

# ACADEMIC INTEGRITY

## What Is Academic Integrity?

**Integrity** is “the quality of being honest and having strong moral principles that you refuse to change.” (Source: “integrity” [Cambridge Dictionaries Online](#), June 26, 2022)

Integrity is a core value closely linked with virtue, honesty, and honour. A person of integrity strives to always find and make the "right" decision.

**Integrity includes every aspect of your university experience, including:**

- ❖ **Academics**
- ❖ **Research**
- ❖ **Athletics**
- ❖ **Campus recreation**
- ❖ **Residence life**
- ❖ **Internship**

## Why is integrity important?

**Beijing Forestry University takes academic integrity very seriously.** Whether learning, teaching, researching or working, members of our community must conduct themselves honestly. Acting with integrity reinforces the university's reputation as a leading teaching and research institution. Students are expected to know what constitutes academic integrity, to avoid committing offenses, and to take responsibility for their actions.

As a post-secondary institution, the value of the degrees the university awards deserving students at the end of their studies is dependent on the legitimacy of the education these students earn. A degree is valueless without integrity.

## Academic Misconduct

Academic misconduct is an act by a student, or by students working on a team project, which may result in a false evaluation of the student(s), or which represents an attempt to unfairly gain an academic advantage, where the student either knew or ought reasonably to have known that it was misconduct. Whether or not a student intended to commit academic misconduct is not relevant for a finding of academic misconduct. Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it.

## Types of Academic Misconduct

Academic misconduct includes (but is not limited to):

- ❖ Cheating
- ❖ Plagiarism
- ❖ Impersonating another person in a test exam
- ❖ Unauthorized collaboration on individual assignments, tests or exams
- ❖ Buying or otherwise obtaining term papers or assignments
- ❖ Falsifying, misrepresenting, or forging an academic record or supporting documents.

## Cheating

The most common form of cheating is looking at someone else's work during an exam or test, but it can also involve most of the other types of misconduct listed here.

## Plagiarism

Plagiarism is one of the most common and frequently occurring categories of academic misconduct at university. Students have the responsibility to educate themselves about what plagiarism is.

**Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition.**

Examples of mild, moderate, and severe plagiarism:

Level of plagiarism	Examples
Mild	❖ Source cited in text but left out of reference list
Moderate	❖ Text copied from a source with a few words changed ❖ Source paraphrased without citation
Severe	❖ Patchwork of different texts passed off as original ❖ Paper written by someone else

## Impersonating Another Person in a Test or Exam

This includes having another person show up to write a test or exam in your place (or being the person who writes the test in someone else's place), but it also includes having someone else write an online test for you (or taking an online test for someone else).

## Buying or Otherwise Obtaining Term Papers or Assignments

If you submit work that someone else wrote, whether you paid for it or not, it is academic misconduct.

## Falsifying, Misrepresenting or Forging an Academic Record or

### Supporting Document

This includes the materials that you submitted to the university when you applied for your program. If you are found to have changed, omitted, or forged any of those documents, your offer of admission can be revoked (even if you have begun your program already). Forging doctor's notes is also considered to be academic misconduct.

### What does Academic Integrity look like?

As a student, academic integrity means making ethical decisions, asking questions, and following instructions - even when faced with difficult situations.

Students **demonstrate integrity** by:

- ✓ following their instructor's guidelines and expectations for assignments and tests
- ✓ submitting original work and completing individual assessments independently
- ✓ being dependable and reliable in their work, commitments and actions
- ✓ consistently and accurately citing the work of others in their assignments
- ✓ keeping academic materials and instructor's intellectual property private (e.g., class slides, assignments, tests, etc.), and not sharing these without the instructor's permission
- ✓ treating others equally without self-interest or prejudice
- ✓ following the University's rules and not trying to gain unfair advantages in assessments, mid-terms or tests (e.g., copying someone else's answers, using their phone to look up information during an exam etc.)
- ✓ Seeking help if they are struggling or are not sure of expectations
- ✓ being brave and standing up for what is right, even in challenging situations.

### Penalties for Academic Misconduct

The severity of the penalty will depend on the type of misconduct and whether you have been disciplined for academic misconduct before.

Penalties may include:

- an official warning
- loss of grades
- zero on the assignment
- zero in the course
- a note on your transcript
- suspension
- expulsion