

Report of Academic Misconduct

- Refer to Academic Integrity Policy, Appendix A, section 7. This report form is to be used if it has been determined that an offence has occurred as per section 7.3.1
- In situations where an allegation involves more than one student, a separate report must be filed for each student (7.2.1d)
- Send the completed form via email attachment, along with supporting documentation to Dr. Nauman Farooqi as the Academic Dean(AIO) at nfarooqi@mta.ca, copied to the student, Department Head (UG students) or Supervisor (MSc students), and Registrar at registrar@mta.ca.
- **The accused student has the right to contest the allegation or the academic penalty by submitting a request for referral to the Academic Dean (AIO) within 5 calendar days of the date of the filing of this report.**
- **Resources to advise students include any member of the University community such as: a MASU representative, Chaplain, Counselling Services, the Meighen Centre, and the Student Life Office.**

Complainant/Instructor:

Name	Phone Number	Course Number, section	Academic Term	Number of students involved (separate form for each)

Accused student:

Last Name	First /Preferred Name	Student ID #	MtA E-mail Address	Year Level

Alleged Offence:

Examples of academic misconduct include but are not limited to the following:

- a) Plagiarism or misrepresenting someone else's work, whether ideas, words, creative works, published or unpublished, as your own
- b) Submitting work for academic credit for which credit has previously been obtained or that is being submitted for credit in another course, without written permission from the Instructor(s)
- c) Falsifying results in lab experiments, field exercises, or other assignments
- d) Copying someone else's work on assignments, tests, or exams
- e) Use of unauthorized aid or assistance in tests or exams
- f) Collaborating on assignments that were designated by the Instructor as individual work
- g) Impersonating another student, or knowingly allowing someone to impersonate you, in an assignment, test, or exam
- h) Using someone else's computer account or using your computer account for unauthorized purposes
- i) Interfering with or damaging someone else's academic work including their access to campus resources
- j) Obtaining, viewing, or sharing information about an assignment, test, or exam
- k) Knowingly helping someone else engage in academically dishonest behavior
- l) Submitting false information or false medical documentation or misrepresenting personal circumstances to postpone or gain an advantage for any academic work
- m) Tampering with academic transcripts or records and/or submitting false credentials
- n) Any other form of misrepresentation, cheating, fraudulent academic behavior or other improper academic conduct of comparable severity

Attached Information:

- description of incident, date, time, details (page 2 of this document)
- synopsis of meeting(s) with student, in person or via email (or explanation of why meeting(s) not possible) (see 7.2.1) (page 2 of this document)
- copies of relevant or related correspondence with student involved with case
- evidence: copies of work in question, any other relevant materials such as source that was plagiarized, test that was copied, etc.
- relevant assignment/test/exam as distributed to class
- course outline

Considerations: (refer to section 4 of the Academic Integrity Policy)

- the severity of the offence, including its impact on others (students, faculty or staff, members of the community);
- relative weight of the assignment;
- the student's year of study;
- the student admits guilt, accepts responsibility, and is amenable to educative remedies;
- extenuating circumstances that may help explain the action taken by a student;
- any aggravating factors

Recommended academic penalty (by instructor only):

- educative action (e.g. re-write assignment; letter of reprimand; requirement to participate in educational or remedial academic activity)

Please specify: _____

- academic penalty (e.g. lower grade or failure on the assignment/test/exam; failure in the course)

Please specify: _____

- None

To be confirmed by the Registrar: record of previous report on file Yes No

Additional Information:

Description of incident, date, time, details

Synopsis of meeting(s) with student, in person or via email (or explanation of why meeting(s) not possible) (see 7.2.1)

Signature: _____ **Date (dd/mm/yy):** _____