see the Student Services Manager for re-instatement.</u></i>
Further Violations	Any additional violation of academic honesty will result in TSoM initiated mandatory withdrawal for academic purposes for a period determined by the Academic Manager. Students will be suspended from TSoM until the identified term ends.  <i><u>You must see the Academic Manager for this</u></i>