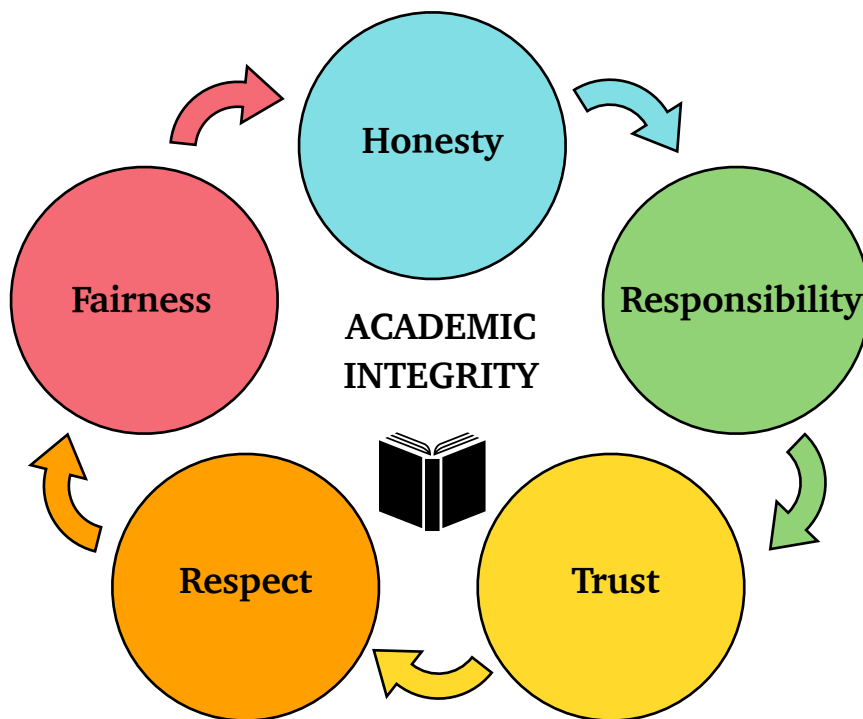


# Academic Integrity

For Students Suspected of an Academic Offence

Dalhousie expects all students to be responsible learners. Being a responsible learners means you complete assessments and assignments yourself and acknowledge sources of information/ideas that are not your own.



Academic Offences that may lead to an academic integrity case going forward. It is not possible to include all instances of academic dishonesty but some examples include:

- **Plagiarism:** failure to attribute authorship to sources, downloading all or part of the work of another from internet and submitting it as your own, use of a paper prepared by any person other than yourself and claiming authorship.
- **Irregularities in Presentation of Data from Experiments, Field Studies:** falsification of data in reports, thesis, dissertations and other presentations.



**Ombudsperson**  
OMBUDS@DAL.CA  
902-494-2665



**Dalhousie Student Advocacy Service (DSAS)**  
DSAS@DAL.CA



**Writing Centre**  
**Halifax:**  
[writing@dal.ca](mailto:writing@dal.ca)  
**Truro:**  
[acwrite@dal.ca](mailto:acwrite@dal.ca)  
Offers academic integrity modules & seminars

- **Other Irregularities:** writing an exam/test for someone, attempting to obtain assistance from another during an exam/test, when writing an exam/test having material not approved by instructor, obtaining a copy of an exam/test without authorization, submitting any work previously accepted for academic credit in any other course.
- **Aiding in the Commission of an Academic Offence:** lending another student an assignment knowing the other student may copy it for submission, allowing another student to copy answers during a test/exam.
- **Misrepresentation:** providing false or misleading information during an investigation of a suspected academic offence is guilty of an offence.

## Academic Discipline Process



**Dalhousie Libraries**



**Zotero**

Free citation to manage citations and full-text articles



**University Academic Honour Statement**



**English Grammar Check**

## CHECKLIST FOR STUDENTS

If you have been suspected of an academic offence, it can cause anxiety and distress, especially if you are not aware of the procedures and the resources available to support you. This checklist can give you a quick overview on what to expect and things to consider as your case proceeds.

### Key Points to Remember:

- ▶ You are entitled to a fair process before the decision is made.
- ▶ There are resources available to you to help you understand academic offence procedures and support you through the process.
- Once you are notified by the AIO that your instructor suspects an academic offence, this does not mean you have been found guilty. You are entitled to know what the allegations are and tell your side of the story in response to the allegations.
- Seek support early and reach out for help to understand the process by connecting with an advocate at the Dalhousie Student Advocacy Service.
- Focus on your health and well-being, take care of yourself and seek support.
- Cooperate with the process and understand the burden is on the university to demonstrate that it is more likely than not that an academic offence has occurred.
- Be honest and forthright. If you made a mistake, it is best to be accountable for your actions, share what you have learned from the experience and reflect about how you will ensure it does not happen again.
- Make sure you understand what the allegations are and if there is anything unclear, respectfully ask for clarification.
- It is often helpful to write out your responses before the meeting and prepare any information and materials that you want considered in your case.
- Once you have your meeting, confirm next steps.



## DALHOUSIE STUDENT ADVOCACY SERVICES (DSAS)

DSAS advocates can support you through your academic integrity case. They can provide support and help you understand the process and procedures and the steps you will need to know.

DSAS advocates also provide support in attending meetings with the AIO and instructor.

Email [dsas@dal.ca](mailto:dsas@dal.ca) to consult and reach out for

