SIMON FRASER UNIVERSITY
POLITICAL SCIENCE DEPARTMENT

PLAGIARISM AND INTELLECTUAL DISHONESTY

This document contains:
1. SFU’s Code of Academic Honesty
3. a brief guide to correct use of sources, and
4. a statement regarding how the Department of Political Science will interpret and apply the University Policy on Academic Dishonesty and Misconduct Procedures (T10.03)

1. CODE OF ACADEMIC HONESTY

1.0 Statement of Principle
All members of the University community share the responsibility for the academic standards and reputation of the University. Academic honesty is a cornerstone of the development and acquisition of knowledge. Academic honesty is a condition of continued membership in the university community.

2.0 Academic Dishonesty
Academic dishonesty, like other forms of dishonesty, is misrepresentation with intent to deceive or without regard to the source or the accuracy of statement or findings. Academic dishonesty, in whatever form, is ultimately destructive of the values of the University; it is furthermore unfair and discouraging to the majority of students who pursue their studies honestly. Scholarly integrity is required of all members of the University.

3.0 Forms of Academic Dishonesty
The illustrations presented below are considered to be representative but not definitive nor exhaustive of activities which could be considered to constitute academic dishonesty.

(a) Plagiarism is a form of academic dishonesty in which an individual submits or presents the work of another person as his or her own. Scholarship quite properly rests upon examining and referring to the thoughts and writings of others. However, when excerpts are used in paragraphs or essays, the author must be acknowledged using an accepted disciplinary format. Footnotes, endnotes, references and bibliographies must be complete.

Plagiarism exists when all or part of an essay is copied from an author, or composed by another person, and presented as original writing by the person submitting the work. Plagiarism also exists when there is inadequate recognition given to other authors for phrases, sentences, or ideas from their works that have been incorporated into an essay.
If an author's phrases or sentences are used, the copied material must be placed inside quotation marks. Following the quotation marks a proper citation, including a specific page reference, must be included.

(b) Submitting the same essay, presentation, or assignment more than once whether the earlier submission was at this or another institution, unless prior approval has been obtained.
(c) Cheating on an examination or falsifying material subject to academic evaluation. This includes:
   . the unauthorized sharing of material, e.g. two or more students using the same textbook during an "open book" examination
   . the use of course notes or any aids not approved by an instructor during a "closed book" examination
   . unauthorized possession or use of an examination or assignment
   . the submission of identical or virtually identical assignments by students who studied together is also academically unacceptable
(d) Submitting as one's original work, essays, presentations or assignments which were purchased or otherwise acquired from another source.
(e) Using or attempting to use other students' answers; providing answers to other students; or failing to take reasonable measures to protect your answers from use by other students in assignments, projects or examinations.
(f) Impersonating a candidate in an examination or availing oneself of the results of such impersonation.
(g) Knowingly submitting false or fictitious records or information, in writing or orally. This includes the falsification or submission of false laboratory results, documents, transcripts or other academic credentials.
(h) Stealing or destroying the work of another student.
(i) Removing books or other library material without authorization from the library, or mutilating or misplacing library materials, or engaging in other actions which deprive other members of the University community of their opportunity to have access to the academic resources of the library.
(j) Unauthorized or inappropriate use of computers, calculators and other forms of technology in course work, assignments or examinations.

2. GUIDE TO THE USE OF SOURCES IN ASSIGNED PAPERS

In any kind of writing, but especially in scholarly work, it is important that the reader be able to distinguish between the writer's original ideas and the ideas of others. But it is equally important that the writer make intelligent use of ideas gathered from books and articles. Often your papers’ ideas result from your own attempts to understand the political science literature. You must distinguish between your own ideas and those of others.

Certain basic principles regarding the use of texts can be summarized:

1. Whenever you quote passages from any published text, document or other source, you must indicate the exact source.
2. Whenever you summarize or paraphrase ideas from other material, you must likewise give the exact source. Paraphrase consists of a restatement in substantially different language of the ideas in a fairly limited passage or series of passages; summary is much like paraphrase, only it deals more generally with the ideas. The mere alteration of a few words in a passage does not constitute paraphrase. If you have any doubt as to whether you are substantially re-stating the ideas, it is better to quote so that there will be no ambiguity.

3. See our Political Science Guidelines for Writing Research Papers and Essays.

4. Please discuss any questions about how to use your research material or how to footnote your sources with your tutor or lecturer before you submit an assignment.

3. PROCEDURES FOR DEALING WITH INTELLECTUAL DISHONESTY

Political Science Department interpretation and application of SFU Policy T10.03 (http:www.sfu.ca/policies/teaching/T10-03.htm)

1.1 ACADEMIC DISHONESTY IN COURSE WORK

(a) When a course instructor finds that a student in one of his or her courses has been academically dishonest, the course instructor may take one or more of the following courses of action:

(i) give the student a warning;
(ii) require the student to redo the work or to do supplementary work;
(iii) assign a grade penalty less harsh than “F” for the work;
(iv) impose a failing mark for the work.

In cases of (ii) to (iv) the student shall be informed of the nature of the academic dishonesty and the decision in writing in a timely manner. In cases of (iv), the Chair of the Department shall be informed in writing of the nature of the offence and the decision. The student should be advised that the report will be retained in the departmental student file and that, in the event of any further reports of academic dishonesty, the report may be used in determining a penalty for the subsequent academic dishonesty.

If the Chair receives notification that a student has been involved in more than one case of academic dishonesty, the Chair may take action under (c).

(b) If the instructor believes that some penalty beyond that provided for in (a) is warranted, a written report of the facts must be submitted to the Chair of the department with a copy to the student.

(c) In the case of (b), the Chair shall meet with the student, and after reviewing the facts of this case and any previous case in the student's departmental file, may take one or more of the following courses of action:
(i) issue a formal reprimand to the student;
(ii) assign a grade penalty less harsh than “F” for the course;
(iii) assign a grade penalty of "F" for the course;
(iv) initiate a hearing by referring the case to the University Board on Student Discipline (UBSD). [Academic Policy T1 0.03]

The Chair shall communicate any and all decisions in writing to the student and copies of all such communications will be sent to the Registrar. The student will be advised that the report will be retained in the student's file in the Office of the Registrar and that, in the event of any further reports of academic dishonesty, the report may be used in determining a penalty for any subsequent offence.

(d) If, in the case of (a) or (c), the student wishes to dispute the finding of fact of the instructor or department Chair, the student may present an appeal to the UBSD, in writing, stating reasons for the appeal, within eighteen days of the date of notification by the instructor or department Chair.