

# Saitsa\* Academic Misconduct **Guide**

## Top 5 Things Students Need to Know

### 1 What is Academic Misconduct?

Academic Misconduct is a serious allegation. It can be an intimidating and stressful process to navigate. You are not alone, and Saitsa is here to help. This information sheet is intended to provide you with basic information to help you understand and navigate the process.

### 2 Examples of Academic Misconduct

#### ✘ Plagiarism

- Either intentional or unintentional, this is when a student presents words, ideas, images, or data as their own work without citation.
- You can also self-plagiarize by submitting the same work from one course for assessment in another offering of the same course.

#### ✘ Cheating

#### ✘ Other types of academic misconduct:

- Recording lectures without the instructor's permission
- Altering group work that your group has agreed was finished before submission
- Damaging or destroying other's assignments

### 3 Know Your Rights!

If you have been accused of academic misconduct, you have the right to:

- ✓ Receive prior notice of the hearing;
- ✓ Know the case against you, including the information the other party is relying upon;
- ✓ Have a hearing before impartial and unbiased decision-makers;
- ✓ Respond to the case being presented against them, meaning they can present supporting information and arguments.

### 4 Misconduct Hearings

If you are accused of academic misconduct, you will be given an opportunity to respond to the allegation at a hearing before an impartial arbiter. You should be prepared. Hearings will generally follow the following process:

1. The chair will review the grounds and reasons for the hearing, and note each party's supporting information.
2. You and your instructor will each have a chance to present your information and evidence.
3. When it is your turn to speak, you should be honest and try to explain yourself clearly.
4. For example, if you are accused of plagiarism for not citing something properly, you should explain what happened. It could be that you forgot to include an in-text citation but cited the material in your list of references.
5. The academic chair will determine whether academic misconduct has occurred.
6. Within 5 business of the conclusion of the hearing, you will be informed of the hearing decision.

### 5 Some General Advice

- ✓ You should be honest when in the hearing: lying or trying to deceive the panel could result in a harsher punishment for you.
- ✓ You should review and practice what you will say in the hearing in advance. You can prepare cue cards or other notes for you to reference during the hearing.
- ✓ If you need, you can request a break in the hearing. You can turn off your camera and microphone to take a breath and refocus.

## Still Have Questions?

For further support, send us an email or visit our website.

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