

Important information for students in Business courses

Academic Integrity (from the Undergraduate Calendar 5.13.2.1)

Assignments, tests, and examinations are designed for students to show the instructor how well they have mastered the course material. When the instructor evaluates the student's work, it must therefore be clear which ideas and words are the student's own. The general principles of academic integrity for students doing course work are that they are to do their own original, individual work, unless told otherwise by the course instructor, and are to give credit for other people's ideas or words.

Group Study versus Group Work (excerpts taken from the Undergraduate Calendar 5.13.2.1 and 5.13.2.2)

In the Paul J. Hill School of Business, discussion of ideas with faculty and other students (that is, intellectual debate) is both allowable and important, provided that credit is given in written work for ideas that are not one's own. *Group study* (as distinct from group work on an assignment to be graded) is likewise permissible unless expressly forbidden by the instructor.

However, working jointly with another student or group of students on an assignment to be graded (*group work*) is considered to be academic misconduct, unless authorized by the course instructor. If no explicit instructions are given by the instructor about group work, students who wish to work together must request the instructor's permission in advance.

Academic Misconduct (excerpts taken from the Undergraduate Calendar 5.13.2.2)

Acts of academic dishonesty or misconduct include the following:

Cheating

Cheating is dishonest behaviour (or the attempt to behave dishonestly), usually in tests and examinations. Examples of cheating include:

- Unless explicitly authorized by the course instructor or examiner, using books, notes, diagrams, electronic devices, or any other aids during an examination, either in the examination room itself or when permitted to leave temporarily
- Copying from the work of other students
- Communicating with others during an examination to give or receive information, either in the examination room or outside it

Plagiarism

Plagiarism is a form of academic dishonesty in which one person submits or presents the work of another person as his or her own, whether from intent to deceive, lack of understanding, or carelessness.

For further information about plagiarism, students may also consult online resources. According to the www.Plagiarism.org website:

“All of the following are considered plagiarism:

- Turning in someone else’s work as your own
- Copying words or ideas from someone else without giving credit
- Failing to put a quotation in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words but copying the sentence structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not”

“Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed, and providing your audience with the information necessary to find that source, is usually enough to prevent plagiarism.” (www.Plagiarism.org)

Plagiarism or cheating on examinations/assignments is a serious offence that may result in a zero grade on an assignment, a failing grade in a course, or suspension or expulsion from the University.